



**ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING**

AGENDA

August 21, 2014

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. May 29, 2014 Senate Meeting - attachment
5. REPORTS (5 minutes maximum)
6. ACTION ITEMS
 - a. Senate Executive Elections
7. DISCUSSION ITEMS
 - a. What it Means to be a Senator
8. INFORMATIONAL ITEMS
9. SENATE ADMINISTRATIVE BUSINESS
 - a. Announcements
 - November 13 – 15, 2014 Fall 2014 Fall Plenary - Irvine Marriott, Irvine
10. ADJOURNMENT

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ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING

MINUTES

August 21, 2014

3:00 p.m. – 4:30 p.m.

SSV-151

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

A motion was made and seconded to amend the agenda to add Item 6b. AP&P Senate Representation. Motion carried without opposition or abstention.

1. CALL TO ORDER AND ROLL CALL 3:02 p.m.

The Academic Senate meeting of August 21, 2014, was called to order at 3:02 p.m. by Dr. Ed Beyer, Academic Senate President.

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

- Dr. Beyer welcomed members. He asked Senators to identify their proxy and send the name to Ms. Nancy Masters, Senate Coordinator. Dr. Beyer reminded members the proxy will remain as such through the academic year, and is the only one who can vote on their behalf.
- Dr. Beyer noted that he did not attach the minutes to the agenda. Members agreed to hold minutes of the May 29, 2014 Senate meeting until the September 4, 2014 Senate meeting, allowing time for proper review.

3. OPEN COMMENTS FROM THE PUBLIC

- Dr. Irit Gat, Faculty Professional Development Chair addressed Senators to report heavy calls and emails from faculty regarding the new online reporting system for flex plans/contracts. She asked members to remind constituents to review the tutorial before asking for help, as 95% of questions are clearly detailed in the tutorial. She reiterated technical issues are to be directed via email to Mr. Greg Krynen, Technical Trainer, and program issues to Dr. Gat.
- Ms. Tina McDermott, Faculty Accreditation Coordinator, addressed Senators and the Senate Exec to report a draft follow-up report addressing two outstanding recommendations by the Accrediting Commission for Community and Junior Colleges (ACCJC), relating to the Information Technology Master Plan and the Retirement Fund. The draft report has been posted for public review and comment for a period of two (2) weeks, and will remain posted for a remaining two (2) weeks: [Fall 2014 Follow-Up Report - Accrediting Commission for Community and Junior Colleges \(ACCJC\)](#). Ms. McDermott encouraged members to forward any comments to her.
- Dr. Glenn Haller reported Senate Bill 850 is on the Governor's desk, which will allow the Chancellor of California Community Colleges to begin putting together a program in which one community college in every district will offer a bachelor's degree program.

4. APPROVAL OF MINUTES

a. May 29, 2014 Senate Meeting

Minutes minutes of the May 29, 2014 Senate meeting were distributed.

A motion was made and seconded to table the minutes for approval to the September 4, 2014 Senate meeting.

Motion carried without opposition or abstention.

5. REPORTS (5 minutes maximum)

None.

6. ACTION ITEMS

a. Senate Executive Elections

- 1st Vice President

Ms. Karen Lubick was nominated to serve as 1st Vice President for the Senate Executive. Ms. Lubick declined the nomination as she is unable to attend the board meetings – a duty of the 1st Vice President.

- 2nd Vice President

Ms. Karen Lubick was nominated to serve as 2nd Vice President for the Senate Executive.

A motion was made and seconded to appoint Karen Lubick to serve as 2nd Vice President on the Senate Executive.

Motion carried unanimously, without opposition or abstention.

- Officer at Large

No nominations.

Dr. Beyer will distribute an email to Senators outlining the commitment to serve on the Senate Executive, as well as a copy of the job duties for each seat.

Dr. Susan Lowry asked for clarification on nominations and selection for Senate Executive vacancies. Dr. Beyer explained the Senate office will put out a call to the Senators for the vacancies on the Senate Exec. Any nominees that arise prior to the September 4, 2014 meeting will be brought forward, and he will place a call from the floor at the September 4, 2014 meeting for nominations as well.

b. AP&P Senate Representation

Dr. Beyer led significant discussion regarding the AP&P Senate Representation structure. He presented the organization chart for Academic Affairs, one for Student Services, and handout which is a direct conversion of the to the seat-to-seat structure of AP&P. Dr. Beyer noted several positions open due to retirement.

Dr. Beyer explained the divisions and representatives are proposed as follows, with generic division labels until the formal titles are determined:

Division I – Dr. Karen Cowell – 3 representatives

Division II – Dr. Les Uhazy – 2 representatives

Division III – Dr. Charlotte Forte-Parnell – 2 representatives

Division IV – Dr. Tom O’Neil – 2 representatives

Division V – Newton Chelette – 2 representatives

Counseling – 1 representative

Dr. Beyer asked for a motion to approve the following proposal in order to initiate discussion:

A motion was made and seconded to approve the Academic Policies and Procedures and Outcomes Committee Representation as outlined below.

Dr. Beyer explained the reorganization reduced a structure of eight (8) divisions now reduced to five (5). The proposed structure is based on divisional representation.

Dr. Susan Lowry noted her division has not separated into Language Arts and Academic Development, and Basic Skills has not split from English. Dr. Lowry explained those who teach Basic Skills in Language Arts are opposed to the proposal. She noted two division representatives should not think be considered one for Basic Skills and one for Language Arts, but instead both Language Arts, as the structure of the division has not been determined.

Dr. Beyer clarified he does not have a problem with Dr. Lowry's concern, and reiterated the proposal is based solely on the official published organizational chart. The structure explains why Division III is entitled to two representatives rather than 1. Mr. Van Ryder expounded it isn't how it's divided, who fills those seats and from what areas, but instead trying to come up with a number. Dr. Lowry acknowledged as long as the Senate can agree there is not someone with a primary purpose to deal with the Basic Skills classes, and some else transfer classes, etc. she is comfortable.

Dr. Beyer stated the structure helps articulate justification for the number of representations, and reiterated the structure is a direct conversion from the organizational chart. He explained the decision does not have to be permanent, but impressed the urgency to approve a structure, as the AP&P Committee must meet Thursday. The AP&P representatives do not require expertise in a specific discipline, but are charged to foster the process along.

Ms. Jonet Leighton voiced opposition with the reorganization and the consolidation of two major divisions into one.

Ms. Catherine Overdorf noted what appears a preference of more representation rather than less. She suggested approving the proposal to allow AP&P to conduct business on Thursday, then return to reexamine the restructure. Dr. Beyer reported an immediate need for AP&P to process 450 courses, any new TMC's and other issues, and replied the structure can be easily changed.

Dr. Susan Lowry noted with so much on everyone's plates this year, any stop gap must be taken seriously or the structure will remain.

Dr. Beyer explained that in implementation, the structure would be in effect for 2014-15 or until the constitution is changed.

Mr. Van Rider noted we do not want to put the current AP&P chair at a disadvantage because what they do is so important to what we do in the classroom. , and we should be mindful not to put our own division in a bind. A finite period of time is a wise course.

A motion was made to approve the structure of the AP&P Committee as follows:

Library = 1 representative
Division I = 3 representatives
Division II = 2 representatives
Division III = 2 representatives
Division IV = 2 representatives
Division V = 2 representatives
Counseling = 1 representative

Motion carried.

A motion was made and seconded to approve the following resolution:

Academic Policies and Procedures and Outcomes Committee Representation

Whereas, the reorganization that took effect on July 1, 2014 caused senate representation for all divisions, with the exception of Counseling, to be null and void based on Article IV of the 2013-2014 Academic Senate Constitution; and,

Whereas, the reorganization that took effect on July 1, 2014 has caused a necessary realignment of the Academic Policies and Procedures Committee and the Outcomes Committee structure; and,

Whereas, the Academic Policies and Procedures Committee and the Outcomes Committee must meet to conduct critical business before the process for selecting committee members can be followed as outlined in the Senate Constitution;

Let it be resolved, that the Academic Senate authorize the Academic Senate President to issue an Executive Order establishing the structure of the Academic Policies and Procedures Committee and the Outcomes Committee for the 2014-2015 Academic Year, or until the Senate Constitution is amended to account for the change in the committee structure, whichever occurs first.; and,

Further resolved, that the Academic Senate authorize the Academic Senate President to issue an Executive Order appointing members to the 2014-2015 Academic Policies and Procedures Committee and the Outcomes Committee outside the *Committee Members For Academic Senate Committees* guidelines currently established in the Senate Constitution.

Dr. Glenn Haller asked about AP&P and the other committees. He noted outcomes must be approved before going to AP&P. It was determined the Outcomes committee was the only other Senate sub-committee with divisional representation.

A motion was made and seconded to amend the resolution by adding the Outcomes Committee after the AP&P Committee. Motion carried with one (1) abstention.

The amended motion passed without opposition or abstention.

7. DISCUSSION ITEMS

a. What it Means to be a Senator

Dr. Beyer led discussion regarding the meaning of being a Senator. He referenced a 10 + 1 pamphlet, produced by the [Academic Senate for California Community Colleges](#) that identifies 11 items of responsibility:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

Dr. Beyer explained the Board of Trustees will look to the Senate and rely on recommendations based on items #1, 2,3,4,5 & 8.

Dr. Beyer explained that the Senate Executive's role is to counsel and provide advice to the Academic Senate President. He charges the Senate Executive to challenge everything he addresses.

Dr. Beyer reviewed the Senate committee and chair/co-chair structure. He read Article IV, Section 2 of the 2014-2015 Senate Operating Procedures Handbook regarding division representation, and noted the need to address staggering term years.

Dr. Beyer explained that after a 3rd absence without a proxy, the division will be asked for a new representative.

- b. Dr. Beyer will initiate a call for two (2) adjunct representatives in Fall 2014. He explained that as of June 30, 2015, the structure reverts back, with two (2) representatives for each division. The Library will not have a representative.
- c. Dr. Beyer reiterated that each representative personifies the entire division, not a specific department and not one's self. The division representative must operate according to division direction.
- d. Ms. Tina McDermott initiated discussion as to how a Senator at Large represents the community as a whole. Ms. Susan Knapp shared that as At-Large, you are seen as more of an independent – non-partisan – an alternate voice for voicing an individual concern. The At-Large representative exists outside of the division block and is relied upon to bring individual concerns into discussion.
- e. Dr. Zia Nisani suggested a designated area in the mailroom for the Senator at Large and Adjunct Representatives.
- f. Dr. Beyer encouraged members to consider the 1st Vice President and Senator-at-Large seats for the Senate Executive. The 1st Vice President will fill in for the President as needed, and is responsible for semi-annual newsletters. The Senator-at-Large updates the Senate Operating Procedure Manual from year-to-year.

Ms. Karen Lubick encouraged members to join the team for the Senate Executive. She thanked members for their support in nomination for the 2nd Vice President seat. Ms. Lubick stated that if no one volunteers to serve as 1st Vice President, she is willing to move to that seat and leave class early to attend board meetings.

Dr. Beyer stated he will put a call to Senators for the two other positions. He will bring forward names of any volunteers, and will call for nominations from the floor at the September 4, 2014 meeting. Dr. Beyer directed senators to submit a letter of interest for self-nominations.

- g. Dr. Beyer led discussion regarding the Task Forces.
- Academic Ranking Task Force - Dr. Beyer reported the Academic Ranking Task Force is still working on language. The proposed guidelines were received well. He explained the next step is to convert the process into language that will be formalized in the Faculty Handbook and Senate Operating Procedures Handbook. Policies & Procedures
 - Equivalency Policies & Procedures Task Force - Dr. Beyer reported the Equivalency Policies & Procedures Task Force sent forth recommendations that will be brought forward for inclusion in Senate Operating Procedures Handbook.
 - Constitution Task Force – Dr. Beyer reported that Dr. Glenn Haller has done an incredible amount of work on the Senate Constitution, identifying significant holes throughout. He explained a change in the Constitution requires a majority 50 + 1 of all full-time faculty members. A change to by-laws only requires 2/3 of Senate body. Mr. Van Rider noted the importance of the Senate recommendations.

Recommendations must be formalized and brought forth and communicated to faculty as a whole. Mini-town hall meetings and other communication must enlist broad feedback from faculty. Dr. Beyer suggested a discussion group on the Blackboard area, which will help document conversation.

8. INFORMATIONAL ITEMS

9. SENATE ADMINISTRATIVE BUSINESS

a. Announcements

- November 13 – 15, 2014 Fall 2014 Plenary - Irvine Marriott, Irvine

10. ADJOURNMENT

The academic senate meeting of August 21, 2014 was adjourned at 4:25 p.m. by Dr. Ed Beyer, Senate President.

MEMBERS PRESENT			
Dr. Ed Beyer	Dr. Glenn Haller	Susan Knapp	Catherine Overdorf
Dr. Liette Bohler	Jack Halliday	Jonet Leighton	Terry Rezek
Diane Flores-Kagan	Dr. Jessica Harper	Karen Lubick	Van Rider
Rosa Fuller	MaryAnne Holcomb	Tina McDermott	Ken Shafer
DedemonaGinosian	Dr. Matthew Jaffe	Dr. Zia Nisani	Elizabeth Sundberg
GUESTS/EX-OFFICIO			
Dr. Irit Gat	Dr. Susan Lowry	Larry Veres	

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