



**ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING
REVISED AGENDA
May 4, 2017
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. April 20, 2017 Academic Senate Meeting (attachment)
5. REPORTS (5 minutes maximum)
 - a. Faculty Professional Development Committee Report - Kristine Oliveira (attachment)
 - b. Academic Policies & Procedures Committee Report - Dr. Darcy Wiewall
6. DISCUSSION ITEMS
 - a. Presidential Executive Orders and Senate Bill 54 Impact on AVC - Santi Tafarella, Tina McDermott, Kristine Oliveira
 - b. AVC Brand Standards - Liz Diachun (attachments)
 - c. By-laws - Dr. Glenn Haller (attachment)
 - d. IT Communication - Carolyn Burrell (attachments)
 - Information Technology Guidelines
 - AP3720 Computer Network and Telecommunications Use
 - BP3720 Computer Use
7. ACTION ITEMS
 - a. By-laws - Dr. Glenn Haller (attachment)
8. INFORMATIONAL ITEMS
 - a. Academic Ranking
 - Tamira Palmetto Despain, Assistant Professor
 - b. Hiring Committees
 - Child & Family Development - Dr. Jessica Eaton
 - Kinesiology - Dr. Ron Chapman
 - c. Board Policies and Administrative Procedures (attachments)
 - AP 4021
 - AP7330
 - BP7330
 - d. Equivalencies
 - Licensed Vocational Nursing (attachment)
9. ANNOUNCEMENTS

June 14-16, 2017	Faculty Leadership Institute	TBA
July 12- 15, 2017	Curriculum Institute	Riverside Convention Center
10. ADJOURNMENT

February 16, 2017 Honors Committee Program Review Committee	March 2, 2017 Distance Education & Technology Committee Faculty Professional Development Committee Academic Policies & Procedures Committee
March 16, 2017	April 20, 2017 Outcomes Committee Report - Dr. Glenn Haller Legislative Report - Dr. Glenn Haller Program Review Committee Report - Carol Eastin
May 4, 2017 Faculty Professional Development Committee Academic Policies & Procedures Committee	May 18, 2017 **ANNUAL REPORTS AGENDIZED** Honors Committee Distance Education & Technology Committee

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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 Irit Gat, Academic Senate President, igat@avc.edu 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
May 4, 2017
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 Academic Senate meeting of May 4, 2017 was called to order at 3:02 p.m. by Dr. Susan Lowry, Academic Senate Vice President.

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

Dr. Susan Lowry will conduct the meeting as Dr. Gat is serving on a hiring committee.

- Faculty Recognition Day is next Thursday, May 11 at 4:00 p.m. Tamira needs teams for the beanbag toss.

3. OPEN COMMENTS FROM THE PUBLIC

- Larry Veres reported adjuncts are inquiring about positive attendance, record keeping and payment. Dr. Lowry directed him to write a statement, cite the contract, and send to Dr. Scott Lee, Union President, and Dr. Susan Lowry, Grievance Representative.
- Dr. Ed Beyer noted concern of AP 3720 paragraph #1 ***district computer network and telecommunication systems and data that reside on them are the sole property of AVC.*** Anything created and stored belongs to AVC, which includes google drive and syllabi. Dr. Gat and Dr. Lee will address the concern at College Coordinating Council (CCC).
- Lisa Karlstein reported the Visual Arts Department is holding ***Portfolio Review and Pizza Day*** tomorrow, May 5, 2017, 10:00 a.m. - 2:00 p.m. in the AVC Art Gallery. Reviewers from Los Angeles and from the local Museum of Art & History (MOAH) will be present. Anyone can bring their portfolio; artists will learn skills of photographing work for publicity.
- Jonet Leighton reported the Theatre Arts Department is holding ***The Fifth Son*** this weekend - May 6 & 7, at 2:00 p.m. Admission is free.
- Susan Knapp reminded senators of the ***Professional Milestones Addresses*** tomorrow, May 5, 4:00 - 6:00 p.m. in SSV151. Santi Tafarella and Tina McDermott will present sabbatical reports.

4. APPROVAL OF MINUTES

- a. April 20, 2017 Academic Senate Meeting (attachment)

A motion was made by Ms. Susan Snyder and seconded by Ms. Susan Knapp to approve minutes of the April 20, 2017 Academic Senate meeting.

Motion carried with three (3) abstentions.

5. REPORTS (5 minutes maximum)

- a. Faculty Professional Development Committee (FPDC) Report - Kristine Oliveira (attachment)
Kristine Oliveira presented the FPDC report – see attachment.
- b. Academic Policies & Procedures Committee Report - Dr. Darcy Wiewall (attachment)
Dr. Darcy Wiewall presented the AP&P Committee report – see attachment.

6. DISCUSSION ITEMS

- a. Presidential Executive Orders and Senate Bill 54 Impact on AVC - Santi Tafarella, Tina McDermott, Kristine Oliveira
Tina McDermott asked senators to share with constituents a meeting on May 18, 2017, at 4:30 p.m. (after senate meeting) in L201 to discuss fear among undocumented students, and

Approved: Academic Senate Meeting of May 18, 2017

faculty's own feelings and fears. She expressed appreciation for the communication from President Knudson.

Dr. Glenn Haller noted SB 54 and AB 21 outlined in the April 20, 2017 Legislative report addresses the issues.

b. AVC Brand Standards - Liz Diachun (attachments)

Liz Diachun, Executive Director of Public Relations introduced the new AVC brand logos - see attachments. The new logo will be used campuswide; student groups are the only exception.

The new standards will be presented to the Board of Trustees next week. Templates will roll out in June. Over summer the Administrative Assistants will update PDF forms, partner materials (Chancellor's office, etc.) and website refresh will take place. Beginning in fall new ID cards and business cards will be replaced only as needed. In 2018 campus signage will reflect the new brand; promotional materials will be updated once they are depleted.

Liz will assist with large projects. Contact Rachael Morgan, Public Relations Coordinator who coordinates all projects. See Vicky Mathias, Graphic Designer for flyers, etc.

c. By-laws - Dr. Glenn Haller (attachment)

Dr. Haller explained the submission to amend the Bylaws regarding Academic Ranking. By rules of the constitution of bylaws, the committee met to show the amendment would fit correctly, numbering into the constitution or bylaws, and to determine the impact to the constitution. The Bylaws adhoc committee report presents their side of the impact. Discussion now is about rationale. Final language will be presented at the next meeting. Dr. Susan Lowry will create a preamble for senators to take to constituents, in preparation for feedback and action at the May 18, 2017 meeting. Take back to constituents in preparation of action at the next meeting.

d. IT Communication - Carolyn Burrell (attachments)

- Information Technology Guidelines
- AP3720 Computer Network and Telecommunications Use
- BP3720 Computer Use

Carolyn Burrell needs feedback before the May 11, 2017 IT meeting. Dr. Beyer questioned rationale for the first statement in AP3720. He will forward his concern to Carolyn and Dr. Scott Lee.

7. ACTION ITEMS

a. By-laws - Dr. Glenn Haller (attachment)

A motion was made by Ms. Rosa Fuller and seconded by Ms. Susan Knapp to approve Bylaws as presented.

Dr. Haller noted the constitutional referee must be a senate member but does not need to serve on the Senate Exec.

Motion carried.

8. INFORMATIONAL ITEMS

a. Academic Ranking

- Tamira Palmetto Despain, Assistant Professor

b. Hiring Committees

Two new hiring committees for this year:

- Child & Family Development - Dr. Jessica Eaton
- Kinesiology - Dr. Ron Chapman

c. Board Policies and Administrative Procedures (attachments)

Take to division. Feedback next meeting.

Approved: Academic Senate Meeting of May 18, 2017

- AP 4021
- AP7330
- BP7330

d. Equivalencies

- Licensed Vocational Nursing (attachment)

9. ANNOUNCEMENTS

June 14-16, 2017	Faculty Leadership Institute	TBA
July 12- 15, 2017	Curriculum Institute	Riverside Convention Center

10. ADJOURNMENT

The Academic Senate meeting of May 4, 2017 was adjourned at 4:19 p.m. by Dr. Susan Lowry, Academic Senate Vice President.

February 16, 2017 Honors Committee Program Review Committee	March 2, 2017 Distance Education & Technology Committee Faculty Professional Development Committee Academic Policies & Procedures Committee
March 16, 2017	April 20, 2017 Outcomes Committee Report - Dr. Glenn Haller Legislative Report - Dr. Glenn Haller Program Review Committee Report - Carol Eastin
May 4, 2017 Faculty Professional Development Committee Academic Policies & Procedures Committee	May 18, 2017 **ANNUAL REPORTS AGENDIZED** Honors Committee Distance Education & Technology Committee

AGENDA

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The order of Agenda Items may change as deemed appropriate by the Academic Senate President.

Guests/Ex-Officio: Dr. Ed Beyer, Dr. Scott Lee, Kristine Oliveria, Tina McDermott, Dr. Darcy Wiewall, Y=Yes, N=No, A=Abstain, NP = Not Present, MF=Motion Failed, 1=Motion, 2=Second			4a 4/20/16 Minutes	7A ByLaws
May 4, 2017 Senate	Present	Proxy	Y/N/A	Y/N/A
Bowen, Dr. Jason	X		X	AB
Burrell, Carolyn	X		X	Y
Christopher, Violet	X		X	Y
Flores-Kagan, Diane	X		X	AB
Fuller, Rosa	X		X	1/Y
Gat, Dr. Irit	ABSENT	Dr. Susan Lowry	**	**
Ginosian, Dezdemonia	X		X	Y
Haller, Dr. Glenn	X		X	Y
Halliday, Jack	X		X	Y
Harper, Dr. Jessica	X		X	Y
Jaffe, Dr. Matthew	X		X	Y
Karlstein, Lisa	X		X	Y
Knapp, Susan	X		2/A	2/Y
Leighton, Jonet	X		X	Y
Lowry, Dr. Susan	X		**	**
Mitchell, Kathryn	X		AB	Y
Motawakel, Rick	X		X	Y
Palmetto-DeSpain, Tamira	X		X	AB
Rao, Harish	X		X	Y
Rezek, Terry	X		X	AB
Rider, Van	X		X	NP
Shafer, Dr. Ken	X		AB	N
Snyder, Susan	X		1/X	Y
Sundberg, Liz	X		X	Y
Veres, Larry	X		X	Y
Dianna Williams, ASO Vice President	ABSENT	NP	NP	NP

FPDC Final Report to the Senate, Spring 2017

4 May 2017

Kristine Oliveira, FPDC Faculty Co-chair

Important Dates

- Friday, May 5: Professional Milestones Address from 4 – 6p in SSV 151; 2 hrs for Standard 1.
 - Sabbatical Presentation: 4 – 5p
 - Scholar in Residence Talk: 5 – 6p
- Friday, May 19:
 - FPD Self-Report Attendance of the Contract is due
 - Full Time Faculty: Verify Outcome Hours in the Contract (CLICK THE BUTTON!)
- Wednesday and Thursday, August 16 & 17: Pre-Opening Day Workshops
 - 90 min each presentation
 - 3 presentations each day; 6 total
 - 9 hours of FPD credit before Opening Day!
- Friday, August 18: Opening Day
 - President's Opening Session
 - 2 sets of workshops in the afternoon
 - Includes a workshop by attorneys who will discuss with us the ins-and-outs of the law regarding immigration enforcement and our undocumented students (thank you, President Knudson!)

2017-2018 FPD Calendar of Events

- The committee is still working on gathering up the revisions to the FPD Proposals and will be voting on the calendar this month.
- MOU for 48 hours FPD obligation expires this year; next year, we are back to 60 hours FPD obligation

Update on Goals

Accessibility for the Deaf and hard of hearing in FPD

- FPD Event Proposal requires agreement: "I agree to make my presentation accessible for the Deaf and hard of hearing by including closed captions for all video."
- Interviewed 9 people and then passed on the insights to the Senate Exec, the Faculty Union, and to the District.
- The District is developing Board and Administrative Policy
- President to discuss DHH in the morning session of Fall 2017 Opening Day

Faculty Mentorship Program

- Launch pilot in the Fall ☺
- Fall, Spring, and Year long mentorships; all have a fall application
- 10 hours of Standard 2 per semester

Program Evaluation

- Temporarily tabled the Event Evaluation
- Launching the Program Evaluation this May 2017, which will allow us to evaluate the overall program as it is aligned with the Institutional Learning Outcomes, which will be linked in the Spring Self-Report of Attendance in the FPD Contract System
 - Anonymous
 - Survey Monkey link within the Contract
- Adding a reflective piece to the FPD Spring Contract that is due in May.
 - NOT anonymous
 1. Which new or improved skills, knowledge, or attitudes did you acquire from the FPD program this year?
 2. How have you applied what you learned this year to your teaching, scholarly work, or professional persona?
 3. Which topics would be of interest to you for future FPD events? Please list at least three.

College Meetings Calendar

- Draft includes Senate, Union, and Division, and Campus Organization meetings with times and locations
- The Committee has decided to maintain the Campus Meetings Calendar, linking the meetings on the Calendar to the respective organizations' webpages.

I have accepted the Senate's offer to lead the effort to develop AVC's Center for Teaching Excellence.

	Monday	Tuesday	Wednesday	Thursday	Friday	As Needed
1	<p>Program Review Committee (3:00 – 4:30, L201)</p> <p>Health & Safety Sciences Division (3:30 – 5:00p, HS 217)</p>	<p>Counseling & Matriculation (2:00 – 3:30p, SSV 151)</p> <p>Associated Student Organization (4:00 – 5:30p, L201)</p>	<p>Student Success Committee (1:30 – 2:30p, SSV 151)</p> <p>Strategic Planning Committee (2:30 – 3:30p, SSV 151)</p>	<p>AVC Federation of Teachers (1:00 – 2:30p, TE7 conference room)</p> <p>Academic Senate (3:00 – 4:30p, L201)</p>		<p>Accreditation Steering Committee</p> <p>Assessment Committee</p>
2	<p>Outcomes Committee (3:00 – 4:30p, BE 310)</p> <p>Board of Trustees Meeting, Closed Session (5:30 – 6:30p, A140)</p> <p>Board of Trustees Meeting, Public Session (6:30 – 8p, SSV 151)</p>	<p>Rhetoric & Literacy Division (2:00 – 3:00p, LS2 141)</p> <p>Counseling & Matriculation (2:00 – 3:30p, SSV 151)</p> <p>Distance Education & Technology Committee (3:00 – 4:00p, L201)</p> <p>Associated Student Organization (4:00 – 5:30p, L201)</p>	<p>Faculty Professional Development (2:15 – 3:30p, L201)</p> <p>College Coordinating Council (9:30a – 10:30a, A124)</p>	<p>Staff Development Committee (11:00a – 12:00p, A119)</p> <p>AVC Federation of Teachers (1:00 – 2:30p, TE7 conference room)</p> <p>Information Technology Committee (2:00 – 3:00p, L201)</p> <p>Senate Executive Committee (2:00 – 4:00p, L202)</p> <p>Academic Policies & Procedures (3:00 – 5:30, BE 314)</p>	<p>Academic Affairs Advisory Council “Chairs Meeting” (9:00 – 11:00a, L201)</p>	<p>Equivalency Committee</p> <p>Mathematics, Sciences and Engineering Division (TBA)</p> <p>Retirement Board (2X per year, TBA, A140)</p>
3	<p>Program Review Committee (3:00 – 4:30, L201)</p>	<p>Counseling & Matriculation (2:00 – 3:30p, SSV 151)</p> <p>Career Technical Education Division (2:30 – 3:30p, TBA)</p> <p>Associated Student Organization (4:00 – 5:30p, L201)</p> <p>Student Equity Committee (4:30 – 5:45p, L201)</p>	<p>Student Success Committee (1:30 – 2:30p, SSV 151)</p>	<p>AVC Federation of Teachers (1:00 – 2:30p, TE7 conference room)</p> <p>Academic Senate (2:00 – 3:30p, L201)</p> <p>Antelope Valley Adult Education (10:00a – 12p, HS 194)</p>	<p>Social & Behavioral Sciences Division (9:00a – 10:00a, LS2 143)</p>	
4	<p>Honors Program Committee (2:00 – 3:00p, L201)</p> <p>Outcomes Committee (3:00 – 4:30p, BE 310)</p>	<p>Counseling & Matriculation (2:00 – 3:30p, SSV 151)</p> <p>Basic Skills Committee (3:00 – 4:00p, HS 119)</p> <p>Distance Education & Technology Committee (3:00 – 4:00p, L201)</p> <p>Associated Student Organization (4:00 – 5:30p, L201)</p>	<p>College Coordinating Council (9:30a – 10:30a, A124)</p> <p>Enrollment Management (11:00a – 12:00p, L201)</p> <p>Faculty Professional Development (2:15 – 3:30p, L201)</p> <p>Budget Committee (2:30 – 3:30, SSV 151)</p>	<p>AVC Federation of Teachers (1:00 – 2:30p, TE7 conference room)</p> <p>Institutional Effectiveness, Research & Planning and Library Services (1:30 – 3:00p, L107)</p> <p>Senate Executive Committee (2:00 – 4:00p, L202)</p> <p>Information Technology Committee (2:00 – 3:00p, L201)</p> <p>Academic Policies & Procedures (3:00 – 5:30, BE 314)</p>	<p>Arts & Humanities Division (10:00 – 11:30a, FA3 176)</p>	

Antelope Valley College

Brand Standards

April 24, 2017

Gensler

AVC Brand Family

College Logo



Official Seal



Athletics Logo



Mascot



Re-Branding Scope

Current Scope

College Logo



Official Seal



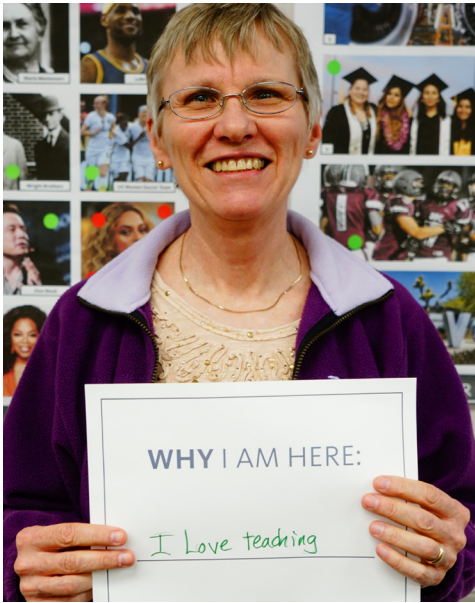
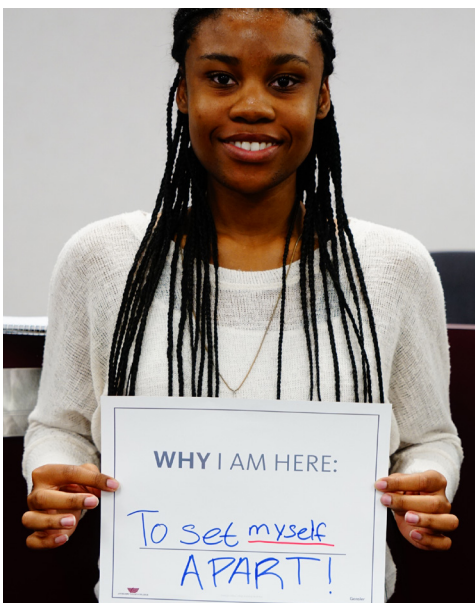
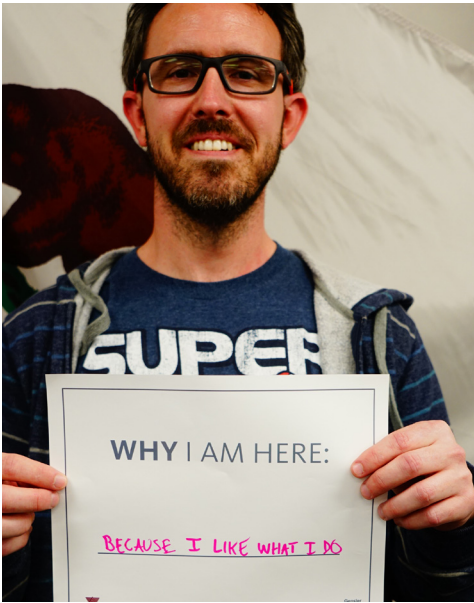
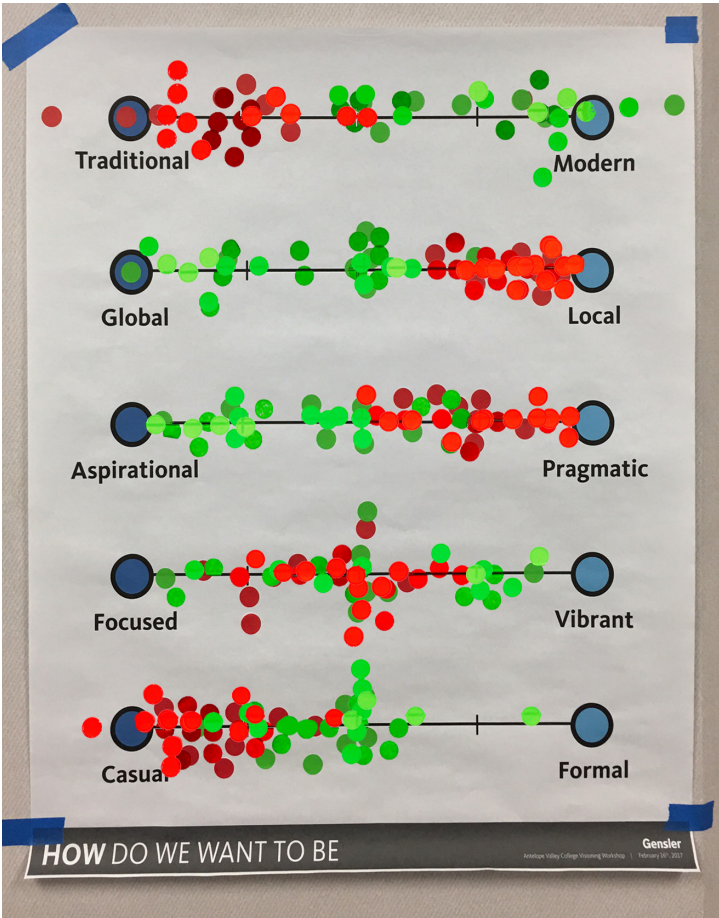
Athletics Logo



Mascot



Visioning Workshop



Brand Platform



Creative Brief

1. Primary Brand Color
 - The current color (maroon) is sacred (PMS 208)
 - Consider adjusting the emphasis of the maroon
2. College Logo Revision Only
 - The Seal, Sports, and Mascot logos will not change or be removed from the program
3. Symbol Iconography
 - The Poppy and Joshua Tree may provide color reference, but should not be used as a symbol for the school
 - Existing buildings are not suitable as icon references
 - An evolution of the current icon is worth exploring

Market Context



Logo Concept Summary

1



2



3



4



Brand Standards

Brand Standards



ANTELOPE VALLEY COLLEGE

Brand Family

College Logo



Additional School Logos



Official Seal



Athletics Logo



The Logo & Brand Elements

The Antelope Valley College logo capitalizes on the historic brand identity through a modern and energetic expression reflecting the next generation of the school. The new identity serves as a bold symbol of the school and must be consistently activated. The following pages define the conditions of use.

The Logo

1. Lockup & Clear Space
2. Color Variations
3. Square Lockup
4. Department Lockup
5. Student Program Lockup
6. Improper Use

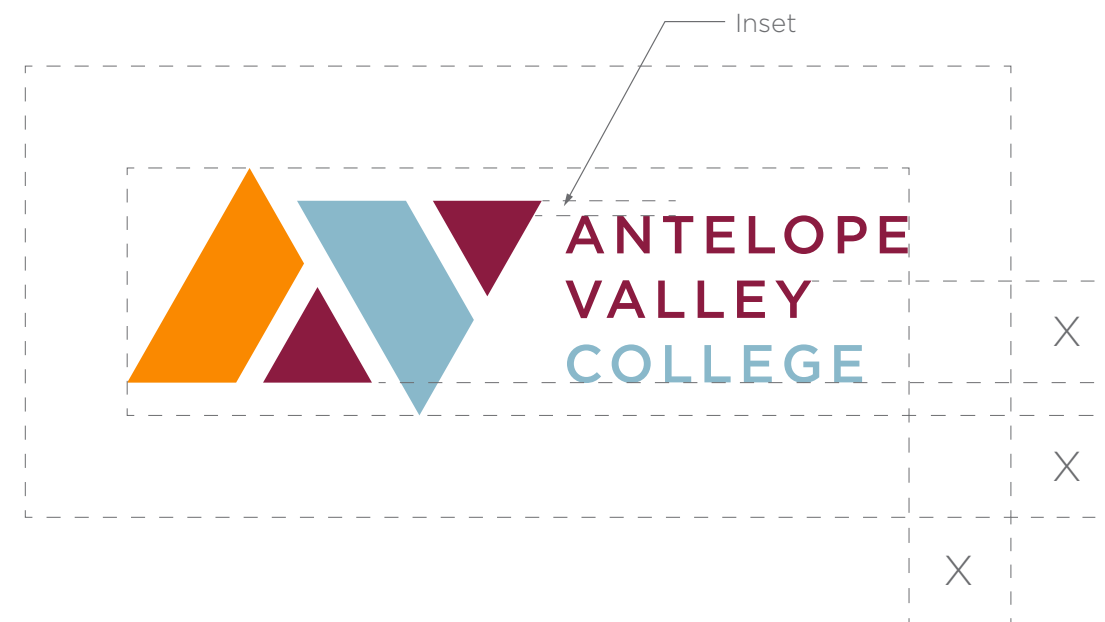
Brand Elements

7. Typography
8. Color
9. Oversized Symbols
10. Pattern



THE LOGO

Lockup & Clear Space



- 1 The Antelope Valley College logo should be surrounded with clear space to ensure its visibility and impact. No graphic elements of any kind should invade this zone.

Clear space is developed from the top of VALLEY and the baseline of COLLEGE shown as "x."

THE LOGO

Color Variations



3 Color - White Background



3 Color - Maroon Background



1 Color - Black on White Background



1 Color - White on Black Background



Brand Color Background - Poppy



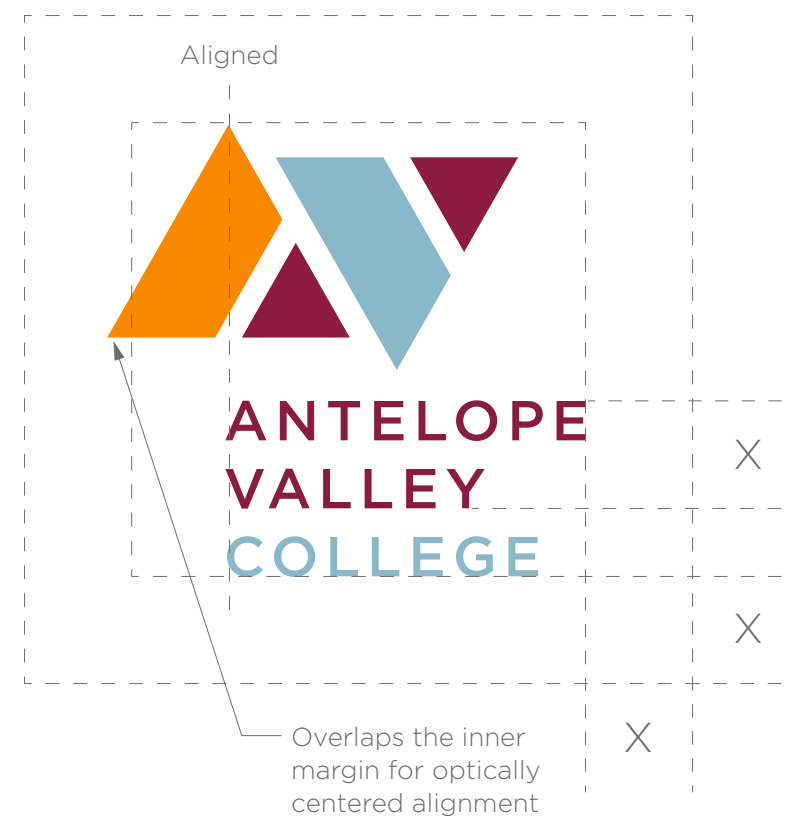
Brand Color Background - Blue

2 Color variations of the logo should be determined by the related background color. Never reverse the color of the poppy strip and blue strip. Poppy will always appear on the left and blue will always appear on the right.

For black and white applications, the logo always appears as one color reversed out, never as grayscale. Whenever applicable, on a color background, maintain the maroon accent.

THE LOGO

Square Lockup



- 3** The square lockup should only be used in specific instances where the application of the main logo is not practical. For example, website avatars are set in a square format. In all other instances the standard lockup should be used to maintain maximum brand consistency and recognition.

Clear space is developed from the top of ANTELOPE and the baseline of VALLEY shown as "x."

The square logo is optically centered within the clear space (positioned slightly to the left) instead of technically centered to avoid illusion of being too far right.

THE LOGO

Department Lockup



- 4 To identify an office or department, the individual name is positioned beneath the AVC primary typography and set in Gotham Medium. The three methods shown above represent one-, two-, or three-line formats depending on the length of the name.

Approval from the Marketing and Public Information office of Antelope Valley College is required prior to use.

THE LOGO

Student Program Lockup



- 5 To identify specific student organizations and programs, the name is positioned beneath the AVC primary typography and set in The Mix SemiBold Italic. The three methods shown above represent one-, two-, or three-line formats depending on the length of the name.

Approval from the Marketing and Public Information office of Antelope Valley College is required prior to use.

THE LOGO

Improper Use



Do not stretch the symbol or text



Do not change the logo lockup



Only use brand approved colors



Only use brand color backgrounds



Do not change the proportions



Do not change the logo font



Do not add effects or drop shadows



Only use brand logo colorways on backgrounds

6 Solid brand awareness is built on consistency in use. The Antelope Valley College logo should never be redrawn, digitally manipulated, or altered in any way. The above conditions dilute the graphic integrity of our brand identity and are strictly prohibited.

Proper use of the logo is closely monitored by the Marketing and Public Information office of Antelope Valley College.

BRAND ELEMENTS

Typography

Gotham Light

Use for body copy

1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Gotham Medium

Use for headline copy

1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

Arial Regular

Only use when Gotham is not available

1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz

7

All copy should be set in Gotham when available. Additional weights of Gotham are allowed following the above general notes. Arial can be used in lieu of Gotham in digital applications such as websites, emails and Powerpoint files. Other fonts can be used in very limited applications to add graphic interest and never for body copy, headlines, or captions.

BRAND ELEMENTS

Color

Primary Brand Colors



AVC Maroon
PMS 208
C 32% R 140
M 98% G 30
Y 61% B 65
K 26% #8b1c40



AVC Poppy
PMS 144
C 2% R 241
M 54% G 139
Y 100% B 33
K 0% #f18a20



AVC Blue
PMS 550
C 44% R 141
M 15% G 185
Y 15% B 202
K 0% #8db9ca

Secondary Brand Colors



AVC Gray
PMS Warm Gray 6
C 36% R 167
M 35% G 155
Y 38% B 148
K 1% #a79b93



AVC Green
PMS 7719
C 99% R 0
M 36% G 108
Y 59% B 104
K 18% #006b67



AVC Brown
PMS 7519
C 50% R 96
M 60% G 75
Y 71% B 60
K 40% #604b3c

8

Consistent and appropriate use of these colors will create a strong and consistent visual presence for the college.

To ensure the consistency of the brand identity, specifications for each color are provided for both print and digital use. Pantone colors and CMYK values are provided for color printing applications.

When using the palette, it is recommended to use one or two primary colors and one secondary color.

BRAND ELEMENTS

Oversized Symbols



When using the oversized symbol, it is acceptable change the scale relationship they have to each other, and to use the symbols individually.

- 9 As part of the brand elements, employing the oversized AV symbol as a super graphic helps create dynamic layouts. If the official logo also appears on the layout, these super graphics should be shown at a minimum of 3 times the scale of the official logo to increase the contrast between logo and graphic implementation.

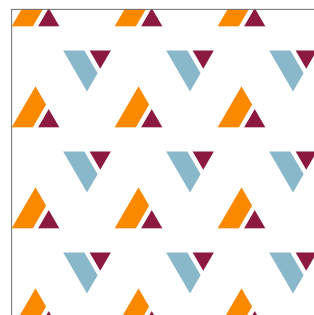
Additionally, they can be used as a frame for imagery, and transparent color can be overlaid.

BRAND ELEMENTS

Pattern



Combined Pattern Overlay



Small Scale

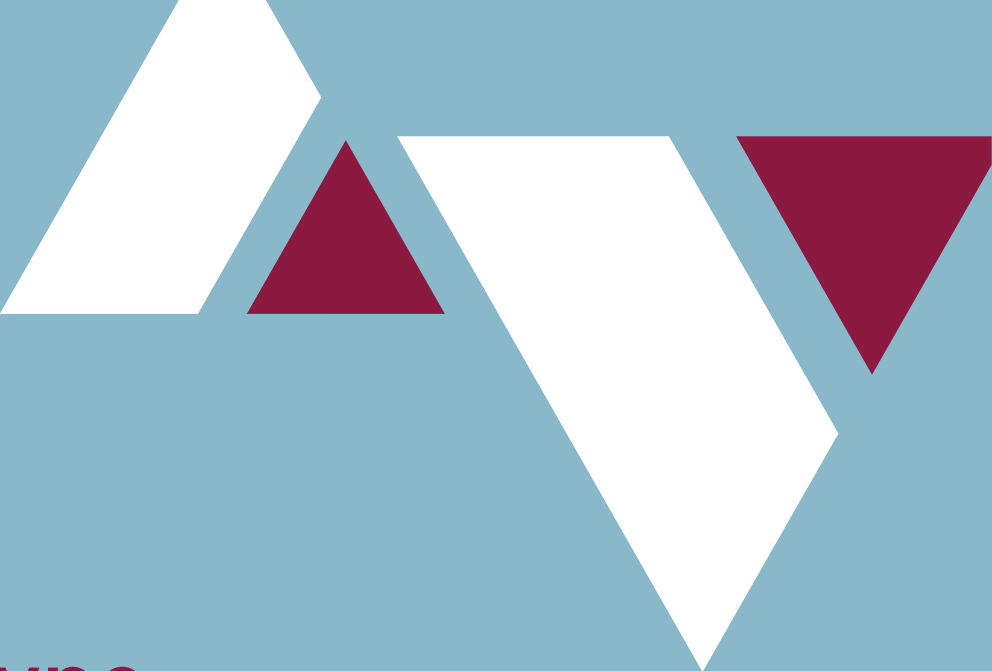


Medium Scale



Large Scale

- 10** The pattern is constructed by overlaying small-, medium-, and large-scales of the symbols to create various densities.



Prototype Applications

The following section shows prototypes of the system in use. These are meant to illustrate notional examples of brand applications and are not meant as strict templates or rules.

Prototype Applications

- 11. Business Card
- 12. Brochure
- 13. Signage
- 14. Tote
- 15. Apparel



PROTOTYPE APPLICATIONS

Business Card

In limited instances, the AV symbol can be used as the focal element and displayed without the official name. This is successful when the symbol is displayed without competing graphics.



**ANTELOPE
VALLEY
COLLEGE**

Liz Diachun
Executive Director
Marketing & Public Information

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PROTOTYPE APPLICATIONS

Brochure

Playful headline typography can interact and respond to the geometry of the oversized symbol.



Create dynamic layouts by using the internal geometry of the oversized AV symbol and cropped photography; see page 10 for more details.

PROTOTYPE APPLICATIONS

Signage



In signage applications, the logo can incorporate materials used in the architecture or landscape palette.

PROTOTYPE APPLICATIONS

Tote



14

See page 11 on patterning for details on overlapping elements.

PROTOTYPE APPLICATIONS

Apparel



15

In limited instances, the AV symbol can be used as the focal element and displayed without the official name. This is successful when the symbol is displayed without competing graphics.

April 24, 2017

Prepared by
Gensler

Implementation Timeline

April	Present to constituent groups: <ul style="list-style-type: none">• Admin Council• ASO• Academic Senate
May	Send for Board approval
June	New electronic materials available: <ul style="list-style-type: none">• Logo• Style Guide• Templates
Summer 2017	Transition on-line materials: <ul style="list-style-type: none">• PDF Forms• Website• Partner Materials
Fall 2017	New on-demand materials: <ul style="list-style-type: none">• ID Cards• Business Cards
2018+	Campus signage and replace depleted promotional materials

Thank You!

Gensler

B100.1.9 Constitutional Referee

B100.1.9.1 During the first Senate meeting of the school year, a Constitutional Referee shall be selected to serve a one year term.

B100.1.9.2 The Constitutional Referee shall have the final say on all decisions regarding the Constitution and Bylaws as required by the Constitution and Bylaws.

B100.1.9.3 The Constitutional Referee must hold a position on the Senate, but shall not be a member of the Executive Committee.

B100.1.9.4 The Constitutional Referee shall be elected by a two-thirds majority in regular balloting.

B102.4 Out of Session Meetings

B102.4.1 All Out of Session meetings must take place in accordance to §110.0 of the Constitution.

B102.4.2 Prior to calling an Out of Session meeting, the Executive Committee must submit all agenda items to the Constitutional Referee.

B102.4.2.1 The Constitutional Referee must analyze the agenda items and determine if any are under violation of §110.3 of the Constitution.

B102.4.2.2 If the Constitutional Referee determines an agenda item to be in violation, action may not be taken on it until the reconvening of the full Senate.

B102.4.2.3 Any action taken in an Out of Session meeting that has not been approved by the Constitutional Referee shall be declared immediately void.

B102.4.2.4 Removal of B102.4.2 from these Bylaws shall require vote of seven-eighths of all Senate members eligible to vote.

BP 3720 Computer Use

Reference:

Education Code Section 70902; 17 U.S.C. Section 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Government Code Section 3543.1(b)

~~It shall be the policy of Antelope Valley College (AVC) to keep employees, students and community members apprised of their rights and responsibilities as users of the information technology services provided by the college. These rights and responsibilities will be incorporated into guidelines and disseminated to all users.~~

~~The Board recognizes that computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access requires that individual users act responsibly. Computer and information technology services users must respect the rights of other users, respect software copyrights and licenses, respect the integrity of the systems and related physical resources, refrain from seeking to gain unauthorized access, and observe all relevant laws, regulations, contractual obligations and District and college policies.~~

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. —The President, or designee, shall establish procedures that provide guidelines to students and employees for the appropriate use of information technologies. —The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

See Administrative Procedure #3720, ~~3721, and 3722~~

Adopted: 11/7/05

Revised: 1/8/07

Revised: 5/11/09

Revised: 6/13/17

AP 3720 Computer, Network and Telecommunications Use

References:

17 U.S.C. Section 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Government Code Section 3543.1(b); Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

The District Computer, Network and Telecommunications systems, and the data that resides upon them, are the sole property of Antelope Valley Community College District. The Computer, Network and Telecommunications systems are for District instructional and work related purposes.

This procedure applies to all District students, faculty, ~~and staff~~, and to others, granted use of District information resources. A user is defined as any individual or group who uses college technology or computing facilities/resources.

This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and telecommunication facilities owned, leased, operated, or contracted by the District. This includes, but is not limited to, personal computers, personal ~~digital assistants (PDAs)~~ mobile devices, ~~handheld~~ computing or telecommunications devices, workstations, mainframes, minicomputers, and associated peripherals, software, networks, telephone and telecommunications equipment, including cellular telephones, and information resources, regardless of whether used for administration, research, teaching or other purposes.

AVC Information Technology Resource Guidelines

The District shall produce and maintain guidelines that clarify procedures or processes relating to the use of District information technologies. These guidelines shall be reviewed regularly for relevance and made available to the public.

Conditions of Use

Individual units within the District may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines and/or restrictions.

Legal Process

This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion; and/or civil or criminal legal action.

Copyrights and Licenses

~~Computer user~~Users must respect copyrights and licenses to software and other on-line information.

- ☐ Copying - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.
- ☐ Number of Simultaneous Users - The number and distribution of copies must be handled in such a way that the number of simultaneous users does not exceed the number of original copies purchased by the District, unless otherwise stipulated in the purchase contract.
- ☐ Copyrights - In addition to software, all other copyrighted information (text, images, icons, programs, audio, video, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way ~~that~~ plagiarism of any other protected work is prohibited. Refer to the AVC Computer Use and Electronic Mail Guidelines for additional information.

Integrity of Information Resources

~~Computer user~~Users must respect the integrity of computer-based information resources.

- ☐ Modification or Removal of Equipment - Computer and telecommunications users must not attempt to modify or remove computer, network or telecommunications equipment, software, or peripherals that are allocated to other District users without proper authorization.
- ☐ Unauthorized Use - ~~Computer u~~Users must not interfere with others' access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running ~~grossly~~ inefficient programs ~~when efficient alternatives are known by the user to be available~~that adversely impact performance of the network; unauthorized modification of system facilities, operating systems, or disk partitions; ~~attempting to crash or tie up a District computer or network;~~ and damaging or vandalizing District computing facilities, equipment, software or computer files.
- ☐ Unauthorized Programs - ~~Computer u~~Users must not intentionally develop or use programs which disrupt other ~~computer user~~users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. ~~Computer user~~Users must ensure that they do not use programs or utilities that interfere with other ~~computer user~~users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure, and may further lead to civil or criminal legal proceedings.

Unauthorized Access

~~Computer user~~Users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

- ☐ Abuse of Computing Privileges - Users of District information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the ~~-computer,~~ software, data, information, or network in question is owned by the District. ~~-For example,~~ abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District computing privileges.
- ☐ Reporting Problems - Any defects discovered in system accounting or system security must be reported promptly to the appropriate administrator so that steps can be taken to investigate and solve the problem.
- ☐ Password Protection - A ~~computer user~~user who has been authorized ~~to use a~~for password-protected accounts may be subject to both civil and criminal liability if the user discloses their password or otherwise makes the account available to others.

Usage

~~Computer user~~Users must respect the rights of other ~~-computer users~~. Attempts to circumvent these mechanisms in order to gain unauthorized access ~~to the system or to another person's information~~ are a violation of District procedure and may be subject to civil or criminal liability violate applicable law.

- ☐ Unlawful Messages - Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, malicious, or other messages that violate applicable federal, state or other law or District policy, or which constitute the unauthorized release of confidential information.
- ☐ Commercial Use - Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions. District information resources may not be used for commercial purposes. Users are also reminded that the ".cc" and ".edu" domains on the Internet have rules restricting or prohibiting commercial use. ~~However, where legally permissible, District electronic media such as message boards or mail systems may be designated for selling or fundraising.~~
- ☐ Information Belonging to Others - ~~Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, voice messages or passwords belonging to other users, without the permission of those other users.~~
- ☐ Rights of Individuals - Users must not release any individual's (student, faculty, and staff) personal information to anyone without proper authorization.
- ☐ User identification - Users shall not send communications or messages anonymously or without accurately identifying the originating account or station.
- ☐ ~~Political,~~ Personal and Commercial Use - The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding

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sources of income, political activities, use of property and similar matters. Use of District resources for personal gain is expressly prohibited.

- ☐ Political Use - District information resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws.
- ☐ Personal Use - District information resources should not be used for personal activities not related to appropriate District functions, except in a purely incidental manner.

Nondiscrimination

All users have the right to be free from any conduct connected with the use of Antelope Valley Community College District network, telecommunications and computer resources which discriminates against any person in violation of Board Policy 3410. No user shall use the District network, telecommunications or computer resources to transmit any message, create any communication of any kind, or store information which violates any District procedure regarding discrimination or harassment, or which is defamatory or obscene, or which constitutes the unauthorized release of confidential information.

Disclosure

- ☐ No Expectation of Privacy - The District reserves the right to monitor all use of the District network and computer resources to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.
- ☐ Possibility of Disclosure - Users must be aware of the possibility of unintended disclosure of communications.
- ☐ Retrieval - It is often possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.
- ☐ Public Records - The California Public Records Act (Government Code Sections 6250 *et seq.*) includes computer transmissions in the definition of "public record" and nonexempt communications made on the District network and computer must be disclosed if requested by a member of the public, in accordance with BP 3300 & AP3300.
- ☐ Litigation - Computer transmissions and electronically stored information may be discoverable in litigation.

Dissemination and User Acknowledgment

All users shall be provided access to these procedures and be directed to familiarize themselves with them. Periodically users will be reminded of these procedures.

Users shall acknowledge that they have reviewed BP 3720 and the associated procedures and guidelines in the manner and frequency as specified in the IT Resource Guidelines. This

acknowledgement is a condition of use of any District information technology resource.

Information Technology Resource Guidelines

Antelope Valley Community College District

Draft 2017

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1. Introduction

- 1.1 This guidelines document is intended to meet the requirement specified in Administrative Procedure 3720 and supplement the direction provided by AP 3720, establishing acceptable practices and standards for users of district technology resources.
- 1.2 The District recognizes that principles of academic freedom and participatory governance, freedom of speech and privacy of information hold important implications for computer use, particularly the use of electronic mail and electronic mail services. The District affords computer file and electronic mail privacy protections in accordance with existing law and as expanded by this document.

2. Employee Access Authorization and Privacy

- 2.1 Employees are reminded that personal use of District technology resources should be limited to incidental needs. Except where excluded by law or by negotiated agreements, all data generated or stored on District systems is property of the District.
- 2.2 No Expectation of Privacy - The District reserves the right to monitor all use of the District network and computers to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.
- 2.3 Access to data stored on District property is granted or revoked by the authorization of the administrator or unit supervisor responsible for the District data in question.

3. Information Technology Allocation Standards

- 3.1 The District shall define a standard for the IT resources assigned to users. This standard may be based on job function or classification. This will include any District resource that is assigned to an employee for the use in the performance of their jobs.
- 3.2 The Executive Director of Information Technology Services shall be responsible for developing and enforcing this standard. Development and implementation of standards shall be in accordance with the District's participatory governance processes.

3.3 This standard will be made available to all employees within the campus portal.

4. Acceptable Use Agreement and User Acknowledgement

4.1 The District shall provide each user with an electronic copy, or a reasonable means to obtain a copy, of BP & AP 3720, and all related Administrative Procedures and guidelines.

4.2 The user must acknowledge the agreement as a condition of the continued use of District information technology resources.

4.3 This document shall be included, within the activation process for student accounts upon admission, and in all new employee hiring packets.

4.4 Users will be presented the Acceptable Use Agreement electronically annually.

4.5 AVCCD Acceptable Use Agreement

Antelope Valley Community College District (AVCCD) provides access to its computing, communications and information resources. These resources, physical and electronic, whether owned or operated by the District, are the property of AVCCD. Support and delivery of these resources is done in support of the District's mission and accordingly, they should be used responsibly. These resources include the physical data communications network and all computers, printers, scanners and other hardware attached to that network, as well as all system software, telephone systems, and means of access to the Internet. This includes information the District is responsible for, including student records, information used in the day-to-day operations of the District, and email and other user accounts provided for use by the District.

Regarding use of computing, communications and information technology resources of AVCCD, all users understand and agree to the following provisions:

- District computing, communication and information resources are provided for the support of its educational and service goals and the use of such resources for other purposes is prohibited.
- In conducting the business of the District via email, all employees shall use their AVC.EDU email account.
- To protect the integrity of computing resources, passwords, access codes, or account names must not be shared with others. Additionally, passwords will be subject to complexity requirements and users will be required to change their passwords regularly.
- Incidental personal use is permissible where:

- it does not violate state or federal law or AVCCD policy;
- it does not consume more than a trivial amount of system resources, to avoid inappropriate use of public resources;
- it does not interfere with productivity of students or District employees;
- and it does not preempt any District activity.
- Users are prohibited from the use of District resources for conducting a private business or for personal financial gain. Most educational materials (both commercial and District employee created, including software) are protected under copyright. Any violation of the rights of a person or entity protected by copyright law is prohibited.
- The unauthorized duplication, installation, or distribution of computer software utilizing the District's computing, communications and information resources is specifically prohibited.
- Users may not connect any system/equipment or install software which could allow any user to gain access to the District's system and information without coordinating with Information Technology Services (ITS). Software installed without authorization on District owned computers will not be supported and may be removed. Intentionally sending or accessing pornography or patently obscene material other than for authorized research or instructional purposes is prohibited. The definition of "pornography" and "obscene" shall be as determined by law.
- Computer and information technology users should remain mindful of the nature of information transferred electronically and under no circumstances should Personally Identifiable Information be transmitted in email. The district provides the highest degree of security possible when transferring data, but disclaims responsibility if these security measures are circumvented and the information is compromised.
- The District is not responsible for loss of data, time delay, system performance, software performance, or any other damages arising from the use of District computing resources.
- Activities that place excessive strain on network resources should be avoided. Conducting activities such as Peer-to-peer (P2P) file sharing or use of any other similar technologies is prohibited and subject to disciplinary action.
- The confidentiality of student and employee information is protected under federal and state law and/or regulations. Any information regarding students or employees that might be accessed in the course of using an AVCCD computer may only be shared with those who are authorized to have such information. Employees and students may not change, alter, copy, or divulge any such information except in execution of their assigned duties.
- Employees and students should ensure that their workstation is logged off or locked before stepping away from the computer.

Users found in violation of the District's guidelines and agreement, may be subject to disciplinary action, up to and including dismissal, and possible referral to law enforcement for legal action, as described in the enforcement section of this document.

4.6 Selected Examples of Unacceptable or Prohibited Use:

- Revealing passwords to others, allowing someone else to use your account.
- Using someone else's account. Utilizing network or system id numbers/names that are not assigned for one's specific use on the designated system.
- Attempting to authorize, delete, or alter files or systems not created by oneself without proper authorization.
- Not complying with requests from AVCCD personnel to discontinue activities that threaten the integrity of computing resources.
- Attempting to defeat data protection schemes or to uncover security vulnerabilities.
- Connecting unauthorized equipment to the campus network without coordinating with ITS.
- Registering an AVCCD IP address with any other domain name or registering a domain name on behalf of the District.
- Unauthorized network scanning or attempts to intercept network traffic.
- Deliberate malicious disruptions, such as introducing a computer virus to the campus network.
- Harassing or threatening other users of the campus network.

To ensure the integrity and reliability of computer and communications resources, all users are encouraged to report improper use and violations of this agreement. Individuals may report suspected violations of this agreement to an AVC faculty member, supervisor or administrator as appropriate.

5. Enforcement

5.1 Individuals should report suspected violations of these guidelines to an AVCCD supervisor, faculty member, administrator, or campus security as appropriate. Reports of violations that are received by ITS will be responded to as appropriate.

5.2 Disciplinary action may be taken in accordance with AVCCD policy, state, or federal statutes. Minor infractions of these guidelines, or those that appear accidental in nature, are typically handled internally by the appropriate supervisor or administrator, in consultation with ITS. In some situations, it may be necessary, however, to suspend account or computer access to prevent ongoing misuse while the situation is under investigation.

5.3 Serious infractions, such as unauthorized use, attempts to steal passwords or data, unauthorized use or copying of licensed software, violations of District policies or repeated violations of minor infractions may result in the temporary or permanent loss of access to computing facilities.

5.4 Offenses that are in violation of policy, local, state or federal laws may result in the immediate loss of access to computing resources, may be reported to the appropriate law enforcement authorities for action, and may result in disciplinary action, up to and including dismissal.

6. Procedure for Review

6.1 To satisfy the requirement to review and maintain this document as written in AP 3720, the Information Technology Committee will solicit and review input from the campus community each year.

6.2 Changes in the guidelines may be made by the Information Technology Committee in accordance with the District's participatory governance guidelines.

AVCCD 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 (a) 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.

Send your comments regarding this document to:
any representative of the Information Technology Committee, or
to the Executive Director of Technology
Antelope Valley Community College District
3041 West Avenue K, Lancaster, CA 93536.

B100.1.9 Constitutional Referee

B100.1.9.1 During the first Senate meeting of the school year, a Constitutional Referee shall be selected to serve a one year term.

B100.1.9.2 The Constitutional Referee shall have the final say on all decisions regarding the Constitution and Bylaws as required by the Constitution and Bylaws.

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B102.4.1 All Out of Session meetings must take place in accordance to §110.0 of the Constitution.

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B102.4.2.1 The Constitutional Referee must analyze the agenda items and determine if any are under violation of §110.3 of the Constitution.

B102.4.2.2 If the Constitutional Referee determines an agenda item to be in violation, action may not be taken on it until the reconvening of the full Senate.

B102.4.2.3 Any action taken in an Out of Session meeting that has not been approved by the Constitutional Referee shall be declared immediately void.

B102.4.2.4 Removal of B102.4.2 from these Bylaws shall require vote of seven-eighths of all Senate members eligible to vote.

AP 4021 Program Discontinuance

Reference:

Education Code 78016;
Title 5, 51022, 55130
ACCJC Accreditation Standard II.A.15

Educational Program Evaluation and Discontinuance Procedure

Antelope Valley College is committed to support programs that fulfill the goals of the Mission Statement and the Institutional Learning Outcomes for students as stated in the Educational Master Plan. Title 5 (Section 55000) defines an educational program as "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education." These educational programs are subject to approval by the System's Office and are then entered on Inventory of Approved and Projected Programs. Primary consideration in the decision to consider program discontinuance will be given to the service the program provides to the college and community, not to budgetary considerations. Only programs with low or declining enrollment, decreasing demand for service, or clear obsolescence will be considered for discontinuance. A program discontinuance review will be initiated and carried out according to the following steps:

- I. When a declining trend has been identified by the division/area dean and faculty of a specific program, the division/area dean shall contact the appropriate Vice President and Academic Senate President. A declining trend will be identified using the following key performance indicators:
 - a. Statistically significant decline in class enrollment throughout the program over four consecutive semesters.
 - b. A consistently low enrollment of 50% below maximum seat load capacity over four consecutive semesters.
 - c. Retention of less than 50% from the beginning term class roster for four terms (need not be consecutive semesters).
 - d. Student success of less than 50% of students obtaining a grade of C or better and /or credit for the final course grade in all courses of the program over four terms (need not be consecutive semesters) in that program.
- II. A Taskforce will be convened that consists of no more than three faculty members from the discipline, the respective Division/Area Dean, the Dean of Occupational Education, a representative of the Counseling Department, a faculty representative of the Academic Senate who is not a member of the division in question, and a representative of the Faculty Union who is not a member of the division in question. The Director of Institutional Research and Planning will be a resource for the subcommittee.

The role of the Taskforce shall be to consider the following in keeping with good intentions and enrollment management requirements, in order to determine the disposition of the programs identified as having a declining trend:

- Needs of the community
- Workforce development

- Program Review (most recent)
 - Core indicators from System's Office
 - Integration/cross discipline in which the program is involved
 - FTES generated by program
 - Local labor market information through EDD/employer program advisory committees and surveys
 - Or initiate an independent, external needs assessment to determine market demand
- III. The Taskforce, by consensus, may agree to one of the following to address the declining trend:
- 1) to declare the program obsolete and create a plan for discontinuance that respects the needs of students and fulfills contractual obligations to faculty and staff; or
 - 2) to devise a process/plan to revitalize the program and a timetable to accomplish this goal agreed upon by the discipline faculty with the help of the other involved parties. Resources shall be allocated by the Administration in order to improve enrollment or retention. Some areas to be considered are: in-depth revision of the program's courses, update of facilities, or other program enhancements to assure currency, vitality, and relevancy of the program. Other considerations might include seeking support from or collaboration with other campus areas that could help promote student success and retention.
- IV. If there has not been a statistically significant increase in key performance indicators after three semesters of the implementation of the process to revitalize the program, the Administration will reconvene the Taskforce to determine the appropriate course of action from the following:
- 1) Give the Program an extension of two semesters. At the end of the extension, the committee will reconvene and re-evaluate.
 - 2) Accept the program in its current state if it serves a community, instructional, or training need.
 - 3) Create a plan to improve recruitment and enrollment. This plan will then be implemented over the following three semesters.
 - 4) Discontinue the program.
- V. The final decision on either program discontinuance or program continuance is sent by the taskforce to the appropriate Vice President and Academic Senate President. If the decision is to continue the program, evaluation will occur through the regular program review cycle.
- VI. If the decision is to discontinue a program, the Academic Senate President will inform the Academic Policies & Procedures Committee so that they may formally ratify the decision of the Discontinuance Taskforce. The Academic Policies & Procedures Committee faculty co-chair will then inform the Academic Senate and Strategic Planning and Budget Council.
- VII. The Strategic Planning and Budget Council will then notify the College President/Superintendent, who will take the decision of the taskforce to the Board of Trustees.

BACK TO TOP

VIII. The Vice President of Academic Affairs will notify the Systems Office to have the program removed from the inventory.

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PROGRAM DISCONTINUANCE TASKFORCE TIMELINE

Step 1 Problem identified

Step 2 Taskforce convenes

Step 3 Evaluation and recommendation

a) Discontinuance or b) Implementation of

Step Re-evaluate and

Step Discontinuance or Extension and Re-Evaluation

Step Discontinuance or Program remains and evaluated through regular Program Review cycle

VIII.

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Career and Technical Education Program Discontinuance

The discontinuance process for Career and technical Education Programs remains the same as the process above, with the following exceptions:

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1. Each Career and Technical Education Program will be reviewed in a two year cycle to ensure that they meet legal standards

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2. If a CTE program is not compliant with legal standards and does not become so within an academic year, the Superintendent/President or designee shall make the determination to discontinue the program or extend the date to meet compliance. The Superintendent/President or designee will inform the Academic Senate President and Vice President of Academic Affairs if a CTE program is discontinued due to legal non-compliance.

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5/8/06
Revised: 11/13/06
Revised: /17

AP 7330 Communicable Disease

Reference:

Education Code Section 87408; 87408.6; 88021

For **successful** applicants for **academic** positions:

- A medical certificate is required showing that the applicant is free from any communicable disease, including, but not limited to, **hepatitis**, active tuberculosis, unfitting the applicant to instruct or associate with students.
- The medical certificate shall be submitted by a physician as authorized by code.
- The medical examination is conducted not more than six months before the submission of the certificate and is at the expense of the applicant.
- A contract of employment may be offered to an applicant subject to the submission of the required medical certificate.
- The medical certificate becomes a part of the personnel record of the employee and is open to the employee or his or her designee.
- Results of the examination showing the employee was examined and found free from active tuberculosis shall become a part of the personnel record of the employee and filed with the Office of Human Resources.
- Failure to comply with the compulsory requirement of the tuberculosis examination may result in the employee being placed on an unpaid leave status until results of the examination have been received.

5/8/06

Revised 5/8/17

BP 7330 Communicable Disease

Reference:

Education Code Sections 87408; 87408.6; 88021

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including active tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired employees (academic and classified) must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis **by providing the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis. And shall be required to undergo an examination every four years thereafter, to determine if they are free from tuberculosis.**

All employees shall be required to undergo an examination within [four years of employment and every four years thereafter,] to determine if they are free from active tuberculosis.

If the Board determines by resolution that student health would not be jeopardized thereby, the requirements relative to the examination shall not apply to any employee who files an affidavit stating that he/she adheres to the faith or teachings of any well recognized religious sect and in accordance with its creed depends for healing upon prayer in the practice of religion and to the best of his/her knowledge is free from active tuberculosis.

If at any time there should be probable cause to believe that the affiant is afflicted with active tuberculosis, he or she may be excluded from service until the governing board of the employing district is satisfied that he or she is not so afflicted.

Cafeteria employees shall be required to submit to an annual tuberculosis examination.

At the discretion of the Board, such examinations shall not apply to classified personnel on a temporary basis (less than one year) whose functions do not require frequent or prolonged contact with students.

See Administrative Procedures #7330

Adopted: 5/8/06

Revised 10/15



ANTELOPE VALLEY COLLEGE

ACADEMIC SENATE

Minimum Qualification and Equivalency Review Form

The discipline faculty in the Vocational Nursing division/area have reviewed the most current (2008) Minimum Qualifications for Faculty and Administrators in California Community Colleges for the following disciplines Licensed Vocational Nursing.

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: 4/17/17

Chapell A. Sunday
Academic Senate Representative

Academic Senate Representative

Discipline Faculty:

Gardace Martin

Donna L. Law

Equivalency Committee Approval:

Mark W
Equivalency Committee Chair

5-1-17
Date

Member Initials:

BCS



ANTELOPE VALLEY COLLEGE

Health Sciences Division Minimum Qualifications & Equivalencies **Licensed Vocational Nursing**

Minimum Qualifications: Any Bachelor's degree **AND** two years of professional experience, **OR** any associate degree **AND** six years of professional experience.

Academic Affairs Division, California Community Colleges

Antelope Valley College Equivalency:

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.*