



**ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING
AGENDA**

**February 21, 2013
3:00 p.m. – 4:30 p.m.
SSV 151**

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

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

3. OPEN COMMENTS FROM THE PUBLIC

4. APPROVAL OF MINUTES

- a. February 7, 2013 Senate Meeting (attachment)

5. REPORTS (5 minutes maximum)

- a. Program Review Report – Carol Eastin
b. Legislative Report – Dr. Glenn Haller
c. Accreditation Report – Tina McDermott

6. ACTION ITEMS

7. DISCUSSION ITEMS

- a. Gmail Conversion - Richard Shaw
b. Student Success Committee Report - LaDonna Tremble

8. SENATE ADMINISTRATIVE BUSINESS

a. Appointments

- Academic Ranking
Jeff Stephens – Associate Professor

b. Minimum Qualification and Equivalency Review

- Psychology

c. Announcements

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

9. ADJOURNMENT

NON-DISCRIMINATION POLICY

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 Mr. Maria Clinton, Academic Senate President, at (661) 722-6306 (weekdays between the hours of 8:00 a.m. and 4:30 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.



ANTELOPE VALLEY COLLEGE
ACADEMIC SENATE MEETING
MINUTES

February 21, 2013
3:00 p.m. – 4:30 p.m.
SSV 151

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

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

Ms. Maria Clinton, Academic Senate President, called the February 21, 2013 Academic Senate meeting to order at 3:01 p.m.

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

- Ms. Clinton welcomed Senators to the meeting, and discussed the Faculty Professional Development (FPD) Chair position, that becomes vacant at the end of the Spring 2013 semester. Ms. Kathryn Mitchell, the current Chair, has held this seat for seven (7) consecutive years. The initial call for a new Faculty Professional Development Chair was made on January 18, 2013, and the second call was made on January 28, 2013. The deadline to submit a letter of interest was February 1, 2013.

Ms. Clinton reported that Dr. Irit Gat is the only candidate to come forward to fill the FPD Chair position. The new Chair will shadow Ms. Kathryn Mitchell, through the spring and summer of 2013. In order to hasten the shadowing opportunity for Dr. Gat, Ms. Clinton asked Senators to consider adding the Chair approval as a Discussion *and* Action item on the agenda for the March 7, 2013 Academic Senate meeting. Ms. Clinton stated that Ms. Nancy Masters, Senate Coordinator, will distribute an email polling members for their opinion on whether or not to make the item both Discussion *and* Action.

3. **OPEN COMMENTS FROM THE PUBLIC**

- Dr. Zia Nisani discussed a meeting that was held last Friday, January 15, 2013, in which Pasadena Community College, Glendale Community College and Antelope Valley College met for an initial meeting of the Southern California Undergraduate Research Consortium (SCURC). This concept is a beginning trend of new organizations nationwide. The concept is to develop an undergraduate research program, with opportunities for faculty to make presentations and earn credit.

4. **APPROVAL OF MINUTES**

a. **February 7, 2013 Senate Meeting**

Ms. Maria Clinton distributed draft minutes from the February 7, 2013 meeting. Because the minutes were not completed in a timely manner with accurate time for review, they will be agendaized for approval at the February 28, 2013 Academic Senate meeting.

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

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

Ms. Carol Eastin, Program Review Coordinator gave the following Program Review February 2013 report:

2012 Annual Update Reports

Reports need to be finalized by Thursday, February 28, 2013.

2012 Comprehensive Reports

Complete

Office of the Superintendent/President

Report Submitted, In Peer Review

Auxiliary Services – Bookstore and Cafe

Business Services

Institutional Advancement and Foundation

Veterans Affairs

Approved: March 7, 2013 Senate Meeting

Report Not Submitted
CalWORKs
Office for Students with Disabilities

2013 Reports – due October 31

Being preparing now (e.g. conduct stakeholder surveys, evaluate impact of changes, review 2012 reports and address issues). The reports written in 2013 will build on the 2012 reports.

Comprehensive

Business, Computer Studies and Economic Development
EOPS (Extended Opportunity Programs and Services)
Health Sciences
Human Resources
Social and Behavioral Sciences
Student Development and Services
STAR (Student Transition and Retention)
Technical Education

Annual Update

Programs not writing comprehensive reports in 2013 will write annual update reports.

b. Legislative Report – Dr. Glenn Haller

None.

c. Accreditation Report – Tina McDermott

Item tabled.

6. ACTION ITEMS

None.

7. DISCUSSION ITEMS

a. Gmail Conversion - Richard Shaw

Mr. Richard Shaw, the new Director of Information Technology Services / Chief Information Officer (ITS/CIO), addressed Senators to discuss the progress of migration to Gmail. The deadline for an opt-in migration is March 4, 2013, and at this time 60% of faculty and 50% of students have completed the conversion. Employees who have not opted-in by the March 4, 2013 deadline will automatically be migrated. Their files will not be transferred. Mr. Shaw stated employees will need to go through the Go portal and work through process, or archive the files.

Mr. Shaw reported that IT is wrapping up the email portion of the project, and have started planning for the rollout of Google Docs and Google Drive. Google Drive is now being utilized by test groups to see how to best administer it. Mr. Shaw explained the concept of the cloud – a block of storage that synchronizes to your local computer. Documents can be accessed from different places – you can save and have the most recent version at home; no thumb drives.

Ms. Maria Clinton asked how secure the information is. Mr. Shaw explained that in six weeks everything will move to a server outside our control. Per contract, Google agrees they will not stream advertising to the Gmail web page interface. There are the same credentials for Google Docs and Google Drive. Larry Veres asked if employees can maintain their email address once they are separated from Antelope Valley College. Mr. Shaw stated the email address will remain with employees after they separate. Folders will not transfer. Mr. Shaw reported benefits of the new integrated help desk.

Members discussed the problem of safe emails being misfiled in the Spam folder. Ms. Kathy Moore shared that she instructs students to check their spam folder daily, and move mail to inbox or delete, adding appropriate senders to the safe list. Dr. Zia Nisani requested that Mr. Shaw send an email to all employees, with direction regarding spam and the spam folder. Mr. Shaw said he would consider it.

Approved: March 7, 2013 Senate Meeting

Ms. MaryAnne Holcomb addressed the nuisance of numerous sign in requirements within myAVC. Mr. Shaw said he is aware of the issue, and ITS is working toward an inclusive Single-SignOn structure. Mr. Shaw explained that anything with an AVC email address, a group in the portal thru group or course studio, will likely be continued to be managed thru our portal's group and course studio services. Google+ and Google Drive offer many of the same services and over time could become a successor. No date has been set as yet for final discontinuance of the portal's Group or Course Studio services. Ms. Moore requested that Mr. Shaw send what needs to be communicated thru blast email.

Mr. Ken Shafer asked about transferring folders. Mr. Shaw explained the process as follows: Saving your folders to your local hard drive, then migrate the account. Once the account has been migrated, drag and drop your folders back up to the new account. He directed anyone with issues to contact the ITS's Help Desk for assistance.

Dr. Susan Lowry stated that Thunderbird is going away – no longer supported here. Mr. Shaw stated that Mozilla Foundation is what supports Thunderbird, and it will be supported here.

Ms. Clinton advised the Senators to go back to their divisions and tell them to convert to Gmail. Ms. Clinton requested that Mr. Shaw notify faculty/staff directly, as the announcement will generate significant calls.

Mr. Shaw announced the addition of a new staff member, Sherry Padilla, on the help desk from 1:00 p.m. – 8:00 p.m. He said Ms. Padilla is also the night secretary and is doing a terrific job. Ms. Padilla can be reached at spadilla5@avc.edu.

Ms. MaryAnne Holcomb asked if AVC is getting wireless internet. Mr. Shaw reported the plan developed by the consulting firm Vantage was over-engineered, and ITS is in the process of revising and right-sizing the design. Mr. Shaw will be pursuing funding with Administration for a 3-year phased deployment, and will bring a revised plan and seek input on prioritization of deployment to areas to the Technology Committee in the near future.

8. SENATE ADMINISTRATIVE BUSINESS

a. Appointments

- Academic Ranking

Jeff Stephens – Associate Professor

A motion was made and seconded to approve the academic ranking request of Associate Professor Mr. Jeff Stephens. Motion carried.

b. Minimum Qualification and Equivalency Review

- Psychology

Dr. Irit Gat

A motion was made and seconded to approve the Minimum Qualification and Equivalency Review request for Psychology. Motion carried with one (1) abstention.

c. Announcements

- Vocational Education Leadership Institute – March 20-22, 2013, Oakland Marriott
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9. ADJOURNMENT

A motion was made and seconded to adjourn the February 21, 2013 Academic Senate meeting at 3:31 p.m. Motion carried.

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

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