



**ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING**

AGENDA

February 7, 2013

3:00 p.m. – 4:30 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. December 6, 2012 (attachment)

5. REPORTS (5 minutes maximum)

- a. Student Learning Outcomes Report – Dr. Fredy Aviles
- b. Legislative Report – Dr. Glenn Haller

6. ACTION ITEM

None

7. DISCUSSION ITEM

None

8. SENATE ADMINISTRATIVE BUSINESS

a. Appointments

- **Academic Ranking**
 - Eric Elias – Adjunct Assistant Professor
 - Deborah D. Sullivan Ford – Adjunct Assistant Professor
 - Maria Kelly - Professor
- **Professor Emeritus**
 - Dorothy Williams
- **Tenure Review Committee**
 - Melanie Parker

b. Appointment – Hiring Committee

President/Superintendent

- Academic – Carolyn Burrell
- Student Services – Rosa Fuller
- Vocational – Maria Clinton

c. Appointment – Hiring Committee

Vice President, Student Services

- Dr. Lee Grishman

d. Vice President, Human Resources & Employee Relations

- Jack Halliday

e. Dean, Institutional Effectiveness, Research & Planning

- Melanie Parker

f. Academic Senate Executive Meeting Minutes

a. January 17, 2013 (attachment)

g. Announcements

- Accreditation Institute – February 8, 2013, San Jose Doubletree
- Vocational Education Leadership Institute – March 20-22, 2013, Oakland Marriott
- 2013 Spring Plenary Session – April 18-20, 2013, Westin San Francisco Airport
- Faculty Leadership Institute – June 13-15, 2013, Sheraton Grand, Sacramento
- Curriculum Institute – July 11-13, 2013, Sheraton Park Hotel, Anaheim Resort

9. ADJOURNMENT

NON-DISCRIMINATION POLICY

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MINUTES

February 7, 2013
3:00 p.m. – 4:30 p.m.
SSV 151

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

1. **CALL TO ORDER AND ROLL CALL**

The Academic Senate Meeting of Thursday, February 7, 2013 was called to order at 3:01 p.m. by Ms. Maria Clinton, Academic Senate President.

2. **OPENING COMMENTS FROM THE SENATE PRESIDENT**

a. **Introduction – Associated Student Organization Representative**

Ms. Maria Clinton introduced the new Associated Student Organization representative, Christopher Dundee. Ms. Clinton had members introduce themselves.

b. **Senate Process**

Ms. Maria Clinton reminded the Senate again of the statement she made at the first Senate meeting in the fall. At that meeting Ms. Clinton stated that she had no agenda coming into the Senate, other than to ensure that the Senate, which is the voice of the faculty, continued to be an active participating body of the shared governance structure of the college. She furthered that she would not be altering any existing process or policy of the Senate, her first year. Ms. Clinton explained that in not having enough knowledge and background of the Senate to take such endeavors, as in basic management 101, you do not alter things your first year. Ms. Clinton stated that she used this philosophy as co-chair of AP&P. Unless it is a mandate from the Chancellor's Office or change to regulations, the remaining academic year focus will and needs to be on ensuring that administration does not bypass the Senate on issues that faculty have primacy.

Ms. Clinton explained that as the new academic Senate President, this is an area she has been struggling with. Due to the enormous turnover with Vice Presidents and interims, processes have not been and are not being accurately followed. Ms. Clinton impressed upon the tremendous amount of time required to track down board policy administrative procedures to ensure the transitions within administrative leadership, as the new VP's come into, the Senate's duty (her duty) is to make sure that new administrative leaders understands how our Senate operates on this campus.

As an example Ms. Clinton outlined the committee make up for the hiring of the Superintendent/President. During a CCC meeting, the agenda was not posted 2 days prior to the meeting; therefore Ms. Clinton did not know how to prepare for the meeting. At this meeting Dr. Fisher handed members the last presidential search committee make-up and at that meeting members were to make a decision as to what that would look like. When asked if the decision needed to be immediate, Dr. Fisher answered yes, because the Board would be discussing it at the upcoming Board meeting (which was the following Monday). Both the faculty and classified union presidents shared Ms. Clinton's concern for what was to become of the Superintendent/President position after Dr. Fisher left. Ms. Clinton and the union presidents felt that the Board wanted to select an interim, and they felt the need for a nationwide search for a permanent president was necessary. Instead of bringing this to our attention in a timely manner, to allow the time necessary to send out an email at least to the Senate committee or the Exec, in order to seek input and what criteria we needed, Ms. Clinton was put in the position of having to make a decision. Ms. Clinton stated these are the types of problems and issues that are an ongoing.

Ms. Clinton reiterated the considerable time required to ensure the Senate is included in the decision-making process. She explained that at this time, as with all faculty, time is something she does not have an abundance of. Ms. Clinton explained that being in her final months of dissertation, she will not have a great deal of extra time to examine current Senate processes that faculty have voted on, and have been using for the past 4 or 5 years. As Academic Senate President, Ms. Clinton requested that any questions or concerns regarding a current Senate process should be submitted to her via email, and to include the process and a possible solution/recommendation. She asked that when possible, to include data from other community college Senates (their practices), in order for Ms. Clinton to include this information in the 2013-2014 academic year as items for discussion.

c. Senate Executive Meeting - January 17, 2013

Ms. Clinton discussed an email she received from Dr. Ron Chapman, quoting the AVC Senate Operating Procedures Handbook 2011-2012 (4/20/2008), which requires at least fourteen (14) days from the date of notice of a vacancy until the closing date of applications for committee membership. At the January 17, 2013 Senate Executive meeting, the Senate Exec made decisions prior to the 14 days deadline for some of the hiring committees. The reason for the swift decision was because Human Resources (HR) had placed the call for faculty representatives much too late for the hiring committee process. These were urgent requests from Human Resources. Ms. Clinton explained she had spoken with Ms. Gloria Kastner (who has the history of the Senate), and Ms. Kastner advised that in times of urgency, the process in the past has been expedited. Since there were no further faculty requests to serve on these committees coming forward, the Senate Executive moved the process forward due to HR urgency.

Ms. Clinton requested that the aforementioned comments be added to the minutes of the January 17, 2013 Senate Executive meeting. Ms. Clinton stated she should have included that information initially, and thanked Dr. Chapman for bringing the situation to her attention. Ms. Clinton expressed her frustration with moving the timeline, echoing her standard to follow process and policy. Ms. Clinton stated she has had discussions with Administration and Human Resources, insisting that future timelines be adhered to.

d. Matriculation Committee and Student Success & Diversity Committee Merger

Ms. Clinton discussed the recent College Coordinating Council (CCC) meeting, and that the merger of the Matriculation and Student Success & Diversity committees was approved. The Student Success Committee will perform the functions of these committees as well as addressing the new recommendations regarding the Student Success task Force from the Chancellor's Office. There will be a change to the reporting structure of the Veterans Affairs/International Students Office from reporting to the Admissions and Enrollment Services/Counseling and Matriculation Department to the Student Activities and Community Outreach Department. By changing the reporting structure the college will be able to better serve the veterans and the international students by establishing and marketing a more effective outreach program.

Ms. Clinton discussed a change in the reporting structure of the Theatre manager position from reporting to the Director of Facilities Services, to the Dean of Visual and Performing Arts. After having the position onboard for several months, it has now been determined that the operation of the theater would best fit the needs of the academic mission of the college if it reported to the Dean of Visual and Performing Arts. The use of the theater is often coordinated and managed by the Visual and Performing Arts Department as most events scheduled for the theatre are within academics. Chester L. McCurry has accepted the position of Interim Manager, Performing Arts Theater, and will start Monday, February 11th. Mr. McCurry has twenty-two years of experience in entertainment and theater. He has held theater management roles at Opryland USA, Dollywood Theme Park, Dolly Parton Productions and Six Flags Magic Mountain. Mr. McCurry has also taught at Walters State Community College as Professor of Theater. A date and time for the Performing Arts Theater staff and VAPA faculty and staff to meet and greet Mr. McCurry will be forthcoming.

Ms. Clinton stated that the Vice President of Business Services, Ms. Brewington received legal opinion on whether or not SPBC and other shared governance committees were subject to the Brown Act or to the requirement of AP 2510 appendix I. The legal language indicates that SPBC, and the rest of the shared governance committees on campus are NOT subject to the Brown Act, however they are subject to the requirements of AP 2510 appendix 1 (which has similar requirements to the Brown Act). They must circulate a call for agenda items five (5) days before a meeting, post agendas 2 days before a meeting, draft minutes are to be made available 10 days after the meeting. Ms. Brewington will also look into the cost of bringing on a specialist in governance process and policies and to provide training for all chairs and committee members.

e. Fall Plenary Session

Ms. Clinton attended the Fall 2012 Plenary Session and discussed issues addressed at this conference. Ms. Clinton stated that the main areas of concern were those of the twenty-two (22) recommendations from the Student Success Task Force. An emphasis was placed on the Scorecards. Scorecards are and have been developed and the Chancellor's Office is in discussions on how these will be made public. Ms. Clinton stated that another hot topic was the lack of administrative leadership.

f. Equivalencies

Ms. Clinton reviewed the requirement for disciplined faculty to review their discipline equivalencies every three (3) years. Once the equivalency committee has approved the equivalencies, the Academic Senate shall review and affirm. Ms. Clinton distributed is a list of those disciplines that are up for review, asking members to communicate to their appropriate divisions. The Senate office will be sending out the forms beginning next week. The process is located in the Faculty Handbook, page 98 (appendix B).

3. OPEN COMMENTS FROM THE PUBLIC

- Dr. Ron Chapman addressed members regarding the recent selection of Senate members to serve on various hiring committees. Dr. Chapman charged that the timeline, process and outcome left faculty feeling unappreciated and disrespected. He submitted the following written statement to be included in the minutes:

During the regular Senate meeting on November 11, 2012, the Acting Senate President announced in Open Comments that The Board of Trustees had authorized the creation of a hiring committee for the purpose of selecting candidates for the Superintendent/President of Antelope Valley College. He also said, although the structure of that committee had been determined, the application process was unknown to him at that time and that guidelines to be followed in the appointment process would be forthcoming from the Human Resources Office as well as the date the application process should commence.

According to recruiter Michelle Schulten, Human Resources notified the Academic Senate Office on January 8th that three committee members to represent faculty and the Academic Senate were needed for the Superintendent/President hiring committee. Ms. Schulten would not comment on whether Academic Senate selection procedures and policies were explained to her at that time or earlier. She indicated Dr. Vickie Nicholson of Human Resources may be in a position to know this. I have not received a call back from Dr. Nicholson.

Also on January 8th, the Academic Senate Coordinator issued a *call to serve* by email for two representatives to serve on the Superintendent/President hiring committee and one to serve on the Vice President of Human Resources hiring committee. These vacancy announcements (*calls to serve*) closed *two hours later*. The Senate President explained in an email to me on February 5th, that "HR had placed a call for faculty reps much too late for the hiring committee process." This is despite the fact that, during the previous November, the acting Academic Senate President, as well as the entire Academic Senate, was aware that delegates would need to be recruited eventually.

On January 17th the Executive Committee of the Academic Senate, acting in lieu of the out-of-session Senate, met to appoint representatives to four hiring committees. These were for the Dean of Institutional Effectiveness, Research & Planning; President/Superintendent; Vice President of Human Resources & Employee Relations; and Vice President of Students Services. Consequently, six faculty members were appointed to serve on these four committees. Of the six appointments 3 of the 4 members of the Executive Committee alternately appointed each other to membership on these committees.

Prior to these inter-session appointments being made, the President of the Academic Senate referenced page 12 of the Senate Operating Procedures Handbook. This fact suggests that the Executive Committee was aware of the provisions of the Senate procedures for selecting committee members for Academic Senate committees and was acting in accord with its understanding of these procedures, which I will summarize:

1. The provisions of this section pertain to the creation and population of Standing Committees.
2. Pending committee vacancies should be announced to the faculty 14 days before the application process is closed.
3. Notice of vacancies shall occur at least 14 days prior to the beginning of a new committee's work.
4. The Academic Senate votes to determine which applicants are appointed, following recommendations by the Executive Committee under specific conditions.

Ordinarily, these actions would be the duty of the Academic Senate. However, citing what amounts to *exigent circumstances*; the Executive Committee circumvented established procedures to the point of denying to the full body of the Academic Senate any opportunity to ratify its final decisions once made.

In taking these extraordinary measures the Executive Committee misrepresented the propriety of its actions by citing Academic Senate Operating Procedures, thus creating the impression that their actions are entirely within the scope of their authority, when in fact they exceed it.

The Executive Committee misrepresented the urgency of the circumstances that it deemed exigent and warranting of immediate action. It should have known prior to January 8th that Human Resources required representatives for the Superintendent/President hiring committee if not the others. Curiously, the three hiring committee meetings concerned will convene -- or have already convened -- as follows: Vice President of Human Resources, 2/1/13; Student Services, 2/7/13; and Superintendent/President, 2/11/13.

In the case of the President/Superintendent's committee, the Executive Committee could have allowed for the full 14-day period from *call to serve* to *closing date*, because it did not have to act on the 17th. It could have waited until 2/7/13 without bending the rules much. More important, if the Executive Committee had waited until today, it could allow the selection process to proceed as intended, and appointments made by the full Academic Senate Body in regular session.

Instead, the Executive Committee acted contrary to policy and the interest of the faculty rather than make an effort to accommodate both the urgent demands of the Administration and the operating procedures established by faculty through their rightful exercise of shared governance. There is no evidence that I've been able to find that the Executive Committee acquainted the Administration with the policy constraints of the Academic Senate relevant to filling requests for hiring committee membership.

The events surrounding the Executive session of January 17th should be addressed by thoughtful changes to the Faculty Handbook and the Senate Operating Procedures Handbook. My specific proposals are as follows:

1. Amend section 3 of Article VIII of the Faculty Handbook to require actions made by the Executive Committee in lieu of the Academic Senate to be subject to ratification by the Academic Senate at the *next regular session*.
2. Amend Article X, subsection 1(b) to apply to Executive Committee meetings when the Executive Committee is called to act on behalf of the Senate outside of regular session (This pertains to the, so-called, Brown Act).
3. Amend Article XI on the selection of committee members to include such *ad hoc* committee as where the issue here, in addition to *Senate Standing Committees*.

These amendments are indented to obviate the missteps that were taken during this last intersession. Ms. Clinton has stated to me in an email, dated February 5, 2013, that she has discussed adherence to future timelines with the Administration and Human Resources. Taken together these measures should assure that faculty interests are not overlooked merely because we do not inhabit our offices year round.

- Mr. Mike Hancock discussed Basic Skills being part of new Student Success Task Force. Mr. Hancock charged that our systems are not working, and that big changes are necessary in order to move people through the system. He explained the need for a unified force going to administration, stating that less than 10% of English 95 students pass English 101; less than 20% that begin Eng97 pass 101. Mr. Hancock explained that Antelope Valley College needs to make changes to help students graduate.
- Dr. Berkeley Price discussed the need for VAPA Department or Division Chairs, stating three (3) Divisions have them. Dr. Price asked the Senate if VAPA was on track with them. Dr. Liette Bohler stated the item is on the district Sunshine List and will be discussed this semester. Ms. Clinton reminded the committee that it was open comments from the public, and that this was not up for discussion.

4. APPROVAL OF MINUTES

a. December 6, 2012 (attachment)

*A motion was made and seconded to approve the minutes of the December 6, 2012 meeting.
Motion carried.*

5. REPORTS (5 minutes maximum)

a. Student Learning Outcomes Report – Dr. Fredy Aviles

None.

b. Legislative Report – Dr. Glenn Haller

Dr. Glenn Haller reported to members that everything is in the beginning stages with the new legislature. Dr. Haller explained we are still scrutinizing, with their talk of moving things forward despite no funding, what Sacramento might do to create legislative mandates regarding the Student Success Task Force.

Dr. Haller announced that the Antelope Valley College (AVC) administration is attempting to set up a meeting with Assemblyman Steve Fox to visit AVC. At present, the first available date will be sometime in March 2013. Dr. Haller will update the Senate as to details and possible topics the Senate members wish to have addressed at that meeting.

6. ACTION ITEMS

None.

7. DISCUSSION ITEMS

None.

8. SENATE ADMINISTRATIVE BUSINESS

a. Academic Ranking

- Eric Elias – Adjunct Assistant Professor
- Deborah D. Sullivan Ford – Adjunct Assistant Professor
- Maria Kelly – Professor

During intersession the Senate Executive Committee met on January 17, 2013. At this meeting members reviewed several Academic Ranking requests. Some requests were returned due to insufficient documentation established to meet criteria. The Senate Executive Committee approved the ranking requests for Eric Elias, Deborah D. Sullivan Ford and Maria Kelly. Ms. Clinton requested for the Senate body to ratify the Academic Ranking requests.

A motion was made and seconded to ratify the Academic Ranking applications of the above-listed faculty members. Motion carried with one (1) dissenting vote and one (1) abstention.

b. Professor Emeritus

- Dorothy Williams

At the January 17, 2013 Senate Executive Committee meeting, members reviewed a request for Professor Emeritus. The Senate Executive Committee approved the request and Ms. Clinton asked the Senate body to ratify it accordingly.

A motion was made and seconded to ratify the Professor Emeritus request for Dorothy Williams. Motion carried with one (1) dissenting vote and one (1) abstention.

Approved: March 7, 2013 Senate Meeting

c. Tenure Review Committee - Appointment

- Melanie Parker

At the January 17, 2013 Senate Executive Committee meeting, members considered candidates to serve on the Tenure Review Committee. The Senate Executive Committee approved the appointment of Ms. Melanie Parker to the Tenure Review Committee. Ms. Clinton asked Senate body to ratify the appointment.

A motion was made and seconded to ratify the appointment of Melanie Parker to the Tenure Review Committee. Motion carried with one (1) dissenting vote and one (1) abstention.

d. President/Superintendent Hiring Committee - Appointments

- Academic – Carolyn Burrell
- Student Services – Rosa Fuller
- Vocational – Maria Clinton

At the January 17, 2013 Senate Executive Committee meeting, members considered candidates to serve on the President/Superintendent Hiring Committee. The Senate Executive Committee approved the following three (3) appointments: Carolyn Burrell (Academic), Rosa Fuller (Student Services), and Maria Clinton (Vocational). Ms. Clinton asked the Senate body to ratify the appointments.

A motion was made and seconded to ratify the above-listed appointments. Motion carried with two (2) dissenting votes and two (2) abstentions.

e. Vice President of Student Services Hiring Committee - Appointment

- Dr. Lee Grishman

At the January 17, 2013 Senate Executive meeting, members reviewed candidates to serve on the Vice President of Student Services Hiring Committee. The Senate Executive Committee appointed Dr. Lee Grishman to serve on the above-mentioned hiring committee. Ms. Clinton requested that the Senate body to ratify the appointment.

A motion was made and seconded to ratify the appointment of Dr. Lee Grishman to the Vice President of Student Services Hiring Committee. Motion carried with two (2) dissenting votes and two (2) abstentions.

f. Vice President of Human Resources & Employee Relations Hiring Committee - Appointment

- Jack Halliday

At the January 17, 2013 Senate Executive meeting, members considered candidates to serve on the Vice President of Human Resources & Employee Relations Hiring Committee. The Senate Executive Committee selected Mr. Jack Halliday to fill the vacancy. Ms. Clinton asked the Senate body to ratify the appointment.

A motion was made and seconded to ratify the appointment of Jack Halliday to the Vice President of Human Resources and Employee Relations Hiring Committee.

Motion carried with two (2) dissenting votes and two (2) abstentions.

g. Dean, Institutional Effectiveness, Research & Planning Hiring Committee - Appointment

- Melanie Parker

At the January 17, 2013 Senate Executive Committee meeting, members considered candidates to serve on the Dean of Institutional Effectiveness, Research & Planning Hiring Committee. The Senate Executive Committee selected Melanie Parker to fill the vacancy. Ms. Clinton asked Senate members to ratify the appointment.

A motion was made and seconded to ratify the appointment of Melanie Parker to the Dean of Institutional Effectiveness, Research & Planning Hiring Committee.

Motion carried with two (2) dissenting votes and two (2) abstentions.

h. Academic Senate Executive Meeting Minutes

- **January 17, 2013 (attachment)**

Ms. Maria Clinton asked Senate members to ratify the minutes of the January 17, 2013 Senate Executive Committee meeting.

A motion was made and seconded to ratify the minutes of the January 17, 2013 Senate Executive Committee meeting.

Motion carried.

i. **Announcements**

- Accreditation Institute – February 8, 2013, San Jose Doubletree
- Vocational Education Leadership Institute – March 20-22, 2013, Oakland Marriott
- 2013 Spring Plenary Session – April 18-20, 2013, Westin San Francisco Airport
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9. **ADJOURNMENT**

The Academic Senate meeting of Thursday, February 14, 2013 was adjourned at 3:43 p.m. by Ms. Maria Clinton, Academic Senate President.

MEMBERS PRESENT			
Maria Clinton, President	Jack Halliday	Kathy Moore	Dr. Alexandra Schroer
Dr. Liette Bohler	Michael Hancock	Dr. Zia Nisani	Ken Shafer
Dr. Ron Chapman	MaryAnne Holcomb	Cathy Overdorf	Elizabeth Sundberg
Christopher Dundee	Susan Knapp	Dr. Berkeley Price	Larry Veres
Dr. Lee Grishman	Kenneth Lee	Terry Rezek	Pavinee Villapando
Dr. Glenn Haller	Ty Mettler	Van Rider	
MEMBERS ABSENT		GUESTS PRESENT/EX-OFFICIO MEMBERS	
		Dr. Fredy Aviles	

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