



ANTELOPE VALLEY COLLEGE

<h1>AP&amp;P Minutes</h1>	<b>Thursday, March 22, 2018</b> <b>BE 314</b> <b>3:00 – 5:30pm</b>
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**Type of Meeting:** *Regular*  
**Note Taker:** *Melissa Jauregui, Academic Affairs Specialist*  
**Please Review/Bring:** The past minutes for accuracy.

<p><b><u>Committee Members Present:</u></b>          Jeffrie Ahmad, Faculty Division Rep          Bonnie Curry, Faculty Division Rep          Riley Dwyer, Technical Education Dean          Jessica Eaton, Articulation Officer          Luis Echeverria, Faculty Division Rep          Ibrahim Ganley, Faculty Division Rep          Irit Gat, Faculty Division Rep          Tooraj Gordi, Faculty Division Rep          Richie Neil Hao, Faculty Division Rep          Scott Lee, Faculty Division Rep/Librarian/DE Liaison          Cynthia Littlefield, Faculty Division Rep          Mark McGovern, Faculty Division Rep          Alberto Mendoza, Adjunct Rep          Tim Sturm, Faculty Division Rep          Bonnie Suderman, Co-chair          Deborah Sullivan-Ford, Faculty Division Rep          LaDonna Trimble, Student Services Dean          Les Uhazy, Academic Dean          Darcy Wiewall, Co-chair</p>	<p><b><u>Committee Members Absent:</u></b>          Michael Hutchison, Faculty Division Rep          Terry Rezek, Faculty Division Rep</p> <p><b><u>Community Members Present:</u></b>          Susan Lowry          Duane Rumsey</p>
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Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/Bonnie</i>	Dr. Darcy Wiewall called the meeting to order at 3:09pm and thanked the committee members for attending the meeting. She requested committee members to evaluate their calendars and send an email of their availability to offer a curriculum workshop this spring semester. She also asked the committee members to consider assisting in the offering of a FPD event on TOP/CIP/SO/SAM as this area has been incredibly complicated for all of us to understand.
II. Meeting Minutes – -11/9/2017 -11/30/2017 -3/8/2018	<i>All</i>	<p><b><u>Issues Discussed:</u></b> None.</p> <p><b><u>Action Taken:</u></b> A motion was made and seconded to approve the meeting minutes for 11/9/2017. After a review of the document, an edit was noted on page 3. Motion carried with edit.</p> <p>A motion was made and seconded to approve the meeting minutes for 11/30/2017. After a review of the document, no edits were noted. Motion carried.</p>



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		<p>A motion was made and seconded to table to meeting minutes for 3/8/2018. Motion carried.</p> <p><b><u>Follow Up Items:</u></b> Meeting minutes for 3/8/2018 will return to the next agenda for approval.</p>
<p>III. Informational Item –</p> <ul style="list-style-type: none"> <li>-2017-2018 Meeting Schedule: 3/22/18, 4/12/18, 4/26/18, 5/10/18</li> <li>-Deactivations Impact AUTO 176 Family Consumer Sciences, AS</li> <li>-Courses due Fall 2018</li> <li>-18-19 College Catalog</li> <li>-CIS 161 Local AVC GE Approval Needed to Support Electrical Engineering (Supporting Discipline Faculty needed)</li> </ul>	<p><i>Darcy</i></p>	<p><b><u>Issues Discussed:</u></b> Dr. Darcy Wiewall reminded the committee members of our coming meeting schedule, the deadline for Fall 2018 curriculum submissions, and that the draft catalog is due back with edits at our next meeting on 4/12/18.</p> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> Items will return to a future meeting as scheduled.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> <li>-Committee Goals</li> <li>-LAS Degrees</li> </ul>		<p><b><u>Issues Discussed:</u></b> Dr. Darcy Wiewall requested committee members to volunteer to take part in the process for ensure our committee goals are met. She reminded the committee that Goal 2, development of a committee calendar, currently does not have a volunteer assigned. As for Goal 3, website and handbook updates, Dr. Scott Lee had volunteered however he needs help as well. Goal 4, Corporate Ed process improvement, is being handled by Dr. Irit Gat but she could also use help. Dr Suderman announced that Dr. Gat and Ms. Hart met to discuss the issue with Corporate Ed vs. Community Ed. A memo of suggested changes will be sent to the committee for consideration at a future meeting.</p> <p>Dr. Darcy Wiewall opened the discussion on the LAS Degree. She reminded committee members that faculty in each area will be responsible for updating the degrees and creating PLOs. At the last AP&amp;P meeting, the committee agreed to approve the program revision prior to the full development of the Assessment Criteria for the PLOs as that had previously been a point of issue. Mr. Luis Echeverria requested that a statement be added to each degree that allows for substitutions. Dr. Suderman indicated that the deans are aware that the degrees require revision and they are working with faculty.</p> <p><b><u>Action Taken:</u></b> None.</p>



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		<p><b><u>Follow Up Items:</u></b>  These items will return to a future meeting for formal approval or as informational depending on the circumstances.</p>
<p>V. Report –  -Instructional Material Fee List  -Discipline List and Minimum Qual</p>		<p><b><u>Issues Discussed:</u></b>  Dr. Darcy Wiewall requested committee members to report on the Instructional Material Fee document. Dean Trimble stated that new laws for special admit have gone in place and may impact whether we can charge this fee to those students. She will research this issue as it may impact recent MOUs.  The following areas reported:</p> <ul style="list-style-type: none"> <li>• Arts and Humanities: Will report at the next meeting</li> <li>• Library: No changes</li> <li>• Career Tech Ed: No changes</li> <li>• Math/Science: No changes</li> <li>• Health Sciences: RADT 205 removed IMF for many semesters. VN IMFs were recently removed.</li> <li>• Rhetoric Literacy: No changes</li> <li>• Soc and Behavioral Sci: No changes</li> <li>• Counseling: No changes</li> </ul> <p>Dr. Darcy Wiewall requested committee members to report on the Discipline List and Minimum Qualifications.  The following areas reported:</p> <ul style="list-style-type: none"> <li>• Arts and Humanities: Will report at the next meeting</li> <li>• Library: No changes</li> <li>• Career Tech Ed: Will report at the next meeting</li> <li>• Math/Science: No changes</li> <li>• Health Sciences: No changes</li> <li>• Rhetoric Literacy: No changes</li> <li>• Soc and Behavioral Sci: No changes</li> <li>• Counseling: No changes</li> </ul> <p><b><u>Action Taken:</u></b>  None.</p> <p><b><u>Follow Up Items:</u></b>  These two items will return to the next agenda for formal approval.</p>
<p>VI. Action Item –  -TOP/CIP/SO/SAM List Changes  -Credit by Exam List</p> <p>Substantial Course Revision:  -ESL 053 Online</p>	<p><i>All</i></p>	<p><b><u>Issues Discussed:</u></b>  None.</p> <p><b><u>Action Taken:</u></b></p>



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<p>-ESL 058 Online -ACCT 131, Hybrid and Online</p>		<p>A motion was made and seconded to approve the TOP/CIP/SO/SAM list of changes. The committee requested the whole list of courses. Motion carried.</p> <p>A motion was made and seconded to approve the Credit by Exam list. A request was made to correct the spelling of MATH 105. Motion carried with revision.</p> <p>A motion was made and seconded to approve ESL 053 Online and ESL 058 Online. A request was made to correct the 51% question to yes on both courses. Motion carried with one revision.</p> <p>A motion was made and seconded to approve ACCT 131, Hybrid and Online. After a brief review, no edits were requested. Motion carried.</p> <p><b><u>Follow Up Items:</u></b> None.</p>
<p><b>NEXT MEETING DATE:</b> 4/12/18</p>		<p>A motion was made and seconded to adjourn the 3/22/18 committee meeting at 3:50p. Motion carried.</p>