



ANTELOPE VALLEY COLLEGE

Faculty Professional Development Committee Agenda

Wednesday, May 24, 2017
L-201
2:15 p.m. - 3:45 p.m.

Type of Meeting: Regular
Note Taker: Nancy Masters
Please Review/Bring: Agenda packet

COMMITTEE MEMBERS

- Kristine Oliveira, Faculty Co-Chair
- Dr. Bonnie Suderman, Co-Chair
- Gary Roggenstein, Administrative Council Member
- Dr. Tom O’Neil, Administrative Council Member
- Leslie Baker, Faculty Member
- Dr. Rona Brynin, Faculty Member
- Dr. Zia Nisani, Faculty Member
- Jack Halliday, Faculty Member
- Mark Hoffer, Faculty Member
- Dr. Liette Bohler, Tenure Evaluation Coordinator
- Greg Krynen, Technical Liaison
- Jackie Lott, Faculty Union Rep
- Laurie Walker, Faculty Member - ABSENT
- Dr. Jeffery Cooper, Faculty Member
- Susan Snyder, Faculty Member
- Dr. Darcy Wiewall, Faculty Member
- Michelle Hernandez, Confidential Management Union ASO Member - VACANT

GUESTS:

Items	Person	Action
I. Opening Comments from the Chairs	Kristine Oliveira Dr. Bonnie Suderman	
II. Open comments from the Public		
III. Approval of Minutes	Kristine Oliveira	a. April 26, 2017 Meeting (attachment)
IV. Discussion Items	Kristine Oliveira	a. Opening Days b. FPD Proposal Revisions c. FPD Handbook Revisions
V. Action Items	Kristine Oliveira	a. Opening Days b. FPD Proposal Revisions c. FPD Handbook Revisions



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VI. Information Items	Kristine Oliveira	
NEXT MEETING DATE: September 13, 2017		



ANTELOPE VALLEY COLLEGE

Faculty Professional Development Committee Minutes

Wednesday, May 24, 2017
L-201
2:15 p.m. - 3:45 p.m.

Type of Meeting: Regular
Note Taker: Nancy Masters
Please Review/Bring: Agenda packet

COMMITTEE MEMBERS

- Kristine Oliveira, Faculty Co-Chair
- Dr. Bonnie Suderman, Co-Chair
- Gary Roggenstein, Administrative Council Member - ABSENT
- Dr. Tom O’Neil, Administrative Council Member
- Leslie Baker, Faculty Member
- Dr. Rona Brynin, Faculty Member
- Dr. Zia Nisani, Faculty Member
- Jack Halliday, Faculty Member
- Mark Hoffer, Faculty Member
- Dr. Liette Bohler, Tenure Evaluation Coordinator
- Greg Krynen, Technical Liaison
- Jackie Lott, Faculty Union Rep
- Laurie Walker, Faculty Member - ABSENT
- Dr. Jeffery Cooper, Faculty Member - Dr. Barbara Fredette, Proxy
- Susan Snyder, Faculty Member
- Dr. Darcy Wiewall, Faculty Member
- Michelle Hernandez, Confidential Management Union ASO Member - VACANT

Items	Person	Action
I. Call to Order	Kristine Oliveira	The Faculty Professional Development Committee meeting of May 24, 2017 was called to order at 2:20 pm by Kristine Oliveira, Co-chair.
II. Opening Comments from the Chairs	Kristine Oliveira Dr. Bonnie Suderman	None
III. Open comments from the Public		None
IV. Approval of Minutes	Kristine Oliveira	a. May 10, 2017 Meeting (attachment) <i>A motion was made and seconded to approve minutes of the May 10, 2017 meeting. Motion carried unanimously.</i>



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V. Discussion Items	Kristine Oliveira	a. Opening Days <ul style="list-style-type: none">• Umoja conflicts with opening week - will be held on Wednesday.• Videotaping of the attorney for the Undocumented Students presentation is an additional \$5,000 - President Knudson denied the option. Bonnie will see if material is copyrighted; possibly archive in Canvas. b. FPD Proposal Revisions Reviewed revisions. c. FPD Handbook Revisions Kristine will work during summer to move the FPD contract due date to the end of the semester.
VI. Action Items	Kristine Oliveira	a. Opening Days <ul style="list-style-type: none">• <i>A motion was made and seconded to approve the scheduled workshops for Opening Day and Pre-Opening Day. Motion carried unanimously.</i>• <i>A motion was made and seconded to approve moving opening week sessions to 8:00 a.m. - 12:30 p.m. Motion carried unanimously.</i> b. FPD Proposal Revisions <i>A motion was made and seconded to accept the nine (9) revised FPD proposals. Motion carried unanimously.</i> c. FPD Handbook Revisions <ul style="list-style-type: none">• <i>A motion was made and seconded to adopt the following requirement for the new 60-hour faculty professional development obligation:</i><ul style="list-style-type: none">Standard 1: 10 hoursStandard 2: 15 hoursStandard 3: 35 hours❖ <i>Changes to Standard 1 hours would impact faculty academy compensation. The committee decided to keep the former distribution of hours.</i>❖ <i>Members determined working with Outcomes falls within the definition of Standard 2 - up to 10 hours. Motion carried unanimously.</i>• <i>A motion was made and seconded to allow Kristine to work on the program</i>



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		<i>evaluation, the mentorship program under Standard 2, the leave of absence calculation, revised language for 60 hour obligation, and move contract due dates (with union permission) to the end of each semester. Motion carried unanimously.</i>
VII. Information Items	Kristine Oliveira	
NEXT MEETING DATE: September 13, 2017		The Faculty Professional Development Committee meeting of May 24, 2017 was adjourned at 3:09 p.m. by Kristine Oliveira, Co-chair.

Opening Day and Pre-Opening Day Workshops: Proposed Schedule

WEDNESDAY (NURSING can attend)	THURSDAY (NEW FACULTY can attend)	FRIDAY A	FRIDAY B
HONORS	<i>SUPPORTING LGBTQ STUDENTS</i>	UNDOCUMENTED STUDENTS AND LAW (PAC)	<i>UNDOCUMENTED STUDENTS AND RETENTION</i>
FPD OVERVIEW AND PROJECTS	OUTCOMES	BEHAVIORAL INTERVENTION TEAM	<i>SUPPORTING VETERAN STUDENTS</i>
GOOGLE TOOLS	OFFICE FOR STUDENTS W DISABILITIES	DETC	AVCFT OVERVIEW AND PROJECTS
CANVAS (lab)	CANVAS (lab)	INTERDISCIPLINARY TEAM TEACHING	OER AND ACADEMIC FREEDOM
AVID FOR CLASSROOM AND COLLEAGUES	AP&P OVERVIEW	CANVAS (walk through)	CANVAS (walk through)
UMOJA	UMOJA		FACULTY MENTORSHIP PROGRAM
	AVID FOR CLASSROOM AND COLLEAGUES		COMMITMENT TO ACCESS (DHH)

AVCFT Collective Bargaining Agreement

selection of the third party administrator. Participation by eligible unit members shall require an annual election, made at the time of hire or during the open enrollment period each year held in conjunction with the health/dental open enrollment period. No other opportunities during the year for employees to elect to participate in or withdraw from the plan are provided by law. Continuation of this plan is subject to the Internal Revenue Code. Should the Internal Revenue Code be changed or modified in any way, the plan shall automatically be amended to comply with any federal/state changes.

Life insurance coverage within the benefits package is for \$50,000.

- 1.2.4 Benefits Committee: The District shall establish a joint labor/management benefits committee with representatives from all affected constituent groups that wish to participate in order to explore options and make recommendations on items such as a cafeteria plan, ways to contain benefits' costs, costs of a short-term disability plan and a long term care policy.

- 1.3 The District will arrange for adjunct faculty enrollment in the health insurance programs provided to regular unit members. The total cost of the premium will be paid by each adjunct faculty member who enrolls in the health benefit program.

- 1.3.1 The District will pay 50% of the premium for any of the health insurance programs for adjunct faculty who have no other access to group health insurance and who are working at least 6.0 LHE or the equivalent load for non-classroom adjunct faculty (40% of full-time load). There will be two enrollment periods annually (the month of February and September). Minimum enrollment is for 6 months. The adjunct employee's share of the contribution for six months of premiums shall be obtained through payroll deduction over 5 months (March-July, October-February). The number of participants eligible for the 50% District contribution shall be limited 10% of the total number of adjunct employed during a given semester. The District and the Union agree to reopen negotiations on this item if the District's share of the cost exceeds 62% of the total cost.

1.3.1.1 In consideration of the reductions in workload that have been implemented as a result of reductions in state revenues, adjunct faculty who had 50% of their medical premium paid by the District during the 2008-09 year shall be eligible to continue to have the District cover 50% of their premium for the 2010-2011 year only should their workload be under 40% for either fall 2010 or spring 2011 semester.

- 1.3.2 The District will provide a Cash Balance Retirement Plan for adjunct faculty with the District paying 5% and the adjunct unit member paying 5% (With the implementation of AB1381 which amended Education code section 26505, adjunct faculty cannot contribute less than the district contribution toward a Cash Balance Retirement Plan.) Implementation of the 5% contribution rate will begin for adjuncts with the April 5th, 2016 issue date, retro-active to July 1, 2015.

- 1.4 Step 26 shall be established in lieu of the \$500 career increment after three years at step 23. Step 26 shall be \$1,955 more than step 23 (2004-05 year). Step 26 shall be added to columns III-VIII.

- 1.5 Establish the following adjunct/overload salary schedules:

- a) 100% pro-rata 2004-05 non-classroom adjunct/overload salary schedule with the current 2 (two) columns up to step 8. (See attached schedule)
- b) All currently employed non-classroom adjunct and full-time faculty shall be placed on the new schedule at the step/column that most closely matches their salary for 2003-04 with no more than a 1% pay decrease. This placement shall be considered each unit member's new placement and he/she shall advance according to the current guidelines.
- c) Establish classroom adjunct/overload schedule based on LHE with rates for all current steps and columns at the 2003-04 year. There shall be two rates: one for Lecture-Lab and Lecture classes and one for Lab classes.
- d) Rates for Lab classes shall remain the same for the 2004-05 year. Rates for Lecture shall be increased by 21%; for Lecture-Lab by 0.7%. (See attached 2004-05 Classroom Adjunct/Overload Schedule.)
- e) Faculty Academy provisions remain in effect at 2% above the 2004-05 rates.
- f) Establish flat adjunct office hour rate for 2004-05 at \$44.25 . The number of hours available shall be increased by 50%: 6 office hours for every 3 LHE for a maximum of 18 office hours. Full-time faculty working in summer and intersession remain eligible for office hours at the adjunct office hour rate.
- g) All faculty hourly pay other than office hours shall be paid off the non-classroom salary schedule. All currently employed faculty shall be placed on this schedule at the step/column that most clearly matches their 2003-04 salary with no more than a 1% pay decrease. This placement shall be considered each unit member's new placement and he/she shall advance according to the current guidelines.
- h) Changes in non-classroom adjunct/overload pay and other non-office hour hourly pay will begin during the 2004-05 year as soon as the District is able to implement the changes. Changes in classroom adjunct/overload pay will begin with the fall 2004 semester. The new office hour rate is effective with the fall 2004 semester. The increase in the number of office hours begins with the 2005 intersession.
- i) Reopen negotiations on adjunct pay for 2004-05 as soon as the reorganization study and the classified staff reorganization study are complete before any recommendations with financial ramifications are implemented.
- j) Add current contract includes salary schedules for 2006-07, which reflect salary increases for 2005-06 and 2006-07.

1.6 Adjunct Equity

- 1.6.1 Bring existing adjunct/overload salary schedule for lecture/lecture-lab (Schedule E-Columns I and II, steps 1, 2 and 3) to 66% of comparable full-time faculty steps and columns from the full-time, 10 month faculty salary schedule. This salary provides pro-rata compensation for these steps and columns for classroom work and preparation and correction. Faculty Academy pay is adjusted to reflect 2% above new rates.
- 1.6.2 Add column III, starting in spring 2009, at 66% of Column III of the full-time, 10-month faculty salary schedule to all adjunct/overload salary schedules (lecture/lecture-lab, lab and non-classroom, Schedules E, L and H). Requirements are the same as for Column VII of the full-time faculty salary schedule. There will be no 2% increment for faculty academy for Column III.
- 1.6.3 Freeze lab adjunct/overload salary schedule (Schedule L) at current rates until lecture/lecture schedule (E) pay matches Lab schedule (L). At that time, the two will be merged into one classroom adjunct/overload salary schedule.

4.3 Column levels are as follows:

- Column I: Less than a Master's degree or Vocational Master's Equivalency
- Column II: A Master's degree or equivalent or Vocational Master's Equivalency
- Column III: A Master's degree or equivalent + 15 upper and/or graduate semester units; or Bachelor's degree + 45 upper division and/or graduate semester units including Master's degree or equivalent; or Vocational Master's equivalency + 15 upper division and/or graduate semester units or 15 lower division units if member does not have a Bachelor's degree.
- Column IV: A Master's degree or equivalent + 30 upper division and/or graduate semester units; or Bachelor's degree + 60 upper division and/or graduate semester units including Master's degree or equivalent; or Vocational Master's Equivalency + 30 upper division and/or graduate semester units or 30 lower division units if unit member does not have a Bachelor's degree.
- Column V: A Master's degree or equivalent + 45 upper division and/or graduate semester units; or Bachelor's degree + 75 upper division and/or graduate semester units including Master's degree or equivalent; or Vocational Master's Equivalency + 45 upper division and/or graduate semester units or 45 lower division units if unit member does not have a Bachelor's degree.
- Column VI: A Master's degree or equivalent + 60 upper division and/or graduate semester units; or Bachelor's degree + 90 upper division and/or graduate semester units including Master's degree or equivalent; or Vocational Master's Equivalency +60 upper division and/or graduate units or 60 lower division units if unit member does not have a Bachelor's degree.
- Column VII: Earned Doctorate degree

5.0 Advancement on the Full-time Faculty Salary Schedule

5.1 Step Advancement

- 5.1.2 One increment (vertical step) will normally be granted to each unit member for each year of professional service in the District until the maximum is reached in the appropriate column. Failure to maintain high standards may result in deferment of the increment.
- 5.1.3 If a unit member becomes qualified for a new column, the placement will be in the new column at the step determined above.

5.2 Column Advancement

- 5.2.1 Fifteen (15) units of upper division and/or graduate semester units of course work are required for movement to a higher column on the salary schedule. Exceptions to the upper division requirement will be made in accordance with Section 5.6(a), "Lower Division Units," Section 5.6(b) "Credit for Workshops/Seminars," and Section 5.6(c) "Equivalencies to Course Work."
- 5.2.2 Course work must be earned from institutions of higher education accredited by one of the regional accrediting associations of the same nature and status as the Western Association of Schools and Colleges.
- 5.2.3 Advancement to Column VII is only with an earned doctorate.

5.3 Approval of Units

- 5.3.1 Prior to undertaking course work, seminars, workshops, and equivalent course work, the unit member shall submit to the appropriate Vice President, the District form titled "Request for Approval of Units for Advancement on the Salary Schedule".
- 5.3.2 If a unit member's request for approval of units is denied, the unit member may appeal that decision to the District Superintendent/President. Further appeal may go to the Board of Trustees. The decision of the Board relative to appeal shall be final.

5.3.3 Approved course work must be completed with a grade of "C" or better to be applied for column advancement on the Faculty Salary Schedule.

5.4 Evidence of Completion

5.4.1 Upon completion of the course work, seminar, workshop, or equivalency, the unit member shall file appropriate evidence of completion with the Office of Human Resources/Employee Relations. Evidence of completion (grade card, transcript, CEU certificate, letter accepting manuscript or conference proposal, etc.) should be filed immediately, even if the work completed does not yet result in advancement to a higher column.

5.5 Criteria for approval of course work for advancement to higher column:

- (a) The course work being undertaken may be used to complete the requirements for a college degree needed in relation to employment by the District. In such case, the course work must be acceptable for meeting the requirements for the granting of that degree.
- (b) Course work that is not being undertaken to meet the requirements of a degree must represent the acquisition of new knowledge and/or skills which can be directly applied by the unit member to improvement of instruction or support services in the disciplines in which the unit member is qualified by law to perform services and is, or will be, performing services for the District.
- (c) If the administration requests that a unit member undertake course work in the interest of the District in terms of improvement of instruction or of operation of the District, the District Superintendent/President may recommend to the Board, and the Board may approve, payment to the unit member of fees charged for enrollment in the course and all or part of any necessary travel expenses directly related to class attendance.
- (d) If the District reimburses the unit member for any course work, seminar, workshop, or equivalent course work undertaken, other than that listed in Section 5.5 (c) for less than 50% of the cost, one half of those units may be used for movement to a higher column on the Faculty Salary Schedule.

5.6 Exceptions

A maximum of six (6) units of work may be accepted as part of the 15 units required for each column advancement on the salary schedule from the following areas, with no more than three (3) units in any one category:

- (a) Lower Division Units: Units may be taken at Antelope Valley College or any other accredited college or university. Exceptions to the six (6) unit limit on lower division course work will be made when the unit member does not have a Bachelor's Degree, as specified on the Faculty Salary Schedule and Section 4.3-Column Placement.
- (b) Workshops and Seminars: Units may be granted for attendance at workshops and seminars including training completed through the Faculty Academy. Unit credit for attending workshops and seminars is based on the following formula:
 - Ten (10) hours to earn one (1) unit of credit with prior approval for job-related work.
- (c) Equivalencies to Lower Division Course Work:
 - (1) Professional Continuing Education Units (CEU's) or other courses required to maintain a professional license or certification.
 - (2) Publications in scholarly journals and materials prepared for presentations to conferences of peers.
 - (3) Development of instructional materials.

- (4) Research in the unit member's professional field or other professional growth activities.
- (5) Development of professional teaching skills courses for faculty members.
- (6) Attendance of methods of professional teaching courses.
- (7) Attendance of conferences related to professional methods of teaching.

5.7 Notification/Verification

On or before June 1 of each year, unit members shall file with the Office of Human Resources/Employee Relations, District form "Verification of Salary Placement," which indicates movement on the faculty salary schedule to a higher step or column if applicable. It is the responsibility of the unit member to notify the Office of Human Resources of any error in computation or salary placement.

5.8 Movement to a Higher Column

5.8.1 Unit members who qualify to move to a higher column on the salary schedule by receiving pre-approval and submitting evidence of completion of sufficient course work, seminars, workshops or equivalent work, must verify salary placement with the Office of Human Resources as follows:

10-month unit members/11-month unit members

Prior to August 15. Credit verification received by the unit member between August 15 and September 15 may be submitted to the Office of Human Resources no later than September 15 and payroll adjustments will be made for the August payment. No changes will be made after September 15.

12-month unit members

By July 15

5.8.2 Change of salary for 10-month and 11-month pay unit members shall be effective at the beginning of the academic year in which verification is received. Change of salary for 12-month pay unit members shall be effective at the beginning of the fiscal year in which verification is received. The Board of Trustees, at its next regular meeting, shall allow adjustments in salary for change in column by qualified applicants.

6.0 Supplemental Assignments

6.1 Regular full-time unit members having a full load of fifteen (15) lecture hour equivalents who accept and perform additional services of benefit to the District will receive supplemental pay through payroll procedures established for payment of supplemental services.

6.2 Services for which supplemental pay will be made include the following:

- (a) Substitute teaching, day or evening, at the appropriate hourly rate of pay established for adjunct/overload instruction.
- (b) Teaching of courses offered in the regular program on an "overload" basis (hours beyond fifteen (15) LHE) at the appropriate hourly rate of pay established for adjunct/overload instruction.
- (c) Advisement of students under the direction of the Vice President, Student Services as part of the registration process, at the appropriate hourly rate of pay established for adjunct/overload instruction.
- (d) Unit members on the Faculty Salary Schedule who are assigned to perform services on either a full-time or released time basis as counselors in the counseling section, and who are requested by the Vice President, Student Services to perform counseling services outside the period of time covered by their basic contract may be paid for such service on an hourly rate established through the Adjunct/Overload Salary Schedule.

- (e) All other special service rendered such as coaching, band direction, music direction, theater direction, etc., shall be paid at the rate of pay established during the budget-making process each year.
- (f) Senate President and AP&P Co-Chair will receive a summer stipend equal to 6 LHE. Honors Coordinator, SLO Chair, Distance Education Chair and AVCFT President will also receive a summer stipend of 3 LHE. AVCFT Chief Negotiator will receive hourly pay during any summer in which negotiations take place at the rate of 2 hours pay for each hour spent in negotiations' meetings. AVCFT negotiations team members will receive hourly pay during any summer and intersession in which negotiations take place at the rate of 2 hours of pay for each hour spent in negotiations' meetings.

Basic Skills Co-chair shall receive a summer stipend equivalent to 3 LHE of pay, contingent on Basic Skills funding.

LHE pay is based on the Lecture/Lecture-Lab Adjunct/Overload Salary Schedule. Hourly pay is based on the Non-classroom Adjunct/Overload Salary Schedule.

The individuals fulfilling the above roles shall submit a summary of the summer's activities when filling out the Request for Supplemental Pay. AVCFT Chief Negotiator will turn in a supplemental pay form signed by the administrator of the meeting along with a Collective Bargaining Sign-in Sheet (for District reimbursement.) AVCFT negotiations' team member will turn in a supplemental pay form signed by the administrator of the meeting along with a Collective Bargaining Sign-in Sheet (for District reimbursement).

- (g) Teaching independent study courses shall be paid at the rate of \$75 per student per unit.

7.0 Miscellaneous Provisions

- 7.1 The Superintendent may authorize the expenses of travel of unit members in performance of their assigned duties. Expenses so authorized will be ratified by the Board of Trustees at the next regular meeting pursuant to established Board policy.
- 7.2 Funds received for the administration of tests by unit members shall be paid to the District if the tests are administered during the person's regularly assigned hours on campus or if the test materials utilized are the property of the District.

8.0 Faculty Academy

- 8.1 The District agrees to provide a salary incentive for faculty who complete District approved training focused on the improvement of teaching skills and other topics related to faculty professional development.
- 8.2 Fifty hours of instruction shall result in advancement to Column II on the adjunct/overload salary schedule. Column II shall reflect a 2% salary increase over Column I. Nine units of course work at an accredited college or university may replace the 50-hour requirement with prior approval of the vice-president of academic affairs.
- 8.3 Full-time faculty may use hours taken through the faculty academy to satisfy the workshop/seminar category for advancement on the full-time salary schedule.
- 8.4 The faculty academy shall be coordinated by a faculty member, who shall be granted reassigned time as determined by the vice president of academic affairs. The faculty coordinator shall work in conjunction with the academic senate and the vice president of academic affairs in putting together a program.

Forms

During the course of the academic year, forms will become a necessity. Here is a list of the most common forms needed by faculty and where they may be obtained.

- *Academic Ranking*—forms can be found on pages 61 for Full-Time Faculty and page 62 for Part-Time (Adjunct) Faculty in this handbook.
- *Audit*—Students may request to audit a class in order to explore areas without being required to meet the demands of the class. Audit forms are available from Admissions and Records in the Student Services Building after the first week of each term.
- *Approval of units for Advancement on the Faculty Salary Schedule*—Many faculty participate in Off-Campus activities that could be counted towards salary advancement. If a faculty desires to obtain credit for attending a scholarly conference, workshop, etc. they must complete the Approval Request... and submit it to their respective Dean and Vice President for signatures. If approved, the form will be forwarded to Human Resources to be placed in personnel files. Salary Advancement credit cannot be claimed if the costs are paid by an alternate employer and/or is a required employment obligation or if costs are paid by AVC. Failure to request prior approval may result in denial of units. This form can be found online at: <http://www.avc.edu/administration/organizations/fpd/documents.html>
- *Assigning Incomplete Grade*—At times, students have unforeseeable emergencies and justifiable reasons at the end of term to request that an incomplete grade be granted. Contract for Award of Incomplete Grade can be obtained only by faculty either from their division dean or Admissions and Records in the Student Services Building. The completed contract must be signed by both the faculty and student and turned in to Admissions and Records with final grades and attendance rosters.
- *Census* – This form must be completed upon receipt from Admission and Records.
- *Equivalency Review Form*—Discipline faculty review the “Minimum Qualifications for Faculty and Administrators in California Community Colleges” to determine if an equivalency should be established, where permitted. By expanding the minimum qualification, qualified candidates can be considered in the hiring process.

Discipline faculty every three years are required to review the minimum qualifications and submit the Equivalency Review Form to the Academic Senate Office, indicating whether or not an equivalency is submitted, revised, or not required. The Equivalency Committee reviews and submits to the Academic Senate for approval. This form can be found on page 101 of this handbook.
- *Faculty Professional Development Contract* – Plans and Contracts are submitted online. Make sure to submit forms prior to established deadline dates.
- *Notification of Intent to Use Faculty Academy Activities Towards Salary Advancement* – If faculty choose to earn credit towards salary advance and want to use programmed activities designated Standard #1 – Faculty Academy Training events a copy of the Notification of Intent... form must be completed and attached with submitted with Flex contract. Faculty can only claim a Standard #1 – Faculty Academy training event for either professional development credit or salary advancement credit **not** both. Submitted forms will be verified and forwarded to Human Resources to be placed in personnel files. This form can be found online at: <http://www.avc.edu/>
- *Professor Emeritus* – this form can be found on page 63 in this handbook.

- 8.5.3 AVCCD and AVCFT agree to reduce the Faculty Professional Development obligation from ten (10) days (60 hours) to eight (8) days (48 hours) for the 2016-17 academic year. (Continuation subject to a subgroup of the Academic Senate completing a review of current FPD practices and providing recommendation to the District for an extension beyond June 30, 2017, which would then need to be negotiated.)
- 8.5.4 Faculty agree to dedicate the 12-hour-reduction to perform faculty responsibilities including outcomes assessment, program review, and integrated planning. Acknowledgment of this agreement will be completed via confirmation on the Faculty Professional Development contract.
- 8.5.5 The names of all contributing faculty will be listed in the District's Outcomes Assessment and Program review documents.

8.6 Vacation

12-month unit members shall receive 22 days of vacation per year, to be granted each July 1. 12-month unit members may accumulate a maximum of 44 days of vacation with the exception that any unit member who has accumulated a number of days greater than 44 on June 30, 1997, may use the number accumulated as of June 30, 1997 as his/her maximum number of days.

8.7 12-Month Unit Members

Transfer center coordinator, math learning specialist, and academic learning specialist shall be employed as twelve-month pay unit members.

9.0 Adjunct Faculty

9.1 All adjunct faculty will be given semester contracts specifying the number of hours of employment for the regular session, intersession and summer school, including short-term courses.

9.2 Conditions of Employment

Conditions of employment related to minimum class size, length of service, rate of pay, and assigned duties shall be fixed by contractual provisions.

9.3 Evaluation

Evaluation will be in accordance with Article VIII, Tenure & Evaluation.

9.4 Temporary

If the District hires an academic "temporary" employee, the written statement shall clearly indicate the temporary nature of employment and the length of time for which the person is being employed. If the written statement does not indicate the temporary nature of employment, the academic employee shall be classified as a contract employee.

9.5 Parity

Parity is defined as a determination by the Antelope Valley College Federation of Teachers and the Antelope Valley Community College District that the ratio of the District assigned, directed and required kind of work services, employment status and salary for Part-Time Faculty is in a ratio which is substantially comparable to that of Full-Time Faculty.

9.6 Office Hour Program for Temporary Faculty

9.6.1 This program provides compensation to temporary faculty during the fall and spring semesters and to all faculty teaching during intersession and summer session for holding office hours. Non-classroom faculty are not eligible for the office hour program. This program will continue in effect through spring 2009 and may be continued on an annual basis with agreement of the AVCFT and the District, after reviewing state funding for adjunct office hours. See Appendix EE for 2016-17 school year through June 30, 2018.

9.6.2 Compensation will be provided at the rate of five hours per term for faculty teaching at least 3 LHE's, ten hours per term for faculty teaching at least 6 LHE's, and fifteen hours per term for faculty teaching at least 9 LHE's.

9.6.3 Pay shall be based on the adjunct office hour rate and shall be paid as part of the final paycheck for the semester.

Classes that are not weekly census classes do not include a FPD obligation as the baseline number of instructional hours is not reduced through scheduling. Classes typically exempt from FPD obligations are summer session and intersession classes and all classes held during fall/spring semester that do not meet for the full term.

8.5.2 Faculty on 12-month contracts: Faculty on 12 month contracts, like all other full-time faculty, account for ~~eight ten (810)~~ of their contractual workdays by fulfilling their ~~FPD~~ obligation. They must, therefore, be released from regular duties for ~~eight ten (810)~~ of their scheduled workdays. These days may be but are not required to be the days scheduled as FPD days on the AVC Academic Calendar. The faculty member and supervisor shall designate which work days shall be the eight (8) FPD days in the process of setting up the unit member's work schedule for the session/term.

~~8.5.3 AVCCD and AVCFT agree to reduce the Faculty Professional Development obligation from ten (10) days (60 hours) to eight (8) days (48 hours) for the 2016-17 academic year. (Continuation subject to a subgroup of the Academic Senate completing a review of current FPD practices and providing recommendation to the District for an extension beyond June 30, 2017, which would then need to be negotiated.)~~

~~8.5.4 Faculty agree to dedicate the 12-hour reduction to perform faculty responsibilities including outcomes assessment, program review, and integrated planning. Acknowledgment of this agreement will be completed via confirmation on the Faculty Professional Development contract.~~

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Conditions of employment related to minimum class size, length of service, rate of pay, and assigned duties shall be fixed by contractual provisions.

9.3 Evaluation

Evaluation will be in accordance with Article VIII, Tenure & Evaluation.

9.4 Temporary

If the District hires an academic "temporary" employee, the written statement shall clearly indicate the temporary nature of employment and the length of time for which the person is being employed. If the written statement does not indicate the temporary nature of employment, the academic employee shall be classified as a contract employee.

9.5 Parity

Parity is defined as a determination by the Antelope Valley College Federation of Teachers and the Antelope Valley Community College District that the ratio of the District assigned, directed and required kind of work services, employment status and salary for Part-Time Faculty is in a ratio which is substantially comparable to that of Full-Time Faculty.

9.6 Office Hour Program for Temporary Faculty

- 9.6.4 Faculty who wish to participate in the program shall establish a regular schedule of office hours that will be listed on the course syllabus. Faculty shall inform the dean in writing of their desire to participate and of the scheduled time by the end of the first week of the semester or session.
- 9.6.5 The scheduled office hour/s shall be held in reasonable proximity to the class in time and place and held regularly throughout the scheduled class meetings.
- 9.6.6 These office hours do not count toward the 67% FTE limit in Education Code 87882.

9.7 Service/Governance Compensation

- a) Establish a fund of \$15,000 annually to which classroom adjunct can apply to receive compensation for work done outside of classroom duties that are done by full-time faculty as part of college service and governance.
- b) Activities for which compensation may be requested shall be determined annually by mutual agreement between the District and the Federation at a rate to be defined for each activity. Examples: new course proposal \$500; course revision \$200; service on committees (subject to administrative approval); \$30 per meeting attended. Participation in a program review report will be paid as negotiated between the faculty member and the appropriate vice-president.

ADJUNCT OUTCOME ASSESSMENT PROCESS

Pursuant to Article X, Sections 9.7.a and 9.7.b above, part-time faculty shall be compensated for mandatory participation in the Outcomes Assessment process. Their compensation will consist of one hour of pay equivalent to ‘substitute’ pay as identified in Schedule (H) of this collective bargaining agreement. The parties agree to revisit this process should the accreditation requirement that motivated this development changes or is eliminated.

In order to receive the compensation, the part-time faculty must show evidence that they have:

- 1) Compiled and submitted the relevant outcome assessment data to the assessment facilitator within 10 calendar days of the end of the semester, in the format communicated by the Department or Division.
- 2) Participated in the Discipline, Department or Division-wide discussion of outcomes assessment and development of action plans (along with the full-time faculty who are responsible for leading the discussion).
- 3) Been listed as a participant in the District’s Outcomes Assessment and program review.

The Dean will verify participation through the submission of a Supplemental Pay form.

- c) Such compensation shall not exceed the pro-rata share of service/governance for that adjunct’s workload.
- d) Compensation shall be paid after work is completed and accepted.
- e) Work that is compensated through this fund cannot be used to fulfill Flex obligations.
- f) Compensation is considered salary and therefore is subject to all the taxes and deductions of salary
- g) Compensation will be paid on a first come, first served basis until the fund is exhausted. The vice-president of academic affairs will keep a running total of approved projects so as not to approve projects for which there will be no funds.
- h) Compensation for such work done by classroom faculty does not count towards load in terms of the 67% rule since it represents the service/governance component of full-time faculty work (Ed Code 87482.5(c)1).
- i) Projects must be preapproved by the dean and the vice-president on the form (attached) “Application for Adjunct Service/Governance Compensation.”

ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations
ADJUNCT/OVERLOAD "NON-CLASSROOM" SALARY SCHEDULE (H)
Effective 7-1-2009



Less than a Master's Degree or Equivalent			Master's Degree or Equivalent			Earned Doctorate (COLUMN III)	
		Faculty Academy 2%			Faculty Academy 2%		Hourly Rate of Pay
Step 1	\$40.23	\$41.02	Step 1	\$41.85	\$42.69	Step 1	\$43.48
Step 2	\$42.09	\$42.94	Step 2	\$43.73	\$44.60	Step 2	\$45.36
Step 3	\$43.97	\$44.85	Step 3	\$45.60	\$46.52	Step 3	\$47.24
Step 4	\$45.85	\$46.77	Step 4	\$47.48	\$48.43	Step 4	\$49.12
Step 5	\$47.73	\$48.68	Step 5	\$49.36	\$50.35	Step 5	\$50.99
Step 6	\$49.61	\$50.60	Step 6	\$51.24	\$52.26	Step 6	\$52.87
Step 7	\$51.48	\$52.51	Step 7	\$53.12	\$54.18	Step 7	\$54.75
Step 8	\$53.36	\$54.43	Step 8	\$55.00	\$56.09	Step 8	\$56.63

Office Hours/Substitute Pay Flat Rate: \$48.85 hr.

Step 2 for faculty who have worked for 2 ½ years (5 semesters) or have completed the equivalent to **an annual** full-time load at Antelope Valley College during the **regular** academic year.

Movement on the salary schedule for the remaining Steps 3 through 8 will be one step for every additional 2 1/2 years (5 semesters) or having completed the equivalent to an annual full time load at Antelope Valley College during a **regular** academic year.

FPC Handbook

FACULTY ACADEMY GUIDELINES

Column Advancement on the Full-Time Salary Schedule

Fifteen (15) units of upper division and/or graduate semester units of course work are required for movement to a higher column on the salary schedule. A maximum of six (6) units of lower division work may be accepted as part of the fifteen (15) units required for each column advancement on the salary schedule from the following areas, with no more than three (3) units in any one category:

- Lower Division Units: units may be taken at Antelope Valley College or any other accredited college or university
- Workshops and Seminars: units may be granted for attendance at workshops and seminars including training completed through Faculty Academy (Standard 1). Unit credit for attending workshops and seminars is based on the following formula:
 - ✓ Ten (10) hours to earn one (1) unit of credit with prior approval for job related work.
- Equivalencies to Lower Division Course Work:
 - ✓ Professional Continuing Education Units (CEUs) or other courses required to maintain a professional license or certification
 - ✓ Publication in scholarly journals and materials prepared for presentation to conferences of peers
 - ✓ Development of instructional materials
 - ✓ Research in the unit member's professional field or other professional growth activities
 - ✓ Development of professional teaching skills courses for faculty members
 - ✓ Participation in professional teaching courses
 - ✓ Attendance of conferences related to professional methods of teaching

Column Advancement on the Adjunct/Overload Salary Schedule

Fifty (50) hours of instruction shall result in advancement to Column II on the adjunct/overload salary schedule. Column II shall reflect 2% salary increase over Column I. Nine (9) units of course work at an accredited college or university may replace the fifty (50) hour requirement with prior approval of the Vice-President of Academic Affairs.

Source: Antelope Valley College Federation of Teachers Collective Bargaining Agreement with Antelope Valley Community College District July 1, 2009 – June 30, 2012.

Forms

Notification of Intent to Use Units from the Faculty Professional Development Program for Advancement on the Faculty Salary Schedule

If faculty choose to earn credit towards salary advance and want to use programmed activities designated Standard 1 – Faculty Academy Training events a copy of the Notification of Intent... form must be completed and attached with submitted contract. Faculty can only claim a Standard 1 – Faculty Academy training event for either professional development credit or salary advancement credit **not** both. Submitted forms will be verified and forwarded to Human Resources to be placed in personnel files. This form can be found online at: <http://www.avc.edu/administration/organizations/fpd/documents/11-12FPDFacultyAcademyGuidelines.pdf>

Approval Request to Use Off-Campus Activities towards Salary Advancement

Many faculty participate in Off-Campus activities that could be counted towards salary advancement. If a faculty desires to obtain credit for attending a scholarly conference, workshop, etc. they must complete the Approval Request... and submit it to their respective Dean and Vice President for signatures. If approved, the form will be forwarded to Human Resources to be placed in personnel files. Salary Advancement credit cannot be claimed if the costs are paid by an alternate employer and/or is a required employment obligation or if costs are paid by AVC. Failure to request prior approval may result in denial of units. This form can be found online at:

<http://www.avc.edu/administration/organizations/fpd/documents/RequestforApprovalforSalaryAdvancementForm-Fillable.pdf>



ANTELOPE VALLEY COLLEGE

Notification of Intent to Use Units from the Faculty Professional Development Program
(Faculty Academy events) for Advancement on the Faculty Salary Schedule

Name: _____

Division: _____

Unit credit for attending Faculty Academy workshops is based on the following formula: ten (10) hours = one (1) unit of credit. Faculty Academy hours used for advancement on the salary schedule may **not** be used to fulfill Faculty Professional Development hours as well.

Pursuant to Article IX of the current Collective Bargaining Agreement for Advancement in the Salary Schedule, I am notifying the District of my planned completion of the following Faculty Academy Workshops:

Date Offered:	AVC Professional Development Workshop	Credit Hours	Unit Value
TOTAL:			

Faculty Signature

Date

Date Received

NOTE: Salary Advancement notifications must be attached to completed Faculty Professional Development Contract.



ANTELOPE VALLEY COLLEGE
Request for Approval of Units for Advancement
on the Faculty Salary Schedule

Pursuant to Article IX of the current Collective Bargaining Agreement fro Advancement on the Salary Schedule*
 I am requesting approval for the following units for Advancement on the Salary Schedule**

Name: **Division:** **Telephone #:**

A. Course Name and Number:

Institution Offering Course: Start Date: Completion Date:

Unit Value: - Semester - Quarter

Course Level: - Graduate - Undergraduate/Upper Division - Undergraduate/Lower Division

OR

B. Project/Seminar/Workshop/Conference/Continuing Education Units (*Please provide date and title of event – to confirm attendance and award credit hours the burden of proof is the responsibility of the faculty submitting approval request form.*):

Offered by: Number of Hours: = unit(s) ***

The above work in section “**A**” or “**B**” will contribute to my professional development in the following manner:

Faculty Signature: _____ Date: _____

APPROVAL:

Dean/Director: _____ Appropriate Vice President: _____

Vice President of Human Resources: _____



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5/20 84°

Directory A-Z Index Events Map Translate

Search



Home » Administration » Campus Organizations & Committees » Faculty Professional Development » FPDCS: Verification of Outcomes Assessment, Program Review, & Integrated Planning Hours

FPD Contract System: Verification of Outcomes Assessment, Program Review, & Integrated Planning Hours

Welcome, Kristine Oliveira.

Select your contract:

I confirm that I have spent at least 12 hours for the above selected contract for outcomes assessment, program review, and/or integrated planning.

Contract Links

- [Dashboard](#)
- [Create a New Contract](#)
- [Self Report Attendance](#)
- [Edit Self Report Attendance](#)
- [List Events Attended](#)
- [Verify Outcome Hours](#)
- [User Manual](#)
- [FPD Handbook](#)

Last updated: August 23, 2016

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Main: 3041 West Ave K, Lancaster, CA 93536
Palmdale: 1529 E. Palmdale Blvd, Palmdale CA 93550
Contact Webmaster | 661.722.6300

[Non-Discrimination Policy](#)
[Safety & Security Statistics](#)
[Success Scorecard](#)
[Accreditation](#)
[Contact Us](#)



Opening Day and Pre-Opening Day Workshops: Proposed Schedule

WEDNESDAY (NURSING can attend)	THURSDAY (NEW FACULTY can attend)	FRIDAY A	FRIDAY B
HONORS	SUPPORTING LGBTQ STUDENTS	UNDOCUMENTED STUDENTS AND LAW (PAC)	<i>UNDOCUMENTED STUDENTS AND RETENTION</i>
FPD OVERVIEW AND PROJECTS	OUTCOMES	BEHAVIORAL INTERVENTION TEAM	SUPPORTING VETERAN STUDENTS
GOOGLE TOOLS	OFFICE FOR STUDENTS W DISABILITIES	DETC	AVCFT OVERVIEW AND PROJECTS
CANVAS (lab)	CANVAS (lab)	INTERDISCIPLINARY TEAM TEACHING	OER AND ACADEMIC FREEDOM
AVID FOR CLASSROOM AND COLLEAGUES	AP&P OVERVIEW	CANVAS (walk through)	CANVAS (walk through)
UMOJA	UMOJA		FACULTY MENTORSHIP PROGRAM
	AVID FOR CLASSROOM AND COLLEAGUES		COMMITMENT TO ACCESS (DHH)

WEDNESDAY (NURSING can attend)

HONORS

FPD OVERVIEW AND PROJECTS

GOOGLE TOOLS

CANVAS (lab)

**AVID FOR CLASSROOM AND
COLLEAGUES**

**THURSDAY (NEW FACULTY can
attend)**

SUPPORTING LGBTQ STUDENTS

OUTCOMES

**OFFICE FOR STUDENTS W
DISABILITIES**

CANVAS (lab)

AP&P OVERVIEW

UMOJA

**AVID FOR CLASSROOM AND
COLLEAGUES**

FRIDAY A

**UNDOCUMENTED STUDENTS AND
LAW (PAC)**

BEHAVIORAL INTERVENTION TEAM

DETC

INTERDISCIPLINARY TEAM TEACHING OER AND ACADEMIC FREEDOM

CANVAS (walk through)

FRIDAY B

**UNDOCUMENTED STUDENTS AND
RETENTION**

SUPPORTING VETERAN STUDENTS

AVCFT OVERVIEW AND PROJECTS

CANVAS (walk through)

FACULTY MENTORSHIP PROGRAM

**COMMITMENT TO ACCESS (DHH)? --
pending Rick Shaw**