



ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING
October 20, 2011
3:00 p.m. – SSV 151

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 SENATE PRESIDENT**
3. **OPEN COMMENTS FROM THE PUBLIC**
4. **APPROVAL OF MINUTES**
 - a. **October 6, 2011 (attachment)**
5. **REPORTS (5 minutes maximum)**
 - a. **Faculty Professional Development Program – Kathryn Mitchell**
 - b. **Legislative Report – Dr. Glenn Haller**
6. **ACTION ITEM**
 - a. **Distance Education and Technology Committee Recommendation – *Limited Administrative Rights for Faculty* (attachment)**
 - b. **AP&P Recommendation - Remove scheduling restriction on Math 250**
 - c. **Library Science Equivalency (attachment)**
7. **DISCUSSION ITEM**
 - a. **Wait List – LaDonna Trimble**
 - b. **Faculty Internship Policy**
 - c. **Feedback – AP 3515: Reporting Crimes**
 - d. **Feedback – BP/AP 3900 – Speech, Time, Place, and Manner**
 - e. **Equivalency List**
8. **SENATE ADMINISTRATIVE BUSINESS**
 - a. **Appointments**
 - **Academic Ranking**
 - **Beverly Beyer – Professor**
 - **Adelheid Preschler - Professor**
 - b. **Announcements**
 - **Statewide Academic Senate Fall 2011 Plenary Session – November 3, 2011 – November 5, 2011, San Diego Sheraton**
 - **Accreditation Institute – February 10, 2012 – February 12, 2012, Anaheim Sheraton Park**
 - **Academic Academy – February 24, 2012 – February 25, 2012, Anaheim Doubletree**
 - **Vocational Education Leadership Institute – March 21, 2012 – March 23, 2012, San Francisco Airport Westin**
 - **Statewide Academic Senate Spring 2012 Plenary Session – San Francisco Airport Westin**
 - **Faculty Leadership Institute – June 14, 2012 – June 16, 2012, TBA**
 - **Curriculum Institute – July 12, 2012 – July 14, 2012, San Francisco Airport Westin**
 - **Statewide Academic Senate Fall 2012 Plenary Session – November 8, 2012 – November 10, 2012, Irvine Marriott**
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.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Mr. Christos Valiotis, Academic Senate President, at (661) 722-6306 (weekdays between the hours of 8:00 a.m. and 4:30 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.

ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING
October 20, 2011
3:00 p.m. – SSV 151

1. CALL TO ORDER AND ROLL CALL

Mr. Christos Valiotis, Academic Senate President, called the October 20, 2011 Academic Senate meeting to order at 3:02 p.m.

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

- Mr. Valiotis stated he will be attending the Statewide Academic Senate Fall 2011 Plenary Session scheduled for Thursday, November 3 – 5, 2011 in San Diego, CA. The Student Success Task Force Recommendations will be discussed at length. He will provide an update of all matters discussed at the plenary session at the November 17, 2011 Senate Meeting.
- The Senate meeting scheduled for Thursday, November 3, 2011 will be tentatively canceled due to Mr. Valiotis attending the Statewide Senate Plenary Session. Mr. Valiotis stated if some time sensitive Senate business arises during the week then he will have Mr. John Toth, 1st Vice President, chair the Senate meeting in his absence.
- Statewide Senate has archived the Student Success Task Force Recommendations webinar. Ms. Kastner will distribute the link to the archived webinar for Senators to view and distribute to division faculty.

3. OPEN COMMENTS FROM THE PUBLIC

- Mr. Van Rider reported the Library faculty are conducting a faculty survey. The survey is not part of Program Review or Accreditation. The faculty would like to obtain pertinent information to determine future resources and services provided by the Library. Mr. Rider distributed a half sheet flyer announcement to Senators and requested they announce the survey to division constituents.

4. APPROVAL OF MINUTES

a. October 6, 2011 (attachment)

A motion was made and seconded to approve the October 6, 2011 Academic Senate meeting minutes. Ms. MaryAnne Holcomb provided a hardcopy printout of the minutes identifying grammatical corrections needed. Motion carried as corrected.

5. REPORTS (5 minutes maximum)

a. Faculty Professional Development Committee – Kathryn Mitchell

Ms. Kathryn Mitchell reported the committee decided to move to an electronic event evaluation process through Survey Monkey. Evaluations for the program are performed annually and individual event evaluations are also performed to assist in determining professional development needs. The online event evaluation link is posted to the public Faculty Professional Development website at www.avc.edu. Ms. Mitchell urged Senators to remind discipline faculty to complete online evaluation after attending programmed events.

The committee reviewed all submitted fall 2011 Welcome Back Day evaluations and will be using the data to organize future Welcome Back Day events. The majority of the feedback was positive and included suggestions to incorporate more time for SLO/PLO work, coordinate more guest speakers, and coordinate a shorter day or split the hours of the day into two days. Currently, there are five event requests for the spring 2012 Welcome Back Day. The topics requested for inclusion are: Basic Skills, Union Issues/STRs, SLOs, Classroom Safety, and ITS. The committee will be coordinating and finalizing the day over the course of the fall semester. The spring 2012 Welcome Back Day is scheduled for Friday, February 3, 2012.

Ms. Mitchell reported one of the main responsibilities for the committee is to ensure all necessary forms are created, reviewed, and maintained as required by the Chancellor's Office. This is the primary reason why faculty are required to submit both a plan and contract identifying professional development activities. All Faculty Professional Development Plans were due on Monday, September 19, 2011. There

were 26 Adjunct Faculty plans still identified as delinquent. Delinquency reminders were distributed via email and a list of delinquent faculty will be forwarded to Division Deans and Administrative Assistants. The Faculty Professional Development Contract deadline date is quickly approaching and the emphasis will shift to obtaining Adjunct Faculty Contracts.

The sign-in/out sheets for Faculty Professional Development events are still only being signed at the beginning of an event. It is important for faculty to remember to sign in when they arrive to the event and sign out when they leave. There have been several reports of faculty leaving an event early and not reflecting the accurate time they participated in the event. There are no penalties for faculty arriving late to an event or leaving an event early, but the time in which a faculty participated in the event should be reflected accurately.

The committee has reviewed and completed updating the presenter credit section of the Faculty Professional Development Guidelines. A new area has been included to this area which specifically addresses credit for events with multiple presenters. The newly established presenter credit calculation for multiple presenters will not go into effect until the 2012 – 2013 program.

The committee has established goals for the 2011 – 2012 program year. Some of the goals established involve review program guidelines, research more online opportunities, committee member training, and update the Frequently Asked Questions (FAQ) list. Currently, the committee is discussing how to institute a help desk to allow committee members to become more active participants in the day to day work currently handled in the Senate Office. More information on this item will be provided when a process has been finalized.

b. Legislative Report – Dr. Glenn Haller

Dr. Glenn Haller reported the legislative session recently ended. There were several bills that dealt with Community Colleges but only three of the bills received the most attention.

AB 131 (Cedillo) – also known as the Dream Act. This bill was signed by Governor Brown and allows undocumented aliens eligible to receive financial aid. For eligibility purposes students requesting financial aid must have attended a California High School. There are several concerns on how this bill will be implemented. Currently any student applying for financial aid must include a social security number for processing purposes. Undocumented aliens cannot obtain a social security number at this time therefore another solution will have to be incorporated to allow undocumented students to apply for financial aid. Ultimately, there are several issues that will need to be resolved prior to the full implementation of this bill.

AB 684 (Block) – this bill allows districts to switch to a trustee area election through the Board of Governor’s approval process. It has already taken place in many districts. In essence it allows districts to have representative voting districts.

AB 743 (Block) – this bill requires schools to implement a common assessment. When signing the bill the Governor stated he signed the bill recognizing there is no funding available to implement the bill as requested. The Chancellor’s Office was hoping to acquire \$5 - \$10 million dollars to fully implement a common assessment across California. The impact of this new law will not be experienced for several years due to the uncertainty of the State budget.

Two educational bills (AB 91 and AB 288) were vetoed by the Governor. AB 91 (Portantino) – this bill would have established a three-year pilot program to increase participation among community college students and state and federal financial aid programs. AB 388 (Fong) – this bill would have had the state set criterion for student expulsion but was vetoed because the governor believed this action would be performed at the local level. Dr. Haller stated that if an educational bill was not chartered this year the legislature would most likely reintroduce the bill in the next cycle for reconsideration next year.

6. ACTION ITEMS

a. Distance Education and Technology Committee Recommendation – *Limited Administrative Rights for Faculty* (attachment)

A motion was made to approve the Distance Education and Technology Committee (DETC) Recommendation on *Limited Administrative Rights for Faculty*. Mr. Valiotis stated the DETC was commissioned to find a workable solution to the technology needs for academic computing. The

committee has been working collaboratively with ITS to determine the best possible solution for the campus and created the following language regarding Academic Computing.

The Distance Education and Technology Committee supports the needs of AVC faculty and academic support staff to have limited administrative rights to download to the college network any software provided by the publisher(s) of the textbook(s) used by faculty members in the teaching of their classes. Included in these rights will be the ability to download and install software which is needed to play audio and video (including YouTube videos) or is necessary to make the publisher's software accessible on the college network. Faculty members and academic support staff will be allowed to access this material from any AVC facility wherever needed, both in their offices and in the classrooms.

Senators engaged in a brief discussion and expressed their desire to approve the established language but request the committee work on including language that speaks to the preparation and production of course material (i.e. making a video). Mr. Valiotis indicated this is a great start and would like for Senators to solicit input from discipline faculty on additional concerns/issues that should also be included in the established language. All additional input should be forward to Mr. Rick Balogh, Faculty Co-Chair of the DETC. Motion carried.

b. AP&P Recommendation – Review scheduling restriction on Math 250

A motion was made and seconded to approve the AP&P Committee Recommendation to lift the scheduling restriction on Math 250. Ms. Maria Clinton indicated Math 250 was placed on schedule restriction for failing to meet the appropriate deadline dates established by AP&P. The deadline date was originally established for early in the spring 2011 semester and then extended three separate times to allow additional time needed for faculty to submit the necessary revisions for courses since the process was converted to an electronic submission process through CurricUNET. AP&P representatives were notified numerous occasions of courses requiring revisions during the academic years. In addition, there were numerous training opportunities in the new curriculum software program, CurricUNET, through the Faculty Professional Development (Flex) program, as well as individual committee training. At this point, Ms. Clinton indicated she has researched the potentiality to lift the scheduling restriction on the Math 250 course. Title 5 allows for a scheduling restriction to be lifted if a course in part of series of courses needed for transfer purposes. At the last AP&P Committee meeting the recommendation to lift the current scheduling restriction and allow the course to be offered during the spring 2012 semester was approved and is now being brought forward to the Senate for final approval. Mr. Valiotis reminded Senators that the Senate is the governing body for several Senate Standing Committees. The various standing committees of the Senate are delegated specific work to be performed on behalf of the Senate but the Senate has the ultimate authority. In this particular situation, faculty have fought for the right to be considered discipline experts and have been given the authority to make curriculum decisions. This authority should not be taken lightly as higher education can easily become the next victim of having to standardize curriculum similar to the K through 12 systems. Faculty must remain diligent in ensuring they maintain this right of being the discipline experts and should therefore adhere to all established deadlines. Senators were encouraged to take the lead in encouraging division faculty to submit Course Outline of Record revisions in a timely manner. Motion carried.

c. Library Science Equivalency (attachment)

A motion was made and seconded to approve Library Science Equivalency as recommended by discipline faculty. The discipline faculty indicated equivalency language for the discipline is not needed. Motion carried.

7. DISCUSSION ITEM

a. Wait List – LaDonna Trimble

Ms. LaDonna Trimble, Dean of Enrollment Services, and Counseling and Matriculation, provided a brief overview of the fall 2011 Wait List process. There were 31,000 waitlist occurrences. This number includes students who were able to get on a waitlist for a course or inquired to get on a waitlist. There were a total of 13,639 email notifications distributed to students indicating they could register for a course. A total of 4,312 students registered for courses and 9,000 students were dropped from the

waitlist. Students who did not register for courses within the 48 hour registration window were dropped from the waitlist. Overall, the waitlist process allowed many students to obtain access into courses that were otherwise designated as closed.

There were some problems experienced during this inaugural implementation of the waitlist process, especially with overlay course and lecture/lab courses (i.e. one lecture to multiple lab opportunities). Overlay courses in the Technical Education Division required some behind the scenes work to get the process to work appropriately. There were also problems with students requesting to be on a waitlist for a course that included a corequisite. Students requesting to be on a waitlist for courses that required a corequisite course had to be on the waitlist for both courses at the same time and in the same sequence of order for the waitlist process to work properly. Many of the students did not gain admittance to lecture/lab courses because their positions on the waitlists were not synchronized. This issue was addressed and resolved in collaboration with the Division Dean.

Ms. Trimble announced the waitlist process will not be utilized for Intersession or for short term courses that include a later start date. It was also determined that the waitlist process was not needed for specific Health Science Nursing course since student enrollment is limited. Ms. Trimble received notification that faculty were concerned about waitlist students not realizing they needed to show up for the first day of instruction to possibly gain admittance to the course. There are a few reasons why students did not understand they should attend the first day of class. It could have been that students no longer needed the course because they were able to register in an alternate course section or a different course, or the student didn't thoroughly read the email announcement disseminated by Enrollment Services indicating they should attend the first day of class for all courses they are identified on the waitlist. Currently, Enrollment Services is working on a marketing campaign to address these waitlist issues but believe they have addressed many of the problems they encountered during the inaugural implementation of the wait list process. Ms. Trimble reminded Senators that the waitlist feature is turned off at midnight the Sunday prior to the start of the semester and if for any reason faculty were unable to printout the waitlist of students they can view the students' history to determine if the student was a member of the course section waitlist. For online courses, Enrollment Services will continue to honor enrollment for students who receive email authorization from the instructor or a signed approval form from the instructor. Ultimately, the waitlist process facilitated the enrollment of ¼ of the total number of students soliciting access into closed course sections and alleviated a large number of students trying to crash courses on the first day of the semester. Faculty can be assured that all waitlist issues have been or are being addressed.

b. Faculty Internship Policy

Mr. Valiotis reported the College Coordinating Council reviews established policies and procedures based on the recommendation from the Community College League of California. The rationale behind the Faculty Internship Policy is to allow mentoring and nurturing of future faculty for employment with the District while completing their course of study. Mr. Valiotis discussed the issue of the Faculty Internship Policy with the Mutual Agreement Council members and would like to revisit the issue. At this point he would like to suggest the implementation of a Faculty Internship Task Force to evaluate the need and provide recommendations. Mr. Valiotis recommended the discussion item be tabled until the issue could be thoroughly discussed with the Senate Executive Committee. Senators were in consensus to table the issue until it could be discussed with Executive Committee members.

c. Feedback – AP 3515: Reporting of Crimes

Mr. Valiotis requested Senators provide feedback obtained on AP 3515: Reporting Crimes by divisions.

Business, Computer Studies and Economic Development – division faculty were in consensus of approving the existing language.

Health Sciences – division faculty did not have any additional feedback.

Instructional Resources and Extended Services – division faculty were in consensus that no additional changes were needed to the existing language.

Language Arts – division faculty were in consensus that no additional changes were needed to the existing language.

Kinesiology, Dance and Athletics – division faculty were in consensus that no additional changes were needed to the existing language.

Math, Science and Engineering – division faculty were in consensus that no additional changes were needed to the existing language.

Social and Behavioral Sciences – division faculty were in consensus of approving the existing language.

Counseling Faculty – division faculty were in consensus that no additional changes were needed to the existing language.

Technical Education – division faculty were in consensus that no additional changes were needed to the existing language.

Visual and Performing Arts – division faculty were in consensus that no additional changes were needed to the existing language.

At-Large – the At-Large representatives indicated they did not obtain any additional feedback on AP 3515: Reporting Crimes.

Adjunct – the adjunct representative indicated he did not obtain any additional feedback from Adjunct Faculty on AP 3515: Reporting Crimes.

d. Feedback – BP/AP 3900: Speech, Time, Place, and Manner

Mr. Valiotis requested Senators provide feedback obtained on BP/AP 3900: Speech, Time, Place, and Manner by divisions.

Business, Computer Studies and Economic Development – division faculty were in consensus of approving the existing language.

Health Sciences – division faculty were in consensus of approving the established language.

Instructional Resources and Extended Services – division faculty were in consensus that no additional changes were needed to the existing language.

Language Arts – division faculty were in consensus of approving the established language.

Kinesiology, Dance and Athletics – division faculty were in consensus of approving the existing language.

Math, Science and Engineering – a division faculty member expressed concern regarding the omission of language on the use of the internet and campus email. Mr. Valiotis indicated the use of internet and campus email is addressed in the Computer Use Policy. Other than this concern division faculty were in consensus of approving the existing language.

Social and Behavioral Sciences – division faculty were in consensus of approving the existing language.

Counseling Faculty – division faculty were in consensus of approving the existing language.

Technical Education – division faculty were in consensus of approving the existing language.

Visual and Performing Arts – division faculty were in consensus of approving the existing language.

At-Large – the At-Large representatives indicated they did not obtain any additional feedback on BP/AP 3900: Speech, Time, Place, and Manner.

Adjunct – the adjunct representative indicated he did not obtain any additional feedback from Adjunct Faculty on BP/AP 3900: Speech, Time, Place, and Manner.

Mr. Valiotis stated this is a critical issue and believes the policy needs to be implemented.

e. Equivalency List

Mr. Valiotis stated faculty have acquired the rights to be considered experts in their disciplines and determine content in Course Outline of Records, as well as Minimum Qualifications in the Higher Education system. Faculty must be responsible in ensuring all responsibilities required to adhere to established procedures are being met. Minimum Qualifications are established at the State level with the input from all faculty. On an annual basis, the Statewide Academic Senate Office distributes a list of disciplines which the Minimum Qualification language are being reviewed. This list is distributed to all California Community Colleges to distribute to discipline faculty. If discipline faculty determine revisions are needed they are requested to submit their input to the Statewide Academic Senate for review and discussion. Local campuses have adopted another means to broaden Minimum Qualification language by incorporating an Equivalency Procedure. Antelope Valley College has instituted an Equivalency opportunity and the responsibility is on discipline faculty to submit the necessary paperwork

to show compliance. If the discipline faculty do not feel equivalency language is needed then they simply indicate this by marking the appropriate box on the form, have discipline faculty sign the form, and then submit the signed form to the Academic Senate Office for processing. The current Equivalency List has been attached to the agenda for Senators to review, and update division faculty on which disciplines need to review the Minimum Qualification language to determine if equivalency language should be established. It is important that all disciplines that are not shown to be in compliance make efforts to remedy this situation by submitting the appropriate form.

8. SENATE ADMINISTRATIVE BUSINESS

a. Appointments

- **Academic Ranking**

- Beverly Beyer – Professor

A motion was made and seconded to approve the academic ranking request of Professor for Ms. Beverly Beyer. Motion carried.

- Adelheid Preschler – Professor

A motion was made and seconded to approve the academic ranking request of Professor for Ms. Heidi Preschler. Motion carried.

b. Announcements

- Statewide Academic Senate Fall 2011 Plenary Session – November 3, 2011 – November 5, 2011, San Diego Sheraton
- Accreditation Institute – February 10, 2012 – February 12, 2012, Anaheim Sheraton Park
- Academic Academy – February 24, 2012 – February 25, 2012, Anaheim Doubletree
- Vocational Education Leadership Institute – March 21, 2012 – March 23, 2012, San Francisco Airport Westin
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- Faculty Leadership Institute – June 14, 2012 – June 16, 2012, TBA
- Curriculum Institute – July 12, 2012 – July 14, 2012, San Francisco Airport Westin
- Statewide Academic Senate Fall 2012 Plenary Session – November 8, 2012 – November 10, 2012, Irvine Marriott

9. ADJOURNMENT

A motion was made and seconded to adjourn the October 20, 2011 Academic Senate Meeting at 4:29 p.m. Motion carried.

MEMBERS PRESENT			
Ron Chapman	MaryAnne Holcomb	Terry Rezek	Elizabeth Sundberg
Mark Covert	Ken Lee	Van Rider	John Toth
Glenn Haller	Ty Mettler	Sandra Robinson	Christos Valiotis
Jack Halliday	Rosa Onofre (proxy)	Casey Scudmore	Larry Veres
Mike Hancock	Mike Pesses	Ken Shafer	Pavinee Villapando
MEMBERS ABSENT		GUEST PRESENT/EX-OFFICIO MEMBERS	
Chris Dundee	Berkeley Price	Rick Balogh	Kathryn Mitchell
Luis Echeverria	Alexandra Schroer	Maria Clinton	LaDonna Trimble
Susan Knapp		Susan Lowry	

Limited Administrative Rights for Faculty Recommendation

The Distance Education and Technology Committee supports the needs of AVC faculty and academic support staff to have limited administrative rights to download to the college network any software provided by the publisher(s) of the textbook(s) used by faculty members in the teaching of their classes. Included in these rights will be the ability to download and install software which is needed to play audio and video (including YouTube videos) or is necessary to make the publisher's software accessible on the college network. Faculty members and academic support staff will be allowed to access this material from any AVC facility wherever it is needed, both in their offices and in the classrooms.



ANTELOPE VALLEY COLLEGE

Division of Mathematics, Science and Engineering

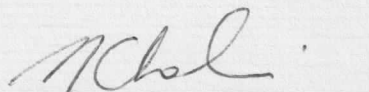
To: AP & P Committee
From: Math Department
Date: October 17, 2011
Subject: MATH 250

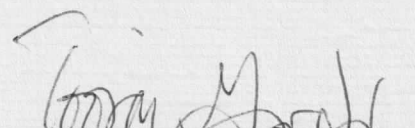
Due to missing the deadline in having MATH 250 processed by the AP&P Committee, we are respectfully asking the AP&P Committee to reconsider the placement of MATH 250 in the Spring 2012 schedule as this is the 3rd and last course in the Calculus series of courses. This course is absolutely necessary for our students to transfer to 4-year colleges and universities in Math, Science and Engineering.

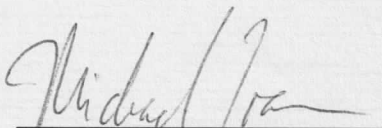
Your reconsideration will be greatly appreciated. We apologize for not having met the deadline and we are sorry for the inconvenience.

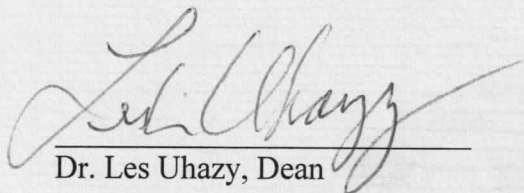
Your approval will greatly benefit our students.

Sincerely,


Nancy Cholvin, Faculty


Tooraj Gordi, Math Dept Chair


Mike Tran, Faculty


Dr. Les Uhazy, Dean



ANTELOPE VALLEY COLLEGE

ACADEMIC SENATE
Equivalency Review Form

The discipline faculty in the IRCS / LIB division/area has reviewed the most current (2008) Minimum Qualifications for Faculty and Administrators in California Community Colleges for the following disciplines LIBRARY SCIENCE.

The discipline faculty agree that: (Select **only** one)

- an equivalency for this discipline is not needed.** *The Minimum Qualifications for the designated discipline contains a broad range of degree requirements for all those who are prepared to teach within the discipline.*
- a new equivalency.**
- the current (within the last three years) Academic Senate approved equivalency does not need revision.** *The Minimum Qualification for the designated discipline has not changed.*
- the current (within the last three years) Academic Senate approved equivalency requires revision.** *The Minimum Qualifications for the designated discipline have changed (attach revised equivalency proposal for Senate review).*
- the current (within the last three years) Academic Senate approved equivalency requires revision.** *The approved equivalency is below the Education Code Section 87359 which requires individuals employed by the district to possess qualifications that are at least equivalent to the applicable Minimum Qualifications or no longer meets the criteria set forth by the AVC Academic Senate Equivalency Procedure and, therefore, needs revision (attach revised equivalency proposed for Senate review).*

Date: 10/14/11

Van Rider
Academic Senate Representative

[Signature]
Academic Senate Representative

Discipline Faculty:

DR SCOTT LEE
CAROLYN BURELL
VAN H. RIDER

[Signature]
[Signature]
[Signature]

<i>Date to CCC:</i>	9/20/11	<i>Date reviewed by CCC:</i>	9/21/11	<i>Due date:</i> Revisions due to Board within 60 days (BP 2410).	11/4/11
Reason for review: This procedure was revised to comply with recent changes to the Clery Act. (CCLC Update 8/11)					
<i>Academic and professional matter?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AP&P):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>		
<i>Collective bargaining issue?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AVCFT):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>Affects all campus constituencies?</i>	Yes	No	If <u>yes</u>, CCC members responsible for sending to constituents for input.		
			<i>Input/suggestions/objections due to CCC recording secretary by:</i>	10/17/11	
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>	11/4/11	
<i>If none of the above, does policy/procedure need further review?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services):</i> <i>If <u>no</u>, submit to Board for information at next meeting</i>		S. Standerfer, M. Ruiz
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>	11/4/11	

AP 3515 Reporting of Crimes

Reference:

Penal Code Section 245; Education Code Section 212; 67380; 87014 ; Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998; 20 U.S.C. § 1232g; 34 C.F.R. 668.46; 34 C.F.R. 99.31(a)(13), (14); Campus Security Act of 1990

Members of the Antelope Valley Community College District who are witnesses or victims of a crime should immediately report the crime to the Antelope Valley Community College Police Department when and if that criminal act is committed within the jurisdiction of the District police Department. Members of the Antelope Valley Community College District who are witnesses or victims of a crime off campus and outside the jurisdiction of the campus Police department, should contact the Los Angeles County Sheriff's Department:

In Lancaster contact: (661) 948-8466

In Palmdale contact: (661) 267-4300

In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify his or her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted or menaced shall assist the employee to promptly report the attack or assault to the Antelope Valley Community College District Police Department. The supervisor himself or herself shall make the report if the employee is unable or unwilling to do so.

The District shall publish warnings to the campus community about **the following** crimes that are considered to represent a continuing threat to other students and employees in a manner that is timely and will aid in the prevention of similar crimes.

- **Criminal homicide – murder and non-negligent manslaughter;**
- **Criminal homicide – negligent manslaughter;**
- **Sex offenses – forcible and non-forcible sex offenses;**
- **Robbery;**
- **Aggravated assault;**
- **Burglary;**
- **Motor vehicle theft;**
- **Arson;**
- **Arrests for liquor law violations, drug law violations, and illegal weapons possession;**
- **Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;**
- **Crimes that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;**
- **Those reported to [appropriate law enforcement authorities]; and**
- **Those that are considered to represent a continuing threat to other students and employees.**

In the event that a situation arises, either on or off campus, that, in the judgment of the [designated officer, which may be the chief of campus police], constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus’ student newspaper. that are considered to represent a continuing threat to other students and employees in

The information shall be disseminated by the Director of Public and Governmental Relations in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the [insert designated officer] may also post a notice on the campus-wide electronic bulletin board on the [identify appropriate authority] web site at: [insert website address], providing the community with more immediate notification. The electronic bulletin

board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the [campus police], by phone [XXX-XXXX] or in person at [location].

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the offices of campus Media and Public Relations, or published in the campus newspapers monthly.

To report a crime:

Contact [Designated Campus Security Office or Campus Police Department] at [(XXX) XXX-XXXX (non-emergencies)] and dial 9-1-1- (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition you may report a crime to the following areas:

- **[Chief Student Services Officer]**
(XXX) XXX-XXXX
- **[Chief Counseling Officer]**
(XXX) XXX-XXXX
- **[Chief Student Health Officer]**
(XXX) XXX-XXXX
- **[Chief Human Resources Officer]**
(XXX) XXX-XXXX

- [Identify additional personnel]

[Note: Either Alternative 1 or Alternative 2 must be selected. One of the Alternatives is legally required.]

[Alternative 1]

If you are the victim of a crime and do not want to pursue action within the District's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the [insert designated office] can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The [designated office or campus police] encourage anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the [campus police department] police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below. Confidential reports of crime may also be made to [insert designated officer] at [XXX-XXXX].

[Alternative 2]

The District does not allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The District may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated school policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;

- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his or her right to confidentiality.

11/7/05

Revised:

CCLC Note: BP 3900 is a new template intended to replace BP 5550 titled Speech: Time, Place, and Manner. This document was moved from Chapter 5 (Student Services) to Chapter 3 (General Institution) because speech activity applies to students, employees, and community members. BP 3900 is a modification of the language from the old BP 5550, designed to make clear that the certain areas of the colleges will be treated as free speech areas for all segments of the community, consistent with developing law, but at the same time assure that other areas of the college will not necessarily be opened for free speech activity.

This new template is consistent with current jurisprudence on the First Amendment. This new version will be less susceptible to modifications that change their intent, while still assuring that districts have rules that are constitutionally sound.

NOTE: Whenever legally required language recommended in the templates is altered, local district legal counsel review should be sought. In addition, Districts that have worked with their local legal counsel to develop good versions of speech policies do not need to change them to conform with this new template. (CCLC 2/10 update)

BP ~~5550~~3900 Speech: Time, Place and Manner

References:

Education Code Sections 76120, and 66301

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The college of the District is open to the public. However, the college is a non-public forum and designated **public forums available for the exercise of expression by students, employees, and members of the public** space that is generally available for use by students or the community is **are**-subject to limits by the District and must be reserved.

The Superintendent/President shall enact such administrative procedures, as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the **designated** limited public forums.

~~Students shall be free to exercise their rights of free expression, subject to the requirements of this policy.~~

The administrative procedures promulgated by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards ~~designated for such use~~, the distribution of printed materials or petitions in those parts of the college designated as areas generally available to students and the community, and the wearing of buttons, badges, or other insignia, except when that speech is defamatory, obscene, libelous or slanderous according to current legal standards, or which incites others as to create a clear and present danger of the commission of unlawful acts on district property or the violation of district policies or procedures, or the substantial disruption of the orderly operation of the District. The District can prohibit forms of speech, which violates this section. (Educational Code 76120)

Nothing in this policy shall prohibit the regulation of hate violence **directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e))**, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, **or** intimidation, ~~or hate violence~~ unless such speech is constitutionally protected.

See Administrative Procedure #5550

Adopted: 2/6/06

Revised: 9/10/07

Revised:

CCLC Note: AP 3900 is a new template intended to replace AP 5550 titled Speech: Time, Place, and Manner. This document was moved from Chapter 5 (Student Services) to Chapter 3 (General Institution) because speech activity applies to students, employees, and community members. AP 3900 is a modification of the language from the old AP 5550, designed to make clear that the certain areas of the colleges will be treated as free speech areas for all segments of the community, consistent with developing law, but at the same time assure that other areas of the college will not necessarily be opened for free speech activity. (CCLC 2/10 Update)

AP ~~5550~~ **3900** Speech: Time, Place, and Manner

References:

Education Code Sections 76120, and 66301

The students **and employees** of the District **and members of the public** shall be permitted to exercise their rights of free expression subject to the time, place and manner policies and procedures contained in Board Policy [~~5550~~ **3900**] and these procedures.

The college of the District is a non-public forum, except for **the following** designated areas, **which are reserved for expressive activities which do not violate District policy and which are lawful [include a list of areas]** generally available to students and the community, as follows: **These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students:**

- The areas ~~generally available to students and the community~~ are limited **designated** public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.
- The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, or locker rooms, **and any other area not specified above.**

The use of **these** areas **reserved and open for expressive activities** ~~generally available to students and the community~~ is subject to the following:

- Persons using **and/or distributing material in the** ~~areas generally available to students and the community and/or distributing material in the areas generally available to students and the community~~ shall not impede the progress of passersby, nor shall they force passersby to take material.
- No person using the **areas** ~~generally available to students and the community~~ shall touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.

- Persons using areas ~~generally available to students and the community~~ shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes ~~taking place at that time.~~
- ~~No persons using the areas generally available to students and the community shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the areas generally available to students and the community on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.~~

Non-student, community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must provide notification to the District through the [insert Superintendent/President or designee] three (note: may not be more than three) business days in advance of the activities and must describe the nature of the planned activities. No illegal activities will be permitted, no activities which violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas.

All persons using the areas **that are designated public forums** of the college ~~generally available to students and the community~~ shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the **those** ~~areas generally available to students and the community~~. Material distributed in the areas ~~generally available to students and the community~~ that is discarded or dropped in or around the areas ~~generally available to students and the community~~ other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the areas ~~generally available to students and the community~~ that day.

Posting:

Students ~~shall be provided with~~ **Bulletin boards shall be provided** for use in posting ~~student~~ materials at campus locations convenient for **use by students, staff, and members of the public** use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Student Development and College Activities Office. Materials displayed shall be removed after the passage of 30 **(note: may not be less than ten)** days.

2/6/06

Revised: 9/10/07

Revised:

Equivalency List by Division

Business, Computer Studies, and Economic Development

<u>Discipline</u>	<u>Expiration Date</u>
Accounting	10/16/2011
Business	11/19/2012
Computer Information Systems	05/06/2013
Management	05/06/2013
Marketing	05/06/2013
Office Technologies	10/16/2011

Updated Equivalency Needed

Real Estate

Health Sciences

<u>Discipline</u>	<u>Expiration Date</u>
Emergency Medical Technologies	06/04/2012
Licensed Vocational Nursing	04/16/2012
Nursing	06/04/2012
Nursing Science/Clinical Practice	06/04/2012
Radiological Technology	11/04/2013
Respiratory Therapy/Technician	02/17/2014

Updated Equivalency Needed

Child Development/Early Childhood Education
Health Care Ancillaries: Medical Office Assistant
Nutritional Science/Dietetics

Language Arts

<u>Discipline</u>	<u>Expiration Date</u>
Communication Arts/Studies	03/18/2013
English	06/04/2012
English as a Second Language	05/06/2013
Foreign Language: Latin	05/06/2013
Foreign Language: Spanish	11/19/2012
Reading	12/02/2013
Journalism	04/28/2014

Updated Equivalency Needed

Foreign Language: Chinese
Foreign Language: French
Foreign Language: German
Sign Language, American Sign Language/English Interpreting

Instructional Resources/Extended Services

<u>Discipline</u>	<u>Expiration Date</u>
Learning Assistance Instructors or Learning Skills Coordinators or Instructors, or Tutoring Coordinators	04/02/2012

Updated Equivalency Needed

Library Science
Non Credit Courses

Math, Science, and Engineering

<u>Discipline</u>	<u>Expiration Date</u>
Chemistry	12/02/2013
Drafting	12/02/2013
Earth Science	12/02/2013
Engineering	12/02/2013
Geography	12/02/2013
Mathematics	06/04/2012
Physical Science	02/17/2014

Updated Equivalency Needed

Biological Sciences
Physics/Astronomy

Physical Education and Athletics

Updated Equivalency Needed

Discipline
Athletic Training
Dance
Health
Physical Education

Social and Behavioral Sciences

<u>Discipline</u>	<u>Expiration Date</u>
Anthropology	05/06/2013
Economics	02/17/2014
Education	02/17/2014
History	05/06/2013
Philosophy	05/06/2013
Political Science	05/06/2013
Sociology	09/07/2012

Updated Equivalency Needed

Psychology

Student Services

<u>Discipline</u>	<u>Expiration Date</u>
Counseling	05/07/2012

Updated Equivalency Needed

CalWorks
Extended Opportunity Program and Services (EOPS)
Extended Opportunity Program and Services Counselor
General Education Development (GED)

Technical Education

<u>Discipline</u>	<u>Expiration Date</u>
Administration of Justice	12/02/2013
Aeronautics	12/02/2013
Air Conditioning, Refrigeration, Heating	12/02/2013
Auto Body Technology	12/02/2013
Automotive Technology	12/02/2013
Electricity	12/02/2013
Electronic Technology	12/02/2013
Fashion and Related Technologies	12/02/2013
Fire Technology	12/02/2013
Interior Design	12/02/2013
Ornamental Horticulture	12/02/2013
Welding	12/02/2013

Updated Equivalency Needed

Agriculture

Visual and Performing Arts

<u>Discipline</u>	<u>Expiration Date</u>
Art	04/01/2013
Digital Media	04/01/2013
Music	06/30/2013
Photographic Technology/Commercial Photography	04/01/2013

Updated Equivalency Needed

Commercial Music
Drama/Theatre Arts
Film Studies
Photography