



# College Coordinating Council Meeting

**Wednesday, February 13, 2019**  
 A124 – Foundation Conference Room  
 9:00 a.m. – 10:00 a.m.

**Type of Meeting:** Regular  
**Note Taker:** Patty McClure  
**Please Review/Bring:** Agenda, Minutes

**Committee Members:**

- Van Rider, Academic Senate
- Allison Ammy, Associated Student Organization
- Ed Knudson, President
- Pamela Ford, Classified Union
- Michelle Hernandez, Confidential/Management/Supervisory/Administrators
- LaDonna Trimble, Deans
- Dr. Scott Lee, Faculty Union
- Vacant, Vice President of Academic Affairs
- Mark Bryant, Vice President of Human Resources
- Dr. Erin Vines, Vice President of Student Services

## AGENDA

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of January 9, 2019.	All		
II. Constituent Reports	All		
<b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>			
III. AP 5020 – Non Resident Tuition	Erin	2 minutes	
IV. BP 2315 – Closed Sessions	Ed	2 minutes	
V. BP 2330 – Quorum and Voting	Ed	2 minutes	
VI. BP 2720 – Communications Among Board Members	Ed	2 minutes	
VII. BP 3900 – Speech: Time, Place and Manner	Ed	2 minutes	
VIII. BP & AP 4100 – Graduation Requirements for Degrees and Certificates	Ed	2 minutes	
IX. AP 4222 – Remedial Coursework	Ed	2 minutes	
<b>FUTURE AGENDA ITEMS:</b>			
<b>NEXT MEETING DATE:</b> <b>February 27, 2019</b>			



# College Coordinating Council Minutes

**Wednesday, January 9, 2019**  
A124 – President’s Conference Room  
9:00 a.m. – 10:00 a.m.

**Type of Meeting:** Regular  
**Note Taker:** Patty McClure  
**Please Review/Bring:** Agenda, Minutes

**Committee Members:**

Van Rider, Academic Senate - **ABSENT**  
Allison Ammy, Associated Student Organization -  
Ed Knudson, President - **ABSENT**  
Pamela Ford, Classified Union  
Michelle Hernandez, Confidential/Management/Supervisory/Administrators  
LaDonna Trimble, Deans  
Dr. Scott Lee, Faculty Union  
~~Vacant, Vice President of Academic Affairs~~  
Mark Bryant, Vice President of Human Resources  
Dr. Erin Vines, Vice President of Student Services

## MINUTES

Items	Person(s) Responsible	Time	Action
<b>STANDING ITEMS:</b>			
I. Approval of Previous Minutes of November 14, 2018.	All		The minutes were approved as presented.
II. Constituent Reports	All		Scott informed every one of the passing of several employee’s spouses.
<b>INFORMATION/DISCUSSION/ACTION ITEMS:</b>			
III. BP 6250 – Budget Management	Ed/Diana	5 minutes	Diana handed out and reviewed Employer Obligation Pension table and there was some discussion on the pension stabilization fund, restricted vs. unrestricted funds, funding outside of the 12% reserve and GASB being a part of the pension planning. It was agreed to go to the constituent groups for review/input and return in March for final review.
IV. AP 3506 – Campus and Site Closures and Re-Openings	Ed	5 minutes	For clarification, it was suggested to send out without the strike-throughs and to go to the February 11, 2019 Board Meeting.
V. BP & AP 3715 – Intellectual Property	Ed	5 minutes	It was agreed to go to the February 11, 2019 Board Meeting.

VI.	AP 4230 – Grading and Academic Record Symbols	Erin	5 minutes	It was agreed to go to the constituent groups for review/input and return in March for final review.
VII.	AP 5010 – Admissions	Erin	5 minutes	It was agreed to go to the constituent groups for review/input and return in March for final review.
VIII.	AP 5012 – International Students	Erin	5 minutes	It was agreed to go to the constituent groups for review/input and return in March for final review.
IX.	AP 5031 – Instructional Material Fees	Erin	5 minutes	It was agreed to go to the constituent groups for review/input and return in March for final review.
X.	AP 7360 – Discipline and Dismissal – Academic Employees	Mark	5 minutes	With minor revisions, it was agreed to go to the February 11, 2019 Board Meeting.
<b>FUTURE AGENDA ITEMS:</b>				
<b>NEXT MEETING DATE: January 23, 2019</b>				

## AP 5020 Non Resident Tuition

Reference:

***Education Code Sections 68130.5 and 76140 et seq.***

- Exemptions, including:
  - Any students, other than non-immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
    - either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;
    - graduation from a California high school or attainment of the equivalent thereof;
    - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
    - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
    - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
  - Any students who meet the following requirements:
    - demonstrates financial need;
    - has a parent who has been deported or was permitted to depart voluntarily;
    - moved abroad as a result of that deportation or voluntary departure;
    - lived in California immediately before moving abroad;
    - attended a public or private secondary school in the state for three or more years; and
    - Upon enrollment, will be in his/her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he/she intends to establish residency in California as soon as possible.
  - Any nonimmigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii), respectively, who meet the following requirements:
    - high school attendance in California for three or more years;
    - graduation from a California high school or attainment of the equivalent thereof;
    - registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and



~~incurred tuition obligations are paid.~~

~~It is the policy of the Antelope Valley Community College District and Board of Trustees vigorously to pursue collection of nonresident fees, payment of which was avoided by falsification. Following authorization by the Board, the Vice President Business Services, shall initiate action or request the County Counsel to initiate appropriate legal action in courts of law in order to collect fees.~~

**1/10/20192/6/06**

## BP 2315 Closed Sessions

Reference:

***Government Code Sections 54956.8, 54956.9, 54957, 54957.1, 54957.6;  
11125.4 Education Code Section 72122***

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

Adopted: 7/5/05

Revised: 9/12/16

**Reviewed: 2/11/19**

## BP 2330 Quorum and Voting

Reference:

***Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81511, 81432; Government Code Section 53094; Code of Civil Procedure Section 1245.240***

A quorum of the Board shall consist of a simple majority, (3) members.

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property;
- Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

**Adopted: 7/5/05**

**Reviewed: 8/8/16**

**Revised: 3/11/19**



## BP 2720 Communications Among Board Members

Reference:

***Government Code Section 54952.2***

~~Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. In addition, no other person shall make serial communications to Board members.~~

A majority of the members of the Governing Board shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board. This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

Adopted: 7/5/05

Revised: 10/11/10

Reviewed: 10/10/16

Revised: 3/11/19

## BP 3900 Speech: Time, Place and Manner

References:

***Education Code Sections 76120 and 66301***

Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The college of the District is open to the public. However, the college is a non-public forum and designated public forums available for the exercise of expression by students, employees, and members of the public are subject to limits by the District and must be reserved.

The Superintendent/President shall enact such administrative procedures, as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the designated public forums.

The administrative procedures promulgated by the Superintendent/President shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards; the distribution of printed materials or petitions in those parts of the college designated as areas generally available to students and the community; and, the wearing of buttons, badges, or other insignia. When that speech is defamatory, obscene, libelous or slanderous according to current legal standards, or which incites others as to create a clear and present danger of the commission of unlawful acts on district property or the violation of district policies or procedures, or the substantial disruption of the orderly operation of the District, the District can prohibit these forms of speech, as it may violate this section. (Educational Code 76120)

Nothing in this policy shall prohibit the regulation of hate violence directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is constitutionally protected.

**See Administrative Procedure #3900**

**Adopted: 2/6/06**

**Revised: 9/10/07**

**Revised: 5/14/12**

**Revised: 3/13/17**

**Reviewed: 2/11/19**

# BP 4100 Graduation Requirements for Degrees and Certificates

## References:

*Education Code Section 70902(b)(3); Title 5, Sections 55060, et seq .*

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed at least 18 semester units or of study in a major or area of emphasis for graduation and who have maintained a cumulative 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences intended to develop certain capabilities that may be oriented to career or general education.

In addition, a district may award a certificate of achievement for any sequence of courses consisting of 12 or more semester units of degree-applicable credit coursework if approved by the CCC Chancellor despite requiring fewer than 18 semester units of degree-applicable credit coursework.

The College President/Superintendent shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the district's catalog(s) and included in other resources that are convenient for students. As specified in BP 2510, the Board of Trustees agrees to "rely primarily" on the Academic Senate regarding the following Academic and Professional Matters which include Graduation Requirements for Degrees and Certificates:

- (1) Curriculum, including establishing prerequisites.
- (2) Degree and certificate requirements.
- (3) Grading policies.
- (4) Education program development.
- (5) Standards or policies regarding student preparation and success.
- (8) Policies for faculty professional development activities.

**See Administrative Procedure #4100**

**Adopted: 2/6/06**

**Revised: 3/10/08**

**Revised: 5/12/08**

**Reviewed: 12/11/17**

**Reviewed: 2/11/19**

# AP 4100 Graduation Requirements for Degrees and Certificates

Reference:

## **Title 5, Sections 55060 et seq.**

### Associate Degree Requirements

(Title 5, Section 55806)

Graduation from Antelope Valley College with the associate in arts or associate in science degree requires that students demonstrate competency in reading, writing, and mathematics and complete a minimum of 60 semester units, including requirements 1 through 6 listed below.

#### 1. General Education Requirements

A minimum of 21 units, including a minimum of 3 semester units in, in Areas A, B, C, D1, D2, E and F. Courses meeting general education and major requirements can be found in the Graduation/Associate Degree Requirements section of the college catalog.

#### Area A\* - Natural Sciences (Select at least 3 semester units)

Courses in the Natural Sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the GE requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage the understanding of the relationships between science and other human activities.

#### Area B\* -Social & Behavioral Sciences (Select at least 3 semester units)

Courses in the Social and Behavioral Sciences are those which focus on people as members of society. To satisfy the GE requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate.

#### Area C\* - Humanities (Select at least 3 semester units)

Courses in the Humanities are those which study the cultural activities and artistic expression of human beings. To satisfy the GE requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments.

#### Area D -Language & Rationality [Select 3 semester units from (1) and select 3 units from (2)]

Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

#### 1. Academic Composition

Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

## 2. Communication and Analytical Thinking

Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

### Area E -Additional Breadth (Select at least 3 semester units)

Courses in this area are designed to expand the acquisition and utilization of knowledge in GE and/or self understanding. Courses must be taken from a discipline not previously selected.

### Area F -Diversity Studies (Select at least 3 semester units)

The primary focus of courses meeting the Diversity Studies requirement will deal, in depth, with non-dominant groups in the State of California and the United States. These groups of people are defined as African-American, Hispanic, Asian-Pacific Islander, Native American and Women. Courses meeting the Diversity Studies requirement will deal with more than one group. Courses will deal with one non-dominant group in comparison to the dominant group or other non-dominant group(s). Issues of racism and sexism will be explicitly covered.

## 2. Proficiency Requirements

Proficiency requirements exist for the areas of Reading, Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

A. **READING** Eligibility for College Level Reading (AVC assessment) or completion of READ 099 with a minimum grade of "P" (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.

B. **WRITING** Completion of ENGL 101 with a minimum grade of "C."

C. **MATHEMATICS** Completion of MATH 102 or higher or CIS 121 with a minimum grade of "C." or placement by AVC assessment into a math course higher than MATH 102.

## 3. Major or Area of Emphasis Requirements

Major or area of emphasis requirements may be satisfied by:

Completing at least 18 semester units of study in a specific major or area of emphasis as outlined in the specific degree requirements listed in the AVC catalog, with a grade of "C" or better in all required core course and the specific courses listed as program electives.

## 4. Electives

Sixty semester units are required for an associate degree. In addition to the general education and major requirements, the remaining number of units needed to complete an associate degree is considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major or area of emphasis, cannot be used as an elective.

## 5. Grade Point Average Requirement

A cumulative grade point average of 2.0 ("C" average) is required.

## 6. Residence Requirement

Of the required 60 units, “at least 12 semester units must be completed in residence at the college granting the degree” as stated in Title 5, Section 54000 et seq.,

## 7. Requirements for Two or More Associate Degrees

To be eligible for multiple associate degrees, a student must have completed all of the graduation requirements for each degree.

Antelope Valley College awards the associate arts and associate science degree to students who pursue majors or designated areas of emphasis listed in the college catalog. In the course description section of this catalog, all courses that apply to the associate degree or certificates are designated as (AVC).

The completion of an associate in arts or an associate in science degree does not ensure that a student can transfer directly to a four-year college or university. Students interested in transferring should refer to the Transfer Requirements section in the college catalog.

Certificate of Achievement Requirements:

- For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
- A student may also be awarded a certificate of achievement for a sequence of courses consisting of 12 or more semester units if approved by the CCC Chancellor.
- Shorter credit programs that lead to a certificate may be established by the District, but cannot be listed on the student’s transcript.
- Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Antelope Valley College, meet a demonstrated need, are feasible, and adhere to guidelines on academic integrity.
- Certificates for which CCC Chancellor’s approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

## Application for Graduation

Antelope Valley College awards degrees three times, annually—in December following the fall semester, in June following the spring semester, and in August. An application for graduation must be filed in the Admissions and Records Office. After submitting the application, students will receive a formal evaluation of progress toward the degree. Students will receive information on participating in the annual graduation ceremony. While participation in the graduation ceremony is encouraged, it is not mandatory to attend to receive a degree. Early filing of the graduation application is highly recommended.

### Credit Courses Not Transferable/Applicable to the Associate Degree and Certificate Programs

Effective Fall 1988, selected credit courses shall not apply to the associate degree and certificate programs.

Students who enroll in credit courses not applicable to the degree can use these credits for eligibility purposes, i.e., full-time status, intercollegiate athletic status and financial aid status. In the course description section of the college catalog, these courses are designated as: Credit course not applicable to the associate degree and certificate programs. Grades will not count in calculating the GPA when received in credit courses not applicable to the associate degree and certificate programs. All courses that do apply to the associate degree or certificates are designated as (AVC).

The list of credit courses not applicable to the associate degree and certificate programs are listed in the college catalog under "Credit Courses Not Transferrable/Not Applicable to the Associate Degree and Certificate Programs"

Note: Courses which emphasize occupational competency do not meet General Education (GE) objectives; and, no course may be counted as meeting both a GE requirement and a major requirement in any District degree.

### College Work Applicable to the Associate Degree and Certificate Programs

College work acceptable toward the associate degree includes those courses that have been properly approved pursuant to Title 5, Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov>.

**2/6/06**

**Revised: 3/10/08**

**Revised: 7/9/12**

**Revised: 12/11/17**

**Reviewed: 2/11/19**

## AP 4222 Remedial Coursework

### **Reference:**

***Title 5, Section 55035  
ACCJC Accreditation Standard II.A.4***

Remedial coursework consists of pre-collegiate basic skills courses and credit courses that are not transferable or applicable to the associate degree and certificate programs. A current list of these courses is available in the college catalog.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services. Students will be notified before they exhaust this unit limitation and be directed to receive advisement.

A student who successfully completes remedial coursework or who demonstrates skill levels, which assure success in college-level courses, may proceed with college level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a wavier of the limitations of this procedure through the Petition for Extenuating Circumstances submitted to the Dean of Student Services (Counseling).

2/6/06

Revised: 4/14/08

Revised: 5/18/17

Reviewed: 2/11/19