

ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE
November 9, 2011
2:00 p.m. – A140

To conform to the open meeting act, the public may attend open sessions

- 1. CALL TO ORDER AND ROLL CALL**
- 2. OPENING COMMENTS FROM THE CHAIR**
- 3. OPEN COMMENTS FROM THE PUBLIC**
- 4. APPROVAL OF MINUTES**
 - a. October 26, 2011 (attachment)
- 5. ACTION ITEMS**
 - a. 2012 – 2013 FPD Event Proposal Form (attachment)
 - b. Revised FPD Survival Guide (attachment)
 - c. FPD Checklist (attachment)
- 6. REPORT**
 - a. Professionalism Language for FPD Events
- 7. DISCUSSION ITEMS**
 - a. Online FPD Orientation
 - b. Guest Speaker Opportunity: Wolfman Productions (attachment)
 - c. Spring 2012 Welcome Back Day Agenda (attachment)
- 8. OTHER**
 - Review /Approve Plans/Contracts
- 9. ADJOURNMENT**

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.



**ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT
COMMITTEE MINUTES**

**November 9, 2011
2:00 p.m. – A140**

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

Ms. Kathryn Mitchell, Faculty Professional Development (FPD) Chair, called the November 9, 2011 FPD meeting to order at 2:06 p.m.

2. OPENING COMMENTS FROM THE CHAIR

- Ms. Mitchell reported she has worked with Dr. Susan Lowry, Faculty Union President, to ensure contractual language reflects FPD obligation requirements. All elements to accurately reflect program requirements will be completed (i.e. MOU language, calendar changes, faculty responsibility, etc.). Dr. Lowry is in complete agreement that the committee should not operate as the police of the program but merely work to coordinate activities throughout the year and ensure the program is in compliance with the Chancellor's Office requirements. The Faculty Union is completely supporting the committee on all issues and will work with Administration to ensure the role of the committee is clearly understood.

3. OPEN COMMENTS FROM THE PUBLIC

- Dr. Cindy Lehman reported the computer and audio system in the Boardroom (SSV 151) is not functioning properly. She and Dr. Karen Cowell were scheduled to provide a presentation but encountered computer and audio difficulties which did not allow them to provide the audio visual presentation as they had planned. In having to work with these technical difficulties it caused a delay of the start of the presentation. She expressed her concern for future FPD presentation scheduled in the room and indicated the committee needs to notify future presenters scheduled to use the Boardroom.
 - Ms. Gloria Kastner reported she contacted Mr. Calvin Madlock, ITS Director, and Mr. Joseph West, IMC Technician, of the situation and the technical issues are to be addressed.

4. APPROVAL OF MINUTES

a. October 26, 2011 (attachment)

A motion was made and seconded to approve the October 26, 2011 FPD meeting minutes. Motion carried.

5. ACTION ITEMS

a. 2012 – 2013 FPD Event Proposal Form (attachment)

A motion was made and seconded to approve the 2012 – 2013 FPD Event Proposal Form. Committee members were requested to review the FPD Proposal Form for any further revisions. Committee members reviewed and discussed the form and requested the following revisions:

- On the bottom of page one, change the word “copy” to “description.”
- At the top of the second page, spell out the word “Standard” for each category to clearly identify each standard.

Mr. Harish Rao inquired why the due date is scheduled so soon after the commencement of the spring 2012 semester. Ms. Mitchell reported the due date is established to provide adequate time for the committee to go through the entire ranking and approval process during the spring semester. The committee only meets twice a month and there are over 150 proposals submitted each year which the committee has to review and rank according to the established guidelines. The entire process has to be completed prior to the end of the semester to notify faculty and submit Chancellor's Office documents. Mr. Rao suggested including a small narrative of why the proposal deadline date is established so that faculty are informed. Ms. Mitchell stated she would include a small explanation when the proposal call is distributed. Motion carried with revisions.

b. Revised FPD Survival Guide (attachment)

A motion was made and seconded to approve the revised FPD Survival Guide. The requested revisions were made as requested by committee members. Motion carried.

c. FPD Checklist (attachment)

A motion was made and seconded to approve the FPD Checklist. Ms. Mitchell reported the checklist was discussed and shown to Ms. Sharon Lowry, Executive Vice President of Academic Affairs and Student Services. She was completely in favor of the idea and requested a draft be distributed to the campus Deans for feedback and discussion at the next Dean's meeting. The draft was created and distributed as requested but the task will not be a committee responsibility. Committee members were requested to review the proposed draft and provide any feedback on necessary revisions. Committee members reviewed the form and requested the following revisions:

- Add "including waitlist" to the second check box.
- Remove the bracket sentence in the third checkbox.
- Include specific deadline dates for FPD plans and contracts.
- Add the statement "Faculty should keep a copy of their grade sheets and attendance records for future reference if needed."
- Include hours/days of operation for Administrative Assistance and the proper title for the evening clerk.

Ms. Mitchell indicated she would schedule a meeting with Ms. Lowry to ensure the checklist does not become the responsibility of the committee to maintain but will be updated accordingly in divisions or the VP's Office. Motion carried as revised.

6. REPORT

a. Professionalism Language for FPD Events

Ms. Mitchell requested committee members review the proposed language to address professional behavior during FPD events. The statement can be published in the FPD Program book and attached to the sign in sheets for each event to allow presenters the discretion to use the statement in a manner they see fit (i.e. announce, post, or include in their audio visual presentation). The proposed professionalism statement reads:

"Please remember that FPD events are classroom settings for faculty. Don't repeat behaviors at these events that you would not tolerate from your students in your classroom. Sleeping, Talking, Texting, Doing Other Work and Eating are behaviors most of us would not put up with in the classroom, so please keep it out of Flex Events! Rude behavior not only is disrespectful to the presenters, but is also ruins the enjoyment of Flex activities for other attendees. Thank you for your cooperation!"

Committee members reviewed the language and provided input on revisions needed. Ms. Jackie Lott stated a sentence should be added to address the sign in and sign out process (i.e. Please sign in and out honestly). The statement about eating should be removed because there are many faculty that attend events right after work and haven't had dinner, as well as presenters that provide snacks during their presentations. The statement about food limits presenters from providing snacks. Committee members were in consensus to remove the eating portion of the statement. The committee was in consensus the statement addressed the unprofessional behaviors displayed during FPD events. Ms. Mitchell indicated the statement will be revised accordingly and brought back for formal approval at the next FPD meeting.

7. DISCUSSION ITEMS

a. Online Orientation

Ms. Mitchell stated she would like to create a subgroup of the committee to begin researching what content should be included in an FPD Orientation. Subgroup members should also research if other community colleges include an online orientation to the program and what information is included. The process could be as easy as taking the FPD presentation material used during the spring 2011 Welcome Back Day and creating an interactive webinar presentation. The following committee members volunteered to begin working on the research and implementation process: Dr. Rona Brynin, Ms. Rosa Fuller, and Mr. Ty Mettler. Subgroup members will begin the process and report back to the committee the outcome of their research and discussions.

b. Guest Speaker Opportunity: Wolfman Productions (attachment)

Ms. Mitchell reported the Senate Office was contacted by the Wolfman Production Company about coordinating guest speaker opportunities. Many of the guest speakers can be scheduled for a nominal fee (\$1,000 - \$3,000). The committee does not have a large budget but booking a guest speaker for special events may be advantageous for the committee. Committee members were requested to go to the website and research potential guest speaker opportunities that would be beneficial to the campus constituency. Dr. Lehman suggested the committee contact other campus groups (EEO, ASO, etc.) who may be willing to split the costs of acquiring a guest speaker. Ms. Mitchell requested committee members review the potential guest speaker opportunities and then the committee can collaborate to identify if there is a campus group that can be approached to split the costs.

c. Spring 2012 Welcome Back Day Agenda (attachment)

Ms. Mitchell requested committee members to review the drafted agenda including three breakout options for the first two sessions and only one option for the final session. She stated it is very likely the individual session will pertain to SLO/PLO work since it is a major Accreditation issue that must be met this year. There are some concerns about how the welcome back day has been coordinated in the past to include contractual work which constitutes double dipping. Performing SLO/PLO work is part of a full-time faculty member's contractual obligation, although the training process is considered professional development. Welcome Back Day events have recently included SLO/PLO work, as well as credit for attending a Division Meeting which is also contractually required for Full-Time Faculty. Ms. Mitchell stated she wants to ensure the committee is operating legally and not promoting double dipping. The committee will need to make efforts to separate contractual obligatory work and training which may be problematic in coordinating the upcoming spring welcome back day. The training opportunity can be established for an hour and then allow faculty the opportunity to work collaboratively on the process thereafter but cannot award credit for the additional time **(except for adjunct faculty who are not contractually obligated)**.

Ms. Rosa Fuller suggested to add an emphasis of importance to the SLO/PLO work the individual session should be coordinated as the first session when faculty are fresh and ready to engage. She stated faculty may choose not to return after lunch and the collaboration needed will be jeopardized.

Ms. Lott suggested providing a lunch break and including a motivational video clip to begin the SLO/PLO training for credit. Faculty involved will more than likely get on a role working together and recognize the importance of having constituent faculty to work with and complete the SLO/PLO assessment work needed.

Ms. LaDonna Trimble, Dean of Enrollment Services and Counseling and Matriculation, stated the committee needs to communicate the importance of completing the SLO/PLO Assessment work to Division/Area Deans, and to explain they may need to coordinate opportunities for faculty to work collaboratively throughout the semester. This can be facilitated in a training meeting or scheduled Division meeting. Deans can communicate the importance for faculty attendance and allow the faculty the discretion to perform the work during the scheduled time or at a different time of their choosing.

Committee members were requested to review the potential breakout session topics and begin collaborating on what should be established as breakout sessions. Committee members reviewed the list (Basic Skills, Classroom Safety, SLO/PLO Assessment, STRs/Union, ITS/DETC, and FPD) and were in consensus to offer two topic options for each session. They discussed possibly including an addition two topic options: Emergency Preparedness, and Online Teaching which was presented by Ms. Heidi Preschler. Ms Mitchell stated she would contact the presenters to ensure they would be willing to present at the spring 2011 Welcome Back Day and report back to the committee the outcome at the next meeting with a drafted agenda for approval.

Ms. Mitchell stated the committee was requested to provide input on suggested topics for the General Session presented by Dr. Fisher. Committee members indicated they would like to be updated on the budget; campus outlook on hiring Administrators, and Faculty; How can faculty and staff help behind the scenes at AVC; How can a campus voluntary campaign be initiated? (i.e. grounds clean up day, student internships, etc.); and facilitating a dialogue to establish connections between Administration and Faculty. Ms. Mitchell indicated she would forward the Fall Welcome Back Day evaluation feedback and the suggested topics from the committee for Dr. Fisher to consider for the spring and fall Welcome Back Day General Sessions.

8. OTHER

- Review / Approve Plans and/or Contracts

9. ADJOURNMENT

A motion was made and seconded to adjourn the November 9, 2011 Faculty Professional Development (Flex) Committee meeting at 3:30 p.m. Motion carried.

MEMBERS PRESENT		ABSENT MEMBERS	
Rona Brynin	Ty Mettler	Rae Agahari	Tim Lynskey
Richard Coffman	Kathryn Mitchell	Magdalena Caproiu	Scott Tuss
Rosa Fuller	Linda Noteboom	Jennifer Gross	<i>Vacant ASO Rep.</i>
Jack Halliday	Harish Rao	Mark Hoffer	<i>Vacant Confidential Mngmt. Union Rep.</i>
Cindy Lehman	LaDonna Trimble	Sharon Lowry	
Jackie Lott			



**ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT PROGRAM
PROPOSAL FORM GUIDELINES & DIRECTIONS**

The Faculty Professional Development Committee seeks proposals for the 2012 – 2013 academic year. The committee plans to select approximately 300 hours of activities, roughly half of which will be Faculty Academy. A limited number of Faculty Academy events may be offered online. If you are interested in facilitating one of these online training events, please contact Faculty Professional Development Chair Kathryn Mitchell at kmitchell18@avc.edu.

This year's proposals may be submitted electronically to gkastner@avc.edu. The deadline is Monday, February 27, 2012.

***FACULTY ACADEMY ACTIVITIES**

Faculty Academy events are strictly designed to improve student learning outcomes and retention and enhance the quality of instruction and support services at Antelope Valley College. Academy activities should offer training in teaching and assessment methods, divergent learning styles, curriculum development, educational technology, and support the Antelope Valley College mission and institutional learning outcomes. **Priority consideration will be given to activities that offer participants hands-on training and direct interaction with the facilitator.**

***COLLEGE COLLOQUIA AND FIELD TRIPS**

College colloquia and field trips are designed to encourage faculty interaction through the exchange of ideas across various disciplines. Colloquia activities enhance lifelong learning skills and promote dialogue by examining culturally diverse perspectives in the arts, sciences, and humanities. Note: funds and transportation for field trips are unavailable at this time. **Priority consideration will be given to activities that offer interdisciplinary perspectives.**

DIRECTIONS FOR COMPLETING THE PROPOSAL FORM

- Descriptions should provide a brief overview of the proposed activity and its direct benefit to participants in relation to the requirements listed for Faculty Academy or College Colloquia activities.
- Descriptions should be limited to 4-5 sentences and be approximately 250 words in length.
- **A digital still promoting your proposal would be greatly appreciated.** JPEG attachments should be **300KB** or smaller.

Due to the current budget crisis, the Faculty Professional Development Committee is unable to approve funding for the 2012 – 2013 academic year at this time. The Committee will consider budget requests in the fall semester on a one-on-one basis.

The Professional Development Committee reserves the right to edit all program **copy** prior to publication. All proposals are due by **Monday, February 27, 2012.**

***NOTE** – all proposed activities must allow a minimum of 20 participants to be considered in the approval process.



ANTELOPE VALLEY COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT PROGRAM
2012 – 2013 PROPOSAL

St. #1 – Faculty Academy
 St. #2 – College Colloquia
 Field Trip/Off Campus
 Online
 Online

Event Title: _____ **Is this event a repeat presentation? Yes** **/ No**

Presenter(s): _____ **Coordinator(s):** _____

Contact Information – Ext./Cell #: _____ **E-mail Address:** _____

Preferred Dates (must include dates for consideration): 1st - 2nd - 3rd -

Preferred Time Range:
 8 am – 12 pm
 12pm – 5 pm
 5pm – 10 pm
 Anytime

Credit hours: _____
 Preferred Location: _____
 Max. # of Participants: _____

Chancellor’s Office Activity Categories

(Please check one box)

<input type="checkbox"/> Activities related to the improvement of teaching.	<input type="checkbox"/> Activities related to intersegmental exchange programs.
<input type="checkbox"/> Activities related to maintaining the current level of academic and technical knowledge and skills.	<input type="checkbox"/> Activities related to the development of innovations in instructional and administrative techniques and program effectiveness.
<input type="checkbox"/> Activities related to in-service training for vocational education and employment preparation programs.	<input type="checkbox"/> Activities related to computer and technological proficiency programs.
<input type="checkbox"/> Activities related to retraining to meet changing institutional needs.	<input type="checkbox"/> Activities related to courses and training implementing affirmative action and upward mobility programs.

Other: If there is another category that contributes to the improvement of instruction, administrative, or student services, please list those activities related to that category in this section (must provide justification):

Additional Information or Special Request

EVENT DESCRIPTION

(Refer to specific instructional aspects; not to exceed 250 words)

Submitted by: _____ **Date:** _____

Proposals should be submitted electronically to gstastner@avc.edu no later than **Monday, February 27, 2012**. Please include a digital still (if available) that can be used to promote the event. JPEG attachments should be **300KB** or smaller.

Survival Guide: Faculty Professional Development Program

<p><u>Faculty Academy (Standard #1):</u></p> <p>Only activities/presentations that are noted as Faculty Academy Eligible (FAE) qualify for this standard.</p> <ul style="list-style-type: none"> • Tenured faculty are required to complete 10 hours minimum in this standard. • Non-tenured faculty are required to complete 15 hours minimum in this standard. • Adjunct faculty are required to complete 3 hours minimum in this standard. <p><i>Note: The Fall Welcome Back Day is mandatory for full-time faculty and encouraged for adjunct faculty. Attendance qualifies for up to 8 hours in this standard. Spring Welcome Back Day is completely voluntary; attendance qualifies for up to 6 hours in this standard.</i></p>	<p><u>College Colloquia (Standard #2):</u></p> <p>Only activities/presentations that are listed in the Faculty Professional Development book qualify for this standard.</p> <ul style="list-style-type: none"> • Tenured faculty are required to complete 15 hours minimum in this standard. • Non-tenured faculty are required to complete 20 hours minimum in this standard. 	<p><u>College Governance and Operations (Standard #3):</u></p> <p>Campus-wide committee work beyond the contractual obligation, program review, tenure and evaluation committees, professional conferences, and scholarly work qualify for this standard.</p> <ul style="list-style-type: none"> • Faculty who serve on 2 or more bi-weekly campus-wide committees may claim up to 20 hours for each committee beyond the initial committee. • Additional campus-wide committees with less frequent meetings are eligible for up to 10 hours of professional development credit. • Conference attendance qualifies for up to 20 hours in this standard. Verification is required to attain credit (such as a copy of the registration confirmation). • Scholarly work qualifies for up to 20 hours in this standard. Verification is required to attain credit (such as a copy of the publication notification).
<p><u>Professional Projects and Activities (Standard #4):</u></p> <p>Professional projects and activities that directly relate to one's assigned duties qualify for this standard.</p> <ul style="list-style-type: none"> • These projects/activities must be clearly outside normally assigned duties, responsibilities, and working hours. 	<p><u>Where to Find Information:</u></p> <ul style="list-style-type: none"> • All official guidelines, forms, and documentation, are posted on the AVC website: http://www.avc.edu/administration/organizations/fpd/documents.html • <u>All</u> rescheduling and cancellations will be noted online, though we are hopeful that presenters and coordinators will be able to adhere to the originally scheduled event dates. http://www.avc.edu/administration/organizations/fpd/ 	<p><u>Notes:</u></p> <ul style="list-style-type: none"> • After minimum hours have been met, additional hours from Standard 1 may be rolled into Standard 2, and additional hours from Standard 2, 3, and 4 may be rolled into Overload hours. • Faculty must sign-in at the beginning of an event and sign-out upon leaving the event for credit. • Sign-ups for field trips and limited participation events will be open one month in advance of the scheduled event date. • Adjunct faculty can complete the remainder of their Professional Development obligation with any identified activity listed in the book or any other discipline specific event. Office hours are no longer eligible as a Professional Development activity.



ANTELOPE VALLEY COLLEGE
Faculty Obligation Check List – DRAFT

- Friday prior to each semester:** Faculty Welcome Back Day (**fall semester – mandatory for all Full-Time faculty. Adjunct faculty are encouraged to attend**). The spring Welcome Back Day is **NOT** mandatory but recommended.
 - Day before class:** print course roster(s) from Banner
 - 1st day of class:** check attendance and drop no-shows. (It may be helpful to have a printout of waitlist to add waitlisted students to course to replace no-shows.)
 - By the end of the 2nd week of the semester:** Course syllabi due to the Division Dean.
 - Report Office hours to Division Administrative Assistant and Division Dean.
 - Check current roster in Banner to determine crashers have registered for course(s). Students who have not registered **MAY NOT** attend classes.
 - Begin constructing Faculty Professional Development (Flex) Plan for submission. **Both Full-Time and Adjunct Plans are due no later than the 5th Monday of each semester.**
 - 3rd week of the semester:** check campus mailbox for census sheets. Complete the form and return them to Admissions & Records (in person or via mailbox).
 - 4th week of the semester:** submit Faculty Professional Development (Flex) Plan.
 - **All Full-Time and Adjunct Flex plans are due no later than the 5th Monday of each semester and can be submitted in hard copy form or via email.**
 - After the 9th week of the semester:** have students evaluate instructors in all courses. Evaluations are done whether or not the faculty member is being evaluated in the semester.
 - 11th week of the semester:** drop students who are not attending per course policy.
 - Begin constructing and finalizing Faculty Professional Development (Flex) Contractual obligations for the semester to submit Flex contract with completed activities to meet obligation requirements. **All Flex contracts are due no later than the 14th Monday of each semester.**
 - 14th Monday of each semester:** All Adjunct Flex Contracts are due.
 - Within one week after the semester ends:** all course grades are due. Submit grades electronically in Banner and provide a hard copy of grade sheets and attendance records to Admissions & Records.
-

If you are taking Sick Leave, Personal Business (PB) Day or Personal Necessity (PN) Leave, or if you are going to miss office hours:

- Call the Division Administrative Assistant (ext. ????) between 8:00 a.m. to 4:30 p.m. or Jamie Jones at (661) 722-6300 ext. 6559 if calling after 4:30 p.m.
- Complete Leave Request form prior to the day of leave if taking a PB day. If taking PN for emergencies or if ill complete the form upon return. *Leave forms are not filed for days in which office hours are missed – only for days class(es) were missed.*



ANTELOPE VALLEY COLLEGE
Faculty Obligation Check List – DRAFT

Timeline for Adjunct Faculty Evaluations

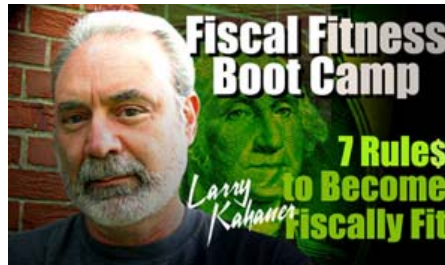
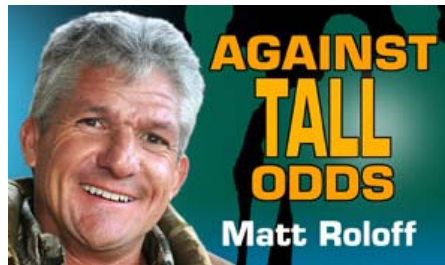
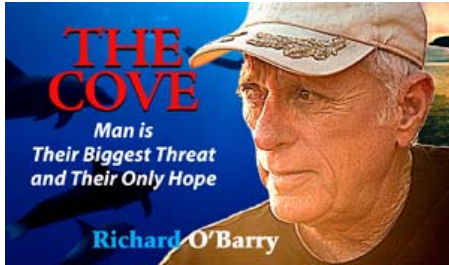
- Weeks 1 – 4:** Orientation to the process.
- Weeks 4 – 5:** Meeting between evaluator and faculty to review.
- Week 6 – 9:** Classroom visitations occur.
- Week 9 – 14:** Evaluator or instructor conducts student evaluations.
- Week 15 – 16:** Evaluator prepares final report and involved parties sign the final report.

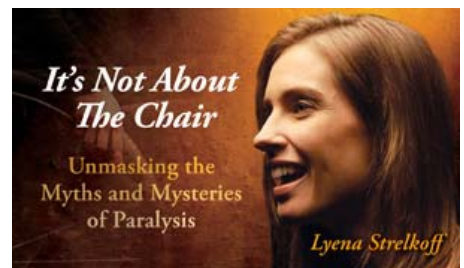
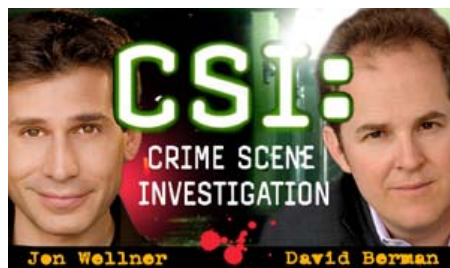
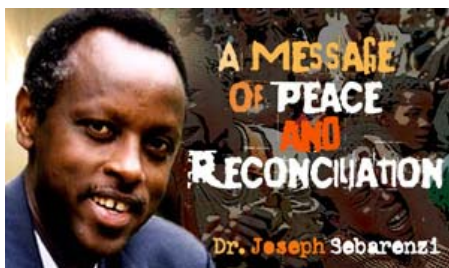
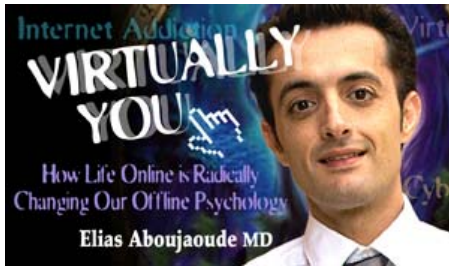
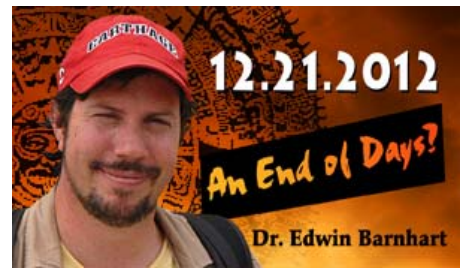


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ANTELOPE VALLEY COLLEGE

Spring 2012 Welcome Back Agenda

Friday, February 3, 2012
Performing Arts Theatre

General Session 8:00 – 8:45 a.m.
Faculty Workshops 9:00 a.m. – 3:00 p.m.

GENERAL SESSION

8:00 – 8:45 a.m.

General Session – Topic??

Dr. Jackie Fisher, Sr.
Superintendent/President

BREAK

FACULTY WORKSHOPS

Session I

9:00 – 10:30 a.m.

- A. ??
- B. ??
- C. ??

BREAK

Session II

10:45 a.m. – 12:15 p.m.

- A. ??
- B. ??
- C. ??

LUNCH BREAK – 12:20 p.m. – 1:30 p.m.

Session III

1:30 – 3:00 p.m.

- A. ???

Event Requests/Possibilities: Basic Skills, Classroom Safety, SLO Assessment, STRs/Union, ITS, and FPD.

Antelope Valley College...Imagine the Possibilities