



# Los Angeles Valley College

## ACADEMIC SENATE

Web site: <http://www.lavc.edu/senate>

### SENATORS

#### **2015-2017**

*Mr. Josh Miller- President*

*Dr. June Miyasaki- Exec VP*

*Dr. Rebecca Frank- Curriculum VP*

*Mr. Rick Murray- Treasurer*

#### **2014-2017**

*Dr. Zack Knorr*

*Dr. Michael C. Gold*

*Ms. Lynne Polasek*

*Mr. Kevin Sanford*

*Ms. Fay S. Dea*

*Ms. Monica Hang*

*Ms. Xiao Liu*

#### **2015-2018**

*Dr. Tyler Prante*

*Dr. Ron Mossler*

*Dr. William C. Wallis*

*Dr. Victorino M. Fusilero*

*Ms. Kathryn Queen*

*Ms. Dora Esten*

*Mr. Nicholas Wade*

#### **2016-2019**

*Mr. Jim Fenwick*

*Ms. Siu Chung*

*Dr. LaVergne D. Rosow*

*Dr. Ruby Christian-Brougham*

*Ms. Deanna Heikkinen*

*Ms. Eugenia Sumnik-Levins*

*Mr. George Caleodis*

*Ms. Ann Gee*

**Adjunct Senator 2016-2019**

*Mr. Jack Condon*

**Probationary Senators 2016-2017**

*Ms. Gjenaii Givhan*

*Dr. Wesley Oliphant*

### **VISION STATEMENT**

Los Angeles Valley College inspires, educates, and enriches our diverse community, developing critical and creative thinkers and lifelong learners.

### **MISSION STATEMENT**

Los Angeles Valley College serves as a leader in student success, with pathways for certificates, degrees, transfer, and continuing education. We enable students to advance their education, personal development, and quality of life, empowering them to be productive and engaged members of the global community.

February 16, 2017  
1:10 pm  
SS Multi Purpose Room

## Agenda

1. **Call to Order**
  - a. Motion to approve Agenda
  - b. Motion to approve minutes of December, 2016
2. **President's Report - Miller**
  - a. Adjunct hiring guide
  - b. Resolution in support of students
  - c. Non paying senators
  - d. Senate space usage
  - e. Los Angeles College Promise
  - f. Enrollment and budget update
3. **Old Business/ Discussion items**
  - a. Hiring Handbook: "Departments with probationary faculty are allowed to re-hire (without IPC re-requesting and re-ranking) if the probationary position is vacated anytime in the probationary period; notification must be made to IPC."
  - b. Motion to make the Senate room an AFT/Senate room.
  - c. SLO update
4. **New Business / Discussion Items**
  - a. Pathways- Weigand
  - b. Emergency preparedness quick guide and syllabus addition
5. **Senate/Campus Committee Reports**
6. **Public Agenda Speakers / Guests**
7. **Motion to adjourn**

### Future Meeting Dates

3-16-17, 4-20-17, 5-18-17



**ACADEMIC SENATE MINUTES  
DECEMBER 15, 2016 - 1:10 P.M.  
STUDENT SERVICES MULTIPURPOSE ROOM**

**Present:** Mr. Josh Miller- President, Dr. June Miyasaki, Dr. Rebecca Frank, Mr. Rick Murray, Dr. Zack Knorr, Dr. Michael C. Gold, Ms. Lynne Polasek, Mr. Kevin Sanford, Ms. Xiao Liu, Dr. Tyler Prante, Ms. Christina Peter for Dr. Ron Mossler, Dr. William C. Wallis, Dr. Vic Fusilero, Mr. Jack Condon, Mr. Jim Fenwick, Dr. LaVergne D. Rosow, Dr. Ruby Christian-Brougham, Mr. Jack Condon, Ms. Deanna Heikkinen, Ms. Eugenia Sumnik-Levins, Ms. Ann Gee, Ms. Gjenaii Givhan, Mr. Wesley Oliphant, Ms. Kathryn Queen, Ms. Holly Batty for Ms. Monica Hang, Ms. Fay S. Dea

**Absent:** Ms. Dora Esten, Ms. Siu Chung, Mr. George Caleodis, Mr. Nicholas Wade

**Resources:** Ms. Deborah Kaye

**Guests:** Ms. Michelle Fowles, President Erika Endrijonas, Ms. Barbara Goldberg, Mr. Marshall Epstein, Ms. Beatriz Medina, Mr. Kylee Loeb

Meeting Date: **12/15/16**

Recorded By: Ilene Sutter

**AN = Action Needed    AT = Action Taken    D = Discussion    I = Information Only**

**DISCUSSION/DECISIONS**

1. **Call to Order**                      1:10 pm Introductions were made.
  - a. Motion to approve    AT    • **M/S Miyasaki/Rosow** as amended to include "A Day in the Agenda                      • **M/S/P Rosow/Miyasaki**

November, 2016

    - **M/S/P Murray/Rosow** as amended
    - The following amendments were made:
    - J. Miller will approach the President regarding Turnitin.
    - \$300 will be given by the senate to Operation Santa.
    - Z. Knorr, not W. Oliphant should be credited for proposing that the college become a sanctuary institution.
2. **President's Report - Miller**

- |                                  |             |  |
|----------------------------------|-------------|--|
| a. Adjunct Hiring                | D,<br>AN    | <ul style="list-style-type: none"> <li>• The District Academic Senate (DAS) is in favor of two-faculty adjunct hiring committees with no deans or administrators unless a second faculty member cannot be found.</li> <li>• J. Miller will be proposing a system similar to PeopleAdmin- rather than sharing lists. He also would like to propose a central system for reviewing available adjunct faculty members who are already in the system; this would help chairs find faculty more easily on short notice.</li> <li>• Campuses will still maintain individual seniority lists.</li> <li>• The question of who would verify transcripts is still undecided. Currently three entities are required to verify transcripts: the district, the department chairs and deans.</li> <li>• A suggestion was made to request that candidates bring transcripts, which could be delivered to deans for verification upon hiring.</li> <li>• Anyone on a hiring committee must undergo Equal Employment Opportunity (EEO) training.</li> </ul> |
| b. Web enhancing                 | I, D,<br>AN | <ul style="list-style-type: none"> <li>• The senate had previously approved a motion requiring Canvas training for web enhancement.</li> <li>• J. Miller asked senators whether they wished to resist the position of the District Academic Senate, which decided that if a faculty member uses web enhancement they do not need Canvas training.</li> <li>• The Academic Technology Committee had an emergency motion that this policy be removed because it was felt that it violates the contract; however, the contract is silent on it.</li> <li>• Concerns were raised that if Canvas were allowed to be used without requiring training, Israel Ortiz may need additional help to assist faculty members.</li> <li>• J. Miller will bring the issue forth as a motion to hold the line and resist the position.</li> </ul>  |
| c. Academic technology committee |             | <ul style="list-style-type: none"> <li>• Please see agenda item above.</li> </ul>  |
| d. Operation Santa               |             | <ul style="list-style-type: none"> <li>• J. Miller announced that Operation Santa needs volunteers to help wrap gifts for 75 families.</li> </ul>  |

**3. Old Business/  
Discussion  
items**

- |   |  |
|---|--|
| a. Senate space:<br>Union, meetings,<br>more furniture,<br>decoration | <ul style="list-style-type: none"> <li>• Following a discussion, a motion will be brought forth to make the senate space jointly shared with AFT 1521.</li> <li>• AFT would have full rights to the room.</li> <li>• Funding for new signs would be paid for through the senate.</li> <li>• In terms of scheduling, J. Miller would like the space to be booked through the Master Calendar office; the senate would have priority for senate functions, then the AFT would be given priority for their meetings.</li> <li>• Decorations for the senate room were suggested by J. Miller.</li> </ul> |
|---|--|

- b. Non-paying Senators
  - 12 people have not yet paid their dues.
  - It was suggested that senators should be reminded the day before senate meetings.
  
- c. DAS funds
  - The District Academic Senate has \$3,000 in funding to spend.
  - J. Miller suggested:
    - Using funds to purchase supplies that could be distributed on Opening Day.
    - Having a couple of open houses with bags filled with office supplies for fee payers.
    - Installing a refrigerator or microwave.
    - A shredder for the senate room.
  - The funds cannot use for food, but can use for supplies.
  
- d. Student Learning Outcomes (SLO) update
  - An SLO resolution will likely be brought to the Senate in February with hard deadlines specifying SLO submission by the end of the Spring with a revolving deadline to follow.
  
- e. Resolution in support of students
  - As an emergency motion, this resolution can only be considered for approval with a 2/3 vote.
  - Motion to approve LAVC Academic Senate Resolution in Support of Our Students as an emergency motion.
  - **M/S Wallis/Rosow**
  - **Motion** to approve resolution
  - **M/S Wallis/Christian Brougham**
  - E. Endrijonas stated that the Board of Trustees adopted a resolution at last meeting in support of the students articulating that as a district we will not allow the names of students to be handed over to the government or immigration.
  - The presidents and Chancellor have all signed off on [Pomona college's](#) resolution statement in support of Deferred Action for Childhood Arrivals (DACA). (Link).
    - The President summarized the document for the senate.
  - While there is philosophical support for saying that the colleges are a sanctuary, there are concerns about labeling the College as “sanctuary” because the upcoming administration has a retaliatory tone and may jeopardize the \$400 million in federal financial aid provided to the district if the colleges referred to themselves as “sanctuary.” Providing support without adopting the label will help protect the district’s ability to access federal financial aid for our students. However, the will to say no to [ICE](#) and to force a subpoena for student records is supported by the College and the district.
  - Beatriz Medina raised concerns that the resolution does not address the need to educate and provide services to students that will address fears concerning their rights under

law. The language in the resolution does not adequately protect students.

- The ASU sponsored a DACA workshop, attended by 25 students; a follow-up session will be held in the spring.
- Some senators felt that if the College fails to declare itself a sanctuary, it appears that we will not be committed enough.
- It was felt that the College should lay out a set of commitments even though we can provide no guarantee; this was felt to be a particularly effective measure if all schools in the district stood together. Much of language in the resolution comes from the CCC Chancellor's office.
- J. Miller explained the process the resolution would follow if passed. The District Academic Senate (DAS) has an Executive Committee comprised of the senate presidents, who meet with the VP and President in order to discuss these issues. If passed, the Executive Committee will consider whatever is voted upon, before presenting it to the DAS in February. A DAS draft of the resolution would be brought to the Chancellor and then the Board. Because this is a long process, a local resolution was suggested.
- Marshall Epstein responded that the ASU is trying to create a safe space. L. Rosow suggested that faculty could announce this in classes once it is in place.
- E. Endrijonas agreed that the most appropriate place for a safe space is in the ASU or Mosaic center. Any resources brought to the College to serve students as part of this space would need to be conducted pro bono (not using general funds). This is an extension of what the College already does for [AB540](#) students.
- The motion is unanimously approved and will be brought to J. Miller to the DAS Executive Committee.

#### 4. New Business / Discussion Items

##### a. A Day In The Life I, D at LAVC

- Barbara Goldberg presented "A Day In The Life at LAVC" to the senate. A high percentage of students start and don't return; retention is a focus.
- Modules will be created to help teams of campus employees walk in the shoes of students seeking registration, enrollment and services.
- Action plans will be tied to each module in order to implement changes recommended during feedback sessions.
- Incorporating the classroom experience has been discussed, as well as teaming prospective students with continuing students for mentoring.
- The following suggestions were made:
  - The possibility of setting up directed study hours for faculty.
  - Partnering with another college and having each team visit the other's college to evaluate the experience.

PEPC Motion ISS

I, D,  
AT

- The senate reacted favorably toward this program.

**Motion: Accept the new Institutional Set Standards (ISSs) that have been approved by PEPC to meet the concern of the ACCJC.**

- The standards have been updated as follows: Success raised from 64% to 66%
- Retention kept at 84%
- Persistence raised from 41% to 43%
- Degree Awards (AA, AS, AT, ST, count) raised from 722 to 788
- Certificate Awards raised from 260 to 690
- UC & CSU Transfers raised from 618 to 702
- **M/S/P Miyasaki/Rosow**
- The institution-set standards are the baseline; institutional action is warranted if a program falls below the standard. M. Fowles stated that it may be thought of as the poverty line of academic quality.
- C. Peter explained that the Program Effectiveness and Planning Committee (PEPC) was working with Michelle Fowles on new institution-set standard numbers in response to concerns from the Accrediting Commission for Community and Junior Colleges (ACCJC) that suggested the need for more rigorous standards.
- The following indicators were reviewed with the senate:
  - **Retention (within course):**
    - Recommendation: Stay at 84%.
    - All semesters were included rather than just fall or spring
    - The College has been trending downward over the past four years.
    - Statewide, there has been an emphasis on dropping inactive students and having students drop instead of taking a failing grade. The impact of the past few years, resulting in a downward trend, will be ongoing as it represents better recordkeeping. The economy has also played a role in the variation.
    - The statewide face-to-face retention rate for Fall 2015 is 85.9%.
  - **Persistence (Fall-to-Fall, New Students):**
    - Recommendation: increase from 41% to 43%.
    - Persistence numbers should experience a stable move upward because of upcoming initiatives aimed at improvement, including the College with the upcoming First Year Experience (FYE) and College Promise programs.
    - The standard deviation was three percent, which is large compared to the other indicators.
    - The persistence recommendation is higher than past achievement in this area and is close to the baseline for achievement in recent years, thus the recommendation sets a more rigorous standard.

- **Degree Awards (AA, AS, AT, ST)(count):**
  - Recommendation: increase from 722 to 788
  - Increase is 95% of the average.
  - Despite high fluctuations, completion is one of the major goals of the Educational Master Plan (EMP).
  - The decision was also influenced by the shift in certificates of achievement and changes in the Intersegmental General Education Transfer Curriculum (IGETC).
  - More students are achieving the Associates for Transfer degree; those degrees were included with the hope that the upward trend in students pursuing those degrees will continue.
- **Certificate awards (CA)(count):**
  - Recommendation: increase from 260 to 690.
  - Curriculum changes were instituted in 2009. Skills certificates were modified to become certificates of achievement, which caused an uptick in awards.
  - A number of eligible students who had not applied for their certificates have since been contacted and have claimed them, resulting in a 58% increase for the 2015-2016 academic year. Because it is considered an anomaly, this data was excluded when considering the recommended increase.
  - The numbers of certificates still fluctuate and are not yet fully stabilized.
- **UC and CSU Transfer:**
  - Recommendation: increase from 618 to 702.
  - Increase is 95% of the average.
  - Transfers have been trending upward over the three most recent years.
  - Issues with reporting to the CSUs in 2009-10 brought the numbers down, but the other data is accurate.
  - The increase represents an ambitious number; not long ago the College was achieving the recommended number.
  - Transfers are out of our control of the College because it is not the receiving institution; additionally, the UC/CSU have been accepting more first year students, impacting transfers.
- What the College can do to avoid the baseline is open for discussion.
- The “Institution-Set Standards,” which was distributed to the committee, will serve as a working document as well as documentation for the College’s accreditation follow up visit.
- The Educational Master Plan ([EMP](#)) (pages 43-44) has graphics indicating where we are (link).
- Motion passes.
- This agenda item was not addressed.

## 5. Senate/Campus Committee Reports

## 6. Public Agenda Speakers / Guests

President's comments I, D

- There were no public agenda speakers.
- E. Endrijonas welcomed everyone to the building and thanked everyone helped at the Board meeting the College hosted on December 7.
- E. Endrijonas reported the following:
  - The Board decided to pay for the 12 Faculty Obligation Number (FON) positions.
  - The resulting funding will help us achieve a positive balance. If we end in the black it will be the third consecutive year and we can ask the Chancellor to cut our debt in half.
- The FON was discussed during the Chancellor's cabinet; it is still undetermined who will be hiring. District wide, it is estimated that the FON will require about 100 positions.
- Without adjustments, the College number would have been about 15; because the College hired an additional 12 faculty members, it is expected that the hiring number will be 5-7. There may be some colleges that have to hire more this year because previously they hired under their expected FON.
- The College maintains a FON percentage of just over 67%; this is above the district average of about 63% and places the College in the top four of the nine colleges.
- The District needs to meet 75/25 but this is a goal and not a requirement; the College has to meet FON, which is based on working toward the goal rather than an absolute requirement. Most colleges are not close to meeting the number due to budgetary restrictions.
- There is a large disparity in how FON is set (Calculations are not consistent).
- Further discussion will be forthcoming in the second week of January.
- The district is reviewing the allocation model; the current model does not consider the cost of instruction. Currently, money is advanced for growth without considering the cost of growth; the model is revenue-based rather than expense-based.
- The College is holding the growth money received from the district in order to avoid debt; if the College ends with a positive balance, it will represent true revenue.
- The College will receive \$1.1 million in [Strong Workforce](#) funding, which will be used to expand and enhance the College's Career and Technology Education programs. The College will be permitted to hire faculty using this funding and collect FTES and these new faculty will be counted against the Faculty Obligation Number as well. Strong Workforce funds are ongoing; the positions will be permanent.
- J. Miller asked how the College was addressing issues surrounding the emergency situation that occurred on campus.

- The College is working with Blackboard. Part of issue was the speed at which messages went out. 41,000 messages went out at the same time and it caused issues with reception. The district wide contract is under review.
- The sheriff and LAPD were debriefed about issues with clearing the buildings and the need for a mobile emergency operations center.
- Interior door locks are part of the conversation. E. Endrijonas and other college presidents are urging the district to fast track the process of distributing \$71 million allocated for security in an effort to have improved interior locks installed.
- E. Endrijonas rejected the water bottle resolution brought forth from the senate and provided the rationale that it cannot be enforced.
  - The President cannot assure the Senate that offices will not buy bottles of water, or promise that all invitations to college events will request that people need to bring their own water. The College will need to offer water when the temperatures soar to 105 degrees, and cannot guarantee that we will always be able to provide enough water in vessels that are not plastic.
  - The College will, however, do the best we can to provide water in an ecologically sound way. E. Endrijonas stated that she cannot agree to something that ties her hands; as the President, she must ensure that people have access to water when they visit the campus.
  - The College is currently pursuing a recycling company contract to return recycling to campus.

**7. Motion to adjourn**

- 2:53 pm

**Future Meeting Dates**

2-16-17, 3-16-17, 4-20-17, 5-18-17

<b><u>SENATORS</u></b>	<b><u>1 Insitution-set Standards Motion PEPC</u></b>	<b><u>2 Emergency Motion DACA Resolution</u></b>
<b>2015-2017</b>		
<i>Mr. Josh Miller- President</i>	Yes	Yes
<i>Dr. June Miyasaki- Exec VP</i>	Yes	Yes
<i>Dr. Rebecca Frank- Curriculum VP</i>	Yes	Yes
<i>Mr. Rick Murray- Treasurer</i>	Yes	Yes
<b>2014-2017</b>		
<i>Dr. Zack Knorr</i>	--	Yes
<i>Dr. Michael C. Gold</i>	--	Yes
<i>Ms. Lynne Polasek</i>	--	--
<i>Mr. Kevin Sanford</i>	Yes	Yes
<i>Ms. Fay S. Dea</i>	Yes	Yes
<i>Ms. Monica Hang (Holly Batty)</i>	Yes	Yes
<i>Ms. Xiao Liu</i>	Yes	Yes
<b>2015-2018</b>		
<i>Dr. Tyler Prante</i>	Yes	Yes
<i>Dr. Ron Mossler (Christina Peter)</i>	Yes	Yes
<i>Dr. William C. Wallis</i>	Yes	Yes
<i>Dr. Victorino M. Fusilero</i>	Yes	Yes
<i>Ms. Kathryn Queen</i>	Yes	Yes
<i>Ms. Dora Esten</i>	--	--
<i>Mr. Nicholas Wade</i>	--	--
<b>2016-2019</b>		
<i>Mr. Jim Fenwick</i>	Yes	Yes
<i>Ms. Siu Chung</i>		
<i>Dr. LaVergne D. Rosow</i>	Yes	Yes
<i>Dr. Ruby Christian-Brougham</i>	Yes	Yes
<i>Ms. Deanna Heikkinen</i>	Yes	Yes
<i>Ms. Eugenia Sumnik-Levins</i>	Yes	Yes
<i>Mr. George Caleodis</i>		
<i>Ms. Ann Gee</i>	Yes	Yes
<b>Adjunct Senator 2016-2019</b>		
<i>Mr. Jack Condon</i>	Yes	Yes
<b>Probationary Faculty 2016-2017</b>		
<i>Ms. Gjenaii Givhan</i>	Yes	Yes
<i>Mr. Wesley Oliphant</i>	Yes	Yes

The VCCC approved the following curriculum items on 12/7/16

- A. Outline Update with Addenda
  - a. ACCTG 18: SLO, PreReq
    - i. PreReq (Y), SLO (N), Catalog (Y), District (N)
  - b. ANTHRO 102: SLO, DE, TAP, PreReq
    - i. PreReq (Y), SLO (N), Catalog (Y), District (N)
  - c. ANTHRO 103: SLO, DE, TAP, PreReq
    - i. PreReq (Y), SLO (Y), Catalog (N), District (N)
  - d. ANTHRO 121: SLO, DE, TAP, PreReq
    - i. PreReq (Y), SLO (N), Catalog (Y), District (N)
  - e. ANTHRO 385: SLO, DE
    - i. PreReq (N), SLO (Y), Catalog (Y), District (N)
  - f. BUS 1: SLO, DE
    - i. PreReq (N), SLO (Y), Catalog (Y), District (N)
    - ii. Articulation Request: CSU GE Area D7 request, LACCD Area B2
  - g. FINANCE 8: SLO
    - i. PreReq (N), SLO (Y), Catalog (Y), District (N)
    - ii. Articulation Request: CSU GE Area E request, LACCD Area B2 (left note that would change this to Area E as well).
  - h. LAW 1: SLO
    - i. PreReq (N), SLO (Y), Catalog (N), District (N)
    - ii. Articulation Request: CSU GE Area D7 request, LACCD Area B2 (will align with CSU)
  - i. THEATER 272: SLO, PreReq
    - i. PreReq (N), SLO (N), Catalog (Y), District (N)
    - ii. Course Change: old: 6 hours lab, new: 2 hours lecture, 2 hours lab with homework.
  - j. THEATER 315: SLO
    - i. PreReq (N), SLO (Y), Catalog (Y), District (N)
- B. DE request
  - a. ENV SCI 1
- C. New Course
  - a. EDUC 250
    - ? Name: Adult Learning and Motivation; Units: 3; Hours: 3 hour lecture; UC: No; CSU: No; SLO, DE, New Course & Reinstatement Addendum
  - b. EDUC 252
    - ? Name: Curriculum Development and Instructional Design; Units: 3; Hours: 3 hour lecture; UC: No; CSU: No; SLO, DE, New Course & Reinstatement Addendum
- D. Archive
  - a. MUSIC 282

Academic Senate Account Report  
February 9, 2017

Beginning Balance July 1, 2016	\$16478.82
Dues Collections	3095.00
Expenditures	- 3199.91
Balance December 8, 2016	\$16,373.91

2016-2017 Academic Year Expenditures

7/12/2016 Curriculum Institute Conference	886.24	
9/29/2016 DAS Dues	500.00	
9/29/2016 Food for hiring work group	129.49	
10/4/2016 DAS Luncheon	291.55	
11/10/2016 Faculty Lunch	261.08	
11/15/2016 Ice Cream Social	250.00	
11/15/2016 Holiday Party	300.00	
12/15/2016 Operation Santa	300.00	
12/16/2016 Senate Lunch	281.55	= 3199.91

## Emergency Preparedness for \_\_\_\_\_ (course)

### On the first day of every semester:

- Know the emergency exits and evacuation areas for every classroom.
- Devise "buddy systems" so that everyone is accounted for in an evacuation.
- Evaluate the challenges that you might face during an evacuation and speak with your instructor.
- Add the LAVC Emergency Information number – **818-947-2911** -- to your cell phone to hear recorded information regarding campus conditions or closure.
- Be personally prepared: <http://www.redcross.org/get-help/prepare-for-emergencies/be-red-cross-ready>

### Emergency Communication

Campus emergency communication is done via a voice message, text and/or an email. A guide to update your personal information is at: <http://www.lavc.edu/sheriff/Emergency-Preparedness.aspx>

### Evacuations – Drills or real

- You may not know if this is a drill or not, so take every call to evacuate seriously.
- Take your personal belongings and immediately leave the building.
- Know where the evacuation area is for every building. A map of all campus evacuation areas is at: <http://www.lavc.edu/erp/Emergency-Assembly-Areas.aspx>
- Re-enter buildings only when directed by Building Marshals or other campus authority.
- Leave the campus only if instructed.

**FOR THIS CLASS, the closest 2 exits are:** \_\_\_\_\_

**We will meet at:** \_\_\_\_\_

### Earthquake

As soon as you feel shaking, **DROP, COVER and HOLD ON:** Immediately seek shelter (under a desk or table, if possible) cover your head and hold on. Evacuate if directed, or you feel it is safe to do so.

### Fire

- When you see smoke or fire, immediately evacuate the building.
- If not already activated, pull the fire alarm switch to alert others of the situation.
- Use a fire extinguisher only if you know how to use it and the fire is small.

### Dangerous Situation: 1) Run 2) Hide 3) Fight

- If directed, or you feel it is best to do so, seek shelter in a room.
- Turn off the lights and silence all cell phones.
- Hide as best as possible until the all clear signal has been given by authorities.
- If possible, move away from the dangerous situation as fast as you can.
- If you cannot safely hide or escape, be prepared to take action to protect yourself.
- See some helpful videos at <http://www.lavc.edu/erp/ACTIVE-SHOOTER-WHAT-TO-DO.aspx>

**When you need help immediately or to report a dangerous situation,  
CALL 818-947-2911 or extension 2911.**

For more information, ask your instructor, or go to <http://www.lavc.edu/erp>



# LOS ANGELES VALLEY COLLEGE EMERGENCY REFERENCE GUIDE



**Contact LAVC Sheriff at 818-947-2911 or extension 2911.**  
The LA County Sheriff's Department is available seven days a week,  
24 hours a day, to respond to any emergency which may occur.

## HOSTILE INTRUDER

If a hostile intruder is seen inside a building, call 818-947-2911 or extension 2911 to report what is happening.

DO NOT pull a fire alarm! This could cause innocent persons to be in harm's way. Only you can tell if it is safe to run from the building.

If in doubt, do not run. Seek shelter where you are.

Secure the doors to the room you are in. Turn off the lights. Stay out of sight of windows and doors. Be quiet and stay calm. Stay in hiding until a Sheriff's Deputy gives an "All Clear" notification.

If a hostile intruder is outside a building, run away from the threat as fast as you can. Do not run in a straight line. Keep objects or buildings between you and the intruder. If you can get away from the area of danger, warn others not to enter the area.

If the intruder is near you and causing great harm, hide if at all possible.

If you feel your life is in imminent danger, you need to determine if you should take defensive action.

## EVACUATION OF PERSONS WITH DISABILITIES

Persons with disabilities should prepare for an emergency situation beforehand and should be familiar with their needs during an evacuation. Establish a buddy system and alternate for each class. Persons with disabilities should ask a classmate, instructor, supervisor, or co-worker on how to assist in the event of any emergency at the beginning of each semester. While attending class, try to position yourself near a doorway for an easier exit. Become familiar with the building and its exits. Disabled people should remain near the stairwell landing or in the elevator lobby until rescue personnel arrives. If you cannot speak loudly, or you have voice / speech impairments, you should carry a whistle or have other means of attracting the attention of others.

## ACTIVE SHOOTER SAFETY TIPS

### Run, Hide, Fight

- Try not to do anything to provoke an active shooter!
- Close and lock all doors to offices and classrooms, turn off the lights, close blinds and hide.
- If your door cannot be locked from the inside, stack desk, tables, and chairs to form a barricade.
- Have everyone get down on the floor, or up against a solid interior wall, and shelter in place.
- To prevent confusion, have one person call the police and provide the following information: A description of the suspect (s), sex, race, clothing, type of weapon, location last seen, and direction of travel, and identity, if known.
- If you are in the open and unable to find a room to lock down, run away from the sound of the gunfire and out of site.
- Turn off cell phones or lower ring tone. Place cell phone to vibrate if possible.
- Devices that omit sound will attract attention to your location.
- If you observe any victims, give a description of the location and the number of victims.
- Attempts to rescue people should only be considered if it can be accomplished without further endangering the persons inside the secured area.

Depending on circumstances, consideration may be given to exiting ground floor windows as safely as possible.

If there is no possibility of escape or hiding and only as a last resort, should you make an attempt to negotiate with or overpower the assailant (s).

**Remember, "If You See Something, Say Something!"**



## LOS ANGELES VALLEY COLLEGE EMERGENCY REFERENCE GUIDE



### EARTHQUAKE SAFETY TIPS

#### If You Are Inside When the Shaking Starts...

- **Drop, cover and hold on.** Move as little as possible.
- Stay away from windows to avoid being injured by shattered glass.
- Stay indoors until the shaking stops and you are sure it is safe to exit.
- Use stairs rather than the elevator in case there are aftershocks, power outages or other damage.
- Be aware that fire alarms and sprinkler systems frequently go off in buildings during an earthquake, even if there is no fire.

#### If You Are Outside When the Shaking Starts...

- Find a clear spot (away from buildings, power lines, trees, streetlights) and drop to the ground. Stay there until the shaking stops.
- If you are in a vehicle, pull over to a clear location and stop. Avoid bridges, overpasses and power lines if possible. Stay inside with your seatbelt fastened until the shaking stops. Then, drive carefully, avoiding bridges and ramps that may have been damaged.
- If a power line falls on your vehicle, do not get out. Wait for assistance.
- If you are in a mountainous area or near unstable slopes or cliffs, be alert for falling rocks and other debris. Landslides are often triggered by earthquakes.

### FIRE

Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm regardless of the size of the fire. Pull stations are located near exits and stairwells. Evacuate the building and call the College Sheriff at extension 2911 or 818-947-2911.

If you hear a continuous sounding of the alarm signals, immediately evacuate the building. The all clear signal is a short blast on the alarm.

When the fire alarm sounds, **do not use the elevators.**

**Contact LAVC Sheriff's at 818-947-2911 or extension 2911.**

### BOMB THREATS

#### Phone Threats – Bomb threats usually occur by telephone

Personnel receiving telephoned threats should attempt to get the exact location where the bomb has been planted, or is going to be planted. Also, attempt to get as much information as possible about the caller, for example, male or female, accent, and listen for any background noise that may indicate the location of the caller. Report it immediately to LAVC Sheriff at 818-947-2911 or extension 2911.

#### Suspicious Packages

If you observe a suspicious package or object, move to a safe distance away from the package or object, about 500 feet, and report it to LAVC Sheriff at extension 2911 or 818-947-2911. Under no circumstances should you touch the package or object, tamper with it in any way, or move it. A suspicious package includes any package, bag, box, pipe, backpack, suitcase, duffle bag, virtually anything that could contain an explosive or incendiary device that appears out of place, or is in your classroom, work area, or anywhere and you are not sure of what it is or to whom it belongs.

### SERIOUS INJURIES/ACCIDENTS

If you witness an accident/emergency, follow the Emergency Action Steps:

#### **Check, Call, Care**

- **Check:** 1) Scene for Safety 2)Victim for Responsiveness - tap and shout "Are You Okay?"
- **Call:** 818-947-2911 or extension 2911
- **Care:** for victim - Open Airway with a head tilt chin lift - Look, Listen and Feel for Breathing for 5-10 seconds

If victim is not breathing, begin CPR - 30 chest compressions followed by 2 breaths. Use AED (automated external defibrillator) if available.

If you witness a seizure, protect victim's head and remove furniture or objects that victim may hit. Do not hold victim down.

**Do not move a seriously injured person, unless there is a life threatening situation.**

**Remember, "If You See Something, Say Something!"**



# LOS ANGELES VALLEY COLLEGE EMERGENCY REFERENCE GUIDE



## **FACULTY HANDLING DISRUPTIVE STUDENTS**

- Ensure your safety first.
- In a calm, non-confrontational approach, ask student to cease disruption.
- Calmly explain to student that the behavior is inappropriate.
- If student does not comply with the above, contact:

**LAVC Sheriff's at 818-947-2911 or extension 2911.**

## **UNWANTED CONTACT**

Harassment, unwanted pursuit, or stalking can be emotionally consuming, psychologically exhausting and may lead to violence. Unwanted contact may be in violation of the Student Conduct Code and/or illegal. For assistance, contact LAVC Sheriff's Department at 818-947-2911 if you feel unsafe.

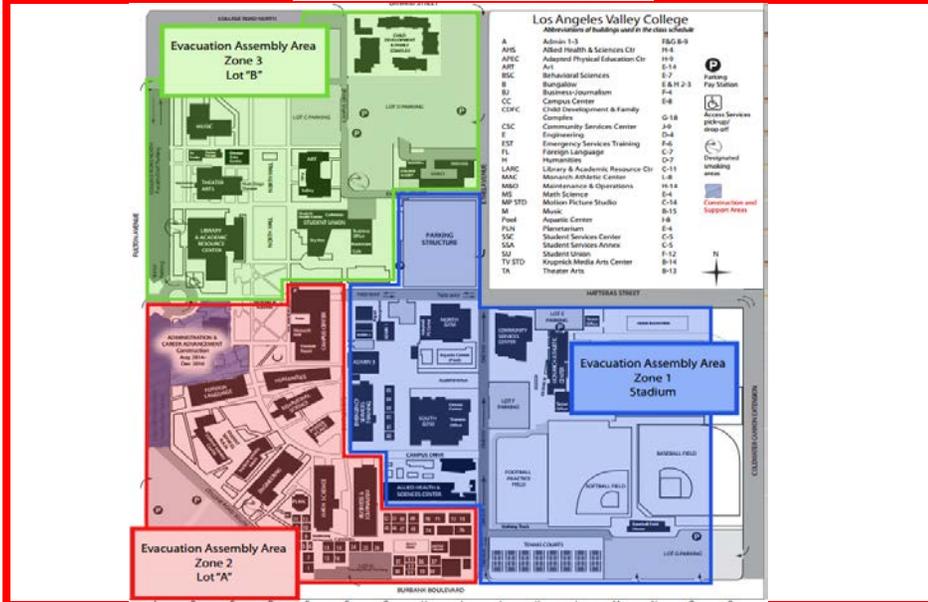
## **What Preventive Actions can we take in our Department?**

- Develop a secret code word within your department for calling the Sheriff's office.
- Discuss a safety plan with your co-workers.
- Report promptly and accurately all threats or acts of violence.
- Attend safety training sessions offered by the college Sheriff' bureau.

## **SEXUAL ASSAULT**

- STUDENTS: If you are on campus and you are a victim of a sexual assault, contact LAVC Sheriff's immediately at 818-947-2911 or extension 2911.
- Contact Title IX Coordinator, Liz Negrete, at 818-947-2702.
- Preserve evidence until law enforcement has determined whether or not a report should be filed.

## **Evacuation Assembly Zones**



## **HOW TO RECOGNIZE DISTRESSED STUDENTS**

- May be irritable, sad, have noticeable anxiety.
- May seem withdrawn, confused, lacking motivation.
- May seem upset, seeking constant attention.
- May demonstrate bizarre, erratic, or concerned behavior including reference to self- harm.

If you notice a person displaying the above behavior, please **contact LAVC Sheriff's at 818-947-2911 or extension 2911.**

The LAVC Sheriff's are trained to assess these types of concerns and will assist the individual with getting the appropriate medical and /or mental health care immediately.

**Remember, "If You See Something, Say Something!"**



# LOS ANGELES VALLEY COLLEGE EMERGENCY REFERENCE GUIDE



## REPORTING A CRIME

- **DO NOT APPROACH THE SUSPECT OR SITUATION**
- Ensure your safety first.
- Immediately notify LAVC Sheriff's department.
- Calmly give to Sheriff's dispatcher your location and the location of the crime.
- Calmly explain what crime is occurring.
- If possible, give a description of the suspect/s.
- Stay in the vicinity in case law enforcement needs more information.

### SAFETY TIPS

- Report all crime.
- Do not carry expensive valuables or leave them unattended.
- Be aware of your surroundings.
- Lock your vehicle and office.
- Call the LAVC Sheriff's for an escort when walking alone at night
- Avoid isolated places.
- Walk with confidence.

## SUGGESTED PERSONAL SURVIVAL SUPPLIES FOR YOUR VEHICLE

- Food/Snacks and water for up to three days
- First Aid Kit
- Flashlight and batteries
- A change of clothes
- Comfortable walking shoes
- Cell phone charger
- Any prescribed medication you might need for the three days.

## OPTIONS AND RESOURCES

- To file a campus complaint against an alleged assailant who is an LAVC student, contact the Office of Student Discipline at 818-947-2320.
- To learn more about LAVC Campus Safety go to <http://www.lavc.edu/erp/index.aspx>

**Remember, "If You See Something, Say Something!"**

## LAVC EMERGENCY NOTIFICATION SYSTEM

LAVC has an active the Emergency Notification portal through Blackboard Connect. If an emergency does occur, all students, faculty, and staff who are in the Blackboard system will be notified immediately. Please sign up to receive emergency notifications by taking the following steps:

- 1) Visit [www.lavc.edu](http://www.lavc.edu) from an on-campus computer.
- 2) Click on "Faculty and Staff" at the top of the page.
- 3) Click on NEW! LACCD Portal and Log In.
- 4) Under "Employee Services" Click on My Emergency Contact
- 5) Add emergency contact information by clicking on "Add Emergency Contact" and/or you can make changes by clicking on "Change."
- 6) To receive TEXT messages, you must OPT IN for SMS Messaging for Emergency Contact and enter your cell number in the "SMS Phone" box.
- 7) Click on the SAVE box and then click on "Confirm."

## LAVC EMERGENCY CONTACT NUMBERS

LAVC Sheriff's Dept. 818-947-2911 or extension 2911.

- LAVC Health Center: Medical Office.....818-947-2918
- LAVC Health Center: Psychological Services....818-778-5708
- LAVC Title IX Reporting Line.....818-947-2808
- LAVC Office of Student Discipline.....818-947-2320

## LOS ANGELES VALLEY COLLEGE SENIOR ADMINISTRATION

- Dr. Erika Endrijonas, President.....818-947-2321
- Mike Lee, VP of Admin Services.....818-947-2336
- Tino Manzano, VP of Student Services.....818-947-2543
- Karen Daar, VP of Academic Affairs.....818-947-2378



**FOR ALL CAMPUS EMERGENCIES  
CALL EXT. 2911 OR (818) 947-2911**

## LAVC Academic Senate Motion/Resolution Form

**Motion # :**

(Assigned by Senate President)

**Date Presented to Senate: 2-16-17**

Revision of a previous motion?  Yes

Initiator: Josh Miller

**Statement of Motion/Resolution:** *(Use separate form for each issue.)*

Motion to make the Academic Senate room a joint Senate/AFT room. The office will be shared by both the LAVC Senate and AFT Chapter presidents. A new sign will be paid for by the Senate and AFT.

**Rationale for Motion/Resolution:** *(Address how the motion supports the Educational Master Plan.)*

- |   |   |
|---|---|
| <input type="checkbox"/> Goal 1: Increase student retention, persistence and success          | <input type="checkbox"/> Goal 2: Increase student access                        |
| <input type="checkbox"/> Goal 3: Enhance academic programs and services to meet student needs | <input checked="" type="checkbox"/> Goal 4: Enhance institutional effectiveness |

**Data Considered & Source(s):** *[Specify specific data considered (e.g. efficiency, success, service trends) and attach a summary report where applicable.]*

**II. Status of Recommendation:**

Accepted by Senate

Modified by Senate

Statement of Modification:

Reason for Modification of Recommendation:

Rejected by Senate

Reason for Rejection of Recommendation:

Returned for Revisions

Reason for Returning Recommendation:

Date of Action:                  Senate President Signature: \_\_\_\_\_

**III. College President's Response (if needed):**

Accepted as Recommended

Implementation Date:

Modified Recommendation

Implementation Date:

Statement of Modification:

Reason for Modification of Recommendation:

Denied Recommendation

Reason for Rejection of Recommendation:

Date of Action:                  President's Signature: \_\_\_\_\_