

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO:

Jeffrie Ahmad	Linda Harmon	LaDonna Trimble
Maria Clinton	Tom Hutchison	Les Uhazy
Richard Coffman	Lisa Karlstein	Darcy Wiewall
De'Nean Coleman-Carew	Scott Lee	Chris Dundee, ASO voting
Maggie Drake	Cynthia Littlefield	TBD, ASO non-voting
Tooraj Gordi	Sharon Lowry	
Lee Grishman	Donna Meyer	

Technical Review Committee – Darcy Wiewall, Linda Harmon, and Scott Lee

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: March 19, 2012

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, March 22, 2012, BE 321 (Computer Lab), 3:00-5:30pm

2011-2012
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 8, 2012
- 4. INFORMATIONAL ITEMS**
 - a. Course not taught from Summer 2010-Spring 2012
 - b. Credit by Exam list
 - c. Mission Statement will appear on the April 12, 2012 Agenda as a report
 - d. Reading Proficiency will appear on the April 12, 2012 Agenda as a discussion
 - e. CSUGE/IGETC Course Designation
 - IGETC
 1. ECON 100 – Area 4
 2. GEOG 101L – Area 5
 3. PHIL 109 – Area 3
 4. POLS 200 – Area 4
 5. SOC 200 – Area 4
 - CSU/GE
 1. ART 150 – Area C
 2. ECON 100 – Area D2
 3. HD 102 – Area E
 4. PHIL 109 – Area C2
 5. POLS 200 – Area D8
 6. SOC 200 – Area D10
- 5. DISCUSSION ITEM**
 - a. Repeatability Criteria and where to find it (MEMO)
 - b. AP&P Website Tour
 - c. Lapse of Time – Dean Trimble
- 6. REPORTS (limited to 5 min. each)**
 - a. SOC 200, Research Methods course – Dr. Grishman
 - b. Double Counting for AA-T and AS-T – Dr. Grishman

7. ACTION ITEMS

- a. Courses that carry repeatability – Electives as part of the core
- b. Request to change Prerequisites for MATH 070B and MATH 102B (Memo)
- c. Request to Maintain Work Experience courses in Technical Education: AUTO 199, ABDY 199, CT 199, FTEC 199, and ID 199 (Memo)
- d. Request to maintain unlimited repeatability for courses in Technical Education: AUTO 198H, ELEC 115, ELEC 250, FTEC 122 (Memo)
- e. Request to remove repeatability for courses in Technical Education: AUTO 113, AUTO 210, and WELD 212 (Memo)

8. INFORMATIONAL ITEMS – Request to Deactivate Courses

- a. WELD 211, Performance Welding-Oxyacetylene Welding Processes

9. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P

Course	Scheduling Restrictions if not approved by 12/8/11	Status
Math and Engineering		
MATH 070C,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070D,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070E,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070F,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 099, Individualized Self-Study Math	Cannot schedule Spring 2013	

10. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 12/13/12	Status
Business, Computer Studies and Economic Development			
CA 107, Micro Hardware/Software Support			
CA 111, Word Processing-Microsoft Word			
CIS 157, Introduction to LINUX			
CIS 173, Intro to C++ Programming			
MGT 201, Small Business Management			
RE 101, Real Estate Principles			
RE 105, Real Estate Practices			
RE 111, Real Estate Finance			
RE 121, Legal Aspects of Real Estate			
RE 131, Real Estate Appraisal			
RE 141, Escrow Principles			
RE 161, Property Management			
Counseling/Student Services			
EOPS 060, Enrichment Class			
Health Sciences			
AH 101/101CL, Principles of Nursing Science			
CFE 150, Parenting: Infancy			
CFE 151, Parenting: Preschool Child			
CFE 152, Parenting: Elem Preadolescent			
CFE 155, Single Parenting			
CFE 156, Step-parenting Blended Family			
CFE 157, Parenting Exceptional Child			
NF 110, Sports Nutrition			
Instructional Resources/Extended Services			
LIB 101, Intro to Library Research			
LIB 105, Libraries and Information			
Language Arts			
CHIN 101, Elementary Chinese I			
CHIN 102, Elementary Chinese 2			

COMM 217, Gender and Communication			
DFST 101L, ASL I Skill Building Lab			
DFST 204, Struct of American Sign Lang			
DFST 205, Numbers, Fingerspelling, Classifiers			
DFST 206, Creative Signing			
ENGL 061, Grammar and Mechanics			
ENGL 062, Basic Writing			
ENGL 063, Vocabulary			
ENGL 064, Spelling			
ENGL 227, Engl Literature 1900-Present			
ENGL 230, Antiquity to Renaissance			
ENGL 231, Since the Renaissance			
ENGL 233, Bible as Lit-Old Testament			
ENGL 234, Bible as Lit-New Testament			
ENGL 240, Studies in Poetry			
ENGL 242, Studies in Fiction Short Story			
ENGL 244, Studies in Fiction The Novel			
ENGL 246, Survey of Drama (Beginnings to 1878)			
ENGL 248, Survey of Modern & Contemporary Drama (from 1879)			
ENGL 250, Cross-Cultural Lit in America			
ENGL 252, African American Literature 1746-1930			
ENGL 253, African American Literature 1930-Pres			
ENGL 260, Myths and Meanings			
ENGL 270, Literature and the Holocaust			
ENGL 274, Detective Fiction			
ENGL 279, Science Fict & Dystopic Literature			
FREN 101, Elementary French I			
FREN 102, Elementary French 2			
FREN 201, Intermediate French 1			
FREN 202, Intermediate French 2			
FREN 203, Advanced French			
GER 202, Intermediate German 2			
GER 203, Intermediate German 3			
INT 101, Prin of Sign Lang Interpreting			
LATN 101, Elementary Latin 1			
LATN 102, Elementary Latin 2			
LATN 201, Intermediate Latin			
SPAN 102HL, Elementary Spanish for Heritage Learners II			
Mathematics & Engineering			
ENGR 110, Engr Orientation & Basic Skills			
ENGR 220L, Strength of Materials Lab			
ENGR 220PS, Strength of Materials PSS			
ENGR 220, Strength of Materials			
ENGR 230, Circuit Analysis			
Science			
ASTR 101L, Astronomy Laboratory			
BIOL 102, Human Biology			
CHEM 212, Organic Chemistry Support Laboratory			
DRFT 250, Introduction 3-D Cad Drafting			
ERSC 101Introduction to Earth Sciences			

GEOG 102L, Phys Geog Lab: Earth's Weather & Climate			
GEOG 102, Phys Geog: Earth's Weather & Climate			
GEOG 221, Spatial Analysis in GIS			
GEOG 298A, Special Studies in GIS			
GEOG 298B, Special Studies in GIS			
GEOG 298C, Special Studies in GIS			
GEOL 102, Historical Geology			Submitted – <i>Awaiting Dean</i>
Kinesiology, Athletics and Dance			
KIN 103, Aerobic Conditioning			
KIN 110, Advanced Baseball Techniques			
KIN 120, Advanced Football Techniques			
KIN 145, Adv Womens Fast-Pitch Softball			
KIN 150, Beginning Swimming			
KIN 151, Intermediate Swimming			
KIN 152, Fitness Swimming			
KIN 157, Advanced Volleyball			
KIN 165, Advanced Track Techniques			
KIN 170, Beginning Weight Lifting			
KIN 173, Intermediate Weight Lifting			
KIN 175, Adv Weight Training for Ath			
KIN 187, Yell/Song Leading, Sum or Fall			
KIN 188, Pep Squad Leadership			
KIN 189, Cheer Conditioning			
KIN 191, First Aid&Emergency Care			
KIN 200, Intercollegiate Baseball			
KIN 215, Intercollegiate Cross Country			
KIN 220, Intercollegiate Football			
KIN 230, Intercollegiate Women's Soccer			
KIN 240, Intercollegiate Wmn's Softball			
KIN 255, Intercollegiate Track			
Social and Behavioral Sciences			
ANTH 101, Intro Physical Anthropology			
ANTH 102, Intro Cultural Anthropology			
ANTH 103, Intro to Prehistory			
ANTH 112, Native North Americans			
ANTH 130, Field Archaeology in Latin America			
ANTH 140, Intro to Archaeology			
POLS 103, Comparative Government			
POLS 202, Ethnic Politics in America			
PSY 236, Developmental Psychology			
SOC 105, Mexican Amer Contemp Society			
SOC 111, Issues Concepts in Aging			
SOC 115, Marriage and Family Life			
SOC 120, Drugs Society Human Behavior			
Technical Education			
AERO 280, Aircraft Gen-Written Test Rev			
AERO 282, Aircrft Pwrpl-Written Test Rev			
AJ 101, Intro to Admin of Justice			
AJ 103, Criminal Evidence			
AJ 203, Narcotics Control			
AJ 204, Juvenile Procedures			
AJ 207, Probation and Parole			Submitted – <i>Awaiting</i>

			<i>Dean</i>
AUTO 105, Auto Principles & Practices			
AUTO 125, Automotive Chassis			
AUTO 126, Automotive Brakes			
AUTO 127, Auto Suspension,Steering,Align			
AUTO 128, Automotive Power Trains			
AUTO 130, Basic Auto Trans/Transaxles			
AUTO 150, Auto Electrical Systems			
AUTO 151, Auto Chassis/Body Elect System			
AUTO 152, Automotive Ignition Systems			
AUTO 153, Auto Starting/Charging Systems			
AUTO 175, Auto Fuel, Emissions, CA Cln Air			
AUTO 176, Auto Carburetor Fuel Systems			
AUTO 177, Electronic Fuel Injection			
AUTO 198A, Anti-Lock Braking Systems (ABS)			
AUTO 198C, Electrical/Electronic Systems Training Seminar			
AUTO 198D, Engine Performance Training Seminar			
AUTO 198E, Advanced Engine/Emission Sys Diagnosis & Repair			
AUTO 198F, Gaseous Fueled Vehicles Training Seminar			
AUTO 198H, Adv. Emissions Diagnostics Trng Seminar			
AUTO 198N, Electronic Transmissions & Transaxles Seminar			
AUTO 198, Automotive Seminars			
AUTO 200, Auto Air Conditioning			
AUTO 210, Auto Specialization Lab			
AUTO 231, General Motors Auto Trans			
AUTO 232, Ford/Chrysler Auto Trans			
AUTO 277, Elect Eng Controls-GM Systems			
AUTO 278, Elect Eng Controls-Ford/Chrys			
ELTE 105, Introduction to Robotics			
FTEC 215, Rescue Practices			
FTEC 222, Wildland Fire Control			
Visual and Performing Arts			
ART 103, History of Non-Western Art			
ART 104, History of Modern and Contemporary Art in the 20th Century			
ART 145L, Design and Color Lab			
ART 145, Design and Color			
ART 160, Painting/Drawing Techniques			
ART 219, Intermediate Illustration			
ART 230, Human Figure Painting			
DM 113, Photoshop I			Submitted – Awaiting Faculty Revision
FTV 101, Introduction to Film			
FTV 103, Intro to Television			
FTV 107, History of Film, Pre 1950			
FTV 108, History of Film, 1950-Present			
FTV 121, Introduction to Digital Filmmaking			
FTV 134, Intro to Screenwriting			
FTV 155, Film Festival Analysis			
FTV 201, Intercultural & Women's Film			

FTV 203, African-American Cinema			
FTV 215, Directing for Film & Video			
FTV 220, Advanced Screenwriting			
FTV 230, Digital Cinematography			Submitted – Awaiting response from faculty on requisites
FTV 242, Writing and Pre-Production of the Short Film			
FTV 244, Production & Post-Production of the Short Film			
FTV 251, Contemporary American Independent Film			
FTV 261, Religion and Cinema			
MUS 121, Voice Class			
MUS 131, Keyboard Skills I			
MUS 132, Keyboard Skills II			
MUS 142, Musical Theatre Workshop			
MUS 153, Beginning Musicianship			Submitted – Awaiting Faculty
MUS 164, String Ensemble			
MUS 165, Instrumental Ensemble - Guitar			
MUS 166, Beginning Orchestra			
MUS 167, Intermediate Orchestra			
MUS 181, Master Chorale			
MUS 183, Master Chorale Sectional			
MUS 185, Concert Choir			
MUS 186, Gospel Choir			
MUS 189, Keyboard Ensemble			
MUS 191, Treble Choir-Children's Music			
MUS 231, Keyboard Skills III			
MUS 232, Keyboard Skills IV			
MUS 253A, Intermediate Musicianship			
MUS 253B, Advanced Musicianship			
MUS 258, Composition			
MUS 266, Advanced Orchestra			
MUS 268, Musical Theatre Orchestra			
MUSC 102, History of Jazz			
MUSC 103, History of Rock 'n Roll			
MUSC 104, The Music Industry			
MUSC 107, History of Women in Rock Music			
MUSC 112, Commercial Music Theory			
MUSC 113, Writing Music for Songs			
MUSC 122, Stage Voice			
MUSC 123, Stage Voice Workshop			
MUSC 124, Jazz Improvisation			
MUSC 133L, Studio Music Production I Lab			
MUSC 133, Studio Music Production I			
MUSC 134L, Studio Music Production II Lab			
MUSC 134, Studio Music Production II			
MUSC 141, Concert Attendance			Submitted – Technical Review
MUSC 143, Live Sound Reinforcement			
MUSC 173, Beginning Jazz Ensemble			
MUSC 175, Beginning Rock Band			

MUSC 176, Beginning Rock Band Workshop			
MUSC 222, Popular Vocal Performance			
MUSC 223, Popular Instrumental Performance			
MUSC 224, Jazz Improvisation Workshop			
MUSC 225, Commercial Music Ensemble			
MUSC 233L, Studio Music Production III Lab			
MUSC 233, Studio Music Production III			
MUSC 234L, Studio Music Production IV Lab			
MUSC 234, Studio Music Production IV			
MUSC 273, Intermediate Jazz Ensemble			
MUSC 274, Advanced Jazz Ensemble			
THA 101, Theatre Appreciation			Submitted – Awaiting Faculty
THA 110, Fundamentals of Acting			Submitted – Awaiting Faculty
THA 120A, Rehear&Perform: Drama			Submitted – Awaiting Faculty
THA 120B, Rehear&Perform: Comedy			Submitted – Awaiting Faculty
THA 120C, Rehear&Perform: Musical Theatr			Submitted – Awaiting Faculty
THA 125, Intermediate Acting Workshop			Submitted – Awaiting Faculty
THA 130, Improvisation			Submitted – Awaiting Faculty
THA 133, Makeup for the Stage			
THA 205, Advanced Acting Workshop			Submitted – Awaiting Faculty
THA 215, Acting for the Camera			Submitted – Awaiting Faculty
THA 218, Audition Tech for the Actor			Submitted – Awaiting Faculty
THA 220, Fundamentals of Directing			Submitted – Awaiting Faculty
THA 239, Intercultural & Women's Theatre			Submitted – Awaiting Faculty

11. ADJOURNMENT

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Mr. Christos Valiotis, 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

DATE: March 8, 2012
LOCATION: BE 321 – Computer Room
TIME: 3:09 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Jeffrie Ahmad, Faculty	Lisa Karlstein, Faculty	De'Nean Coleman-Carew
Maria Clinton, Cochair	Scott Lee, Faculty	Chris Dundee, ASO Student
Richard Coffman, Faculty	Cynthia Littlefield, Faculty	LaDonna Trimble, Dean
Margaret Drake, Dean	Mrs. Sharon Lowry, V. P. Academic Affairs	
Tooraj Gordi, Faculty	Donna Meyer, Faculty	
Lee Grishman, Articulation (proxy)	Les Uhazy, Dean	
Linda Harmon, Faculty	Darcy Wiewall, Faculty	
Tom Hutchison, Faculty		

2011-2012
Academic Policies & Procedures Committee Meeting No. 9
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the March 8, 2012 AP&P Committee Meeting to order at 3:09 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:09 p.m. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

3. APPROVAL OF MINUTES

a. February 23, 2012

A motion was made and seconded to approve the minutes from February 23, 2012. Motion carried.

4. INFORMATIONAL ITEMS

a. Course not taught from Summer 2010-Spring 2012

Ms. Maria Clinton stated that in the packet is the list of courses that have not been taught in the last two years. Take this list back to your division and decide if the course is still appropriate to remain in the catalog. If the course has not been taught in the last two years due to the budgetary reasons, then bring the course outline forward in CurricUNET as a substantial course revision indicating in the revision rationale that the course is current and being brought forward due to it not being taught in the last two years. Ms. Clinton also stated that in the packet is the policy inactive courses and the process of making them obsolete, which was established by AP&P when Ms. Deborah Charlie was cochair. The policy states that if a course is not taught in two years its status becomes inactive, which means before the course can be scheduled again it must be brought to this committee in the form of a course revision to be sure the content is still current. She requested that the committee members bring this policy back to their divisions for review during the process of cleaning up their inventory. Mrs. Lowry stated that these courses have to go through the revision process before they can be scheduled again. Ms. Meyer asked what happens if the course does not come forward again. Ms. Clinton stated that the courses will be made obsolete and if the faculty later decide to offer the course again they must bring the Course Outline of Record forward in CurricUNET and receive approval from the AP&P Committee. Mrs. Margaret Drake requested clarification on how the courses need to come forward whether in CurricUNET or a memo. Ms. Clinton stated that the course must come through the revision process within CurricUNET as a substantial course revision and provide the rationale of why the course has not been taught. Mrs. Drake stated that the policy needs to be clear so faculty have proper guidance in this process. Mrs. Drake requested a deadline on when these courses need to come forward again. Ms. Clinton stated that these need to come forward no later than the deadline in fall. Ms. Ahmad stated that the courses on this list also appear on the list of courses due for revision anyway, should a special rationale be entered on these courses. Ms. Clinton stated that yes the rationale should be specific to the reason the course should remain active even though it has not been taught. Mrs. Lowry asked why CIS Java Programming has not been taught since 2002, should we say that if the course has not been taught in so many years they have to go through some sort of process. Ms. Clinton stated that per Deborah Charlie the courses that have not been taught in two or more years did not get reviewed by AP&P but instead if the course needs to be scheduled then the course must be reviewed by this committee prior to scheduling. However we are being asked to review these courses even though the faculty

are not asking to schedule them yet. Mrs. Melissa Jauregui stated that if the work experience courses need to be maintained or made obsolete a memo should be submitted for those courses only since there is not an individual course for each area. A lengthy conversation took place regarding some of these courses now being included in the TMC and will need to be scheduled to allow students the ability to graduate once the TMC for those areas are adopted by AVC. Ms. Clinton requested the representatives to take this to their faculty and to be sure all courses are brought forward before the deadline in the fall.

b. Courses due for revision Fall 2012 are now listed at the end of the agenda

Ms. Maria Clinton stated that there are a lot of courses due in the fall so faculty should begin the revision process now in CurricUNET and submit the changes as soon as possible. Once the courses are ready to be placed on an agenda, the course will be held until the first meeting in September so that the course keeps its current revision cycle. The courses will be tech reviewed now but will be held. Ms. Jeffrie Ahmad asked if there is a deadline in September that the courses need to be submitted by, at which Maria Clinton stated that the courses should be submitted now but no later than September 14, 2012, however the longer the course takes to be submitted the more likely it won't complete the cycle in time.

c. Mission Statement

Ms. Maria Clinton stated that she realizes that many divisions have not yet had their meeting yet but that we need to have a healthy discussion on our Mission Statement and analyze it against the Chancellor's Office review of our mission to be sure we are in alignment with their expectation of community colleges.

d. AP&P Handbook review

Ms Maria Clinton stated that the handbook has not yet gone out because there are a few sections that she needs to review prior it going out to the committee members. Once those sections have been thoroughly reviewed the handbook will go out to the representatives for their review and revision.

e. C-ID Language for New Catalog

Ms. Maria Clinton stated that Dr. Grishman had something to pass out for our review and consideration. Dr. Grishman stated that the handout was the language listed in the catalog for students review in determining which course will benefit them most. The language in the packet from the Chancellor's Office may need to be modified because it is very cumbersome and confusing for the students, however if it is intended to cover us legally then perhaps it should remain as is. Mrs. Lowry stated that the suggested language is likely to cover us legally. Dr. Grishman stated then perhaps it will remain as is but he recommends that the courses be listed at the front of the catalog for quick reference by the student rather than entering the number on each course. Ms. Clinton requested clarification on the document as to whether he recommends the same format as used when we listed the CAN numbering. He stated that his is the third attempt of this very numbering system, this time it is called C-ID and yes the format should be the same. Ms. Clinton thanked Dr. Grisham and requested that this come back to a later agenda after Dean Trimble has an opportunity to review the document.

f. SAM Codes MIS Data Element Dictionary – Mrs. Drake

Mrs. Margaret Drake stated that she was asked to go over the SAM codes with the committee in hopes that a new SAM code expert is identified. She stated that any time a course is designated as Vocational Occupational Career Technical course through the Taxonomy of Programs from the Chancellor's Office where an asterisk designates the course as such, then a Student Accountability Model code must be identified for the course. This codes then tracks those students who attend the course, their success in that course, student's persistence within a major, student completion rates and application for certificates and degrees, then they take that information and the compare it to the unemployment insurance at the state level to determine who is getting jobs. She stated that there is a higher level of accountability for those courses with a SAM code designation versus those courses that are not career technical. All those courses that are transferrable are coded with a SAM code E non occupational. So SAM Code D, Possibly Occupational are those courses that students take at the beginning of their program, the explorer courses, students typically take during the first and second semesters in the program. The courses that support a career technical program such as a math course in applied mathematics that supports technicians for example, not intended for transfer, could also be labeled with SAM code D even though the course is not in an occupational TOP code. SAM code D means that none of the statistical data gathered for these courses is marked against us. She continued to state that SAM code C is about 70% of Antelope Valley College should be labeled, which are those courses that are third, fourth or fifth semester courses. It is important to be sure the course qualifies for this code since those courses with this code are held against us if those students do not complete their program or change their major half way through their occupational program. Mrs. Drake stated that all courses that are introductory to a program should always be coded as a D, possible occupational, and those courses at a higher level in our programs is what dictates the code of a C status. It does not matter where this course falls at another institution. In the past our college made the mistake of coding most of our occupational courses at SAM code B, which was a big mistake since the primary requirement is that several layers of prerequisites be in place to carry such a designation. For example,

the fourth semester course carries a prerequisite of an earlier course, and a later course carries a prerequisite of this course, that later course may qualify as a SAM code B. However it is not required that we have any courses at a SAM code B or A, in fact the Chancellor's Office states that no more than two courses in any one program can carry this designation. Ms. Maria Clinton asked if the database tracks employment for a specific discipline. Mrs. Drake stated that it tracks employment of students who are nearly completed or have completed their programs, but it only cares if the student got a job regardless of if the job is in the specified field. It also tracks the students wage increase to be sure the students are advancing in their pay after completing or partially completing their program.

5. DISCUSSION ITEM

a. CSUGE/IGETC/AVCGE from AP&P Handbook and Future Procedure

• THA 225 – AVC GE Area C

Ms. Maria Clinton stated that in the current handbook, as developed by former cochair Deborah Charlie, on page 10 it states that for both transfer General Education categories and local categories to see the Articulation Officer. At AP&P, the discussion occurs regarding the applicability of the requested general education category, we take action on that request and then we do not revisit the implementation of the general education category. As a result, to close that loop, we will now have a standing agenda item for CSU GE and IGETC that we will add to as courses request such designation so that once the approval from IGETC and CSU GE is granted, Dr. Lee Grishman, Articulation Officer, can report with the approval or denial. This will also allow the AP&P Representatives to report the information back to the division and faculty. Dr. Grishman wished to clarify the process, which is that he submits the courses for approval once a year in the fall, and then it takes several months before we hear the status of the request. Dr. Grishman also stated that it is the responsibility of the faculty to follow through on their request to designate a course as general education and would do so by contact the Transfer Office. Ms. Clinton stated that this will be called out on the course as it comes through the approval process but we also want to make sure that the course is reported back to this committee once approved in CSU GE or IGETC. Mrs. Melissa Jauregui stated that there are currently five courses awaiting approval to carry CSU GE and/or IGETC designation, which are PHIL 109, HD 102, ART 150, SPAN 102HL and SOC 200. A lengthy discussion took place, at which Mrs. Lowry stated that this is just a measure to track the process for the courses that are still pending a certain approval, which will keep us from having to check every individual course to be sure all submitted courses received an action. Mrs. Drake stated that perhaps the requests regarding general education designation at UC and CSUs be handled through an email notification to Melissa Jauregui when the courses are submitted and again when the courses are approved. Dr. Grishman stated that when he sends those emails he will also copy the dean, faculty and AP&P representative. Ms. Clinton stated that this item will return at a later date if additional discussion needs to occur on this topic.

b. Proposed 12-13 AP&P Calendar

Ms. Maria Clinton stated that in the packet there is a tentative schedule for the 12-13 AP&P Committee year. She asked the committee to decide when the last meeting will occur since our regular dates of 2nd and 4th Thursday conflicts with the finals week. As a result, there are two dates to choose from for that final meeting which will also be the deadline for course approvals, November 29 or December 13. After a show of hands it was decided that the AP&P Committee will meet on November 29, 2012.

6. REPORTS (limited to 5 min. each)

a. BP 4020 Program, Curriculum, and Course Development

- | | |
|---|---|
| <ul style="list-style-type: none"> • Business, Computer Studies and Economic Development ✓ Health Sciences ✓ Instructional Resources/ Extended Services ✓ Language Arts • Math & Engineering | <ul style="list-style-type: none"> • Science ✓ Kinesiology, Athletics and Dance ✓ Social and Behavioral Sciences ✓ Student Services/Counseling ✓ Technical Education ✓ Visual and Performing Arts |
|---|---|

b. AP 4020 Program and Curriculum Development

- | | |
|---|---|
| <ul style="list-style-type: none"> • Business, Computer Studies and Economic Development ✓ Health Sciences ✓ Instructional Resources/ Extended Services ✓ Language Arts • Math & Engineering | <ul style="list-style-type: none"> • Science ✓ Kinesiology, Athletics and Dance ✓ Social and Behavioral Sciences ✓ Student Services/Counseling ✓ Technical Education ✓ Visual and Performing Arts |
|---|---|

c. AP 4100 – Graduation Requirements for Degrees and Certificates

- | | |
|--|--|
| <ul style="list-style-type: none"> • Business, Computer Studies and Economic Development ✓ Health Sciences ✓ Instructional Resources/ Extended Services | <ul style="list-style-type: none"> ✓ Language Arts • Math & Engineering • Science ✓ Kinesiology, Athletics and Dance |
|--|--|

- Social and Behavioral Sciences
 - ✓ Student Services/Counseling
- d. **AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment**
- Business, Computer Studies and Economic Development
 - ✓ Health Sciences
 - ✓ Instructional Resources/ Extended Services
 - ✓ Language Arts
 - Math & Engineering
- e. **AP 5013 Student in the Military**
- Business, Computer Studies and Economic Development
 - ✓ Health Sciences
 - ✓ Instructional Resources/ Extended Services
 - ✓ Language Arts
 - Math & Engineering
- ✓ Technical Education
 - ✓ Visual and Performing Arts
- Science
 - ✓ Kinesiology, Athletics and Dance
 - ✓ Social and Behavioral Sciences
 - ✓ Student Services/Counseling
 - ✓ Technical Education
 - ✓ Visual and Performing Arts

Ms. Maria Clinton requested each of the division representatives to report on their conversations with faculty regarding the above proposed Board and Administrative policy revisions. Each division notated with a check mark above stated that the faculty did not have any conflicts with the changes made to the policies. The divisions notated with a bullet have not yet reported on their faculty comments. Ms. Clinton stated that since we are a majority vote committee, she will take the newly revised policies to the Senate and the Board for approval. Dr. Les Uhazy stated that if his faculty have comments he will send them via email, as will the Ms. Donna Meyer for the Business, Computer Studies and Economic Development division.

f. **Courses that carry repeatability**

Ms. Maria Clinton stated that the division representatives can respond at any time regarding the courses that have repeatability. Ms. Donna Meyer asked for clarification on how to let the repeatability go for all the courses that were included on the list. Ms. Clinton asked that a memo from the division be sent to AP&P indicating which courses are to have the repeatability removed. Ms. Jeffrie Ahmad wished to know if the date the courses in her area, COMM 116 and JOUR 123, will lose their repeatability if not tied to a degree for transferability. Ms. Clinton stated that the deadline to justify the course is part of a degree for transfer is April 26, 2012. Mrs. Drake asked if the courses in her area that carry unlimited repeatability due to certification will lose repeatability if action is not taken. Ms. Clinton requested that a memo be submitted for those courses as well indicating that faculty have reviewed their courses and the repeatability should remain with a justification. Ms. Karlstein requested clarification for those courses that carry repeatability due to performances, such as a gallery show. Ms. Maria Clinton read the language from the Chancellor's Office Course Approval Handbook, which states that Studio Arts courses can carry repeatability for each course only if the course is part of a core for transfer. She continued to state that if the course is meeting this requirement as an activity course then it has to be designated as a lab course for students with lab LHE for faculty. Ms. Clinton asked the committee to also decide whether the core of a program includes the program electives since we have a lot of courses listed for some degrees as electives. She recommended that the committee not deviate from the core as stated in the Chancellor's Office handbook, which was intended to be the main core of the program without the electives. Dr. Les Uhazy stated that the Chancellor's Office is clear as to what the core should be. Mrs. Drake stated that from the perspective of her faculty, they stated that the best thing that happened to their courses was removing repeatability, since the students realized that they no longer have two and three times to take a class. Ms. Clinton stated that this item will return to the next agenda as an action item to determine if program electives are part of the core.

7. **ACTION ITEMS – First Reading – AVC General Education Designation**

- a. **THA 225, Introduction to Playwriting**
- Requesting AVC GE Area C
 - COR approved 12/8/2011
- b. **HD 102, Readjustment Strategies for Veterans, Their Families and Friends**
- Requesting AVC GE Area E
 - COR approved 12/8/2011
- c. **PHIL 109, World Religions**
- Requesting AVC GE Area C
 - COR approved 5/26/2011
- d. **ART 150, 3-D Design Basics**
- Requesting AVC GE Area C
 - COR approved 12/8/2011

Ms. Maria Clinton asked that Dr. Grishman review the above courses for applicability to the requested general education areas. Dr. Grishman stated that each course was fine with the exception of HD 102, but after a second review stated that all courses were applicable to the requested areas. A motion was made and seconded to approve the AVC GE designations for items 7a-d. Motion carried.

8. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P

Course	Scheduling Restrictions if not approved by 12/8/11	Status
Math and Engineering		
MATH 070C,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070D,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070E,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070F,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 099, Individualized Self-Study Math	Cannot schedule Spring 2013	

9. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 12/13/12	Status
Business, Computer Studies and Economic Development			
CA 107, Micro Hardware/Software Support			
CA 111, Word Processing-Microsoft Word			
CIS 157, Introduction to LINUX			
CIS 173, Intro to C++ Programming			
MGT 201, Small Business Management			
RE 101, Real Estate Principles			
RE 105, Real Estate Practices			
RE 111, Real Estate Finance			
RE 121, Legal Aspects of Real Estate			
RE 131, Real Estate Appraisal			
RE 141, Escrow Principles			
RE 161, Property Management			
Counseling/Student Services			
EOPS 060, Enrichment Class			
Health Sciences			
AH 101/101CL, Principles of Nursing Science			
CFE 150, Parenting: Infancy			
CFE 151, Parenting: Preschool Child			
CFE 152, Parenting: Elem Preadolescent			
CFE 155, Single Parenting			
CFE 156, Step-parenting Blended Family			
CFE 157, Parenting Exceptional Child			
NF 110, Sports Nutrition			
Instructional Resources/Extended Services			
LIB 101, Intro to Library Research			
LIB 105, Libraries and Information			
Language Arts			
CHIN 101, Elementary Chinese I			
CHIN 102, Elementary Chinese 2			
COMM 217, Gender and Communication			
DFST 101L, ASL I Skill Building Lab			
DFST 204, Struct of American Sign Lang			
DFST 205, Numbers, Fingerspelling, Classifiers			
DFST 206, Creative Signing			
ENGL 061, Grammar and Mechanics			

ENGL 062, Basic Writing			
ENGL 063, Vocabulary			
ENGL 064, Spelling			
ENGL 227, Engl Literature 1900-Present			
ENGL 230, Antiquity to Renaissance			
ENGL 231, Since the Renaissance			
ENGL 233, Bible as Lit-Old Testament			
ENGL 234, Bible as Lit-New Testament			
ENGL 240, Studies in Poetry			
ENGL 242, Studies in Fiction Short Story			
ENGL 244, Studies in Fiction The Novel			
ENGL 246, Survey of Drama (Beginnings to 1878)			
ENGL 248, Survey of Modern & Contemporary Drama (from 1879)			
ENGL 250, Cross-Cultural Lit in America			
ENGL 252, African American Literature 1746-1930			
ENGL 253, African American Literature 1930-Pres			
ENGL 260, Myths and Meanings			
ENGL 270, Literature and the Holocaust			
ENGL 274, Detective Fiction			
ENGL 279, Science Fict & Dystopic Literature			
FREN 101, Elementary French I			
FREN 102, Elementary French 2			
FREN 201, Intermediate French 1			
FREN 202, Intermediate French 2			
FREN 203, Advanced French			
GER 202, Intermediate German 2			
GER 203, Intermediate German 3			
INT 101, Prin of Sign Lang Interpreting			
LATN 101, Elementary Latin 1			
LATN 102, Elementary Latin 2			
LATN 201, Intermediate Latin			
SPAN 102HL, Elementary Spanish for Heritage Learners II			
Mathematics & Engineering			
ENGR 110, Engr Orientation & Basic Skills			
ENGR 220L, Strength of Materials Lab			
ENGR 220PS, Strength of Materials PSS			
ENGR 220, Strength of Materials			
ENGR 230, Circuit Analysis			
Science			
ASTR 101L, Astronomy Laboratory			
BIOL 102, Human Biology			
CHEM 212, Organic Chemistry Support Laboratory			
DRFT 250, Introduction 3-D Cad Drafting			
ERSC 101Introduction to Earth Sciences			
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate			
GEOG 102, Phys Geog: Earth's Weather & Climate			
GEOG 221, Spatial Analysis in GIS			

GEOG 298A, Special Studies in GIS			
GEOG 298B, Special Studies in GIS			
GEOG 298C, Special Studies in GIS			
GEOL 102, Historical Geology			Submitted – Awaiting Dean
Kinesiology, Athletics and Dance			
KIN 103, Aerobic Conditioning			
KIN 110, Advanced Baseball Techniques			
KIN 120, Advanced Football Techniques			
KIN 145, Adv Womens Fast-Pitch Softball			
KIN 150, Beginning Swimming			
KIN 151, Intermediate Swimming			
KIN 152, Fitness Swimming			
KIN 157, Advanced Volleyball			
KIN 165, Advanced Track Techniques			
KIN 170, Beginning Weight Lifting			
KIN 173, Intermediate Weight Lifting			
KIN 175, Adv Weight Training for Ath			
KIN 187, Yell/Song Leading, Sum or Fall			
KIN 188, Pep Squad Leadership			
KIN 189, Cheer Conditioning			
KIN 191, First Aid&Emergency Care			
KIN 200, Intercollegiate Baseball			
KIN 215, Intercollegiate Cross Country			
KIN 220, Intercollegiate Football			
KIN 230, Intercollegiate Women's Soccer			
KIN 240, Intercollegiate Wmn's Softball			
KIN 255, Intercollegiate Track			
Social and Behavioral Sciences			
ANTH 101, Intro Physical Anthropology			
ANTH 102, Intro Cultural Anthropology			
ANTH 103, Intro to Prehistory			
ANTH 112, Native North Americans			
ANTH 130, Field Archaeology in Latin America			
ANTH 140, Intro to Archaeology			
POLS 103, Comparative Government			
POLS 202, Ethnic Politics in America			
PSY 236, Developmental Psychology			
SOC 105, Mexican Amer Contemp Society			
SOC 111, Issues Concepts in Aging			
SOC 115, Marriage and Family Life			
SOC 120, Drugs Society Human Behavior			
Technical Education			
AERO 280, Aircraft Gen-Written Test Rev			
AERO 282, Aircrft Pwrpl-Written Test Rev			
AJ 101, Intro to Admin of Justice			
AJ 103, Criminal Evidence			
AJ 203, Narcotics Control			
AJ 204, Juvenile Procedures			
AJ 207, Probation and Parole			Submitted – Awaiting Dean
AUTO 105, Auto Principles & Practices			

AUTO 125, Automotive Chassis			
AUTO 126, Automotive Brakes			
AUTO 127, Auto Suspension,Steering,Align			
AUTO 128, Automotive Power Trains			
AUTO 130, Basic Auto Trans/Transaxles			
AUTO 150, Auto Electrical Systems			
AUTO 151, Auto Chassis/Body Elect System			
AUTO 152, Automotive Ignition Systems			
AUTO 153, Auto Starting/Charging Systems			
AUTO 175, Auto Fuel, Emissions, CA CIn Air			
AUTO 176, Auto Carburetor Fuel Systems			
AUTO 177, Electronic Fuel Injection			
AUTO 198A, Anti-Lock Braking Systems (ABS)			
AUTO 198C, Electrical/Electronic Systems Training Seminar			
AUTO 198D, Engine Performance Training Seminar			
AUTO 198E, Advanced Engine/Emission Sys Diagnosis & Repair			
AUTO 198F, Gaseous Fueled Vehicles Training Seminar			
AUTO 198H, Adv. Emissions Diagnostics Trng Seminar			
AUTO 198N, Electronic Transmissions & Transaxles Seminar			
AUTO 198, Automotive Seminars			
AUTO 200, Auto Air Conditioning			
AUTO 210, Auto Specialization Lab			
AUTO 231, General Motors Auto Trans			
AUTO 232, Ford/Chrysler Auto Trans			
AUTO 277, Elect Eng Controls-GM Systems			
AUTO 278, Elect Eng Controls-Ford/Chrys			
ELTE 105, Introduction to Robotics			
FTEC 215, Rescue Practices			
FTEC 222, Wildland Fire Control			
Visual and Performing Arts			
ART 103, History of Non-Western Art			
ART 104, History of Modern and Contemporary Art in the 20th Century			
ART 145L, Design and Color Lab			
ART 145, Design and Color			
ART 160, Painting/Drawing Techniques			
ART 219, Intermediate Illustration			
ART 230, Human Figure Painting			
DM 113, Photoshop I			Submitted – Awaiting Faculty Revision
FTV 101, Introduction to Film			
FTV 103, Intro to Television			
FTV 107, History of Film, Pre 1950			
FTV 108, History of Film, 1950-Present			
FTV 121, Introduction to Digital Filmmaking			
FTV 134, Intro to Screenwriting			
FTV 155, Film Festival Analysis			
FTV 201, Intercultural & Women's Film			
FTV 203, African-American Cinema			

FTV 215, Directing for Film & Video			
FTV 220, Advanced Screenwriting			
FTV 230, Digital Cinematography			Submitted – Awaiting response from faculty on requisites
FTV 242, Writing and Pre-Production of the Short Film			
FTV 244, Production & Post-Production of the Short Film			
FTV 251, Contemporary American Independent Film			
FTV 261, Religion and Cinema			
MUS 121, Voice Class			
MUS 131, Keyboard Skills I			
MUS 132, Keyboard Skills II			
MUS 142, Musical Theatre Workshop			
MUS 153, Beginning Musicianship			Submitted – Awaiting Faculty
MUS 164, String Ensemble			
MUS 165, Instrumental Ensemble - Guitar			
MUS 166, Beginning Orchestra			
MUS 167, Intermediate Orchestra			
MUS 181, Master Chorale			
MUS 183, Master Chorale Sectional			
MUS 185, Concert Choir			
MUS 186, Gospel Choir			
MUS 189, Keyboard Ensemble			
MUS 191, Treble Choir-Children's Music			
MUS 231, Keyboard Skills III			
MUS 232, Keyboard Skills IV			
MUS 253A, Intermediate Musicianship			
MUS 253B, Advanced Musicianship			
MUS 258, Composition			
MUS 266, Advanced Orchestra			
MUS 268, Musical Theatre Orchestra			
MUSC 102, History of Jazz			
MUSC 103, History of Rock 'n Roll			
MUSC 104, The Music Industry			
MUSC 107, History of Women in Rock Music			
MUSC 112, Commercial Music Theory			
MUSC 113, Writing Music for Songs			
MUSC 122, Stage Voice			
MUSC 123, Stage Voice Workshop			
MUSC 124, Jazz Improvisation			
MUSC 133L, Studio Music Production I Lab			
MUSC 133, Studio Music Production I			
MUSC 134L, Studio Music Production II Lab			
MUSC 134, Studio Music Production II			
MUSC 141, Concert Attendance			Submitted – Technical Review
MUSC 143, Live Sound Reinforcement			
MUSC 173, Beginning Jazz Ensemble			
MUSC 175, Beginning Rock Band			
MUSC 176, Beginning Rock Band Workshop			

MUSC 222, Popular Vocal Performance			
MUSC 223, Popular Instrumental Performance			
MUSC 224, Jazz Improvisation Workshop			
MUSC 225, Commercial Music Ensemble			
MUSC 233L, Studio Music Production III Lab			
MUSC 233, Studio Music Production III			
MUSC 234L, Studio Music Production IV Lab			
MUSC 234, Studio Music Production IV			
MUSC 273, Intermediate Jazz Ensemble			
MUSC 274, Advanced Jazz Ensemble			
THA 101, Theatre Appreciation			Submitted – Awaiting Faculty
THA 110, Fundamentals of Acting			Submitted – Awaiting Faculty
THA 120A, Rehear&Perform: Drama			Submitted – Awaiting Faculty
THA 120B, Rehear&Perform: Comedy			Submitted – Awaiting Faculty
THA 120C, Rehear&Perform: Musical Theatr			Submitted – Awaiting Faculty
THA 125, Intermediate Acting Workshop			Submitted – Awaiting Faculty
THA 130, Improvisation			Submitted – Awaiting Faculty
THA 133, Makeup for the Stage			
THA 205, Advanced Acting Workshop			Submitted – Awaiting Faculty
THA 215, Acting for the Camera			Submitted – Awaiting Faculty
THA 218, Audition Tech for the Actor			Submitted – Awaiting Faculty
THA 220, Fundamentals of Directing			Submitted – Awaiting Faculty
THA 239, Intercultural & Women's Theatre			Submitted – Awaiting Faculty

10. ADJOURNMENT

A motion was made and seconded to adjourn the 2/23/12 AP&P Committee meeting at 4:49 p.m. Motion carried.

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.

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CCCCO TMC College Summary

College	Minimum 2 or More Approved	Total Degrees Approved	In Review at Campus Level	In Review at CCCC	Administration of Justice	Art History	Business Administration	Communication Studies	Early Childhood Education	English	Geology	History	Kinesiology	Mathematics	Physics	Political Science	Psychology	Sociology	Studio Arts	Theatre Arts
Alameda, College of	no	0	2																	
Allan Hancock	yes	2	2					X						X						
American River	yes	9			X			X	X		X			X	X		X	X	X	
Antelope Valley	yes	2						X						X						
Bakersfield	yes	3						X									X	X		
Barstow	yes	2															X	X		
Berkeley City	yes	2		1													X	X		
Butte	yes	3	2		X			X				X								
Cabrillo	yes	2												X				X		
Cañada	yes	7						X	X				X	X	X		X	X		
Canyons, College of the	yes	3												X			X	X		
Cerritos	yes	4			X			X		X								X		
Cerro Coso Community	yes	2			X									X						
Chabot	yes	2	4					X											X	
Chaffey	yes	5	3					X			X			X		X	X			
Citrus	yes	5			X			X						X			X	X		
Coastline Community	yes	2	1														X	X		
Columbia	yes	2						X										X		
Contra Costa	yes	2	1		X			X												
Copper Mountain	yes	2						X											X	
Cosumnes River	yes	5						X						X	X		X	X		
Crafton Hills	yes	3						X						X				X		
Cuesta	yes	2	1											X				X		
Cuyamaca	yes	3						X									X	X		
Cypress	yes	2						X										X		
DeAnza	yes	2	1					X						X						
Desert, College of the	yes	4	1		X			X									X	X		
Diablo Valley	yes	4						X						X			X	X		
East Los Angeles	yes	2	2							X			X							
El Camino	yes	2						X										X		
Evergreen Valley	yes	3			X							X		X						
Feather River	yes	2							X				X							
Folsom Lake	yes	3	1					X						X			X			
Foothill	yes	2															X	X		
Fresno City	yes	2		1													X	X		
Fullerton	yes	4						X						X			X	X		
Gavilan	yes	3			X			X					X							
Glendale Community	yes	3						X						X				X		
Golden West	yes	7						X		X		X		X		X	X	X		
Grossmont	yes	2															X	X		
Hartnell	no	1	1											X						
Imperial Valley	yes	2							X									X		
Irvine Valley	yes	2	1					X										X		
Lake Tahoe Community	yes	4			X									X			X	X		
Laney	no	0	2																	
Las Positas	yes	2												X				X		
Lassen	yes	3			X				X									X		

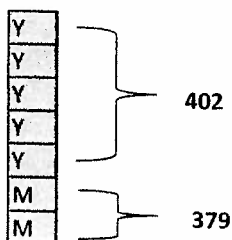
College	Minimum 2 or More Approved	Total Degrees Approved	In Review at Campus Level	In Review at CCCC	Administration of Justice	Art History	Business Administration	Communication Studies	Early Childhood Education	English	Geology	History	Kinesiology	Mathematics	Physics	Political Science	Psychology	Sociology	Studio Arts	Theatre Arts
Long Beach City	yes	5	3					X	X					X			X	X		
Los Angeles City	yes	2						X	X											
Los Angeles Harbor	yes	2											X						X	
Los Angeles Mission	yes	2						X						X						
Los Angeles Pierce	yes	2		1			X							X						
Los Angeles Southwest	yes	2			X				X											
Los Angeles Trade/Tech	yes	2							X					X						
Los Angeles Valley	yes	3						X						X				X		
Los Medanos	yes	4	1					X	X								X	X		
Marin, College of	yes	3						X									X	X		
Mendocino	yes	3						X						X				X		
Merced	yes	3	1		X			X									X			
Merritt	no	1						X												
MiraCosta	yes	2						X						X						
Mission	yes	4	5					X						X			X	X		
Modesto Junior	yes	2						X						X						
Monterey Peninsula	yes	2						X						X						
Moorpark	yes	4	3	1	X											X	X	X		
Moreno Valley	yes	2						X										X		
Mt. San Antonio	yes	2						X									X			
Mt. San Jacinto	yes	2		1				X						X						
Napa Valley	yes	2	2	1					X					X						
Norco	yes	2						X										X		
Ohlone	yes	4						X						X			X	X		
Orange Coast	yes	3	1					X									X	X		
Oxnard	yes	3						X									X	X		
Palo Verde	yes	2															X	X		
Palomar	yes	2															X	X		
Pasadena City	yes	6	7					X						X			X	X	X	X
Porterville	yes	4						X				X		X					X	
Redwoods, College of the	yes	2												X			X			
Reedley	yes	3	1					X						X			X			
Rio Hondo	yes	4						X						X			X	X		
Riverside City	yes	2						X										X		
Sacramento City	yes	4	1	1				X						X			X	X		
Saddleback	yes	2	1														X	X		
San Bernardino Valley	yes	2												X				X		
San Diego City	yes	2						X									X			
San Diego Mesa	yes	2															X	X		
San Diego Miramar	yes	2						X										X		
San Francisco, City College of	yes	2	1					X									X			
San Joaquin Delta	yes	2						X									X			
San Jose City	yes	2			X									X						
San Mateo, College of	yes	3						X						X				X		
Santa Ana	yes	3	1					X									X	X		
Santa Barbara City	yes	3	1					X									X	X		
Santa Monica	yes	2		1		X								X						

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College	Minimum 2 or More Approved	Total Degrees Approved	In Review at Campus Level	In Review at CCCC	Administration of Justice	Art History	Business Administration	Communication Studies	Early Childhood Education	English	Geology	History	Kinesiology	Mathematics	Physics	Political Science	Psychology	Sociology	Studio Arts	Theatre Arts
Santa Rosa Junior	yes	3						X									X	X		
Santiago Canyon	yes	5						X						X	X		X	X		
Sequoias, College of the	yes	3						X									X	X		
Shasta	yes	3					X	X										X		
Sierra	yes	3						X									X	X		
Siskiyou, College of the	yes	8			X		X	X	X	X				X	X					X
Skyline	yes	2												X			X			
Solano	yes	2												X				X		
Southwestern	yes	2						X						X						
Taft	yes	2															X	X		
Ventura	yes	2	3					X									X			
Victor Valley	no	1	3											X						
West Hills - Coalinga	yes	2			X									X						
West Hills - Lemoore	yes	2			X									X						
West Los Angeles	yes	3			X									X			X			
West Valley	yes	3						X									X	X		
Woodland Community	yes	3						X									X	X		
Yuba	yes	2												X				X		
Total Approved:		310	60	8	19	1	3	70	12	4	2	4	5	55	5	3	54	67	4	2
Total CSUs with Similar Majors:					13	21	16	19	13	19	12	20	13	18	18	21	19	22	17	18

College	Approval Status																
	Administration of Justice	Art History	Business	Communications	Early Childhood	English	Geology	History	Kinesiology	Mathematics	Physics	Political Science	Psychology	Sociology	Studio Arts	Theatre Arts	
Antelope Valley College	M	M	M	Y	Y	Y	M	M	Y	Y	M	M	Y	Y	Y	Y	
Barstow Community College					Y	Y		M					Y	Y			
Butte College	Y	M	M	Y	Y	Y	M	Y	M	M	M	M	Y	M	M	Y	
Cerritos College	Y	Y	Y	Y	Y	Y	M	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Citrus Community College	Y	M	M	Y	Y	Y	M	M	M	Y	M	M	Y	Y	M	M	
College of Marin	M	M	M	Y	M	M	M	M	M	M	M	M	Y	Y	M	M	
College of San Mateo	Y	M	M	Y		M	Y	M	Y	Y	M	Y	Y	Y			
College of the Canyons	M	M	M	M	M	Y	M	M	M	Y	Y	Y	Y	M	M		
College of the Desert	Y	M		Y	Y	M	M	M	Y	Y	M	M	Y	Y	Y	Y	
College of the Redwoods	Y	M	M		Y	M	Y	Y		Y		M	Y	Y	Y		
Cosumnes River College		M	Y	Y	Y	M	M	M	Y	Y	Y	M	Y	Y	M	Y	
Cuyamaca College		M		Y	Y	M	M	Y	Y	Y	M	M	Y	Y			
Cypress College	M	M	Y	Y	M	M	M	Y	M	M	M	M	Y	Y	M	M	
DeAnza College	M	M	Y	Y	Y	M		M	Y	Y		M	M	M	M		
Diablo Valley College	M	M	Y	Y	M	M	M	M	M	Y	M	M	Y	Y	M	M	
East Los Angeles College		Y	M	M	Y	Y			Y				Y			M	
El Camino College	Y	Y	M	Y	M	Y	Y	Y	Y	Y	Y	M	Y	Y	M	M	
Evergreen Valley College	Y	M	M	M		M		Y	M	Y	M	M	M	M		M	
Foothill College		Y	M	M	M	Y		M	M	Y	M	M	Y	Y	Y	Y	
Fresno City College	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Gavilan College	Y	M	M	Y	M	Y		M	Y	M	M	M	Y	M	M	Y	
Golden West College	M	M	M	Y		Y	M	Y	M	Y	M	Y	Y	Y	M	M	
Hartnell College	M			Y	Y	Y		M		Y	M	M	M	M	M	M	
Irvine Valley College	Y		Y	Y	Y	M	Y	M	Y	Y	M	M	Y	Y		Y	
Lake Tahoe Community College	Y	M	M	M	Y	M	Y	M	M	Y	M	M	Y	Y	M	M	
Las Positas College				Y	M	M		M	M	M			Y	Y			
Lassen College	Y	Y	Y		Y	M	M	M	M			M		Y	Y		
Los Angeles City College	M			Y	Y				Y				Y				
Los Angeles Pierce College		M	Y		M	M		Y	M	Y		M		Y	M	M	
Mendocino College	Y	M	Y	Y	M	Y	Y	Y	M	Y	M	Y	Y	Y	M	M	
Merced College	Y	M	M	Y	Y	Y	Y	Y	Y	Y	Y	M	Y		M	M	
MiraCosta College	M		M	Y	M				M	Y		M	M	M			
Mt. San Jacinto College	Y	Y	Y		Y		M	Y	M	Y	M	Y	M	M	M	M	
Norco College	M		M	Y	Y			M		M	M		M	Y	M	M	
Ohlone College				Y				M	M	Y			Y	Y		M	
Palomar College	M	M	M	M	M	M	M	M	M	Y	M	M	Y	Y	M	M	
Pasadena City College	Y	Y	Y	Y	M	Y	Y	Y	M	Y	Y	M	Y	Y	Y	Y	
Reedley College	Y	M	Y	Y	Y	Y	M	M	M	Y	M	M	Y	M			
Rio Hondo College	Y	Y	M	Y	M	M	M	Y	M	Y	Y	M	Y	Y	Y	Y	
Riverside Community College District	Y			Y	Y	M			M				M	Y		Y	
Sacramento City College	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
San Bernardino Valley College	M	M	M	Y	M	Y	M	M	M	Y	M	M	M	Y	M	M	
San Diego Mesa College		M	M	M	M	M	M	Y	M	Y	M	M	Y	Y	M	M	
San Diego Mesa College		M	M	M	M	M	M	Y	M	Y	M	Y	Y	Y	M	Y	
San Joaquin Delta College	M	Y	M	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	
Santa Barbara City College	Y	M	M	Y	M	M	M	Y	Y	M	M	Y	Y	Y	M	M	
Santa Monica		Y	M	M	Y	M	M	M	M	Y	M	M	M	Y	M	M	
Santa Rosa Junior College	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Santiago Canyon College			M	Y		M	M	M	M	Y	Y	M	Y	Y			
Shasta College	Y	M	Y	Y	Y	M	Y	Y	Y	M			Y	Y	Y	Y	
Sierra College	M	Y	M	Y	Y	M	Y	M	Y	M	Y	M	Y	Y	M	M	
Skyline College	Y	Y	Y	Y	Y	Y	M	M	Y	Y	Y	M	Y	M	M		
Sn Jose City College	Y		Y	Y		Y			Y	Y							
West Hills Coliege Coalinga	Y		Y		Y			M	Y	Y		Y	Y	Y	M	M	
West Hills College Lemoore	Y		Y	M	M	M	M	Y	Y	Y	Y	Y	M	M			
Yuba College	M	M	M	M		M		M	M	Y	M	M	M	Y	M		

CCCC Approved
 Waiting on CCCC Approval
 Waiting on Local District Board Approval
 At Curriculum Committee Level
 At Department
 Currently Under Discussion
 May Develop in the Future



Date: March 16, 2012
To: AP & P Committee
From: Maria Clinton, AP&P Cochair
Subject: Course Repeatability

The Academic Policies and Procedures Committee has been discussing in great detail the issue surrounding course repetition. These types of conversations are also occurring at the state level since the majority of community colleges have been allowing courses to carry repeatability that do not qualify based on current Title 5 regulations. The Title 5 language that dictates our current practices can be found in Division 6, Chapter 6, Subchapter 1, Article 4, commencing with §55040, which is noted below:

(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to the repetition of credit courses. Such policies and procedures shall not conflict with section 55025 or Education Code section 76224, pertaining to the finality of grades assigned by instructors, or with subchapter 2.5 (commencing with section 59020) of chapter 10 of this division, pertaining to the retention and destruction of student records.

(b) For purposes of course repetition, academic renewal, and all other related provisions in this division, the following terms shall have the meanings specified below:

(1) "Course repetition" occurs when a student who has previously received an evaluative symbol as defined in section 55023, in a particular course re-enrolls in that course and receives an evaluative symbol as defined in section 55023.

(2) "Substandard academic work" means course work for which the grading symbols "D," "F," "FW," "NP" or "NC" (as defined in sections 55023 and 55030) have been recorded.

(c) The policies and procedures adopted pursuant to subdivision (a) may:

(1) designate certain types of courses as "repeatable courses" consistent with the requirements of section 55041.

(2) allow a student to repeat a course in an effort to alleviate substandard academic work consistent with the requirements of section 55042.

(3) permit or require a student to repeat a course due to significant lapse of time consistent with the requirements of section 55043.

(4) permit a student to repeat a portion of a variable unit open-entry/open-exit course which the student previously completed only under the circumstances described in section 55044.

(5) permit a student to repeat a course which is not designated as a repeatable course, regardless of whether or not substandard academic work was previously recorded, where the district determines, consistent with section 55045, that there are extenuating circumstances which justify the repetition.

(6) permit a student to repeat a course in occupational work experience under the circumstances described in section 55253. When an occupational work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student's grade point average.

(7) permit a student with a disability to repeat a special class for students with disabilities any number of times based on an individualized determination that such repetition is required as a disability-related accommodation

for that particular student for one of the reasons specified in section 56029. The district policy may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

(d) When course repetition occurs pursuant to this section, the student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

(e) Notwithstanding the limits set forth above, apportionment will be limited as set forth in section 58161.

Title 5 elaborates further on the definition of such courses that qualify to carry repeatability in Division 6, Chapter 6, Subchapter 1, Article 4, commencing with §55041, which is noted below:

(a) The district policy and procedures on course repetition adopted pursuant to section 55040 may designate as repeatable courses only those courses described in this section.

(b) If a district permits repetition of courses regardless of whether substandard academic work has been recorded, repetition shall be permitted, without petition, in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Such courses must conform to all attendance accounting, course approval, and other requirements imposed by applicable provisions of law. Such courses may be repeated for credit any number of times. The governing board of a district may establish policies and procedures requiring students to certify or document that course repetition is necessary to complete legally mandated training pursuant to this subdivision.

(c) The district policy adopted pursuant to section 55040 may also designate courses of the types described in this subdivision as repeatable courses, subject to the following conditions:

(1) The district must identify the courses which are to be repeatable, and designate such courses in its catalog.

(2) The district must determine and certify that each identified course is one in which either:

(A) the course content differs each time it is offered; or

(B) the course is an activity course where the student meets course objectives by repeating a similar primary educational activity and the student gains an expanded educational experience each time the course is repeated for one of the following reasons:

(i) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or

(ii) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.

(3) Activity courses which may qualify as repeatable courses meeting the requirements of paragraph (2)(B) of this subdivision include, but are not limited to the following:

(A) Physical education courses; or

(B) Visual or performing arts courses in music, fine arts, theater or dance.

(4) foreign language courses, ESL courses and nondegree-applicable basic skills courses are not considered "activity courses" for purposes of paragraph (2)(B) of this subdivision).

(5) The district must develop and implement a mechanism for the proper monitoring of such repetition.

(6) Students may repeat a course pursuant to this subdivision for not more than three semesters or five quarters. For purposes of this subdivision, semesters or quarters include summer or intersessions.

(7)(A) Except as provided in subparagraph (B) of this paragraph, where a college establishes several levels of courses which consist of similar educational activities, the repetition limitation in paragraph (6) of this subdivision applies to all levels of courses that involve a similar primary educational activity regardless of whether the repetitions reflect multiple enrollments in a single course or in multiple courses involving the same primary activity.

(B) Visual or performing arts courses in music, fine arts, theater or dance which are part of a sequence of transfer courses are not subject to subparagraph (A) of this paragraph.

(d) When a course is repeated pursuant to this section, the grade received each time shall be included for purposes of calculating the student's grade point average.

The California Community Colleges Chancellor's Office has interpreted nearly all Title 5 language, which governs our practices, and has provided community colleges with a course and program approval document titled "Program and Course Approval Handbook." The section that discusses the allowance for course repeatability can be found on page 33 and is noted below:

Repetition of credit courses is covered in Title 5, Chapter 6, Subchapter 1, Article 4, commencing with §55040. This article covers all circumstances in which a district may permit repetition of credit courses. It should be noted that districts are not required to allow repetition of credit courses, but if the district chooses to establish policies and procedures that allow course repetition, then this article guides how that policy should be constructed.

Title 5 §55041 permits colleges to designate certain courses as "repeatable." Repeatable courses must be clearly identified in the college catalog, and repetition must be limited to not more than three semesters or five quarters. The college curriculum committee must determine whether a course is repeatable when the course outline of record is reviewed for approval. Courses may be identified as repeatable when:

- Repetition of the course is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
- The content of the course differs each time it is offered.
- The course is an "activity course" in which the student meets course objectives by repeating a similar primary educational activity and gains an expanded educational experience each time the course is repeated.

The course outline of an activity course should clearly show that skills or proficiencies are enhanced by supervised repetition and practice within class periods or that active participation in individual or group assignments is the primary learning activity. Activity courses that are designated as repeatable include, but are not limited to, physical education courses and visual or performing arts courses in music, fine arts, theater or dance. However, as indicated in Title 5 §55041, foreign language, ESL and nondegree-applicable basic skills courses are not considered activity courses and thus are not repeatable.

Repetition is limited in activity courses in physical education when two or more courses in the same activity either (1) offer varying levels of that activity (e.g., beginning, intermediate, advanced) or (2) offer variations of the activity. An example of the first situation would be a set of physical education courses in aerobics: Beginning Aerobics, Intermediate Aerobics, and Advanced Aerobics. Students would be allowed to repeat these activity courses; however, the repetition would be limited to three semesters or five quarters in a single course or in a combination of courses since this set of courses is comprised of a similar activity. An example of the second situation would be a set of physical education courses in swimming: Masters Swimming, Distance Swimming, and Swimming for the Triathlete. Students would be allowed to repeat these activity courses; however, the repetition would be limited to three semesters or five quarters in a single course or in a combination of courses since this set of courses is comprised of a similar activity.

Activity courses in visual or performing arts areas that are part of a sequence of transfer courses may be repeated three times per course. Visual and performing arts activity courses award credit for students who participate in activities like orchestra, theatre productions, and studio art. Each visual or performing arts course in

the transfer sequence may be repeated for a maximum of three semesters or five quarters, even when the courses are all in the same field of study or primary educational activity.

Additional information about credit course repetition is in the document "Guiding Principles and Assumptions for Credit Course Repetition and Withdrawal Examples." This document was developed in collaboration with Chancellor's Office staff and Chief Student Services Officers in June 2008 in order to provide guidance on the changes to Title 5 that were approved at that time. The document is available from the Chancellor's Office web site under the Academic Affairs Division.

Date: March 13, 2012
To: AP & P Committee
From: Dr. Les Uhazy, Dean
Tooraj Gordi, AP&P Representative
Dan Byrne, Mathematics Faculty
Dr. Magdalena Caproiu, Mathematics Faculty
Eugenie Trow, Mathematics Faculty
Subject: Request to Change Prerequisite language for two MATH Courses

At the December 8, 2011 AP&P meeting it was requested that the Mathematics faculty consider including in the description of MATH 099 a statement that clarifies the unit sequence of MATH 070C, 070D, 070E, and 070F in relation to MATH 070A, and MATH 070B. After careful consideration the Mathematics faculty have decided to not allow students to move from a MATH 099 C,D, E, and F sequence once started to an A-B sequence. The recent change in the MATH 099 Course Outline of Record requires a slight change in the prerequisite of the following two courses: MATH 070B and MATH 102B.

The catalog prerequisite for MATH 070B should be read: "Completion of MATH 070A."


The catalog prerequisite for MATH 102B should be read: "Completion of MATH 102A."

OK
M
Les Uhazy
Tooraj Gordi
Magdalena Caproiu
Daniel Byrne



ANTELOPE VALLEY COLLEGE
Technical Education Division

MEMORANDUM

DATE: March 9, 2012
TO: Academic Policy & Procedures Committee
FROM: Margaret Drake, Dean 
SUBJECT: Work Experience Courses Not Scheduled in Two Years

Please keep the following Work Experience courses active for at least the next two years:

AUTO 199
ABDY 199
CT 199
FTEC 199
ID 199

CT 199 is being offered in spring 2012 with three different employers participating.


The other courses are actively seeking suitable employment sites for future internships for students.

MMD:mr



ANTELOPE VALLEY COLLEGE
Technical Education Division

MEMORANDUM

DATE: March 9, 2012
TO: Academic Policy & Procedures Committee
FROM: Margaret Drake, Dean 
SUBJECT: Course Repeatability

Please note that the following courses meet the guidelines for unlimited repeatability allowed for mandated training as stated in Title 5, Sections 55763(c) and 58161(c):

AUTO 198H Advanced Emissions Diagnostics
ELEC 115 Electrical Codes & Ordinances
ELEC 250 Electricians Journeyman Review
FTEC 122 Wildland Fire Technology

The following courses do not meet these guidelines and repeatability should be removed:

AUTO 113 Advanced Engine Rebuilding
AUTO 210 Auto Specialization Lab
WELD 212 Performance Welding – Arc Welding

WELD 211 has been designated as obsolete.

MMD:mr