



ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE
MEETING AGENDA
October 6, 2016
3:00 p.m. – 4:30 p.m.
L-201

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. September 1, 2016 (attached)
 - b. September 15, 2016 (attached)
5. REPORTS (5 minutes maximum)
 - a. DETC – Perry Jehlicka
 - b. FPD – Kristine Oliveira (attached)
 - c. Legislative Liaison – Glenn Haller
 - d. By-laws Task Force – Glenn Haller
6. ACTION ITEMS
 - a. Second Executive Officer Academic Senate
*Jessica Harper (attached)
 - b. Faculty/Dean Hiring Committee pool update (attached)
 - c. Equivalencies
*Administration of Justice (attached)
7. DISCUSSION ITEMS
 - a. Academic dishonesty – closing the loop – Jessica Harper
 - b. Student Access – Tamira Palmetto – DeSpain (attached)
8. INFORMATIONAL ITEMS
 - a. Appointments
 - * Faculty Tenure Committee
Alex Shroer – Walter Briggs (Counselor)
 - *Dean Hiring Committee (Palmdale)
Aurora Bird
9. SENATE ADMINISTRATIVE BUSINESS
10. ANNOUNCEMENTS

Oct 7–8, 2016	2016 Academic Academy Institute	Cost Mesa
Nov 3-5, 2016	2016 Fall Plenary	Costa Mesa
Feb 17-18, 2017	Accreditation Institute	Napa Valley
May 5-6, 2017	CTE Leadership Institute	San Jose
June 15-17, 2017	2017 Faculty Leadership Institute	Sacramento
July 12-15, 2017	2017 Curriculum Institute	Riverside
11. ADJOURNMENT

2015-16 ACADEMIC SENATE MEETINGS & COMMITTEE REPORTS	
October 6, 2016 DETC – Perry Jehlicka FPD – Kristine Oliveira	November 17, 2016 Program Review – Carol Eastin DETC – Perry Jehlicka
October 20, 2016 Outcomes – Glenn Haller	December 1, 2016 AP&P – Darcy Wiewall Outcomes – Glenn Haller
November 3, 2016 Accreditation – Tina McDermott	

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 Dr. Ed Beyer, 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 – Minutes
October 6, 2016
3:00 p.m. – 4:30 p.m.
L-201

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

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:00 p.m. by Dr. Irit Gat.
(See attached Roll Call Sheet for a list of attendees.)

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

Dr. Irit Gat stated that the Accreditation Site Visit went well, that the New Faculty Orientation was commended. Stated that the full time faculty position that was on the agenda last time was for a nursing position and not for Learning Disability Specialist. Stated that she and others visited the Chancellor's office, that the visit went well as there was discussion on ACCJC's involvement with the BA degree and that the college is in good standing. Stated that the board policies/administrative procedures are reviewed by Academic Senate and there is only 30 days for review before it is returned to the College Coordinating Council. She recommended that everyone to e-mail them out to expedite the process. Stated that there was some material on the table about the Bond. Stated that there is a need for a few more people to try Class Climate and encouraged people to e-mail Deb Morgan or Bonnie Suderman.

3. OPEN COMMENTS FROM THE PUBLIC

Dr. Susan Lowry suggested that the campus pull resources and do something and to maybe get a Foundation account/scholarship in the officer's name. She reviewed the passing of SB1379 required to create a seniority system for full-time and part-time faculty. Stated the compliance date is July of 2017. Discussion on employment contracts and that they should be coming at the end of the month. Also, there is some discussion on the emergency lockdown that happened earlier in the day and Dr. Irit Gat stated that she would take everyone's concerns to the President.

4. APPROVAL OF MINUTES

a. September 1, 2016 (attached)

A motion was made to approve the September 1st minutes with a few corrections, by Rosa Fuller and seconded by Jack Halliday, motion carried with no abstentions. (See attached Roll Call Sheet for voting details)

b. September 15, 2016 (attached)

A motion was made to approve the September 15th minutes with a correction in the appointment of Mike Hutchison to Nursing, by Larry Veres and seconded by Kathryn Mitchell, motion carried with no abstentions. (See attached Roll Call Sheet for voting details)

5. REPORTS (5 minutes maximum)

a. DETC – Perry Jehlicka

Perry Jehlicka stated the committee is working on their goals, still using Blackboard until June 30th and working with Canvas at the same time. Stated that Greg is helping with the training, that come June 30th Blackboard is gone, that the information has to be moved to Canvas and to let everyone know in each of their division areas. Stated that they would like to improve faculty training for new instructors of online courses. Stated that and MOU for the extension of the OEI will go to the board at the October board meeting. There was some discussion about online tutoring and that if there were additional questions to e-mail Diane Flores-Kagan. There was some discussion regarding the At 1 training, that as an OEI School, training is provided at no cost, and that it is a 4 week course and online.

b. FPD – Kristine Oliveira (attached)

Kristine Oliveira reviewed the goals for 2016-2017. Stated that Dr. Darcy Wiewall and Dr. Zia Nisani will be overseeing Goal #1. Stated that and the staff that will be overseeing. Stated that she and Dr. Suderman will be overseeing Goal #2 and that Rona has found a lot of information on this to reconsider the way that evaluation is done on Faculty Development. Stated that Mark Hoffer and Jeff Cooper will be overseeing Goal #3 in evaluating what the Department Chairs are doing and expanding that where there is no mentorship. Stated that she and Patty McClure are working on a master list of the meetings, a calendar at a glance and campus organization

meetings. Stated that last year there was a goal to have more faculty professional development in the week leading up to the Fall Opening Day that it was successful and that faculty felt good about meeting their obligation before the semester began. Some discussion about the use of technology for the FPD events and to contact the IMC for assistance.

c. Legislative Liaison – Glenn Haller

Dr. Glenn Haller passed out a hand out with various legislature and reviewed their status.

d. By-laws Task Force – Glenn Haller

Dr. Irit Gat reported that Dr. Ken Shafer, Dr. Zia Nisani and Terry Rezek submitted a By-Law change to the Executive Committee and that it was rejected for a procedural point, not for the content. It was sent back to all three people, that only one person responded and that all three needed to respond in order for the committee to continue. It was suggested that it be re-submitted for further consideration. Dr. Glenn Haller confirmed that the proposal cannot be brought to the Senate for action, without resubmission with significant change. The proposal was a change for the 2 year requirement in becoming an Associate Professor from 2 years waiting to 1 year.

6. ACTION ITEMS

a. Second Executive Officer Academic Senate

*Jessica Harper (attached)

Dr. Irit Gat asked for a motion to move to open ballot to regular voting, since there was only one name submitted.

A motion was made to vote by regular voting, by Rosa Fuller and seconded by Terry Rezek, motion carried with one abstention. (See attached Roll Call Sheet for voting details)

A motion was made to approve Dr. Jessica Harper as Second Executive Officer by Dr. Susan Lowry and seconded by Van Rider, motion carried with no abstentions. (See attached Roll Call Sheet for voting details)

b. Faculty/Dean Hiring Committee pool update (attached)

Dr. Irit Gat stated that she was pleased with the list as there were over 20 people on it and asked if everyone had seen the attachment. Stated that by doing this, the Senate didn't have to wait for HR to ask for members and that hiring could be done in a timely manner. Discussion on how long the list would be good for and it was established for one year.

A motion was made to approve the Hiring Committee Pool List by Larry Veres and seconded by Jason Bowen, motion carried with no abstentions. (See attached Roll Call Sheet for voting details)

c. Equivalencies

*Administration of Justice (attached)

There was some discussion on the justification.

A motion was made to approve the Equivalency for Admin of Justice by Dr. Susan Lowry and seconded by Dr. Jessica Harper, motion carried with three abstentions. (See attached Roll Call Sheet for voting details)

7. DISCUSSION ITEMS

a. Academic dishonesty – closing the loop – Jessica Harper

Dr. Irit Gat stated that usually after a faculty submit a BIT form, then the faculty is updated via e-mail by administration. Faculty is always free to call and follow up. Faculty would like something more formal, in writing and to what action has been taken so there is confirmation of closing the loop. It was suggested that Dr. Vines attend the next Academic Senate Meeting for further discussion.

b. Student Access – Tamira Palmetto – DeSpain (attached)

Tamira Dalmetto-DeSpain reviewed the closed captioning laws. Stated that all captioning requests should go through Shirlene Thatch, the IMC Coordinator. Also, the IMC has an extensive library for closed captioning. She reviewed YouTube captioning, searching options and adding your own captions. Discussion on case-by-case situations, and assisting students to meet their individual needs. Carolyn Burrell stated that on the AVC Website there is Films on Demand and can be accessed at: http://fod.infobase.com/p_Home.aspx. She stated that the library desk has the password information. Tamira stated that there would be an FPD event on this, Friday, October 7th from 1-4 p.m. SSV 151 and invited people to attend.

8. INFORMATIONAL ITEMS

a. Appointments

* Faculty Tenure Committee

Alex Shroer – Walter Briggs (Counselor)
 *Dean Hiring Committee (Palmdale)
 Aurora Bird

9. SENATE ADMINISTRATIVE BUSINESS

10. ANNOUNCEMENTS

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11. ADJOURNMENT

The meeting was adjourned at 4:12 p.m. by Dr. Irit Gat.

2015-16 ACADEMIC SENATE MEETINGS & COMMITTEE REPORTS	
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Academic Senate Meeting: October 6, 2016					
				4a Approval of 9.1.16 Minutes	4a Approval of 9.15.16 Minutes
Representative	Present	Proxy	Present	Y/N/A	Y/N/A
Bowen, Jason	X			Y	Y
Burrell, Carolyn	X			Y	Y
Christopher, Violet	X			Y	Y
Flores-Kagan, Diane	X			Y	Y
Fuller, Rosa	X			1Y	Y
Gat, Irit	X			Y	Y
Ginosian, Dezdemonia	X			Y	Y
Haller, Glenn	X			Y	Y
Halliday, Jack	X			2Y	Y
Harper, Jessica	X			Y	Y
Jaffe, Matthew	X			Y	Y
Karlstein, Lisa	X			Y	Y
Knapp, Susan	ABSENT			Y	Y
Leighton, Jonet	X			Y	Y
Lowry, Susan	X			Y	Y
Mitchell, Kathryn	X			Y	2Y
Motawakel, Rick	X			Y	Y
Oliveira, Kristine	X			Y	Y
Palmetto-DeSpain, Tamira	X			Y	Y
Rao, Harish	X			Y	Y
Rezek, Terry	X			Y	Y
Rider, Van	X			Y	Y
Shafer, Ken	X			Y	Y
Snyder, Susan		Rona Brynin	X	Y	Y
Sundberg, Liz	X			Y	Y
Veres, Larry	X			Y	1Y

Y=Yes, N=No, A=Abstain, NP = Not Present, 1=Motion, 2=Second

FPDC Goals 2016 – 2017

1. Develop procedures to ensure ADA and Ed Code compliance for access for the Deaf and Hard of Hearing at our Faculty Professional Development events.
2. Develop a plan to meet ACCJC requirements for reporting the success of our FPD Program.
3. Develop a Faculty Mentorship Program.
4. Compile and publish a Senate Committee and College Organization Meetings At-A-Glance.

To: Dr. Irit Gat and Members of the Academic Senate
From: Dr. Jessica Harper

Re: Position of Academic Senate Second Executive Officer

Dear Colleagues,

19 September 2016

Having participated as a division representative to the Academic Senate since fall 2014, I am ready to further my involvement in this organization by serving on the Senate Executive Committee.

I vividly recall that on my first day on the Senate, Ed Beyer, the president then, passionately urged each of us to join the Senate Executive committee. At that time, I did not feel prepared for the experience. Since the position of second executive officer is vacant again, I ask you to consider me as a candidate now.

I offer my understanding of the fundamentals of Senate, and my desire to contribute to this committee while learning more.

Thank you for your consideration,
Jessica

Academic Senate Representatives for Hiring Committees: Faculty and Deans

Nikki Riley

Aurora Bird

Mike Tran

Nancy Chovin (Athanasia Wendt)

Priscilla Jenison

Bassam Salameh

Deborah Sullivan-Ford

Cynthia Wishka

Michael Pesses

Tino Garcia

Matthew Rainbow

Ron Chapman

Rosa Fuller

Rick Motawakel

Ibrahim Ganley

Joseph Esdin

Lisa Karlstein

Darcel Jarrett-Bowles

Susan Snyder

Rona Brynin

Audrey Moore

Igor Marder

Jessica Eaton

Carolyn Burrell

Michael Hutchison



ANTELOPE VALLEY COLLEGE

ACADEMIC SENATE
Equivalency Review Form

The discipline faculty in the Admin Justice division/area has reviewed the most current (2010) Minimum Qualifications for Faculty and Administrators in California Community Colleges for the following disciplines A.S.

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 Qualifications 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: 9/15/16

[Signature]
Academic Senate Representative

[Signature]
Academic Senate Representative

Discipline Faculty:

[Signature] T. LYNSKEY
[Signature] M. R. L...

Equivalency Committee Approval:
[Signature]
Equivalency Committee Chair

9-21-16
Date

Member Initials:
BCS J.M.



ANTELOPE VALLEY COLLEGE

**Social Behavioral and Sciences Division
Minimum Qualifications & Equivalencies
Administration of Justice
(Police Science, Corrections, Law Enforcement)**

Minimum Qualifications: Any Bachelor's degree AND two years of related occupational experience in the discipline OR any Associate degree AND six years of related occupational experience in the discipline.

Justification:

The reason for updating the Administration of Justice Equivalency is that the college no longer supports a certified law enforcement academy. Previously, the employees of the academy were Los Angeles County Sheriff's Deputies, appointed as instructors by the Sheriff's Department Administration. As such the equivalency had to match their standard for Academy Instructors.

Captioning and You

Let's start with Captioning is the law. You must have closed captioning on all video/media you are presenting in your class. Please see the attached Captioning and the Law.

On Campus Captioning

All AVC On Campus captioning requests should be sent directly to the IMC Coordinator, Ms. Shirlene Thatch.

Shirlene Thatch, IMC Coordinator

Sthatch@avc.edu

Ext. 6211

Office: BE 109

What can we caption?

In-house captioning: small snippets of video, such as an advertisement or 3 min of a movie clip. You will need to get permission from the publisher. Speak with Ms. Thatch regarding details.

The IMC can caption all video/media created by you, such as videos highlighting certain AVC programs (think Student Success video).

The IMC can sometimes caption older videos that are no longer in production, though they will likely encourage the purchase of a newer version with closed captioning. If your older video is captioned by the IMC, please note that it will become part of the IMC library.

What is available?

The IMC has an extensive library of Podcasts, media and videos that are already captioned. They can purchase materials for you that is captioned (Purchased material will become part of the IMC library).

Podcasts can be added to the IMC library by you and will be closed captioned by the IMC. There is currently an extensive Podcast library housed at the IMC. Go to Podcast.avc.edu to access the IMC Podcast library.

Distance Education:

There is a captioning grant, housed at College of the Canyons, for online classes. Media/Videos needed for the online (distance education) class can be captioned via this grant. You will need to contact Ms. Thatch with your requests and requests should be made the semester before you intend to use the media/video materials.

YouTube

YouTube has a little "cc" symbol on all YouTube videos that would imply there is a captioning on all YouTube videos. However, YouTube actually uses speech recognition software that is often inaccurate.

AVC will no longer be closed captioning YouTube videos, regardless of any permission received by the publisher.

There is a way to search YouTube for truly, legitimately captioned videos. Type the word or phrase you are searching for into the Search box for YouTube. Next place a comma after your word/phrase and type "cc". This will generate a search for your topic/phrase and should include only truly closed captioned videos (Bill Carlson, IMC).

Captioning YouTube Videos- Instructions provided by Professor Dan Humphrey

How to delete YouTube's Automatic Captions

- 1. Login to your YouTube account and go to your Video Manager***
- 2. Find the video you would like to remove the captions from and click "edit"***
- 3. Click on "Subtitles and CC" on the top right side of the page***
- 4. Select the automatic captions. It should say "English (Automatic)"***
- 5. Click on the "Actions" dropdown, then "unpublish" or "delete"***

How to add your own caption file to YouTube

- 1. Login to your YouTube account and go to your Video Manager***
- 2. Find the video you would like to add captions to and click "edit"***
- 3. Click on "Subtitles and CC" towards the top right side of the page***
- 4. Click on "Add new subtitles or CC"***
- 5. Choose a language***
- 6. Click "Upload a file" then "Choose file" and find your .srt, .sbv or other accepted format of caption file you want to add.***
- 7. Finally, choose "Upload" and "Publish" your new captions***

Captioning and the Law

<http://www.ada.gov/cguide.htm>

U.S. Department of Justice
Civil Rights Division
Disability Rights Section

Rehabilitation Act

The Rehabilitation Act prohibits discrimination on the basis of disability in programs conducted by Federal agencies, in programs receiving Federal financial assistance, in Federal employment, and in the employment practices of Federal contractors. The standards for determining employment discrimination under the Rehabilitation Act are the same as those used in title I of the Americans with Disabilities Act.

Section 501

Section 501 requires affirmative action and nondiscrimination in employment by Federal agencies of the executive branch. To obtain more information or to file a complaint, employees should contact their agency's Equal Employment Opportunity Office.

Section 503

Section 503 requires affirmative action and prohibits employment discrimination by Federal government contractors and subcontractors with contracts of more than \$10,000. For more information on section 503, contact:

Office of Federal Contract Compliance Programs
U.S. Department of Labor
200 Constitution Avenue, N.W.
Room C-3325
Washington, D.C. 20210

www.dol.gov/ofccp/index.htm

(202) 693-0106 (voice/relay)

Section 504

Section 504 states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service.

Each Federal agency has its own set of section 504 regulations that apply to its own programs. Agencies that provide Federal financial assistance also have section 504 regulations covering entities that receive Federal aid. Requirements common to these regulations include reasonable accommodation for employees with disabilities; program accessibility; effective communication with people who have hearing or vision disabilities; and accessible new construction and alterations. Each agency is responsible for enforcing its

own regulations. Section 504 may also be enforced through private lawsuits. It is not necessary to file a complaint with a Federal agency or to receive a "right-to-sue" letter before going to court.

For information on how to file 504 complaints with the appropriate agency, contact:

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, N.W.
Disability Rights Section - NYAV
Washington, D.C. 20530

www.ada.gov

(800) 514-0301 (voice)

(800) 514-0383 (TTY)

Section 508

Section 508 establishes requirements for electronic and information technology developed, maintained, procured, or used by the Federal government. Section 508 requires Federal electronic and information technology to be accessible to people with disabilities, including employees and members of the public.

An accessible information technology system is one that can be operated in a variety of ways and does not rely on a single sense or ability of the user. For example, a system that provides output only in visual format may not be accessible to people with visual impairments and a system that provides output only in audio format may not be accessible to people who are deaf or hard of hearing. Some individuals with disabilities may need accessibility-related software or peripheral devices in order to use systems that comply with Section 508. For more information on section 508, contact:

U.S. General Services Administration
Office of Government-wide Policy IT Accessibility & Workflow Division (ITAW)
1800 F Street, N.W.
Room 2222 - MEC:ITAW
Washington, DC 20405-0001

www.gsa.gov/portal/content/105254

(202) 501-4906 (voice)

U.S. Architectural and Transportation Barriers Compliance Board
1331 F Street, N.W., Suite 1000
Washington, DC 20004-1111

www.access-board.gov

800-872-2253 (voice)

800-993-2822 (TTY)