

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Ms. Beverly Beyer Mr. Scott Lee
Ms. Deborah Charlie Ms. Cynthia Littlefield
Ms. Maria Clinton Mrs. Sharon Lowry
Dr. De'Nean Coleman-Carew Dr. David Newby
Mr. Jeffrey Cooper Dr. David Newman
Mr. Dexter Cummins Mr. Duane Rumsey
Ms. Margaret Drake Ms. LaDonna Trimble
Mr. Tooraj Gordi TBD, ASO voting
Dr. Lee Grishman TBD, ASO non-voting
Ms. Linda Harmon

FROM: Ms. Charlie/Mrs. Lowry

DATE: September 22, 2008

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, September 25, 2008, SSV 151-Board Room, from 3:00 – 5:30 p.m.

2008-2009
Academic Policies and Procedures Committee Meeting No. 3
AGENDA

1. Approval of Agenda
2. Approval of Minutes from August 28, 2008
Approval of Minutes from September 11, 2008
3. New Courses – Second Reading
 - a. PHTC 125L – Photography Lab 0
Corequisites: Concurrent enrollment in ~~PHTC 101~~, PHTC 125, ~~PHTC 150~~, or ~~PHTC 201~~
Advisory: Eligibility for READ 099 and ENGL 099.
 - b. PHTC 125 – Beginning Digital Photography 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in PHTC 125L.
Advisory: Eligibility for READ 099 and ENGL 099.
4. Revised Courses - First Reading
 - a. GED 901- Review of Basic Math Facts for the GED 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - b. GED 902 – Math Word Problems for the GED 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - c. GED 903 – Use of Calculator for GED and Real Life Situations 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - d. GED 904 – Basic Spelling for the GED 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - e. GED 905 – Basic Grammar Concepts for the GED 16 hours total
Changing from Lecture/Lab to Lecture

- Repeatability increasing from 2 to 3
- f. GED 906 – Basic Use of Dictionary and Thesaurus for the GED 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - g. GED 911 – Reading Skills 1 4 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - h. GED 913 – Critical Thinking in Social Studies for the GED 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - i. GED 914 – Critical Thinking in Science for the GED 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - j. GED 915 – Critical Thinking in Literature and Arts for the GED 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - k. GED 921 – Writing Skills 1 4 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - l. GED 922 – Writing Skills 2 4 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - m. GED 923 – Writing Skills for the GED 4 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - n. GED 931 – Math Skills 1 4 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - o. GED 932 – Math Skills 2 4 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - p. GED 933 – Math Skills for the GED 4 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - q. GED 942 – Social Studies for the GED 3 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - r. GED 943 – Science for the GED 3 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - s. GED 944 – Literature and Arts for the GED 3 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
 - t. LAC 940 – Preparing for Success in the GED Program 32 hours total
Repeatability increasing from 1 to 3
 - u. ENGL 221 – American Literature, 1800-1900 3 units, 3 hours weekly

Prerequisite: Completion of ENGL 101.

Revised to:

ENGL 221 – American Literature 1400-1865 3 units, 3 hours weekly

- v. ENGL 222 – American Literature, 1900-Present 3 units, 3 hours weekly

Prerequisite: Completion of ENGL 101.

Revised to:

ENGL 222 – American Literature, 1865-Present 3 units, 3 hours weekly

5. Obsolete Courses – First Review

- a. NS 201/201L – Developmental and Health Deviation Self Care Requisites Related to Mental Health of the Adolescent and Adult/Lab
- b. NS 202/202L – Developmental and Health Deviation Self Care Requisites for Children/Lab
- c. NS 203/203L – Developmental and Health Deviation Self Care Requisites in Acute Illness/Lab

6. Distance Education (See attached DE Guidelines and bring DE list from Sept. 11 meeting)

7. Cooperative Work Experience (Bring material from Sept. 11 meeting)

8. Announcements

9. Adjournment. The next meeting will be October 9, 2008.

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MINUTES OF ACADEMIC POLICIES AND PROCEDURES COMMITTEE MEETING NO. 3
2008-2009 (**Correction: 10/16/08**)

DATE: September 25, 2008
PLACE: SSV 151 – Board Room
TIME: 3:00 p.m.

MEMBERS PRESENT

Beverly Beyer, Faculty
Deborah Charlie, Cochair
Maria Clinton, Faculty
Jeffrey Cooper, Dean
Dexter Cummins, Faculty
Margaret Drake, Dean
Tooraj Gordi, Faculty
Lee Grishman, Articulation

Cynthia Littlefield, Faculty
Mrs. Sharon Lowry, V. P. Academic
Affairs
David Newby, Faculty
David Newman, Faculty
Duane Rumsey, Faculty
LaDonna Trimble, Dean

MEMBERS ABSENT

De'Neen Coleman-Carew, Faculty
Linda Harmon, Faculty
Scott Lee, Faculty
Voting ASO Student
Non-Voting ASO Student

Ms. Charlie called the meeting to order at 3:10 pm. Ms. Charlie welcomed and thanked everyone for coming. Ms. Karlstein-Francey attended to present the PHTC courses. Dr. Igor Marder attended to present the GED and LAC courses. Mr. John Toth and Dean Michael Jacobs attended to present the ENGL courses.

1. Approval of Agenda

The only change to the agenda was that we do not have the minutes from September 11, 2008 meeting. These will be presented at the October 9, 2008 meeting for approval.

2. Approval of Minutes from August 28, 2008

~~Approval of Minutes from September 11, 2008~~

There were no problems or concerns noted in the minutes from August 28, 2008. It was moved and seconded to approve the minutes from August 28, 2008. The motion carried unanimously.

3. New Courses – Second Reading

Ms. Charlie welcomed back Ms. Lisa Karlstein-Francey. Ms. Francey has been working very diligently with Ms. Charlie to complete all of the changes necessary to the PHTC courses and program/degree. The remainder of the second readings for the PHTC courses will come to an October meeting and in November there will be a few more new courses, followed by the revised certificate. Ms. Charlie stated that our first attempt to have one zero unit lab support all of the PHTC courses ran into a small issue with repeatability and reporting issues. In order to prevent any out-of-compliance issues for now, Ms. Charlie requested that Ms. Karstein-Francey create a separate lab course for each parent course. Ms. Charlie stated that after some discussion with Mrs. Lowry there may still be a way to do this with less paperwork involved; however, they are still researching this possibility.

a. PHTC 125L – Photography Lab 0

Corequisites: Concurrent enrollment in ~~PHTC 101~~, PHTC 125, ~~PHTC 150~~, or ~~PHTC 201~~

Advisory: Eligibility for READ 099 and ENGL 099.

b. PHTC 125 – Beginning Digital Photography 3 units, 4 hours weekly

Corequisite: Concurrent enrollment in PHTC 125L.

Advisory: Eligibility for READ 099 and ENGL 099.

As described above, the specific support course PHTC 125L was created to support the parent course PHTC 125. Other changes made include minor editorial changes to PHTC 125 and the library pages for both courses were submitted along with the advisory committee meeting minutes. Mrs. Sharon Lowry reminded the committee and stressed the importance of the advisory committees being comprised of voting members from the community who are not employees of the college. It is advisable that the members on these committees who are employed by the college be non-voting, ex-officio members. There were no other comments or concerns with PHTC 125L. It was moved and seconded to approve both PHTC 125 and PHTC 125L. The motion carried unanimously. It was moved and seconded to approve the content review for corequisites and advisories for these courses. The motion carried unanimously.

4. Revised Courses - First Reading

Revised Noncredit courses:

Ms. Charlie welcomed Dr. Igor Marder who was invited to give a brief history and background of AVC's GED program. Ms. Charlie first explained that the following 20 courses within the GED program are on the agenda for a first reading only, and they will not come back for a second reading and approval until the SLOs are finished. Dr. Marder will also turn in a memo indicating which courses are to be made obsolete. Dr. Igor will also be creating small certificates for the GED program. Dr. Marder explained that these courses prepare students to take the national GED exams, which consists of 5 exams. The GED program originally started out with 37 courses which were geared for both community students and students coming from CALWORKS. Students participated in meaningful college activities with job readiness and self esteem components. Seventeen of these courses (which were work development related courses) are no longer needed in this program due to administrative, structural, and organizational factors. Currently, this program serves approximately 60-80 students. These course outline revisions are due to many rules and regulations requiring certain changes to be made in accordance with Title 5 changes for noncredit courses. Dr. Marder explained that most of the changes involve the methods of evaluations being more closely aligned with the course objectives, even though these courses are noncredit and the students do not receive grades.

- a. GED 901- Review of Basic Math Facts for the GED 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
- b. GED 902 – Math Word Problems for the GED 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
- c. GED 903 – Use of Calculator for GED and Real Life Situations 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3

Dr. Marder presented these short term noncredit course outline revisions which include revised methods of evaluation, lecture/lab to lecture method of instruction, and increased repeatability from 2 to 3. Ms. Beyer questioned whether there is a limit on how old textbooks must be for noncredit courses. Ms. Charlie stated that there is no limit on how old texts are with noncredit courses. Ms. Charlie explained that repeatability with noncredit courses is unlimited; however, the state does allow a limit to be set by faculty if needed. There were no problems or concerns with the request to increase repeatability. The motion was made to approve GED 901, 902, and 903. The motion carried unanimously. The committee and Ms. Charlie, suddenly remembering that these courses are not yet ready to be approved, moved to rescind the motion and put these courses on hold for approval until all of the approved SLOs are received. These courses will return to the committee for approval with no paperwork.

- d. GED 904 – Basic Spelling for the GED 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
- e. GED 905 – Basic Grammar Concepts for the GED 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
- f. GED 906 – Basic Use of Dictionary and Thesaurus for the GED 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3

Dr. Marder presented these short term noncredit course outline revisions which include revised methods of evaluation, lecture/lab to lecture method of instruction, and increased repeatability from 2 to 3. The last sentence, "All spelling words....," in the description for GED 904 should be deleted since it is listed in course objective #1. A few minor corrections will be made and forwarded and then these courses will be put on hold until all of the approved SLOs are received. They will return to the committee for approval with no paperwork.

- g. GED 911 – Reading Skills 1 4 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
- h. GED 913 – Critical Thinking in Social Studies for the GED 16 hours total

Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3

- i. GED 914 – Critical Thinking in Science for the GED 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
Dr. Marder presented these noncredit course outline revisions which include revised course methods of evaluation, lecture/lab to lecture method of instruction, and increased repeatability from 2 to 3. GED 911 also included a revised course description. Dr. Newman questioned the minimum qualifications requirements for GED 913. Ms. Charlie stated that the language was taken directly from the state minimum qualifications document. There were no other concerns. These courses will be put on hold until all of the approved SLOs are received. They will return to the committee for approval with no paperwork.
- j. GED 915 – Critical Thinking in Literature and Arts for the GED 16 hours total
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
Dr. Marder presented this noncredit short term course outline revision which includes revised course methods of evaluation, lecture/lab to lecture method of instruction, and increased repeatability from 2 to 3. There were no problems or concerns with this revision. This course will be put on hold until all of the approved SLOs are received. It will return to the committee for approval with no paperwork.
- k. GED 921 – Writing Skills 1 4 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
- l. GED 922 – Writing Skills 2 4 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
- m. GED 923 – Writing Skills for the GED 4 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
Dr. Marder presented these noncredit course outline revisions which include revised methods of evaluation, lecture/lab to lecture method of instruction, and increased repeatability from 2 to 3. GED 922 also includes revised description, content, and objectives. GED 923 also includes revision to assignments. No problems or concerns were noted for GED 921 or 922. GED 923 needs to have the course title and number corrected on page 3 and 4 of the COR. These courses will be put on hold until all of the approved SLOs are received. They will return to the committee for approval with no paperwork.
- n. GED 931 – Math Skills 1 4 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
- o. GED 932 – Math Skills 2 4 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
- p. GED 933 – Math Skills for the GED 4 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
Dr. Marder presented these noncredit course outline revisions which include revised methods of evaluation, lecture/lab to lecture method of instruction, and increased repeatability from 2 to 3. GED 933 also included revisions to description, content, and objectives. There were no problems or concerns with these revisions. These courses will be put on hold until all of the approved SLOs are received. They will return to the committee for approval with no paperwork.
- q. GED 942 – Social Studies for the GED 3 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
- r. GED 943 – Science for the GED 3 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3

- s. GED 944 – Literature and Arts for the GED 3 hours weekly
Changing from Lecture/Lab to Lecture
Repeatability increasing from 2 to 3
Dr. Marder presented these noncredit course outline revisions which include revised methods of evaluation, lecture/lab to lecture method of instruction, and increased repeatability from 2 to 3. GED 942 and GED 943 also included revisions to description, content, and objectives. GED 944 also includes revision to content and assignments. The committee determined there is no real way to evaluate the last objective of to “pass” each “portion of the GED exam.” However, the last method of evaluation as written for GED 944, a “final exam based upon the GED testing model,” is one way to get some feedback for this objective. This was acknowledged as a possible way to still be able to get data and information to base the assessments for the SLOs. There were no other problems or concerns with these revisions. These courses will be put on hold until all of the approved SLOs are received. They will return to the committee for approval with no paperwork.
- t. LAC 940 – Preparing for Success in the GED Program 32 hours total
Repeatability increasing from 1 to 3
Dr. Marder presented this noncredit course outline revision which includes revised methods of evaluation, and increased repeatability from 1 to 3. A minor spelling error was noted and will be corrected. There was no other problems or concerns with this revision. This course will be put on hold until all of the approved SLOs are received. It will return to the committee for approval with no paperwork.

Revised Credit Courses:

Ms. Charlie welcomed and introduced Mr. John Toth and Dean Michael Jacobs to the committee to present ENGL 221 and ENGL 222. Mr. Toth explained that we have historically offered American Literature as a three course sequence. Our three course American Literature sequence will be condensed down to a two course sequence as a result of a recommendation from Dr. Grishman so that these courses will articulate more easily.

- u. ENGL 221 – American Literature, 1800-1900 3 units, 3 hours weekly
Prerequisite: Completion of ENGL 101.
Revised to:
ENGL 221 – American Literature 1400-1865 3 units, 3 hours weekly
Prerequisite: Completion of ENGL 101
- v. ENGL 222 – American Literature, 1900-Present 3 units, 3 hours weekly
Prerequisite: Completion of ENGL 101.
Revised to:
ENGL 222 – American Literature, 1865-Present 3 units, 3 hours weekly
Prerequisite: Completion of ENGL 101

Mr. John Toth presented these course outline revisions which changes the course names and condenses our three courses into two courses. Requested changes include removing the last sentence from objective #10 on page one of the COR for each ENGL 221 and ENGL 222. It was decided that journals can be included for both the typical writing assignments and the other types of homework assignments with both courses. Discussion took place concerning the transferability and acceptance of credit for students who took the old three sequence course. Dr. Grishman recommended that it would be better for articulation if we gave these two revised courses new course numbers. This would allow for less confusion with articulation. Ms. Charlie noted that because two new numbers are being created, we need complete CPFs in order to establish a new course with the content review pages filled out for the prerequisite of Completion of ENGL 101. Ms. Charlie asked Mr. Toth to notify Mr. Santi Tafarella of these course number changes that will affect the AA Degree in English that he is currently proposing.

- 5. Obsolete Courses – First Review
 - a. NS 201/201L – Developmental and Health Deviation Self Care Requisites Related to Mental Health of the Adolescent and Adult/Lab
 - b. NS 202/202L – Developmental and Health Deviation Self Care Requisites for Children/Lab
 - c. NS 203/203L – Developmental and Health Deviation Self Care Requisites in Acute Illness/LabDr. Lee Grishman indicated that there are no problems or concerns with these requests to obsolete these three nursing courses. It was moved and seconded to approve that these three courses be made obsolete effective at the end of fall 08. The motion carried unanimously.
- 6. Distance Education (See attached DE Guidelines and bring DE list from Sept. 11 meeting)

Ms. Charlie discussed the Distance Education handout that was given at the September 11 meeting. She explained that because of many new Distance Education regulations, especially those regarding accessibility, every course developed in 2002 and 2003 must be revised. Ms. Charlie, Ms. Beyer, and Mrs. Lowry all stressed the importance of these regulations and explained that this area is subject to audit. Ms. Charlie also expressed the need to always revise both the original course COR and the distance education COR addendum together. This will help ensure that the two courses are aligned (in sync) with each other. It was also explained that Distance Education courses are subject to the same six-year review cycle as all courses. Ms. Beyer explained to the committee that each online link included in the course site is subject to all laws regarding accessibility. Discussion took place about including the DE accessibility checklist as part of our approval process, even though a real person still will need to take a look at the site to confirm that all requirements are being met. Ms. Charlie mentioned that everyone needs to be more vigilant and aware of accessibility regulations. Ms. Charlie mentioned that she has been attending DE workshops and presentations and encourages the committee and every faculty member who will be developing DE courses to also become involved with these training courses and educational experiences. Ms. Charlie and Mrs. Lowry discussed the possibility for a DE course to be put through a three-part approval process. She suggested and explained that the DE course would first come to AP&P for a first reading for general curriculum review with the core course, then it would go to the Distance Education Committee for review of its technological components including accessibility, and then back to AP&P for its second reading and final approval. Ms. Beyer invited committee members and all faculty to attend the Distance Education Committee which meets every 2nd and 4th Tuesday of the month. Ms. Charlie stated again that all 2002/2003 distance education courses must be revised this year to meet any compliance and accessibility issues.

7. Cooperative Work Experience (Bring material from Sept. 11 meeting)

Ms. Charlie opened this discussion explaining that currently our work experience CPF and COR are ancient and are in need of revision to bring them into compliance with Title 5 revisions. Currently the initial thought for these course revisions is to have 2 types of Work Experience CPFs and CORs. The first one is for General Work Experience courses and the second one is for Occupational Work Experience courses. Ms. Charlie is in the process of creating forms for these courses. She would like each of the faculty representatives to give input about which disciplines are actively using the work experience course. The current Work Experience guidelines book, dated January of 2008, is already outdated because of the new Title 5 guidelines and language. The generic course outline for the Work Experience course is very outdated and must be revised to meet all new regulation and language. This project needs to be completed by March 2009 in order to be implemented into the college catalog.

8. Announcements

Ms. Charlie announced that the noncredit Customer Service Academy courses and certificates that were sent to the Chancellor's Office for approval and enhanced funding were not approved because they were considered too rigorous for a noncredit program. The Chancellor's Office suggested that these courses be made into credit courses. Ms. Steinburg and Ms. Beyer will be looking into this possibility.

On another note, the Work Readiness courses and certificate were given a provisional approval from the Chancellor's Office and are being recommended for approval of enhanced funding. She will let everyone know when that occurs.

Ms. Charlie announced that Dr. Marder's certificates will be the next set of certificates we will be developing for enhanced funding. Ms. Charlie stated that these noncredit certificates are similar but still very separate from the credit certificates.

9. Adjournment.

This meeting adjourned at 5:00 PM. The next meeting will be October 9, 2008.