



ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING

AGENDA

September 17, 2015

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 3, 2015 Academic Senate Meeting (attachment)
5. REPORTS (5 minutes maximum)
  - a. Program Review Committee Report – Carol Eastin
6. ACTION ITEMS
  - a. Bylaws Article V Ratification (attachment)
  - b. Proposed Bylaws Addition (attachment)
7. DISCUSSION ITEMS
  - a. Board Policy Changes (standing item)
  - b. Deaf Community – Tamira Palmetto Despain, Dan Humphrey
  - c. Effect of Proposed Calendar on Financial Aid – Dr. Nichelle Williams
  - d. Senate Communications Strategy – Kristine Oliveira
8. INFORMATIONAL ITEMS
  - a. Board Policy Changes (standing item)
9. SENATE ADMINISTRATIVE BUSINESS
  - a. AP&P Committee Course/Program Recommendations for Academic Senate Approval
  - b. Appointments
    - College Hearing Panel & Grievance Committee
      - 1) Cynthia Wishka
      - 2) Dr. Bassam Salameh
      - 3) Lucia Pozo
    - Faculty Professional Development Committee Chair (attachment)  
Kathryn Mitchell
    - Appointment  
Tenure Review Committee – Career Technical Education – Engineering  
Jack Halliday

- c. Academic Ranking
  - 1) Victoria Betty – Professor
  - 2) Bonnell Curry – Professor
  - 3) Lucia Pozo - Professor

10. ANNOUNCEMENTS

|                      |                                       |                                    |
|----------------------|---------------------------------------|------------------------------------|
| November 5-7, 2015   | 2015 Fall Plenary                     | Irvine Marriott                    |
| November 14, 2015    | 2015 Fall Curriculum Regional Meeting | Location TBD                       |
| February 19-20, 2016 | 2016 Accreditation Institute          | Marriott Mission Valley, San Diego |
| April 20-23, 2016    | 2016 Spring Plenary                   | Sacramento Convention Center       |
| June 9-11, 2016      | 2016 Faculty Leadership Institute     | Mission Inn, Riverside             |
| July 7-9, 2016       | 2016 Curriculum Institute             | Double Tree Hilton - Anaheim       |

11. ADJOURNMENT

| <b>2015-16 ACADEMIC SENATE MEETINGS &amp; COMMITTEE REPORTS</b>             |  |
|---|--|
| <b>September 17, 2015</b><br>Program Review Committee Report – Carol Eastin | <b>November 5, 2015</b>  |
| <b>October 1, 2015</b>  | <b>November 19, 2015</b><br>Program Review Committee Report – Carol Eastin |
| <b>October 15, 2015</b>   | <b>December 3, 2015</b>  |

**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.*



**ACADEMIC SENATE MEETING  
AGENDA/MINUTES**

**September 17, 2015  
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**

*Dr. Ed Beyer, Academic Senate President called the meeting to order at 3:04 p.m.*

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

*Dr. Beyer stated that at the last meeting he said that Senate Exec was working on a statement that would go out to the campus community regarding an incident that happened on Opening Day and that no action has been taken on that as of yet. Stated that there is a General Membership Meeting on Thursday, September 24, 2015 from 2-4 p.m. in SSV 151 and discussion on negotiations, benefits, and calendar change possibility and encouraged everyone to attend.*

**3. OPEN COMMENTS FROM THE PUBLIC**

*Hanna Spellmeyer, ASO proxy in for Marantha Javines stated that ASO is holding two student climate event days next week (Sep 29th and 30th from 11am-2pm) for general ASO presence and to gather data on matters pertinent to change affecting students, including the academic calendar change, smoke free campus, and possible ASO slogan change. The hearts and hands pantry had a Sam's Club fundraiser last week. She thanked everyone who donated. Stated that Dress for Success was held yesterday and that it was a success.*

**4. APPROVAL OF MINUTES**

**a. September 3, 2015 Academic Senate Meeting (attachment)**

*Motion made by Dr. Zia Nisani and seconded by Larry Veres with (6) corrections Motion carried with (1) abstention.*

**5. REPORTS (5 minutes maximum)**

**a. Program Review Committee Report – Carol Eastin**

*Carol Eastin provided a handout with reporting timeline and template changes, stating that the committee is revising report templates to better align with new district planning cycle and goals. Stated that it is very important to review and align for accreditation.*

*Stated that the Campus Retreat will be held on Friday, September 25, 2015 and encouraged everyone to attend as the information will be valuable. A question was asked as to why the Campus Retreat was not on the FLEX calendar and if there was a reason. It was decided that it was not for Standard I or II but would be considered for Standard III and to bring this to the new chair for consideration.*

*Carol reviewed the Programs Schedule for Comprehensive Program Reviews, Programs Scheduled for Annual Update Reports and Programs Eligible for Status Quo for the 2015-2016 year. She stated that if the report is current and still reflects the planning, then by identifying status quo, it will be basing resources from that report in March when the reports are finalized.*

*A question was asked about where the Educational Master Plan is on the website. There was discussion about where the link was or if it was there. After research the link is it: <https://www.avc.edu/administration/research/edmasterplan>.*

**6. ACTION ITEMS**

**a. Bylaws Article V Ratification (attachment)**

*Dr. Beyer stated that he received a suggestion to add three items to section 500.5.3 .1 under the first bullet to add “heads implementation of new projects and programs” before the word Grants. Dr. Beyer stated that it would need to be clearly defined if this was added. Under the fourth bullet to add the word “and regional” before committees and stated that it made sense. Under the tenth bullet add the wording “units and certificates.” Stated that this bulleted list is not inclusive in considering the application, which means it could go on forever.*

*Discussion on the criteria being vague, what guidelines are used in determining professional achievement, is it worthy to have peers review and if it’s scholarly verses good for the institution. Suggestions were brought up that library and counselors have different ways that they advance in their knowledge with the institution along with non-teaching faculty.*

*Discussion on 500.5.1 was not intended to be vague but rather to be inclusive, there is a sample scholar worklist, with a broad list of categories and within the categories, various faculty participate fall within those categories. A question came up that when it says in 500.1.2 detailed evidence clearly matches when it is not clearly spelled out and it’s up to three people to decide. It was discussed that this could be looked at closer after this item is ratified.*

*Motion made by Dr. Zia Nisani and seconded by Dr. Irit Gat to ratify Article V of the Bylaws. Motion carried as amended.*

*Motion to amend made by Rosa Fuller and seconded by Diane Flores-Kagan to add “heads implementation of new projects and programs” in 500.5.3.1 motion needs 2/3 approval – the motion to amend did not pass.*

*Discussion on divisions and areas supplying a list of types of things that faculty is going to be using like ranking that the Exec can use as a tool.*

*Motion to amend made by Dr. Irit Gat and seconded by Dr. Zia Nisani to include the wording “and regional” in the fourth bullet of 500.5.3.1. Motion carried.*

**b. Proposed Bylaws Addition (attachment)**

*Dr. Beyer stated that in the packet proposal to add section b 107.0 & b 100.1.8 107 proposed constitution and bylaw changes. Stated that it outlines the procedure for submitting and making recommendations for change. Stated that this is just the proposal for a change to the constitution or bylaws and a vote is needed to move the proposal forward to begin the process of discussing it and then bring back at a later time for approval and implementation. This would only require a simple majority vote.*

*Motion made by Dr. Irit Gat and seconded by Dr. Zia Nisani to approve the proposed bylaws addition. Motion carried, with (1) abstention.*

**7. DISCUSSION ITEMS**

**a. Board Policy Changes (standing item)**

*None pending.*

**b. Deaf Community – Tamira Palmetto Despain, Dan Humphrey**

*Tamira Palmetto Despain and Dan Humphrey presented handouts regarding ADA, working with Deaf Students and colleagues, Rehabilitation Act information and caption services. Dan provided background information on himself, the American Disabilities Act and how to best serve the needs of the deaf community and how to provide access to information. Due to time restraints, Dan Humphrey was asked to return for Part II of his presentation. It was discussed that people with mobility issues needs to be discussed and a reference to the recent evaluation*

*drill came up. Dr. Beyer encouraged ideas and strategies to bring up to Exec and that it would be discussed and followed up.*

**c. Effect of Proposed Calendar on Financial Aid – Nichelle Williams**

*Dr. Beyer stated that there is a proposed calendar with eliminating winter intersession and moving summer session to a (2 - 6 week sessions) or an (8 week session) or a (12 week session). Nichelle Williams stated that the biggest challenge with the proposed calendar change is processing time. In reducing time at the end of fall, then the start of spring, there is not enough time to be able to allow admission and records to roll grades in, run a SAP process; notify the students, and process appeals in a timely manner in order to pay them. She stated that the way the proposal stands now, students will not be paid until the 2<sup>nd</sup> or 3<sup>rd</sup> week of school. Stated that they are looking at other schools that have similar intersessions, but the challenge is that they do not use the Banner system that we currently use. Stated that they will look into remedies further as they attend the national conference. Stated that the 12 week summer session proposal would be almost a semester by itself and that the school would go to a 3 terms. Stated that they are looking at how the processes can be cut down and changed to accommodate the calendar. Stated that if the calendar were moved up a week earlier and the start of spring a week later that would work. Dr. Beyer stated that it is very important that everyone talk to their divisions and bring back input at the next meeting. Hanna Spellmeyer stated that ASO will be surveying the students as to their opinion to the calendar change and it was recommended that a Survey Monkey go out to all the students to get their input. Dr. Beyer stated that this may affect shared governance and that it needs to be looked at as well.*

**d. Senate Communications Strategy – Kristine Oliveira**

*This item was tabled until the next meeting.*

**8. INFORMATIONAL ITEMS**

**a. Board Policy Changes (standing item)**

*None.*

**9. SENATE ADMINISTRATIVE BUSINESS**

**a. AP&P Committee Course/Program Recommendations for Academic Senate Approval**

*Nothing submitted.*

**b. Appointments**

- College Hearing Panel & Grievance Committee
  - 1) Cynthia Wishka
  - 2) Dr. Bassam Salameh
  - 3) Lucia Pozo

*Motion made by Dr. Zia Nisani and seconded by Susan Knapp to approve the appointments. Motion carried unanimously.*

- Faculty Professional Development Committee Chair (attachment)  
Kathryn Mitchell

*Motion made by Karen Lubick and seconded by Dr. Zia Nisani to approve the appointments. Motion carried with (1) abstention.*

- Appointment  
Tenure Review Committee – Career Technical Education – Engineering Jack Halliday

*It was discussed that the title should be titled 1 year Full Time Temporary and not Tenure and that the first year would count towards tenure.*

*Motion made by Larry Veres and seconded by Dr. Zia Nisani to approve the appointment. Motion carried unanimously.*

**c. Academic Ranking**

- 1) Victoria Beatty – Professor
- 2) Bonnell Curry – Professor
- 3) Lucia Pozo - Professor

*Motion made by Susan Snyder and seconded by Karen Lubick to approve the appointments. Motion carried with (3) abstentions.*

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**11. ADJOURNMENT**

*Dr. Beyer reviewed everyone’s proxies and the meeting was adjourned at 4:33 p.m.*

| <b>MEMBERS PRESENT</b>   |                    |                   |  |
|--------------------------|--------------------|-------------------|--|
| Dr. Ed Beyer             | Dr. Glenn Haller   | Dr. Zia Nisani    | Susan Snyder                                       |
| Dr. Liette Bohler        | Jack Halliday      | Kristine Oliveira | Elizabeth Sundberg                                 |
| Carolyn Burrell          | Dr. Jessica Harper | Cathy Overdorf    | Lisa Vath  |
| Diane Flores-Kagan       | Susan Knapp        | Terry Rezek       | Larry Veres  |
| Rosa Fuller              | Jonet Leighton     | Van Rider         |  |
| Dezdemonna Ginosian      | Karen Lubick       | Dr. Ken Shafer    | ASO - Hanna Spellmeyer Proxy for Maranatha Javines |
| <b>MEMBERS ABSENT</b>    |                    |                   |  |
| <b>GUESTS/EX-OFFICIO</b> |                    |                   |  |
| Dr. Susan Lowry          |                    |                   |  |

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**Senate Meeting: September 17, 2015**

|                          |         |                   |         |       | Item: 4A Minutes | Item: 6A Bylaws Article V | Item: 6B Proposed Bylaws Ac | Item: 9B Hearing Panel | Item: FPD co-Chair | Item: Tenure Review |
|--------------------------|---------|-------------------|---------|-------|------------------|---------------------------|-----------------------------|------------------------|--------------------|---------------------|
| Representative           | Present | Proxy             | Present | Y/N/A | Y/N/A            | Y/N/A                     | Y/N/A                       | Y/N/A                  | Y/N/A              | Y/N/A               |
| Beyer, Dr. Ed            | x       |                   |         |       |                  |                           |                             |                        |                    |                     |
| Bohler, Dr. Liette       | x       | Kathryn Mitchell  |         | Y     | A                | A                         | Y                           | Y                      | Y                  | Y                   |
| Burrell, Carolyn         | x       | Dr. Scott Lee     |         | Y     | N                | Y                         | Y                           | Y                      | Y                  | Y                   |
| Flores-Kagan, Diane      | x       | Magdalena Caproiu |         | Y     | Y                | Y                         | Y                           | Y                      | Y                  | Y                   |
| Fuller, Rosa             | x       | Dr. Lee Grishman  |         | Y     | Y                | Y                         | Y                           | Y                      | Y                  | Y                   |
| Ginosian, Dezdemona      | x       | Genie Trow        |         | Y     | Y                | Y                         | Y                           | Y                      | Y                  | Y                   |
| Gat, Dr. Irit            | x       |                   |         | Y     | 1 Y              | 1 Y                       | 2 Y                         | Y                      | Y                  | Y                   |
| Haller, Dr. Glenn        | x       | Lisa Karlstein    |         | Y     | N                | Y                         | Y                           | Y                      | Y                  | Y                   |
| Halliday, Jack           | x       | Ty Mettler        |         | Y     | N                | Y                         | Y                           | Y                      | Y                  | Y                   |
| Harper, Dr. Jessica      | x       | Jason Bowen       |         | N     | N                | Y                         | Y                           | Y                      | Y                  | Y                   |
| Knapp, Susan             | x       | Carol Eastin      |         | Y     | Y                | Y                         | Y                           | Y                      | Y                  | Y                   |
| Leighton, Jonet          | x       | Lisa Karlstein    |         | Y     | Y                | Y                         | Y                           | Y                      | Y                  | Y                   |
| Lubick, Karen            | x       | Harish Rao        |         | Y     | N                | Y                         | Y                           | 1 Y                    | Y                  | Y                   |
| Nisani, Dr. Zia          | x       | Mike Pesses       |         | 1 Y   | 2 Y              | 2 Y                       | Y                           | 2 Y                    | 2 Y                | 2 Y                 |
| Oliveira, Kristine       | x       |                   |         | Y     | N                | Y                         | 1 Y                         | Y                      | Y                  | Y                   |
| Overdorf, Cathy          | x       | Matthew Jaffe     |         | Y     | Y                | Y                         | Y                           | Y                      | Y                  | Y                   |
| Rezek, Terry             | x       | Lisa Karlstein    |         | Y     | N                | Y                         | Y                           | Y                      | Y                  | Y                   |
| Rider, Van               | x       |                   |         | Y     | N                | Y                         | Y                           | Y                      | Y                  | Y                   |
| Shafer, Dr. Ken          |         | Dr. Matthew Jaffe |         |       |                  | Y                         | Y                           | A                      | Y                  | Y                   |
| Snyder, Susan            | x       | Denise Walker     |         | Y     | A                | Y                         | Y                           | Y                      | Y                  | Y                   |
| Sundberg, Elizabeth      | x       | Bonnie Curry      |         | Y     | N                |                           | Y                           | Y                      | Y                  | Y                   |
| Vath, Lisa               |         | John Kokoska      |         |       |                  |                           |                             |                        |                    |                     |
| Veres, Larry             | x       | John Kokoska      |         | 2 Y   | Y                | Y                         | Y                           | Y                      | Y                  | 1 Y                 |
| Javines, Maranatha (ASO) |         | Hanna Spellmeyer  | x       | Y     | Y                | Y                         | Y                           | Y                      | Y                  | Y                   |

**Y=Yes, N=No, A=Abstain, 1=Motion, 2=Second**

Beyer, Dr. Ed  
Burrell, Carolyn  
Overdorf, Cathy  
Ginosian, Dezdemonia  
Flores-Kagan, Diane  
Haller, Dr. Glenn  
Harper, Dr. Jessica  
Shafer, Dr. Ken  
Bohler, Dr. Liette  
Nisani, Dr. Zia  
Sundberg, Elizabeth  
Halliday, Jack  
Leighton, Jonet  
Lubick, Karen  
Oliveira, Kristine  
Veres, Larry  
Vath, Lisa  
Javines, Maranatha  
Fuller, Rosa  
Knapp, Susan  
Snyder, Susan  
Rezek, Terry  
Rider, Van



## ACADEMIC SENATE BYLAWS

### Article V – Academic Ranking

#### B500.0 Academic Ranking

B500.1 Academic Ranking is a celebration of personal and professional achievement, life-long learning in both occupational and academic fields, and commitment to the AVC community. It appropriately recognizes the community college professor with the faculty of other segments of higher education, establishes the professor's position in the academic and general communities, enhances professional and academic prestige, and increases the reputation of the college.

B500.2 Research, creativity, and scholarship play an important role in faculty, program and course development contributing to both individual professional fulfillment and teaching excellence. The Antelope Valley College Academic Senate encourages faculty members to engage in scholarly activities that will benefit and improve both the individual and the institution. Therefore, Scholarly Work is valued in its role in both professional development and student success.

B500.3 Academic Ranking is a separate and strictly an honorary title bestowed by the Academic Senate under its authority under the Constitution §102.2. It is not attached to salary, nor is it a merit plan for salary increases.

B500.4 Academic Ranking at Antelope Valley College shall consist of the following:

- B500.4.1.1.1 Instructor
- B500.4.1.1.2 Adjunct Instructor
- B500.4.1.1.3 Adjunct Assistant Professor
- B500.4.1.1.4 Assistant Professor
- B500.4.1.1.5 Associate Professor
- B500.4.1.1.6 Professor
- B500.4.1.1.7 Professor Emeritus

#### B500.5 Scholarly Activity

B500.5.1 Research, creativity, and scholarship play an important role in faculty, program and course development contributing to both individual professional fulfillment and teaching excellence. The Antelope Valley College Academic Senate values and encourages faculty members to engage in scholarly activities that will benefit and improve both the individual and the institution. Scholarly activities are research based or creative works that are peer reviewed and publicly disseminated both on and off campus.

B500.5.2 Faculty members may participate in a wide range of activities which might include applied and theoretical research, imaginative

productions of works of literature, music and fine arts, or the application of knowledge to further and improve their respective fields. Such activities lead to discovery and integration of new knowledge, technologies, and understanding.

**B500.5.3 Sample Scholarly Work List (Research, Teaching, Organization, Leadership, Service)**

**B500.5.3.1** The Academic Senate recognizes the following list of widely accepted examples of Scholarly works, but this list is not inclusive in considering the application for Academic Ranking.

- Grants (authorship and administration-project manager, )
- Publications (peer-reviewed journals/publications, author/editor of selected chapters of books/textbooks, clinical or professional series, case presentations, book reviews),
- Presenting or conducting a seminar at local, regional, or national meeting
- Leadership on national and state committees (conference chairs, state senate, and national organizations) related to faculty member's academic field or higher education.
- Research Projects (Theory driven, policy and practice, localized or regional studies, updating/enriching knowledge)
- Invitational or juried exhibitions (In fields such as music, performing arts, and art, performance and juried/curated exhibition may be counted as research activity.)
- National or state awards recognizing excellence in a discipline or area
- Organizing professional conferences, panels, special sessions, or contributing to their organization, for example as session chair or co-chair and other scholarly activities at such conferences or symposiums.
- Acting as referee for papers submitted to scholarly journals, proceedings and for monographs.
- Completion of an additional degree (Bachelor's or Advanced) post hire date.

**B501.0** Process for Submitting an Application for Academic Ranking

**B501.1** Faculty members wishing to change their academic ranking status must submit the Application for Academic Ranking to the Academic Senate Office.

**B501.1.1** The faculty member seeking a change in academic ranking may request an application from the AVC Senate Office or download the form from the Academic Senate home page under the Documents section.

**B501.1.2** Applications shall include detailed evidence clearly matching each criterion with the supporting rationale and documentation.

B501.1.3 The faculty member shall return the completed application with the appropriate accompanying documentation.

B501.2 Submitted applications will be reviewed, verified and approved or denied by the Vice President, First and Second Executive Officers.

B501.3 Approved faculty requests shall then be presented to the AVC Senate as an information item.

B501.4 Upon approval of the faculty member's request, the application will be signed by the Academic Senate President.

B501.4.1 Notification of the approval shall be sent to the College President/Superintendent for the school's acknowledgement.

B501.4.2 The faculty member shall be notified by letter.

B501.5 Upon denial of any faculty member's application for a change in academic ranking, the applicant will be notified by letter.

B501.5.1 The letter shall include a brief explanation for the denial of the request.

B501.5.2 The letter will also contain information regarding the process to appeal the decision as delineated in §B503.0 and to resubmit a new application

#### B502.0 Academic Ranking Criteria

##### B502.1 Criteria for Full Time Faculty

###### B502.1.1 Instructor

B502.1.1.1 All non-tenured faculty members shall be ranked as instructor.

###### B502.1.2 Assistant Professor

B502.1.2.1 Any full time faculty member at Antelope Valley College who has gained tenure shall be granted the rank of Assistant Professor.

###### B502.1.3 Associate Professor

B502.1.3.1 Any tenured faculty member who has held the rank of Assistant Professor at Antelope Valley College for two years and has completed one of the following criteria after that faculty member's official hire date, may apply for the rank of Associate Professor.

B502.1.3.1.1 Nine semester units of additional upper division or graduate units from an accredited institution.

B502.1.3.1.2 Twenty-seven hours of additional training (excluding continuing education units), additional certification in occupational experience or industry recognized certifications.

B502.1.3.1.3 Two professional achievements as defined in §B500.5.

B502.1.4 Professor

B502.1.4.1 Any faculty member who has held the rank of Associate Professor at Antelope Valley College for two years and has completed two professional achievements as defined in §B500.5 after that faculty member has been granted the rank of Associate Professor, may apply for the rank of Professor.

B502.1.5 Criteria for Adjunct Faculty

B502.1.5.1 Adjunct Instructor

B502.1.5.1.1 Any adjunct faculty member hired as an adjunct shall be considered an Adjunct Faculty.

B502.1.5.2 Adjunct Assistant Professor

B502.1.5.2.1 Any adjunct faculty member at Antelope Valley College who holds a Bachelors Degree plus 4 years of service, or a Masters Degree plus 2 years of service, or a Doctorate plus one year of service and one professional achievement after that faculty member has been granted the rank of Adjunct Instructor, may apply for the rank of Adjunct Assistant Professor.

B502.1.5.2.2 "Adjunct Assistant Professor" is the highest ranking an adjunct faculty member may obtain.

B502.1.6 Professor Emeritus

B502.1.6.1 Retired faculty members may apply for the rank of Professor Emeritus.

B502.1.6.2 The application for academic ranking for Professor Emeritus must include evidence of both full-time employment of no less than ten years as a faculty member as well as the conferment of the rank of full Professor at Antelope Valley College.

B502.1.6.3 Recognition of emeritus faculty shall include, upon request, the following privileges, benefits, and courtesies:

- B502.1.6.3.1 •An official document certificate verifying emeritus status of faculty member endorsed by the Academic Senate President,
- B502.1.6.3.2 •An AVC ID that lists Professor Emeritus status,
- B502.1.6.3.3 •A business card which indicates status as an emeritus faculty member at Antelope Valley College,
- B502.1.6.3.4 •Courtesy campus parking with a faculty sticker,
- B502.1.6.3.5 •Access and use of AVC Library print collection
- B502.1.6.3.6 •An invitation to participate in AVC public ceremonies.

## B503.0 Appeals

- B503.1.1 A petition to appeal the Academic Ranking denial shall be submitted to the Executive Committee.
  - B503.1.1.1 When received, the Executive Committee shall notify the Senate of the appeal as an information item.
  - B503.1.1.2 The petition must identify the specific reasons for the appeal, as well as the relief sought.
- B503.1.2 The Executive Committee shall convene a hearing within two weeks of receiving the petition to examine the nature of the appeal and hear any evidence in support of the appeal.
  - B503.1.2.1 The hearing shall be closed to all except the Executive Committee, the petitioner and those who have been called to proffer evidence.
  - B503.1.2.2 Those giving evidence shall only be allowed at the hearing during their testimony.
- B503.1.3 Within two weeks of the hearing, the Executive Committee shall make a determination regarding the appeal, and announce their decision to the Senate at the next regular meeting after the decision.
  - B503.1.3.1 Should the Executive Committee be unable to come to a determination, e.g. are deadlocked, then the appeal shall be denied.
- B503.1.4 The decision is final and there can be no further appeal regarding the decision.

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

To: Academic Senate  
From: Dr. Darcy Wiewall, AP&P Cochair  
Date: September 29, 2015  
Subject: AP&P Committee Recommendations for Academic Senate Approval

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The following courses were reviewed and approved by the Academic Policies and Procedures (AP&P) Committee:

**Course Deactivations Approved by AP&P on September 10, 2015:**

1. PHTC 250, Advanced Color Photography

**New Course Approved by AP&P on September 24, 2015:**

1. ENGL 115, Introduction to Technical Communication  
**Course Requisite:** Completion of ENGL 101 or ENGL 101SL.  
**Course Description:** An advanced composition course that gives students instruction and practice in skills particular to writing in technical and professional fields. Students will develop their awareness of audience and audience-specific language use. They will become familiar with forms specific to technical environments, such as report writing, process analysis, charts, graphs, other presentations of numerical data, instruction manuals, and data analysis. Students will learn to analyze important details about technical writing situations and to write according to the results of their analysis. Students will learn to write in working groups. (CSU, AVC)

**Course Revisions Approved by AP&P on September 24, 2015:**

1. AJ 205, Criminal Investigation
2. BIOL 101, General Biology – removed laboratory content
3. BIOL 101L, General Biology Lab – course encompasses all laboratory content previously included in the lecture
4. CA 132, Oracle SQL Database Management
5. CA 153, Windows Installation and System Support
6. CA 175, Administering Windows Server
7. CFE 211, Health, Safety and Nutrition for the Young Child
8. DRFT 150, Intermediate 2-D AutoCAD
9. ELTE 101, Survey of Electronics
10. ELTE 110, Electronic Mathematics
11. ELTE 252, Introduction to Avionics
12. ELTE 254, Radio Telephone License
13. MOA 102, Advanced Medical Terminology
14. MUS 105, World Music (Online Only) – created new online course
15. RADT 101, Introduction to Radiologic Technology

## Accreditation Update

Tina Leisner McDermott, M.A.

Instructor, Communication Studies

Accreditation Coordinator

Antelope Valley College

(661)722-6300 x6144

October 1, 2015 – Academic Senate

Tina McDermott

Accreditation Report

1. Urgency of accreditation – final stretch
  - a. Aiming for April to have final version ready for review and publication finishing touches
  - b. All Hands on Deck meeting October 2, 2015
  - c. Teams will be setting up writing group meetings to continue to edit and revise the report.
  - d. Importance of resolving outstanding issues regarding meeting standards.
  
2. What's new
  - a. Formed a DE sub-committee to address DE issues throughout all standards. Members are Dr. Parnell, Ed Beyer, John Toth, Cathy Overdorf, Lucia Pozo, Deborah Sullivan-Ford, Scott Lee, and Perry Jehlicka. 4 meetings upcoming
  - b. Ken Shafer stepped down as Team 3 leader – need someone new now.
  
3. Quality Focus Essay
  - a. Exploring ideas, need campus input as we go along

August 26, 2015

Dear Academic Senate Executive Committee:

I would like to submit my name for consideration for the Faculty Professional Development chair position. Since the opening is to complete Dr. Irit Gat's term, I feel I am the best candidate as I have seven years' experience as chair of the FPD committee and training for the position would be unnecessary.

As a previous chair, I am familiar with the requirements of the position as well as knowledgeable in the professional development requirements regarding Title 5, the State Chancellor's Office, and the AVC Faculty Contract. In addition to my years as chair, I was a committee member for six years. Combined, my experience has allowed me to understand the intent, the history, and the reality of professional development.

Finally, there is my belief in the benefits of professional development. I am passionate about creating a strong program that is diverse and interesting for faculty, that supports, encourages, and informs us. Professional development allows us to grow professionally, and it ultimately results in teaching excellence at AVC.

Thank you for your consideration.

Sincerely,

Kathryn Mitchell  
Language Arts



|                                      | MINUTES | 6a Bylaws Article V | 6b Proposed Bylaws A | 9b1 College Hearin Panel | 9b2 FPD Chair | 9b3Tenure Review | 9c1Academic Ranking |
|--------------------------------------|---------|---------------------|----------------------|--------------------------|---------------|------------------|---------------------|
| <b>Motion:</b>                       |         |                     |                      |                          |               |                  |                     |
| <b>2nd:</b>                          |         |                     |                      |                          |               |                  |                     |
| <b>Individual/Proxy</b>              |         |                     |                      |                          |               |                  |                     |
| Dr. Ed Beyer                         |         |                     |                      |                          |               |                  |                     |
| Susan Snyder                         |         |                     |                      |                          |               |                  |                     |
| Elizabeth Sundberg/Bonnie Curry      |         |                     |                      |                          |               |                  |                     |
| Jack Halliday                        |         |                     |                      |                          |               |                  |                     |
| Diane Flores-Kagan/Magdalena Caproiu |         |                     |                      |                          |               |                  |                     |
| Dr. Liette Bohler/Kathryn Mitchell   |         |                     |                      |                          |               |                  |                     |
| Karen Lubick/Harish Rao              |         |                     |                      |                          |               |                  |                     |
| Carolyn Burrell                      |         |                     |                      |                          |               |                  |                     |
| Dr. Zia Nisani/Mike Pesses           |         |                     |                      |                          |               |                  |                     |
| Dezdemonna Ginosian/Genie Trow       |         |                     |                      |                          |               |                  |                     |
| Dr. Jessica Harper/Jason Bowen       |         |                     |                      |                          |               |                  |                     |
| Dr. Glenn Haller                     |         |                     |                      |                          |               |                  |                     |
| Terry Rezek                          |         |                     |                      |                          |               |                  |                     |
| Jonet Leighton/Lisa Karlstein        |         |                     |                      |                          |               |                  |                     |
| Cathy Overdorf/Matthew Jaffe         |         |                     |                      |                          |               |                  |                     |
| Dr. Ken Shafer                       |         |                     |                      |                          |               |                  |                     |
| Rosa Fuller/Dr. Lee Grishman         |         |                     |                      |                          |               |                  |                     |
| Susan Knapp/Carol Eastin             |         |                     |                      |                          |               |                  |                     |
| Lisa Vath                            |         |                     |                      |                          |               |                  |                     |
| Larry Veres                          |         |                     |                      |                          |               |                  |                     |
| Maranatha Javines                    |         |                     |                      |                          |               |                  |                     |