



ANTELOPE VALLEY COLLEGE

<h1>AP&P Minutes</h1>	<p>Thursday, September 8, 2016 BE 314 3:00 – 5:30pm</p>
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Type of Meeting: *Regular*
Note Taker: *Melissa Jauregui, Academic Affairs Specialist*
Please Review/Bring: The past minutes for accuracy.

Committee Members:
 Jeffrie Ahmad, Faculty Division Rep
 Luis Echeverria, Faculty Division Rep
 Laureano Flores, Technical Education Dean
 Ibrahim Ganley, Faculty Division Rep
 Tooraj Gordi, Faculty Division Rep
 Kerlin Grimaldi, Student Rep
 Lee Grishman, Articulation Officer
 Cynthia Lehman, Faculty Division Rep
 Cynthia Littlefield, Faculty Division Rep
 Mark McGovern, Faculty Division Rep
 Terry Rezek, Faculty Division Rep
 Bonnie Suderman, Co-chair
 Deborah Sullivan-Ford, Faculty Division Rep
 Mary Rose Toll, Faculty Division Rep
 LaDonna Trimble, Student Services Dean
 Les Uhazy, Academic Dean
 Darcy Wiewall, Co-chair

Committee Members Absent:
 Michael Hutchison, Faculty Division Rep
 Scott Lee, Faculty Division Rep/Librarian/DE Liaison
 Tim Sturm, Faculty Division Rep

Guests Present:
 Rae Agahari
 Fredy Aviles
 Kathleen Ballestero
 Peter Chege
 Carol Eastin
 Lisa Karlstein
 Duane Rumsey
 Sherrie Zhu

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	Dr. Darcy Wiewall called the meeting to order at 3:10pm. She welcomed the committee members to the first meeting of the year.
II. Approval of Minutes -5/12/2016	All	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to amend the agenda to table this item. Motion carried by all members present.</p> <p><u>Follow Up Items:</u> This item will return to the next agenda for approval.</p>
III. Informational Item -Courses Due Fall 2016 -2016-2017 Meeting Schedule: 9/8/16, 9/22/16, 10/13/16, 10/27/16, 11/10/16, 2/23/17, 3/9/17, 3/23/17, 4/13/17, 4/27/17, 5/11/17	<i>Darcy</i>	<p><u>Issues Discussed:</u> Dr. Darcy Wiewall encouraged all members to track their division courses through CurricUNET to ensure they are all approved by the Fall 2016 deadline. She also brought to their attention the meeting schedule and curricUNET workshops, requesting each committee member to send an email to</p>



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<p>-CurricUNET Workshops -General Ed Patterns and Associate Degrees -AVC GE Report -Memo of all CCE course offerings -Deactivations Impact MATH 125 KIN 196, 197 THA 120A, 120B, 120C, 120D, 205 Family Consumer Sciences, AS</p>		<p>Melissa Jauregui indicating which workshop they are able to cover or an alternative date and time that works well with their schedule.</p> <p>Also shared with the committee, the changed to the coming Chancellor’s Office Program and Course Approval Handbook, which allows us once again to offer any general ed pattern to students completing our local degrees.</p> <p>Dr. Wiewall requested the committee members to review and take back to their divisions the following:</p> <ul style="list-style-type: none"> • AVC GE Report • Memo of all CCE Course Offerings • Deactivations list <p>Comments and concerns are to be collected and reported at a future meetings.</p> <p>Action Taken: None.</p> <p>Follow Up Items: The following items will return to a future agenda for formal approval:</p> <ul style="list-style-type: none"> • AVC GE Report • Memo of all CCE Course Offerings • Deactivations list <p>Committee members are to report back their division concerns at that time.</p>
<p>IV. Discussion Item – Committee Training SWOT Analysis Curriculum Checklist Data Usage Course/Program Revision Cycle</p>	<p>All</p>	<p>Issues Discussed: Dr. Darcy Wiewall indicated that Committee Training and additional faculty professional development are essential to our committee’s success. She requested committee members to consider participating in a group that would develop training material for presentation to the whole group or whole campus.</p> <p>She also brought to the committee’s attention the SWOT Analysis, which was presented at the Curriculum Institute. She requested the committee to keep this in the back of their minds as this will resurface in the spring term.</p> <p>Dr. Wiewall indicated that a Curriculum Checklist was also presented at the Curriculum Institute and has proven very useful in her review of courses in CurricUNET. This will return for formal review and approval by the committee.</p>



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		<p>It was also communicated that the committee should look at course and program data before approving revised courses and programs. The college catalog should list those courses and programs that are actively being offered. In some disciplines there are courses that haven't been offered for years nor are they listed on any programs. Moving forward this committee should develop a process and establish an expectation for non-substantial and substantial course revisions.</p> <p>Course/Program Revision Cycles are also a concern when courses undergo a non-substantial course revision for the past three revisions in a row. Perhaps it would be more appropriate to limit the number of non-substantial revisions done in a row. Dr. Wiewall requested the committee to think about this issue so it can be addressed in the spring term.</p> <p>Action Taken: None.</p> <p>Follow Up Items: These items will appear on a future agenda to provide more opportunity for discussion and implementation of new processes.</p>
<p>V. Action Item – DE Liaison Appointment</p> <p>Consent Agenda – Nonsubstantial Course Rev: -ASTR 101, BIOL 102, BIOL 104, CFE 102, CFE 103, MUS 126, MUS 160, MUS 165, MUS 170, MUS 171, MUS 260, MUS 270, MUS 291, MUS 292, MUSC 102, MUSC 103, MUSC 104, MUSC 107, MUSC 124, MUSC 173, MUS 175, PHIL 101, PHIL 105, PHIL 106, PSY 101, PSY 201, PSY 230, PSY 232</p> <p>Substantial Course Rev: -ART 103, ASTR 101 Hybrid, CFE 102 Online, PHIL 106 Hybrid, PSY 101 Online and Hybrid, RE 141, WELD 240</p> <p>Instructional Material Fee: -ART 132, 135, 136, 137</p>	<p>All</p>	<p>Issues Discussed: A discussion occurred regarding the need for a DE Liaison. It would be expected that this person would be a member of AP&P and the Distance Education Committee. The appointed person would approve all DE forms prior to AP&P review. After a moment, Mary Rose Toll volunteered to fill the position until Dr. Scott Lee returned. Dr. Darcy Wiewall thanked her for volunteering and indicated that much of our issues with the current form will be resolved with the implementation of the new form. Also it is important to note that instructor will initiate contact and students will have regular and effective contact with the instructor.</p> <p>Action Taken: A motion was made and seconded to approve the appointment of Mary Rose Toll as the DE liaison. Motion carried by all members present.</p> <p>A motion was made and seconded to amend the agenda to table MUS 126, MUS 160, MUS 165, MUS 170, MUS 171, MUS 260, MUS 270, MUS 291, MUS 292 as well as all the Corporate</p>



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<p>Corporate Community Ed: -Automated External Defibrillator Training -Emergency Response for Home, Community, and Workplace -Managing Arrhythmias of the Heart -CISSP Examination Training</p>		<p>Community Education courses listed. Motion carried by all members present.</p> <p>A motion was made and seconded to approve the Nonsubstantial Courses listed. Motion carried by all members present.</p> <p>A motion was made and seconded to approve the ART 103. After a moment, the faculty member present requested minor changes to the content. Motion carried with revisions by all members present.</p> <p>A motion was made and seconded to table ASTR 101 Hybrid at the request of the faculty. Motion carried by all members present.</p> <p>A motion was made and seconded to approve the PHIL 106 Hybrid. After a moment, the faculty member present requested the committee to deactivate the distance education portion only as it has never been taught. Motion carried to deactivate the Hybrid by all members present.</p> <p>A motion was made and seconded to approve CFE 102 Online, PSY 101 Online and Hybrid, and RE 141. A request was made to explicitly indicate how the instructor will initiate contact with students in the distance education course. Motion carried by all members present with revision to the distance education courses as approved by the representatives.</p> <p>A motion was made and seconded to table WELD 240 since a faculty representative was not present to discuss the course revisions. Motion carried by all members present.</p> <p>A motion was made and seconded to approve the increase to the noted instructional material fees. Motion carried by all members present.</p> <p><u>Follow Up Items:</u> The tabled courses will return to a future agenda for review.</p>
<p>NEXT MEETING DATE: 9/22/16</p>		<p>The meeting adjourned at 4:51pm.</p>