



ANTELOPE VALLEY COLLEGE

<h1>AP&P Minutes</h1>	<p>Thursday, May 25, 2017 HS 223 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
 Kathleen Ballestero, proxy Faculty Division Rep
 Maria Clinton, proxy Faculty Division Rep
 Carol Eastin, Articulation Officer
 Ibrahim Ganley, Faculty Division Rep
 Irit Gat, proxy Faculty Division Rep
 Michael Hutchison, Faculty Division Rep
 Scott Lee, Faculty Division Rep/Librarian/DE Liaison
 Mark McGovern, Faculty Division Rep
 Alberto Mendoza, Adjunct Rep
 Mary Rose Toll, Faculty Division Rep
 LaDonna Trimble, Student Services Dean
 Les Uhazy, Academic Dean
 Darcy Wiewall, Co-chair

Committee Members Absent:
 Bonnie Curry, Faculty Division Rep
 Luis Echeverria, Faculty Division Rep
 Laureano Flores, Technical Education Dean
 Tooraj Gordi, Faculty Division Rep
 Kerlin Grimaldi Linares, Student Rep
 Cynthia Lehman, Faculty Division Rep
 Cynthia Littlefield, Faculty Division Rep
 Marjorie Marquez, Student Rep
 Terry Rezek, Faculty Division Rep
 Tim Sturm, Faculty Division Rep
 Bonnie Suderman, Co-chair
 Deborah Sullivan-Ford, Faculty Division Rep

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/Bonnie</i>	<p>Dr. Darcy Wiewall called the meeting to order at 3:20pm. She welcomed all the members to the meeting and thanked Dr. Bonnie Suderman, who could not attend, for the refreshments available for all in the back of the room.</p> <p>Dr. Wiewall requested a motion to amend the agenda to the spelling of SWOT in the discussion section. A motion was made and seconded to approve the revision. Motion carried.</p> <p>Dr. Wiewall also requested a motion to amend the agenda to include an action item for CurricUNET Meta. A motion was made and seconded to approve the agenda amendment. Motion carried.</p>
II. Meeting Minutes – -4/27/2017 -5/11/2017		<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the minutes from 4/27/2017 as presented. After a brief moment, no edits were requested. Motion carried with three abstentions: Maria Clinton, Irit Gat, and Carol Eastin.</p> <p>A motion was made and seconded to approve the minutes from 5/11/2017 as presented. After a brief moment, a request</p>



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		<p>was made to correct the spelling of SWOT. Motion carried with revisions and two abstentions: Maria Clinton, and Irit Gat.</p> <p><u>Follow Up Items:</u> None.</p>				
<p>III. Informational Item – -2017-2018 Meeting Schedule: 8/31/17, 9/14/17, 9/28/17, 10/12/17, 10/26/17, 11/9/17 -Deactivations Impact BUS 203 MATH 125 Family Consumer Sciences, AS -16-17 AP&P Goals -Courses due Fall 2017 -17-18 College Catalog Review</p>	<p><i>Darcy</i></p>	<p><u>Issues Discussed:</u> Ms. Jeffrie Ahmad requested clarification on the COR revision recommendations for the ESL courses due this Fall semester. Faculty submitted the courses without streamlining the Methods of Evaluation. Should she request those edits at this time? Dr. Wiewall requested she hold the courses for revision since the faculty do have access to that section to make the revisions now.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> The items in this section will return to a future agenda to ensure they are</p>				
<p>IV. Discussion Item – -SWOT Analysis</p>		<p><u>Issues Discussed:</u> Dr. Darcy Wiewall thanked the members for attending this meeting which was specifically requested to complete the SWOT Analysis, typically used in the business environment and should be done annually. She felt it is particularly important so we can identify our strengths and areas for improvement. She presented a powerpoint on the methods behind the SWOT Analysis. Once complete the committee discussed and evaluated each component of the SWOT Analysis as noted below:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p align="center"><u>Strengths</u></p> <ul style="list-style-type: none"> • Communication • Group Knowledge • Flexible • Hardworking • Functionality • Sense of humor • CurricUNET-Editing during mtg • Diverse Committee Membership • Tolerance </td> <td style="width: 50%; vertical-align: top;"> <p align="center"><u>Weaknesses</u></p> <ul style="list-style-type: none"> • COR Update Cycle • Lack of CurricUNET Knowledge • Inconsistent CurricUNET Emails • Lack of Mentorship of outgoing/incoming members • Awareness of Handbook/Timelines/Deadlines/Dates • Committee CurricUNET refresher annually • Empty promises to revised courses/programs after AP&P approval </td> </tr> <tr> <td style="vertical-align: top;"> <p align="center"><u>Opportunities</u></p> <ul style="list-style-type: none"> • CurricUNET Committee Training </td> <td style="vertical-align: top;"> <p align="center"><u>Threats</u></p> <ul style="list-style-type: none"> • Faculty complacency </td> </tr> </table>	<p align="center"><u>Strengths</u></p> <ul style="list-style-type: none"> • Communication • Group Knowledge • Flexible • Hardworking • Functionality • Sense of humor • CurricUNET-Editing during mtg • Diverse Committee Membership • Tolerance 	<p align="center"><u>Weaknesses</u></p> <ul style="list-style-type: none"> • COR Update Cycle • Lack of CurricUNET Knowledge • Inconsistent CurricUNET Emails • Lack of Mentorship of outgoing/incoming members • Awareness of Handbook/Timelines/Deadlines/Dates • Committee CurricUNET refresher annually • Empty promises to revised courses/programs after AP&P approval 	<p align="center"><u>Opportunities</u></p> <ul style="list-style-type: none"> • CurricUNET Committee Training 	<p align="center"><u>Threats</u></p> <ul style="list-style-type: none"> • Faculty complacency
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		<p>at 1st mtg in Fall</p> <ul style="list-style-type: none"> • Links built into Handbook • Email notifications from CurricUNET • AVC Trainer to create how to videos for CurricUNET • Create a visual for faculty of dates/timeline • Bad links on AP&P website • ASO Training • Opening Day Training on Curricular matters 	<ul style="list-style-type: none"> • Board of Trustees complacency • Resistance to change
<p>V. Action Item – -Disciplines List Coaching Memo -CurricUNET Meta</p>	<p><i>All</i></p>	<p><u>Issues Discussed:</u> Issues incorporated into the motions below.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the new discipline minimum qualification requirements for specific courses that fall under coaching as noted on the memo submitted. After a brief discussion, the committee agreed the designation of minimum qualifications for a faculty member was appropriate. Motion carried.</p> <p>A motion was made and seconded to create a subcommittee to work on the implementation of CurricUNET Meta. Dr. Darcy Wiewall indicated that our college has decided to upgrade to CurricUNET Meta and this is an opportunity to streamline our courses within CurricUNET and the presentation of the software for our faculty. After a brief discussion, the committee agreed it was appropriate and Dr. Scott Lee, Dr. Mark McGovern and Michael Hutchison agreed to participate on this committee along side Dr. Darcy Wiewall and Melissa Jauregui. Motion carried.</p> <p><u>Follow Up Items:</u> None.</p>	<p>Members present agreed the upgrade to CurricUNET Meta may address some of the concerns presented. It was also agreed upon to offer a CurricUNET Training at the first AP&P meeting in the fall semester along with a review of the AP&P website. Melissa Jauregui agreed to review the links on the AP&P website to ensure they go to the proper destination.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> SWOT Analysis will be placed on the first fall agenda for review.</p>



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NEXT MEETING DATE: 8/31/17

Dr. Darcy Wiewall thanked the committee members for their time. The meeting adjourned at 4:52pm.