

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Jeffrie Ahmad Lisa Karlstein Deborah Sullivan-Ford
Jennifer Corona Scott Lee Mary Rose Toll
Karen Cowell Cynthia Lehman LaDonna Trimble
Luis Echeverria Cynthia Littlefield Les Uhazy
Tooraj Gordi Mark McGovern Denise Walker
Lee Grishman Joe Owens Darcy Wiewall
Maranatha Javines

Technical Review Committee – Jeffrie Ahmad, Scott Lee, Denise Walker, and Darcy Wiewall

FROM: Ms. Linda Harmon / Dr. Bonnie Suderman

DATE: April 21, 2015

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, April 23, 2015, BE 323 (Computer Lab), 3:00-5:30pm

**2014-2015
Academic Policies & Procedures Committee Meeting No. 10
AGENDA**

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

3. APPROVAL OF MINUTES

- a. March 26, 2015 Minutes

4. INFORMATIONAL ITEMS

- a. 2015-16 AP&P Deadline – Courses and Programs need to be approved by 12/11/2015 for Fall 2016 inclusion
- CORs due 2014-2015 academic year – List at the end of the agenda
 - CORs due 2015-2016 academic year – List at the end of the agenda
 - TMC Degrees that may need to be developed and brought to AP&P – List at the end of the agenda
 - C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda
- b. CurricUNET Workshop Schedule
- Wednesday, April 22, 2015 from 1:00-2:30pm in BE 323
 - Thursday, April 23, 2015 from 2:00-3:00pm in BE 323
 - Monday, April 27, 2015 from 10:00-12:00pm in APL 204B
 - Wednesday, April 29, 2015 from 1:00-2:30pm in BE 323
 - Thursday, April 30, 2015 from 1:00-3:00pm in BE 323
 - Monday, May 4, 2015 from 10:00-12:00pm in APL 204B
 - Wednesday, May 6, 2015 from 1:00-2:30pm in BE 323
 - Thursday, May 7, 2015 from 2:00-3:00pm in APL 204B
 - Wednesday, May 13, 2015 from 1:00-2:30pm in BE 323
 - Thursday, May 14, 2015 from 2:00-3:00pm in BE 323
 - Wednesday, May 20, 2015 from 1:00-2:30pm in BE 323
 - Thursday, May 21, 2015 from 2:00-3:00pm in BE 323
 - Wednesday, May 27, 2015 from 1:00-2:30pm in BE 323
 - Thursday, May 28, 2015 from 2:00-3:00pm in BE 323

c. CSUGE/IGETC Course Designation – Dr. Lee Grishman

- IGETC
 1. AJ 204 – Area 4J
 2. GEOG 110 – Area 4E
 3. MATH 128 – Area 2A
 4. PSY 200 – Area 4I
 5. SOC 116 – Area 4J
 6. SPAN 110SS – Area 6A
 7. SPAN 210SS – Area 6A
 8. SPAN 220SS – Area 3B and Area 6A
- UC Transferable
 1. MATH 128
 2. SPAN 220SS
 3. THA 121A
 4. THA 121B
- CSU/GE
 1. AJ 210 – Area D10
 2. AJ 204 – Area D10
 3. ART 136 – Area C1
 4. CFE 211 – Area D7
 5. GEOG 110 – Area D5
 6. HD 102 – Area E
 7. KIN 100 – Area E
 8. MATH 128 – Area B4
 9. PSY 200 – Area D9
 10. SOC 116 – Area D4
 11. SOC 116 – Area D7
 12. SOC 116 – Area D10
 13. SPAN 110SS – Area C2
 14. SPAN 210SS – Area C2
 15. SPAN 220SS – Area C2
 16. THA 115B – Area C1
 17. THA 116B – Area C1
 18. THA 117B – Area C1
 19. THA 118B – Area C1
 20. THA 121B – Area C1
- CSU Transferable
 1. FTEC 111
 2. FTEC 112
 3. FTEC 113
 4. FTEC 114
 5. FTEC 117
 6. MATH 105
 7. MATH 128
 8. NS 200A
 9. SPAN 220SS
 10. THA 115A
 11. THA 116A
 12. THA 117A
 13. THA 118A
 14. THA 121A

5. REPORT ITEM

- a. Incomplete Grading Policy

6. DISCUSSION ITEM

- a. AP 4231 - Grade Changes
b. AP 5530 - Student Rights and Grievances

7. ACTION ITEM

a. Incomplete Grading Policy

b. First Reading: Substantial Course Revision (COR Complete / SLO Complete)

- i. ESL 058, ESL Reading and Writing 5
 - Addition of a prerequisite: Completion of ESL 048
- ii. ESL 018, ESL Reading and Writing 1
 - Course changing to noncredit and adding repeatability
- iii. ESL 019, ESL Skills Building 1
 - Course changing to noncredit and adding repeatability
- iv. ESL 020, ESL Vocabulary and Pronunciation 2
 - Course changing to noncredit and adding repeatability
- v. ESL 023, ESL Grammar 2
 - Course changing to noncredit and adding repeatability
- vi. ESL 028, ESL Reading and Writing 2
 - Course changing to noncredit and adding repeatability
- vii. ESL 030, ESL Vocabulary and Pronunciation 3
 - Course changing to noncredit and adding repeatability
- viii. ESL 033, ESL Grammar 3
 - Course changing to noncredit and adding repeatability
- ix. ESL 038, ESL Reading and Writing 3
 - Course changing to noncredit and adding repeatability
- x. ESL 040, ESL Vocabulary and Pronunciation 4
 - Course changing to noncredit and adding repeatability
- xi. ESL 043, ESL Grammar 4
 - Course changing to noncredit and adding repeatability
- xii. ESL 048, ESL Reading and Writing 4
 - Course changing to noncredit and adding repeatability

c. Second Reading: New Course Development (COR Complete / SLO Complete)

- i. ESL 050P, ESL Vocabulary and Pronunciation 5
 - Addition of a prerequisite: Completion of ESL 040
- ii. ESL 053, ESL Grammar 5
 - Addition of a prerequisite: Completion of ESL 043

- d. **Second Reading: Substantial Course Revision (COR Complete / SLO Complete)**
 - i. WELD 212, Performance Welding-Arc Welding Processes
 - Units changed from 2 to 4, hours lecture changed from 1 to 2, hours lab changed from 3 to 6
- e. **Corporate Community Services: New Course Developments**
 - i. Jump Start Your Real Estate Career – How to Make Money in Real Estate – Rob Talbot
 - ii. Introduction to Hindi – Neena Suri

8. INFORMATIONAL ITEM

a. Course Deactivations

- i. GER 203, Intermediate German 3
- ii. MATH 080, Plane Geometry
- iii. MATH 080C, Plane Geometry Unit 1
- iv. MATH 080D, Plane Geometry Unit 2
- v. MATH 080E, Plane Geometry Unit 3
- vi. MATH 080F, Plane Geometry Unit 4
- vii. MATH 130, College Algebra
- viii. MATH 130C, College Algebra Unit 1
- ix. MATH 130D, College Algebra Unit 2
- x. MATH 130E, College Algebra Unit 3
- xi. MATH 130F, College Algebra Unit 4
- xii. MATH 135C, Plane Trigonometry Unit 1
- xiii. MATH 135D, Plane Trigonometry Unit 2
- xiv. MATH 135E, Plane Trigonometry Unit 3
- xv. MATH 140C, Precalculus Unit 1
- xvi. MATH 140D, Precalculus Unit 2
- xvii. MATH 140E, Precalculus Unit 3
- xviii. MATH 140F, Precalculus Unit 4
- xix. MATH 140G, Precalculus Unit 5

b. SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P

Area of Study	CCCCO Template	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences	X				Not developing
2. Agriculture Business	X				Not developing
3. Agriculture Plant Sciences	Available 2/1/2015				
4. Biology	Available 2/1/2015				In Progress; awaiting PHYS 110 and PHYS 120 COR revision to drop units
5. Chemistry					
6. Child and Adolescent Development	Available 2/1/2015				
7. Computer Science	X				Can develop but units are too high; In Progress; awaiting PHYS 110 and PHYS 120 COR revision to drop units
8. Elementary Teacher Education	X				Cannot develop, no full-time faculty in area
9. Film, Television and Electronic Media	Available 2/1/2015				Cannot develop, no full-time faculty in area
10. Journalism	X				Cannot develop, no full-time faculty in area
11. Nutrition and Dietetics					

c. AA-T/AS-T Degrees Submitted for CCCCCO Review and Approval

- 12. Economics
- 13. Spanish

d. AA-T/AS-T Degrees CCCCCO Reviewed and Approved

- 14. Theatre Arts

e. C-ID REPORT FOR TMC's

COURSE	C-ID DESC.	STATUS	EXPIRES	ADT	STATUS
AJ 101	AJ 110	NOT APPROVED		Administration of Justice	
AJ 102	AJ 120	CONDITIONAL	6/9/2015	Administration of Justice	
AJ 210	AJ 160	CONDITIONAL	6/9/2015	Administration of Justice	
ANTH 102	ANTH 120	CONDITIONAL	4/6/2016	Anthropology Communication Studies Art History Geography Political Science	
ART 101	ARTH 110	NOT APPROVED		Studio Arts Art History	
ART 104	ARTH 150	NOT APPROVED		Studio Arts Art History	
ART 216	ARTS 200	CONDITIONAL	3/6/2016		
BIOL 201	BIOL 110B	CONDITIONAL	10/18/2015	Anthropology Kinesiology	
BIOL 202	BIOL 120B	CONDITIONAL	9/27/2015	Kinesiology	
BUS 201	BUS 125	CONDITIONAL	3/10/2016		
CA 103	BUS 140	NOT APPROVED			
CFE 101	ECE 120	CONDITIONAL	11/16/2015	Early Childhood Ed	
CFE 116	ECE 230	CONDITIONAL	4/29/2015	Early Childhood Ed	
CFE 211	ECE 220	CONDITIONAL	4/29/2015	Early Childhood Ed	
CHEM 110	CHEM 110	NOT APPROVED		Kinesiology Geology	
ERSC 101	GEOL 121	NOT APPROVED			
JOUR 123	JOUR 210	NOT APPROVED			
MATH 130	MATH 150	CONDITIONAL	8/4/2015		Replaced with MATH 128
MUS 101	MUS 100	CONDITIONAL	1/20/2016		
PHYS 101 PHYS 102	PHYS 100S	NOT APPROVED			
PHYS 101	PHYS 105	NOT APPROVED		Kinesiology	
PHYS 102	PHYS 110	NOT APPROVED			
SOC 200	SOCI 120	NOT APPROVED		Sociology	

f. 2014-2015 Course by Division that need to be revised and submitted to AP&P

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
D1	CA 221	Yes		Cannot schedule 15-16	Submitted
D2	MATH 130	Yes		Cannot schedule 15-16	Agenda
D3	JOUR 123	Yes		Cannot schedule 15-16	Submitted
D4	AJ 201	Yes		Cannot schedule 15-16	Submitted
D4	AJ 800			Cannot schedule 15-16	Deactivation Submitted
D4	AJ 810			Cannot schedule 15-16	Deactivation Submitted
D4	HIST 112	Yes		Cannot schedule 15-16	Submitted (Pending Faculty)
D5	KIN 210	Yes		Cannot schedule 15-16	Submitted (Pending Faculty)
D5	PHOT 250	Yes		Cannot schedule 15-16	

g. 2015-2016 Course by Division that need to be revised and submitted to AP&P

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
D1	ACCT 131			Cannot schedule 16-17	
D1	CA 132			Cannot schedule 16-17	
D1	CA 153			Cannot schedule 16-17	Submitted

D1	CA 175			Cannot schedule 16-17	
D1	DRFT 125			Cannot schedule 16-17	
D1	DRFT 150			Cannot schedule 16-17	
D1	DRFT 230			Cannot schedule 16-17	
D1	ELTE 101			Cannot schedule 16-17	
D1	ELTE 110			Cannot schedule 16-17	
D1	ELTE 252			Cannot schedule 16-17	
D1	ELTE 254			Cannot schedule 16-17	
D1	ENGR 115			Cannot schedule 16-17	
D1	MGT 105			Cannot schedule 16-17	
D1	MGT 115			Cannot schedule 16-17	
D1	MGT 212			Cannot schedule 16-17	
D1	MKTG 121			Cannot schedule 16-17	
D1	MOA 102			Cannot schedule 16-17	
D1	MOA 110			Cannot schedule 16-17	
D1	MOA 111			Cannot schedule 16-17	
D1	OT 103			Cannot schedule 16-17	
D1	OT 121			Cannot schedule 16-17	
D1	OT 150			Cannot schedule 16-17	
D1	OT 152			Cannot schedule 16-17	
D1	OT 205			Cannot schedule 16-17	
D1	OT 207			Cannot schedule 16-17	
D1	RADT 101			Cannot schedule 16-17	
D1	RADT 102			Cannot schedule 16-17	
D1	RADT 104			Cannot schedule 16-17	
D1	RADT 108			Cannot schedule 16-17	
D1	RADT 109			Cannot schedule 16-17	
D1	RADT 203			Cannot schedule 16-17	
D1	RADT 204			Cannot schedule 16-17	
D1	RADT 208			Cannot schedule 16-17	
D1	RADT 210			Cannot schedule 16-17	
D1	WELD 230			Cannot schedule 16-17	
D1	WELD 240			Cannot schedule 16-17	
D1	WELD 260			Cannot schedule 16-17	
D2	AGRI 102			Cannot schedule 16-17	
D2	AGRI 112			Cannot schedule 16-17	
D2	AGRI 130			Cannot schedule 16-17	
D2	AGRI 132			Cannot schedule 16-17	
D2	AGRI 153			Cannot schedule 16-17	
D2	AGRI 155			Cannot schedule 16-17	
D2	AGRI 210			Cannot schedule 16-17	
D2	AGRI 212			Cannot schedule 16-17	
D2	AGRI 220			Cannot schedule 16-17	
D2	AGRI 250			Cannot schedule 16-17	
D2	BIOL 103	Yes		Cannot schedule 16-17	
D2	BIOL 170			Cannot schedule 16-17	
D2	BIOL 202	Yes		Cannot schedule 16-17	Submitted
D2	CHEM 210	Yes		Cannot schedule 16-17	
D2	MATH 020			Cannot schedule 16-17	
D2	MATH 021			Cannot schedule 16-17	
D2	MATH 120			Cannot schedule 16-17	
D2	PHYS 211	Yes		Cannot schedule 16-17	
D3	COMM 214			Cannot schedule 16-17	

D4	AJ 205			Cannot schedule 16-17	Submitted
D4	ED 140			Cannot schedule 16-17	
D4	ED 145			Cannot schedule 16-17	
D5	ART 113	Yes		Cannot schedule 16-17	
D5	ART 116			Cannot schedule 16-17	
D5	ART 132	Yes		Cannot schedule 16-17	
D5	ART 213	Yes		Cannot schedule 16-17	
D5	ART 216	Yes		Cannot schedule 16-17	Submitted
D5	ART 223	Yes		Cannot schedule 16-17	
D5	ART 223L	Yes		Cannot schedule 16-17	
D5	ART 225	Yes		Cannot schedule 16-17	
D5	ART 225L	Yes		Cannot schedule 16-17	
D5	ART 298			Cannot schedule 16-17	
D5	DM 105			Cannot schedule 16-17	
D5	DM 110			Cannot schedule 16-17	
D5	DM 112			Cannot schedule 16-17	
D5	HE 120			Cannot schedule 16-17	
D5	KIN 106			Cannot schedule 16-17	
D5	KIN 107			Cannot schedule 16-17	
D5	KIN 129	Yes		Cannot schedule 16-17	
D5	KIN 139			Cannot schedule 16-17	
D5	KIN 156			Cannot schedule 16-17	
D5	KIN 161			Cannot schedule 16-17	
D5	KIN 162			Cannot schedule 16-17	
D5	KIN 237			Cannot schedule 16-17	
D5	REC 101			Cannot schedule 16-17	
D5	REC 102			Cannot schedule 16-17	

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 Dr. Edward Beyer, Academic Senate President, at (661) 622-6306 (weekdays between the hours of 8:00 a.m. and 5:00 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 Affairs Office
COMMUNITY SERVICE OFFERING

Course No. PFBS.1415-001
Course Title: Jump Start Your Real Estate Career - How to Make Money in Real Estate

Instructor (print): Debra Mitchell-Adams

Division Faculty Review

Maaylene Holcomb
Faculty Review Signature

Business
Discipline

2/20/2015
Date

Approved Denied

Reason _____

[Signature]
Faculty Review Signature

Real Estate/Business
Discipline

3/03/2015
Date

Approved Denied

Reason _____

[Signature]
Faculty Review Signature

Business/Eng & Comp Sci
Discipline

3/10/2015
Date

Approved Denied

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

[Signature]
AP&P Representative Signature

3/10/2015
Date

Approved Denied

Reason _____

Karen W. Cowell
Division Dean Signature

2/24/15
Date

Approved Denied

Reason _____

[Signature]
C&CS Division Dean Signature

3.3.15
Date

Approved Denied

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PFBS.1415-001

TITLE: Jump Start Your Real Estate Career - How to Make Money in Real Estate

INSTRUCTOR: Debra Mitchell-Adams

HOURS: 8

NUMBER OF MEETINGS: 4

ENROLLMENT FEE: \$65

MATERIALS/SUPPLIES FEE: \$50

Text / CDs / DVDs / Handouts

Materials provided for review: Y N

ENROLLMENT EXPECTED: 10 / 20

DESCRIPTION OF OFFERING: Target audience: Geared toward licensed and newly licensed Real Estate agents, those who have completed real estate Practices course, and those with an interest in a career in real estate.

Recommended advisories/pre-requisites/instructor approval: None

Course description: There are countless institutions that teach Real Estate Practices in the state of California, however unless a new licensee spends hours taking courses when they sign up for a new company they spend most of their first year lost and confused about how to best invest their time and money to get their businesses off the ground! This course will JUMP START both the new licensee and someone aspiring to change careers and get into the business of selling real estate and veteran agents who need a jump-start. The course includes: the nuts and bolts of getting your business up and running quickly; trade secrets of building a consistent and lasting business; how to invest time and money when first getting started; social media and branding; networking and building relationships; and the best technologies available for real estate in the present and future.

INSTRUCTOR BIOGRAPHY: Debra Mitchell-Adams has been in the real estate profession for over 10 years; starting her own company, Monumental Realty & Lending, in 2005. In 2009 she joined Keller Williams as a Broker Associate. Debra is also a singer/songwriter who was signed as a recording artist to Island Records and Warner Bros. Records in the 1990's. Debra now works as a songwriter and session singer, and writes for platinum-selling recording artists. She currently lives in Quartz Hill with her husband and two dogs. Debra loves serving her community as a Realtor and living her purpose, which is to write, sing and teach.

SPECIAL NEEDS:

Facilities: Class room
Audio/Video: Projector for PowerPoint
Other:
Need software installed:
ITS notified:

Date _____ Signature _____

ONLINE CLASS:

How offered? Independent study _____
Online instructor _____
Synchronous Only _____
Synchronous and Asynchronous _____
Number of required sessions _____
Hybrid _____
Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____ Open Y N

**ANTELOPE VALLEY COLLEGE
COMMUNITY SERVICES PROGRAM
Course Information Form**

Instructor Name or Contact Debra Mitchell-Adams	Organization Keller Williams AV	e-mail dmitchelladams@gmail.com
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Mailing Address 41345 43 rd Street West	City Lancaster	State CA	Zip Code 93536
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Phone Number 661-373-7292	Fax Number 661-464-3004	Cell Number 661-373-7292
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Course Number	Course Title Jump Start Your Real Estate Career – How to Make Money In Real Estate
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Number of Meetings 10 4	Total Hours 10 8	Course Fee \$65	Material Fee \$50	Class Size 20
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PROVIDE A DETAILED COURSE DESCRIPTION


Please attach a document that includes the items listed below.
If the course description is already on file, do not submit unless you are updating information.
1) Target Audience 2) Prerequisites 3) Detailed Course Outline 4) Text or Materials Required

FACILITY REQUIREMENTS – PLEASE CHECK TYPE AND INDICATE ROOM NUMBER IF KNOWN

(x)	Type of Facility	Bldg/Room	(X)	Type of Facility	Bldg/Room
	Allied Health Lab		x	Computer Lab	
	Arts & Crafts Lab			Large Multipurpose Room	
	Athletic Facility			Music Lab	
	Class Room			Special Layout	Diagram
	Class Room With Open Space				

FACILITY REQUIREMENTS – PLEASE CHECK ALL THAT APPLY AND GIVE SPECIFICS

(x)	Type of Equipment	Description or Specifications
x	Computer/Software	Computer laptop (not essential – I can bring my own)
x	Projector/Screen	Equipped to show PowerPoint Presentations
	Sound Equipment	
	Television/VCR	
	Other (Describe)	

Date: 9/3/14	Instructor or Contractor Signature: 
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**ANTELOPE VALLEY COLLEGE
COMMUNITY SERVICES PROGRAM**

Instructor Information Form

Instructor Name or Contact Debra Mitchell-Adams	Organization Keller Williams Realty	Cell phone # 661-373-7292	
Mailing Address 41345 43 rd Street West	City Lancaster	State CA	Zip Code 93536
Phone Number 661-373-7292	Fax Number 661-464-3004	E-mail dmitchelladams@gmail.com	

TYPE OF COMMUNITY SERVICES COURSES YOU WOULD LIKE TO INSTRUCT

Target Audience	Type of Courses
New Real Estate Agents	Real Estate Practices course. Geared toward instructing new agents or those interested in a career in real estate how to actually MAKE MONEY in their first year in real estate.
People who have completed real estate Practices course	
People with an interest in a career in real estate.	

RELATED EDUCATION

Institution	Degree, Certificate, or License
CA Bureau of Real Estate	Broker's License
Southern IL. University	Bachelor's Degree – Paralegal Studies

RELATED EXPERIENCE


Institution	Work Performed (Paid or Voluntary)
Keller Williams Realty	Broker Associate (5 years)
Monumental Realty	Broker Owner (5 years)

INSTRUCTIONAL REFERENCES – WITHIN PAST TWO YEARS

Institution	City/State	Contact Name	Phone Number
Keller Williams Realty	Palmdale CA	Rob Talbot	661-524-5151

9/3/2014

AV College	Lancaster CA	Elayne Davis	661-722-6300
GAVAR	Lancaster CA	Susan McGuire	661-726-9175

Date: 9/3/14	Instructor or Contractor Signature: 
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DEBRA MITCHELL-ADAMS

(661) 373-7292 ♦ dmitchelladams@gmail.com

Academic Credentials/Licensure/Certifications

UCLA Continuing Education – Technology Major
Bachelor of Science – Southern Illinois University
Broker – California Bureau of Real Estate
Department of Housing and Urban Development (HUD) Approved Broker

Affiliations/Public Service

- Member – California Commercial Alliance
- Member - Education/Technology Committee - GAVAR 2014
- Chair /Instructor - Real Estate Apps Committee for Android & Apple – GAVAR 2014
- Instructor - Keller Williams Realty AV – 2014 Property Radar
- Instructor - Keller Williams Realty AV – Realtor's Property Resource
- Agent Leadership Council 2012 – Keller Williams AV

Technology Proficiency

- Microsoft Office Professional (Word, Excel, Powerpoint, Outlook)
- iMovie, iPhoto, Adobe Illustrator, Avid Protools, Garageband
- Google Drive, Dropbox
- Mac, PC, iPad, iPhone, Android Phone & Tablets

Professional Writing

- Co-Author & Creator - "Real Estate Essentials – Real Estate Sales Training" - Workbook & DVD
- Featured Blogger, ActiveRain, WordPress, Realtor.com
- Author "Girlfriend, Fix Your Credit – A Guide to Your Financially Fabulous Future!"

Professional Experience

Keller Williams AV – Broker Associate

2009-Present

Monumental Realty & Lending – Broker Owner

2005-2009

- View properties; conduct market analysis and rental comparables in relation to purchase and sale of commercial and single family properties.
- Perform in-depth market studies and Broker's Price Opinions utilizing various Realtor tools such as, CMLS, Rapattoni MLS, Realtors Property Resource and Property Radar.
- Locate market rate comparables for listing presentations, offer negotiations and market analysis reports for lenders.
- Analyze economic factors affecting real estate values, such as, employment rates, average incomes, school rankings and crime levels.
- Draft, and negotiate real estate contracts including, vacant land, residential and commercial purchase, lease, and business referral agreements.
- Property management including, payment processing, document management, budgeting, forecasting and resident screening.
- Conduct agent education trainings on various topics including, utilizing technology in business, blogging and social media.
- Negotiate, problem-solve and coordinate complicated property sales including short sales and foreclosures.
- Collaborate with leadership and peers on various office and community related initiatives.
- Coordinate with escrow companies, lenders, home inspectors, and pest control operators to ensure the terms and conditions of purchase and/or finance agreements are met before closing dates.

Course Description
JUMP START YOUR REAL ESTATE CAREER!
How to Make Money in Real Estate

There are countless institutions that teach Real Estate Practices in the state of California, however unless a new licensee spends hours taking courses when they sign up for a new company they spend most of their first year lost and confused about how to best invest their time and money to get their businesses off the ground! This course will JUMP START both the new licensee and someone aspiring to change careers and get into the business of selling real estate and veteran agents who need a jump-start. I will teach the following:

- The nuts and bolts of getting up and running quickly;
- Trade secrets of building a consistent and lasting business;
- How to invest time and money when first getting started;
- Social media and branding;
- Networking and building relationships.
- Best technologies for real estate in the present and future.

Debra Mitchell-Adams

Biography

I have been in the real estate profession for over 10 years. I started with my own company, Monumental Realty & Lending in 2005. In 2009 I joined Keller Williams as a Broker Associate. I am also a singer/songwriter. In the 1990's I was signed as a recording artist to Island Records and to Warner Bros. Records. I now work as a songwriter and session singer and write for platinum- selling recording artists. I currently live in Quartz Hill with my husband Fred and my two doggies, Max and Marley. I love serving my community as a Realtor and living my purpose which is to write, sing and teach.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. PDPI.1415-001
Course Title: Introduction to Hindi

Instructor (print): Neena Suri

Division Faculty Review

[Signature]
Faculty Review Signature

3/9/15 World Languages 3/9/15
Discipline Date

Approved Denied

Reason _____

Faculty Review Signature

Discipline Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline Date

Approved _____ Denied _____

Reason _____

[Signature]
AP&P Representative Signature

3/25/15
Date

Approved Denied

Reason _____

[Signature]
Division Dean Signature

3/9/15
Date

Approved Denied

Reason _____

[Signature]
C&CS Division Dean Signature

3-24-15
Date

Approved Denied

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PDPL1415-001

TITLE: Introduction to Hindi – Part I

INSTRUCTOR: Neena Suri

HOURS: 36 total / 3 hr. class

NUMBER OF MEETINGS: 12

ENROLLMENT FEE: \$360

MATERIALS/SUPPLIES FEE:

Text / CDs / DVDs / Handouts

Materials provided for review: Y N

ENROLLMENT EXPECTED: 10 / 20

DESCRIPTION OF OFFERING: Target audience: Those interested in preserving or continuing cultural heritage and traditions through language; and for those traveling to or working in the South Asia Sub Continent.

Recommended advisories/pre-requisites/instructor approval: N/A

Course description: Hindi, or more precisely Modern standard Hindi, is a standardized and Sanskritised register of the Hindustani language. This course, Introduction to Hindi will teach students the key elements of this South Asian language. Throughout the course, students will also learn about the culture of India. Emphasis will be placed on the alphabet, phonics, and writing. Cultural videos will reinforce the material presented, as well as a discussion of media based influences.

INSTRUCTOR BIOGRAPHY: Neena Surri was born and raised in India. Having completed her Master's Degree in Organic Chemistry, she began to teach at the Convent School in India. The teaching opportunity stimulated her interest to become a teacher, and subsequently, she obtained her Bachelor's Degree in Education; teaching math and science for 6 years. Neena moved to the United States after 1981, and began to pursue a Master's Degree in Computer Science and Business at Texas Woman's University. She and her husband moved to the Antelope Valley in 1986. Teaching Hindi to children in the community began during the late 90s.

SPECIAL NEEDS:

Facilities: Class room – layout to be provided for room reservation

Audio/Video:

Other:

Need software installed:

ITS notified: _____
Date Signature

ONLINE CLASS:

How offered? Independent study _____
Online instructor _____
Synchronous Only _____
Synchronous and Asynchronous _____
Number of required sessions _____
Hybrid _____
Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____ Open Y N

**ANTELOPE VALLEY COLLEGE
COMMUNITY SERVICES PROGRAM
Course Information Form**

Instructor Name or Contact Mrs. Neena Suri	Organization Accel Plus Academy	e-mail accelplus@gmail.com
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Mailing Address 4641 West Ave. J5	City Lancaster	State CA	Zip Code 93536
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Phone Number 661.722.4714	Fax Number 661.722.4714	Cell Number 661.886.3711
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Course Number	Course Title Introduction to Hindi Part-1
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Number of Meetings 12	Total Hours 36	Course Fee \$ 360	Material Fee \$40	Class Size 10 / 20
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COURSE DESCRIPTION

Please attach a document that includes the items listed below.
If the course description is already on file, do not submit unless you are updating information.
1) Target Audience 2) Prerequisites 3) Detailed Course Outline 4) Text or Materials Required

FACILITY REQUIREMENTS – PLEASE CHECK TYPE AND INDICATE ROOM NUMBER IF KNOWN

(x)	Type of Facility	Bldg/Room	(X)	Type of Facility	Bldg/Room
	Allied Health Lab			Computer Lab	
	Arts & Crafts Lab			Large Multipurpose Room	
	Athletic Facility			Music Lab	
X	Class Room	Health and Science Building	X	Special Layout	Diagram
	Class Room With Open Space				

FACILITY REQUIREMENTS – PLEASE CHECK ALL THAT APPLY AND GIVE SPECIFICS

(x)	Type of Equipment	Description or Specifications
	Computer/Software	In Health Science Building everything is available.
	Projector/Screen	
	Sound Equipment	
	Television/VCR	
	Other (Describe)	

Date:	Instructor or Contractor Signature:
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10/22/2013

**ANTELOPE VALLEY COLLEGE
COMMUNITY SERVICES PROGRAM**

Instructor Information Form

Instructor Name or Contact Mrs. Neena Suri	Organization AVC	Cell phone # 661.886.3711
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Mailing Address 4641 West Ave. J5	City Lancaster	State CA	Zip Code 93536
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Phone Number 661.722.4714	Fax Number 661.722.4714	E-mail nsuri@avc.edu
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TYPE OF COMMUNITY SERVICES COURSES YOU WOULD LIKE TO INSTRUCT

Target Audience	Type of Courses
Language Major	Basic Hindi Language Part-1
Cultural connection	Basic Hindi Language Part-2
Business Purpose	

RELATED EDUCATION

Institution	Degree, Certificate, or License
Agra University India	B.Sc.
Agra University India	M.Sc.
Agra University India	B.Ed.
Texas Woman University	Completed six courses in Computer Sciences & three courses in Business under the Master program

RELATED EXPERIENCE

Institution	Work Performed (Paid or Voluntary)
G.P.M. School India	6 Year Teaching experience
Lancaster, Bal Vihar (Indian Community)	Taught Hindi Lanuage
Antelope Valley College	Teaching Chemistry and Math

Work Address
3041 West Ave K
Lancaster, CA 93536
(661) 722-6300
nsuri@avc.edu

Neena Suri

Permanent Address
4641 West Ave. J-5
Lancaster, CA 93536
(661) 722-4714
accelplus@gmail.com

EDUCATION

Bachelors of Science 1971

Agra University

- Successful completion of courses required for a Bachelor's degree in science.

Masters in Science 1973

Agra University

- Successful completion of courses required for a Masters' degree
- Emphasis in Organic Chemistry

Bachelor of Education 1974

Agra University

- Successful completion of courses.

Masters in Computer Science and Business

Texas Woman University

- Candidate
- Completed six courses in computer science and three courses in business administration
- Unable to complete due to relocation

WORK HISTORY

Adjunct Professor August 2002-Present

Antelope Valley College

- Adjunct professor in the Chemistry and Mathematics

Computer Lab Supervisor 1985-1986

Rockland Community College, Suffern, New York

Professor 1976-1982

Girish Prasad Memorial School

- Taught Science, Mathematics and Hindi

Professor July 1974 – August 1974

Convent School

- Taught chemistry courses to senior Cambridge students.

ACTIVITIES/INTEREST

Cooking, Sewing, Cultural Events, Gardening, Photography

REFERENCES

- Dr. Anil Kumar (Cardiologist) 661.940.8777
44215 15th St. Ste 215
Lancaster, CA 93541
- Dr. Les Uhazy 661.722.6417
3041 West Ave. K
Lancaster, CA 93536
- Dr. Jessica Harper 661.722.6434
3041 West Ave. K
Lancaster, CA 93536
- Dr. Magdalena Caproiu 661.722.6576
3041 west Ave. K
Lancaster, CA 93536

Neena's Biography

Born and raised in India, I completed my Masters' Degree in Organic Chemistry at the age of 20. Subsequently after, I began teach organic chemistry at the Convent School in India. After realizing that teaching is what I want to pursue a career in, I obtained a Bachelor of Education. I gained additional experience for 6 year by teaching math and science and Hindi at the Girish Prasad Memorial School. After getting married in 1981, I moved to the United States with my husband and began to pursue a Masters' Degree in Computer Science and Business at Texas Woman University. My husband's job at Edwards Air Force Base ultimately brought us to the Antelope Valley in 1986. I had my first child that year and put my career on hold for 16 years. However, I continued to teach my children at home and working volunteer at school. During the late 90s, I taught Hindi to children in the community through a small Bal-Vihar organization. During the fall semester of 2002, I resumed my career by teaching at the Antelope Valley College. Since then, I have taught Chemistry and Mathematics. I have been able to integrate my computer skills with teaching using the Educo platform for math and online components of GOB chemistry. In 2008, I opened up Accel Plus Academy where I continue to tutor students from elementary, middle, and high school in math and chemistry. Recently, I have begun to tutor students for SAT preparations. Based on my experiences, my passion for teaching is clearly noticeable.

Hindi, or more precisely Modern Standard Hindi, is a standardised and Sanskritised register of the Hindustani language. Hindustani is the native language of people living in Delhi, Haryana, Uttar Pradesh, Bihar, Jharkhand, Madhya Pradesh and parts of Rajasthan.[4] Hindi is one of the official languages of India.

Hindi is an Indo-Aryan language with about 487 million speakers. It is one of the official languages of India and is the main language used in the northern states of Rajasthan, Delhi, Haryana, Uttarakhand, Uttar Pradesh, Madhya Pradesh, Chhattisgarh, Himachal Pradesh, Jharkhand and Bihar, and is spoken in much of north and central India alongside other languages such as Punjabi, Gujarati, Marathi or Bengali. In other parts of India, as well as in Nepal, Bangladesh and Pakistan, Hindi is understood. In Fiji people of Indian origin speak Hindi, and in some areas the Fijian people also speak it.

Hindi is closely related to Urdu, the main language of Pakistan, which is written with the Arabic script, and linguists consider Standard Hindi and Standard Urdu to be different formal registers both derived from the Khari Boli dialect, which is also known as Hindustani. Apart from the difference in writing systems, the other main difference between Hindi and Urdu is that Hindi contains more vocabulary from Sanskrit, while Urdu contains more vocabulary from Persian. At an informal spoken level there are few significant differences between Urdu and Hindi and they could be considered varieties a single language.

Hindi first started to be used in writing during the 4th century AD. It was originally written with the Brahmi script but since the 11th century AD it has been written with the Devanāgarī alphabet. The first printed book in Hindi was John Gilchrist's Grammar of the Hindoostanee Language which was published in 1796.

Course Description

Target Audience:-

1. Communication majors
2. International relations majors
3. South Asian community members
4. Any community member with interest in this topic

Prerequisites:-

- 1 None

Detail Course Outline.

Introduction to Hindi will be a class designated to teach students key elements of this South Asian language. Throughout this course, students will also learn the culture of India through the use of language. Emphasis will be placed on alphabet, phonograph and writing. Material will periodically be reinforced by the use of cultural videos.

A small presentation will be optional at the end of the course so students can demonstrate their understanding of the material taught. Material learned in this class will be an asset to those wanting to travel to the South Asian subcontinent for work or for pleasure.

Course Contents

The course will focus on three areas:

1. Basics
 - a. Introducing consonants and vowels
 - b. Word pronunciation
 - c. Basic sentence structure
2. Reading
 - a. Read two syllabi word
 - b. Read three syllabi word
3. Media Based
 - a. Bollywood Movie/summary

Each of these areas will be categorized weekly based on topic once the alphabet has been taught.

AP 4231 Grade Changes

Reference:

Education Code Section 76224, 76232; Title 5, Section 55025

Changing Grades

~~The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors. The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.~~

~~In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be reviewed by a three faculty member peer review panel. The panel will consist of faculty who are outside the discipline area, examining methods of evaluations, making a determination on the correctness, good faith, and competency of the grade award by the instructor of the course, based on the Official Course of Record. If the panel determines that the process and criteria are fair and appropriate for the discipline and level of course, the grade stands. If the panel determines that the process and criteria were unfair and inappropriate for the discipline (instructor did not follow the Official Course of Record) then, the instructor will be asked to reevaluate the grade for all students enrolled in that term.~~

~~Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor.~~

~~In the case of discrimination, sexual harassment, or retaliation for a complaint about discrimination or sexual harassment, the student will be referred to the district's Compliance Officer. The Compliance Officer will investigate and make a determination whether discrimination, sexual harassment, or retaliation played a factor in the grade awarded. If so, the Compliance Officer will review the matter to the faculty peer review panel for a grade review.~~

~~In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be reviewed by the president. A final determination will be presented to the appropriate vice president. Student Request for Change of Grade~~

~~In all cases, the instructor who first awarded the grade will be given written notice of the change.~~

General Provisions

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In any course of instruction in a California Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student. The determination of the student's grade by the instructor shall be final in the absence of bad faith, fraud, incompetence, or mistake (Education Code 72224). The legal definitions are as follows:

BAD FAITH. The opposite of "good faith", generally implying or involving actual or constructive fraud, or a design to mislead or deceive another, or a neglect or refusal to fulfill some duty or some contractual obligation, not prompted by an honest mistake as to one's rights or duties, but by some interested or sinister motive.

FRAUD. An intentional perversion of truth for the purpose of inducing another in reliance upon it to part with some valuable thing belonging to him or to surrender a legal right; a false

[Antelope Valley Community College District Administrative Procedures Chapter 4 \(Academic Affairs\)](#)

[Page 42-AP](#)

representation of a matter of fact, whether by words or by conduct, by false or misleading allegations, or by concealment of that which should have been disclosed, which deceives and is intended to deceive another so that he shall act upon it to his legal injury; any kind of artifice employed by one person to deceive another. A generic term, embracing all multifarious means which human ingenuity can devise, and which are resorted to by one individual to get advantage over another by false suggestions or by suppression of truth, and includes all surprise, trick, cunning, dissembling, and any unfair way by which another is cheated. "Bad faith" and "fraud" are synonymous, and also synonyms of dishonesty, infidelity, faithlessness, perfidy, unfairness, etc.

INCOMPETENCY. Lack of ability, legal qualification, or fitness to discharge the required duty.

MISTAKE. Some unintentional act, omission, or error arising from ignorance, surprise, imposition, or misplaced confidence.

~~DISCRIMINATION, SEXUAL HARASSMENT, RETALIATION. Refer to AP 3410 and AP 3430 for definitions of discrimination and sexual harassment, respectively. Retaliation is defined as any action that could dissuade a reasonable person from making or supporting a charge of discrimination. The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change. In all cases, the instructor who first awarded the grade will be given written notice of the change.~~

Appeal to Instructor

The student shall discuss the status of the grade with the instructor. When the student perceives a problem, it is essential that the student initiate discussion about the perceived problem with the instructor prior to the assignment of the final grade, if possible. At each time the instructor evaluates the student, the instructor must provide the opportunity for the student to know of the status of the grade. Both the student and instructor are encouraged to establish a mutually acceptable agreement. Either the student or instructor may seek information from the Dean of Admissions and Records.

If the instructor has already assigned a grade that the student believes is not valid, the student may initiate discussion about the assigned grade with the instructor in an effort to reach a mutually acceptable agreement.

Either the student or instructor may seek information from the Dean of Admissions and Records.

Students who wish to appeal a final grade must do so within one year from the date the final grade was issued.

Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination or harassment complaint, if the instructor is not available, or where the district determines that it is possible that there may have been gross misconduct by the original instructor.

Appeal to the Dean

If the discussion with the instructor (~~92 above~~) ends without a satisfactory resolution, and the student believes the assigned grade is still not valid, the student may appeal the grade status to the divisional dean.

A Student Request for Change of Grade shall be completed by the student and submitted to the dean.

The dean shall discuss the situation with the student, instructor, and witnesses either separately or together.

[Antelope Valley Community College District Administrative Procedures Chapter 4 \(Academic Affairs\) Page 43-AP](#)

Whenever possible, after receipt of the written request, the dean will provide written recommendation(s) within five working days.

Appeal to the Vice President

If the dean's recommendations are not agreeable to the student or the instructor, either one may appeal in writing the decision to the ~~appropriate~~appropriate vice president.

All written information shall be given by the dean to the ~~appropriate vice president~~appropriate vice president.

The vice president may discuss the situation with the student, instructor, or witnesses either separately or together.

Consultation from staff and students may be requested by the vice president.

Whenever possible after receipt of the written appeal, the vice president will provide written recommendations within five working days.

If the student is not satisfied with the recommendation from the appropriate vice president, the student may request a Grievance Hearing to dispute the final grade.

Refer to AP 5530 Student Rights and Grievances for the procedure to schedule Grievance Hearing.

Appeal to the President

~~If the vice president's recommendations are not agreeable to the student or the instructor, either one may appeal in writing the decision to the President.~~

~~All written information shall be given by the vice president s or dean to the President.~~

~~The President may discuss the situation with the student, instructor, or witnesses either separately or together.~~

~~Consultation from staff and students may be requested by the President.~~

~~Whenever possible, after receipt of the written appeal, the President will provide written recommendations within five working days.~~

Appeal to the Board of Trustees

~~If the President's recommendations are not agreeable to the student or the instructor, either one may appeal in writing the decision to the Board of Trustees.~~

~~All the written information shall be given by the President to the Board of Trustees.~~

~~Upon receipt of the written appeal, the Board of Trustees will review the appeal during the next regularly scheduled Closed Session.~~

~~Whenever possible, the Board of Trustees will provide written recommendations by the next regularly scheduled Board meeting.~~

~~The Board of Trustees decision is final.~~

~~In all cases, the instructor who first awarded the grade will be given written notice of the change.~~

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade databases, locking mechanisms for computer stations from which student grade databases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

~~Antelope Valley Community College District Administrative Procedures Chapter 4 (Academic Affairs) Page 44 AP~~

Persons authorized to change grades shall be designated by the Dean of Enrollment Services.

No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

The Dean of Enrollment Services will periodically run a report to confirm that only authorized full-time employees of the District have changed grades.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Dean of Enrollment Services immediately. The Dean of Enrollment Services shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Also see BP 3310 Records Retention and Destruction and BP/AP 5040 Student Records.

2/6/06

Revised: 1/8/07 Revised: 6/11/07 Revised: 3/10/08 Revised: 5/12/08 Revised: 7/14/08

Antelope

AP 5530 Student Rights and Grievances

Reference:

Title IX, Education Amendments of 1972; Education Code Section 76224(a)

Purpose:

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

- Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972
- Sexual harassment
- Financial aid
- Illegal discrimination
- Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This procedure does not apply to:

- Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
- Police citations (i.e. "tickets"); complaints about citations issued by the Campus Sheriff's Department for violations such as parking and registration, may be appealed through the Campus Sheriff's Department, however, citations issued by off-campus LASD personnel must be appealed through the County Courthouse. ~~must be directed to the County Courthouse in the same way as any traffic violation.~~
- Definitions:

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Party. The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the college's Grievance Committee Chair/officer.

Superintendent/President. The Superintendent/President or a designated representative of the Superintendent/President.

Student. A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent. Any person claimed by a grievant to be responsible for the alleged grievance.

Day. Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

Informal Resolution:

Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

The Superintendent/President shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally.

Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Any student who believes he or she has a grievance shall file a Statement of Grievance detailing (time(s), place(s), and nature of grievance which must be filed with the Grievance Officer within 10 days of the incident on which the grievance is based, or 10 days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance, whether or not the student has already initiated efforts at informal resolution, must be filed within the timelines, if the student

wishes the grievance to become official. Within 10 days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

If at the end of 10 days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing.

Grievance Hearing Committee:

The Superintendent/President or designee shall at the beginning of each ~~semester/academic year;~~ ~~including any summer session,~~ establish a standing panel of 18 members of the college community, including 6 students, 6 faculty members and 6 administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit 6 names to the Superintendent/President or designee for inclusion on the panel.

A Grievance Hearing Committee shall be constituted in accordance with the following:

- It shall include one student, one instructor (three if grievance is regarding a grade), and one college administrator selected from the panel described above.
- A quorum of three members must be present for the hearing to take place and at least one two must be a faculty member in grade grievances.

~~Antelope Valley Community College DistrictAdministrative Procedures Chapter 5 (Student Services) Page 78-AP~~

- No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner.
- All members of the ~~g~~Grievance ~~Hearing C~~ommittee will be asked to sign a written statement attesting to their neutrality.

Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the ~~Vice President~~ ~~Superintended/P~~resident or designee of Student Services who shall determine whether cause for disqualification has been shown. If the ~~Vice P~~Superintendent/~~P~~resident or designee of Student Services feels that sufficient grounds for removal of a member of the committee has been presented, ~~the he/she~~Superintendent/~~P~~resident or designee shall remove the challenged member or members

and substitute a member or members from the panel described above. This determination is subject to appeal as defined below. The grievance officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote

~~The grievance officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The grievance officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Grievance Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.~~

~~The Grievance Committee Chair shall coordinate all scheduling of hearings, and facilitate a full, fair and efficient resolution of the grievance.~~

Request for Grievance Hearing

Any request for a grievance hearing shall be filed within 10 days after filing the Statement of Grievance as described above.

Within 30 days following receipt of the Request for Grievance Hearing, the ~~President Superintendent/President or designee or designated representative~~ shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and without the parties present- to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.

The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures;
- The grievant is a student as defined in these procedures, which include applicants and former students;
- The grievant is personally and directly affected by the alleged grievance;
- The grievance was filed in a timely manner;
- The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

If the grievance does not meet each of the requirements, the Grievance Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within 10 days of the date the decision is made by the Grievance Hearing Committee.

If the Request for Grievance Hearing satisfies each of the requirements, the ~~Grievance grievance Committee Chair~~ officer shall schedule a grievance hearing. The hearing will begin within 30 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than 10 days notice of the date, time and place of the hearing.

~~Antelope Valley Community College DistrictAdministrative Procedures Chapter 5 (Student Services) Page 79-AP~~

Hearing Procedure

The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing, unless there is a vote of a majority of the other members of the panel to the contrary.

The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant(s) ~~or grievants~~ shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant(s) ~~or grievants~~ to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent himself or herself and may also have the right to be represented by a person of his or her choice. A party shall not be represented by an attorney unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than 10 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the ~~Superintendent/Pr~~resident; any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than 10 days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

The hearing shall be recorded by the Grievance Officer either by tape-electronic recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape-electronic recording, the Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape-electronic recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape-electronic recording.

All testimony shall be taken under oath; the oath shall be administered by the Grievance Hearing Committee Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape-recorded shall be considered to be unavailable.

Within 10 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the President Superintendent/President a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

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a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Superintendent/President's Decision:

Within 10 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the Superintendent/President shall send to all parties his or her written decision, together with the Hearing- Committee's decision and recommendations. The Superintendent/President may accept or reject the findings, decisions and recommendations of the Hearing Committee.

The factual findings of the Hearing Committee shall be accorded great weight; and if the Superintendent/President does not accept the decision or a finding or recommendation of the Grievance Hearing Committee, the Superintendent/President shall review the record of the hearing,

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and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the [Superintendent/PP](#)resident shall be final, subject only to appeal as provided below.

Appeal:

Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the [Superintendent/PP](#)resident within 30 days of that decision. The [Superintendent/PP](#)resident shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The [Superintendent/PP](#)resident's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

Time Limits:

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

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Incomplete Grade language:

Title 5

Incomplete: Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of a term may result in an "I" symbol being entered in the student's record. The condition for the removal of the "I" shall be stated by the instructor in a written record. The record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" may be made up no later than one year following the end of the term in which it was assigned.

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I (Incomplete) - Used to indicate incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of term.

An incomplete contract must be completed and the terms and conditions agreed upon by both the student and faculty. The condition for removal of the "I" and the grade to be assigned in lieu of its removal shall be stated by the instructor in the contract which will be held on file in the Admissions Office.

Catalog- glossary

Incomplete Grade

Grade which an instructor may give to the student who at the end of the term has not completed all the required course work due to an unforeseeable emergency and justifiable reason. All course work must be completed and a final letter grade assigned within one year from the end of the semester in which the "I" grade was assigned. An Incomplete Contract must be completed and signed by both the instructor and the student and submitted to the Admissions and Records Office when instructors submit semester grades.

Catalog - Academic Policies/Programs

Incomplete Grades

Current:

Incomplete academic work for unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in a student's record. The condition for removal of the "I" and the grade to be assigned in lieu of its removal will be stated by the instructor in a written record to be filed in the Admissions and Records Office where the original of the record will be forwarded to the student. This record will remain on file until the "I" is made up or the time limit has passed. A final grade will be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. A student may petition for an extension of time due to unusual circumstances before the time limit has passed. The "I" symbol will not be used in calculating units to determine grade point average.

Proposal:

I (Incomplete) is a temporary grade status given to a student who has participated in the course and is in satisfactory academic standing but unable to complete academic work for unforeseeable, emergency, and justifiable reasons. Incompletes may only be issued for requirements missed commencing the twelfth (12) week of a regular semester class or after 75% of a short-term or summer or winter intersession class. An Incomplete Contract must be completed and the terms and conditions agreed upon by both the student and faculty. The condition for removal of the "I" and the grade to be assigned in lieu of its removal shall be stated by the instructor in the contract which will be held on file in the Admissions Office. The agreed upon terms and conditions must be satisfied no later than one year following the end of the academic term in which the "I" was assigned.