

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: February 23, 2012  
LOCATION: BE 321 – Computer Room  
TIME: 3:11 p.m.

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

2011-2012  
**Academic Policies & Procedures Committee Meeting No. 8**  
MINUTES

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

A motion was made and seconded to call the February 23, 2012 AP&P Committee Meeting to order at 3:11 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:11 p.m. Motion carried.

**2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**

Ms. Maria Clinton, stated that she wanted to introduce Donna Meyer as Beverly Beyer's replacement as the representative for Business, Computer Studies, and Economic Development. The college will miss Beverly Beyer dearly as she was such a great asset to this committee and her students. Ms. Clinton also stated that Linda Harmon is now training as the new Cochair, and will be more involved in the meeting process, which includes establishing the committee dates for the next academic year. She continued to state that the Chancellor's Office is strongly encouraging us to create more transfer degrees. Mrs. Lowry stated that she has been told at Statewide that the Chancellor's Office is looking for 80 percent compliance with the SB 1440 program. This means that of the degrees being offered for adaptation, we need to determine how many of the subject areas we offer and figure 80 percent of that is the number of degrees we should have in place with the start of the next academic year. Mrs. Lowry asked which areas are currently working on the transfer degrees, at which various committee members confirmed that Biology, Physics, Psychology, Sociology, Anthropology, Studio Arts, Geology, and Child and Family Development are being discussed by the faculty on our campus. Of those areas Physics, Psychology, Sociology, Studio Arts, Geology, and Child and Family Development have vetted TMC degrees on the Chancellor's Office site.

**3. APPROVAL OF MINUTES**

- a. **October 13, 2011**
- b. **October 27, 2011**
- c. **November 8, 2011 – Consent Agenda, Email Approval**
- d. **December 8, 2011**

A motion was made and seconded to approve items 3a-d: Approval of Minutes. Ms. Maria Clinton stated that electronic approvals are ok as long as we have the approval of the minutes. Motion carried.

**4. INFORMATIONAL ITEMS**

- a. **PE 107 Intermediate/Advanced Hatha Yoga (previously requested to change number PE 108) will remain PE 107 due to PE 108 being Ballroom Dancing**

Ms. Clinton stated that PE 107 requested a number change but unfortunately we could not implement as requested since the requested new number had already been assigned to a previous course. As a result, we reverted the number back to the original number, which was PE 107. Dr. Grishman requested clarity since it affects transfer. Ms. Clinton stated that PE 107 was the previously approved with a number change but we are forced to leave it as is.

- b. **CIS 101L, Intro to CIS Lab & CA 103L, Introduction to Microcomputers – Lab - Course Deactivation Request, Courses were deactivated several years ago since they are zero unit labs. These will be made historical in CurricUNET.**

Ms. Clinton stated that although CurricUNET has the courses listed as obsolete or historical an additional request to make these courses obsolete was sent forward in CurricUNET. She requested that Mrs. Melissa Jauregui send an email notifying the dean and faculty of this situation.

**c. Courses due for revision Fall 2012**

Ms. Clinton stated that each representative was given a list of courses that are scheduled to be revised in the next academic year. CurricUNET should not be brought down during the summer, as was the case last year, since all modules have already been brought on so encourage faculty to begin the revision process within CurricUNET now and continue tracking the courses through CurricUNET during the summer. Ms. Clinton stated that the only concern she has is for VAPA since there are three pages of courses listed for revision. Ms. Lisa Karlstein stated that she will begin working with her faculty now to ensure the courses get approved on time. Mrs. Lowry stated that if we are on a 5 year cycle for revision, where we revised in the fifth year, if the course was last revised in 2007 shouldn't these courses have been brought through this last fall. Ms. Clinton stated that actually we are revising in the fifth year since we are sending the lists out now and asking faculty to start the revision process now.

**d. Courses that carry repeatability**

Ms. Clinton stated that in the online packet there is a list of all courses that currently are approved to carry repeatability. She stated that these are the courses that will potentially have the repeatability removed if they are not part of a degree core for transfer. She further explained this as having articulation agreements on file through the Assist database, which would indicate that a four-year institution has agreed to accept our course as a direct replacement of their course within their program. Ms. Clinton requested the committee to decide whether or not a course as part of the elective list of a degree should be allowed to carry repeatability. The Chancellor's Office indicates that only those courses that are part of the core are allowed to have repeatability. Ms. Donna Meyer requested clarity on whether a course that is a skills course is allowed to keep repeatability. Ms. Drake stated that there was a provision that was added where repeatability that demonstrates the building of a skill level was allowed to carry repeatability. Ms. Clinton and Mrs. Lowry stated that the provision was removed. Mrs. Lowry stated that in order to allow students to have the additional class time to practice the skill set, then the college would offer three levels of the course: beginning, intermediate and advanced; without repeatability. Ms. Clinton stated that the Chancellor's Office feels that if a student takes the class and receives a C or better, then the student meets the objectives outlined on the course, if the student does not meet the objectives then they need to receive a substandard grade so they can repeat the course through that law. Ms. Trimble requested clarification on those courses that have repeatability due to licensing and whether they are all called out specifically in the catalog, as such. Mrs. Drake was not sure if all courses are clear in the catalog as having unlimited repeatability due to the allowance in Title 5. Ms. Karlstein asked if these courses were broken into leveled courses such as beginning, intermediate and advanced. Ms. Clinton stated that first the AP&P representatives need to take this list back to their division faculty, who need to them prove to the committee through the Assist documentation that the courses qualify as being part of a core degree that transfers. If this can be proven for a course then the repeatability will remain as is unless the course subject matter has been leveled. If the courses are already leveled, then a student can repeat for a max of 4 times across a subject matter. The exceptions to this are for those Visual and Performing Arts courses where students are putting on a production, such as Theater and Music. Ms. Clinton asked whether the core includes those courses that appear on the program elective list. She stated that this question will return to a later agenda for the committee to decide what the core includes. Dr. Coleman-Carew indicated that on Assist there is no list that discusses electives that are approved as part of the core. Dr. Grishman agreed that the Assist system does not call out electives.

*Mrs. Lowry also wanted to committee to notice that there are courses on the list that have not been scheduled within the last two years. She requested that Mrs. Melissa Jauregui pull a list of those courses that have not been taught in the last two years so that we may have a clean catalog when it is published this summer. Mrs. Darcy Wiewall requested clarification since she has a course that she has been trying to teach but the college will not allow her to schedule it since there are insurance issues. Mrs. Lowry stated that may be in effect for a little while longer due to the budget and to keep in mind that when courses are pulled from the catalog, they still exist within CurricUNET so if the budget turns around, plan a year out and bring the course to AP&P again for reimplemention. Ms. Cindy Littlefield requested additional clarification since her cycle of scheduling was disrupted when the budget issues occurred. Ms. Clinton stated AP&P handbook states that if a course has not been taught in the last two years then the faculty need to bring the course back to the AP&P committee to decide whether the material is viable, which would be easier to determine if the courses were part of a degree program for transfer. Dr. Dean Coleman-Carew asked whether the courses on the list of those not taught in the last two years will be pulled from the catalog automatically or if the faculty should bring justification to maintain the course listing in the catalog. Ms. Clinton stated that we have not been looking at the two year rule due to the budget cuts. Mrs. Lowry stated that she counted the number of Dance courses currently listed on the repeatability document, which is 20 courses, and this is a lot of courses in a*

single discipline without a degree being established. She also clarified that 20 courses is even a lot of courses for a discipline that has a degree. Ms. Clinton also included that its actually also an issue for the students, we all need to look at our courses to determine if we are even offering those courses that help our students complete a degree and transfer, which is one of our goals as a community college. We should be establishing our degrees with a clear path for students to complete their programs with the least amount of obstacles. Dr. Uhazy wanted to include that the CSU and UC's are looking at the general education areas are being looked at so to refine and hone in on those skills that are most important for the student. Mrs. Lowry stated that AP&P really needs to be strategically looking at those courses that are returning to the committee for revision approval to determine whether they are essential for transfer and/or part of a degree, which we have not done in the past since she has been on the committee. Additional conversation took place regarding a shift to the essential mission of community colleges, at which Ms. Donna Meyer asked whether courses would then be moved to community education since there is still a demand for some of these avocational courses. Mrs. Lowry stated that several conversations are occurring at the state level as to whether or not we should allow those students who can afford to pay the full freight of the courses to enroll through community education and those students would attend the same course as the rest of the college students. However, this would then create an issue with access since students would be buying their way into programs.

A question was asked as to when the divisions need to respond to the repeatability issue. Ms. Clinton stated that proof to maintain repeatability needs to be presented to the committee no later than April 26, 2012. Ms. Clinton asked the committee to decide whether the transferring of a course she be to our feeder CSU or any college within the state as long as an Assist documentation is on file. The committee agreed that the course can be articulated to any college regardless of proximity to Antelope Valley College.

**e. Prerequisite waiver process and counselor involvement – DeNean Coleman-Carew**

Dr. Coleman-Carew stated that a situation recently occurred within Counseling where a counselor felt that we could not sign off on a particular situation so it is being brought to the AP&P Committee for consideration. She stated that counselors interpret transcripts every day and determine whether students meet a prerequisite based on prior coursework. Recently, a student had come to the counselors having taken a higher mathematics course than the prerequisite and most counselors would have adjusted the student's record as having met the lower level math course that appears as a prerequisite on most upper level mathematics courses: MATH 102, Intermediate Algebra. However, a particular counselor felt that we should not sign off on this situation and forward the student to the faculty with a prerequisite challenge form, which is very stressful at times for students. Ms. Clinton stated that we do have a very strict prerequisite challenge process in place and perhaps this is an issue for that process. Dr. Coleman-Carew stated that the counselors are not waiving the prerequisite, they are interpreting the transcripts and indicating that a student has met the requirement by having completed a higher level course of College Algebra. Ms. Trimble stated that all counselors need to be operating in the same way and all divisions need to know how counselors are handling the prerequisite process. Mrs. Lowry requested clarification since if the course is transferring in and the student is receiving credit for our MATH 130 it would seem appropriate that the counselors interpret as such. A short discussion took place at which Mr. Gordi stated that the mathematics faculty have discussed this issue and have considered revising the courses but it seems unnecessary since it's obvious that a student has met the prerequisite through the completion of the higher algebra course. Dr. Uhazy included that it is an unnecessary stress on the students when the student has clearly met the prerequisite. The discussion continued, at which Dean Trimble stated that if the committee has not objection then counselors will process prerequisites in this manner and she will handle this now since she is clear on AP&P's view of the issue.

**5. DISCUSSION ITEM**

**a. THA 225, Introduction to Playwriting (Instructor Jonet Leighton and Eugenie Trow)**

- Requesting AVC GE Area C
- COR approved 12/8/2011

Ms. Clinton stated that the Theater faculty are requesting to add THA 225 to the list of appropriate courses that fulfill the AVC GE Area C requirements. It was her understanding that Dr. Grishman, Articulation Officer, was the person who oversaw this process, however she has Mrs. Jauregui contact him since he missed that last meeting when this course was approved and he stated that he was not the gate keeper of the AVC GE Areas. Dr. Grishman stated that no he and the Counselors implement the AVC GEs but AP&P approves the courses to appear as a GE after careful review of the definition from each general education area being requested. Mrs. Drake stated that in the past faculty were required to bring forward evidence from other community colleges, the CSU and UC campuses to prove how the course is being interpreted at those colleges. Additional discussion took place at which Maria Clinton thanked the committee for the explanation on this topic.

**b. AP&P Handbook review**

- Technical Review Committee: Duties and Responsibilities & Appendices – Dr. Scott Lee

- **Prior to Course and Program Development – Dr. Denean Coleman-Carew**
  - **Guidelines for Course Development – Ms. Lisa Karlstein, Ms. Cindy Littlefield**
  - **Other Curriculum Regulations and Procedures – Mr. Tom Hutchison and Mr. Tooraj Gordi**
  - **Certificate Program and Degree Development – Dr. Darcy Wiewall and Mrs. Margaret Drake**
- Ms. Maria Clinton requested volunteers to review the newly revised sections of the AP&P Handbook which will be in affect the next academic year. The volunteers are noted above.

c. **Mission Statement**

Ms. Maria Clinton stated that the committee needs to review the mission statement every year and asked the representatives to review it with the faculty in their division along with the two comments from last year, which are included in the packet. Bring all comments back to the committee so we can make the necessary revisions and approve the mission statement.

6. **REPORTS (limited to 5 min. each)**

a. **BP 4020 Program, Curriculum, and Course Development**

b. **AP 4020 Program and Curriculum Development**

Ms. Maria Clinton requested a count on the divisions that have discussed items 6a-b and whether or not revisions are being recommended. The following divisions have approved the language as is:

- Technical Education
- Kinesiology, Athletics, and Dance
- Student Services and Counseling
- Instructional Resources/Extended Services

Ms. Maria Clinton stated that a final count will be done at the next meeting so the items can be sent to the Board of Trustees for approval.

c. **AP 4100 – Graduation Requirements for Degrees and Certificates**

A motion was made and seconded to table items 6c. Motion carried.

d. **AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment**

e. **AP 5013 Student in the Military**

Ms. Maria Clinton requested a count on the divisions that have discussed items 6a-b and whether or not revisions are being recommended. The following divisions have approved the language as is:

- Technical Education
- Kinesiology, Athletics, and Dance
- Student Services and Counseling
- Instructional Resources/Extended Services

Ms. Maria Clinton stated that a final count will be done at the next meeting so the items can be sent to the Board of Trustees for approval.

f. **Graduation Requirements: Reading Proficiency**

A motion was made and seconded to table items 6f. Motion carried.

7. **ACTION ITEMS – Second Reading – New Course Development**

- a. **CCA - MATH 070C, Elementary Algebra Unit 1**
- b. **CCA - MATH 070D, Elementary Algebra Unit 2**
- c. **CCA - MATH 070E, Elementary Algebra Unit 3**
- d. **CCA - MATH 070F, Elementary Algebra Unit 4**

Ms. Maria Clinton requested a motion to table items 7a-d since the faculty have not completed the necessary revisions to these courses. A motion was made and seconded to table items 7a-d. Motion carried.

10. **ACTION ITEMS – Discipline Name Change**

- a. **All PE Courses are now Kinesiology – KIN**
- b. **All Athletic Training courses will remain ATH**

A motion was made and seconded to approve item 10a. Motion carried. No motion was made for item 10b since the courses are remaining the same.

11. **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
<b>Math and Engineering</b>		
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	

## 12. ADJOURNMENT

A motion was made and seconded to adjourn the 2/23/12 AP&P Committee meeting at 4:36 p.m. Motion carried.

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