

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

TO:

Beverly Beyer	Lisa Karlstein	LaDonna Trimble
Nancy Cholvin	Scott Lee	Les Uhazy
Maria Clinton	Cynthia Littlefield	Darcy Wiewall
De'Nean Coleman-Carew	Sharon Lowry	Sarah Rothenberg, ASO voting
Maggie Drake	Rick Motawakel	TBD, ASO non-voting
Lee Grishman	David Newman	
Linda Harmon	Duane Rumsey	

Technical Review Committee – Linda Harmon, and Scott Lee

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: February 17, 2010

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting  
**Thursday, February 24, 2011, BE 323 (Computer Lab), 3:00-5:30pm**

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**2010-2011**  
**Academic Policies & Procedures Committee Meeting No. 9**  
**AGENDA**

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

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

**3. APPROVAL OF MINUTES**

- a. November 18, 2010
- b. February 10, 2011

**4. INFORMATIONAL ITEMS**

- a. Proficiency Page training
- b. +/- Grades on Transcripts and Banner – LaDonna Trimble (Conversion Table)

**5. ACTION ITEMS – Consent Items – Course Revisions**

- a. ACRV 100 – Refrigeration Basics 4 units, 4 hours weekly – CurricUNET
- b. BIOL 120 – General Organismal, Ecological, and Evolutionary Biology 5 units, 7 hours weekly – CurricUNET
- c. GEOG 205 – Introduction to Geographic Information Systems 3 units, 3 hours weekly – CurricUNET
- d. HIST 108 – U.S. History, 1877-Present 3 units, 3 hours weekly – CurricUNET
- e. HIST 119 – History of Latin America and the Caribbean 3 units, 3 hours weekly – CurricUNET

**6. ACTION ITEMS – Second Reading – Course Revisions**

- a. CA 221 – Computer Concepts and Applications in Business 4 units, 5 hours weekly  
- Course Description
- b. PSY 244 – Introduction to Counseling 3 units, 3 hours weekly – CurricUNET  
- Add language to content regarding APA or remove objective
- c. Online Only – HD 1980 – Orientation to College 0.5 units, 9 hours total – CurricUNET  
- Rewrite number 1
- d. Hybrid – HD 1980 – Orientation to College 5 units, 9 hours total – CurricUNET  
- Rewrite number 1
- e. CCA - ID 150 History of Design I 3 units, 3 hours weekly – CurricUNET  
- Check Advisory
- f. CCA - ID 160 Material Selection for Interior Design 3 units, 3 hours weekly – CurricUNET  
- Check Advisory
- g. CCA - ID 201 – History of Design II 3 units, 3 hours weekly – CurricUNET  
- Check Advisory
- h. CCA - ID 230 Fundamentals of Lighting Design 3 units, 3 hours weekly – CurricUNET  
- Check Advisory

- i. CCA - ID 250 - Professional Interior Design Business Practices 3 units, 3 hours weekly – CurricUNET  
- Check Advisory
- j. CT 100 – Introduction to Fashion 3 units, 3 hours weekly – CurricUNET  
- Check Advisory, add Pass/No Pass grading option, and set class max at 24
- k. CCA - CT 102 – Textiles 3 units, 3 hours weekly – CurricUNET  
- Check Advisory, add Pass/No Pass grading option, and set class max at 24
- l. CCA - CT 105 – Principles of Sewing 3 units, 2 hours lecture 3 hours lab CurricUNET  
- Check Advisory, add Pass/No Pass grading option, and set class max at 24
- m. CCA - CT 110 – Fundamentals of Clothing Construction 3.5 units, 3 hours lecture 2 hours lab CurricUNET  
- Check Advisory, add Pass/No Pass grading option, and set class max at 24
- n. CCA - CT 114 – Principles of Clothing Selection 3 units, 3 hours weekly – CurricUNET  
- Check Advisory, add Pass/No Pass grading option, and set class max at 24
- o. CCA - CT 200 – Tailoring Techniques- Alterations and Fit 3.5 units, 3 hours lecture 2 hours lab CurricUNET  
- Check Advisory, add Pass/No Pass grading option, and set class max at 24
- p. CCA - CT 212 – Intermediate Construction-Pants 3.5 units, 3 hours lecture 2 hours lab CurricUNET  
- Check Advisory, add Pass/No Pass grading option, and set class max at 24
- q. CCA - CT 241 – Advanced Construction-Fashion Sewing 3.5 units, 3 hours lecture 2 hours lab CurricUNET  
- Check Advisory, add Pass/No Pass grading option, and set class max at 24
- r. CCA - CT 243 – Draping for Fashion Design 3.5 units, 3 hours lecture 2 hours lab CurricUNET  
- Check Advisory, add Pass/No Pass grading option, and set class max at 24

**7. ACTION ITEMS – Consent Items – Course Revisions**

- a. TMC – Communication Studies

**8. ACTION ITEMS – First Reading – Course Revisions**

- a. CCA - ENGL 104 – The Research Paper 1 unit, 22 hours total – CurricUNET  
- Title Change, Hours, and Advisory Change
- b. ENGL 113 – Creative Writing: Nonfiction 3 units, 3 hours weekly – CurricUNET
- c. ENGL 211 Advanced Fiction Writing 3 units, 3 hours weekly – CurricUNET
- d. CCA - COMM 112 – Oral Interpretation 3 units, 3 hours weekly – CurricUNET
- e. CCA - COMM 219 – \*Introduction to Intercultural Communication 3 units, 3 hours weekly – CurricUNET  
- Title and Requisite Change
- f. Hybrid - BIOL 101, 101L – General Biology 4 units, 6 hours weekly – CurricUNET
- g. CCA - CT 222 – Pattern Making by Flat Pattern 3.5 units, 3 hours lecture 2 hours lab CurricUNET  
- Number, and Advisory Changes
- h. Online Only - HIST 108 – U.S. History, 1877-Present 3 units, 3 hours weekly – CurricUNET
- i. Hybrid - HIST 108 – U.S. History, 1877-Present 3 units, 3 hours weekly – CurricUNET
- j. ITV - HIST 108 – U.S. History, 1877-Present 3 units, 3 hours weekly – CurricUNET

**9. ACTION ITEMS – Corporate and Community Services**

- a. Arabic, step 1 – Estiphan Panoussi
- b. Italian, step 1 – Estiphan Panoussi
- c. Italian, step 2 – Estiphan Panoussi

**10. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P**

**Business and Computer Studies**

ACCT 205 Managerial Accounting – DE ONLY; Technical Review 9/2/10; – DE Committee  
 ACCT 121 Microcomputer Accounting – Returned to Faculty 9/2/10; On agenda 9/20/10  
*BUS 201 Business Law – Submitted*  
*CA 103 Intro to Microcomputers – Submitted*  
 CA 121 Microcomputer Spreadsheets – Returned to Faculty 9/2/10; On agenda 9/20/10  
 CA 151 Microcomputer Operating System  
 CA 221 Computer Concepts & Appl Bus – Returned to Faculty 9/2/10; On agenda 9/20/10  
 CIS 175 Java Programming

**Counseling**

*HD 198 Human Development Seminars – Submitted*

**Health Sciences / FACE**

*CFE 113 Inc Classrooms Nutr Excep Child – Submitted*  
*CFE 114 Music Movement Ed Young Child – Submitted*  
 CFE 116 Justice, Equity & Inclu in CFE

*CFE 168 Foster Parent Med Fragile Child – Submitted*  
*CFE 211 Health Safety for Young Child*  
*CFE 212 School Age Programs – Submitted*  
*EMT 101 Emergency Medical Tech 1*  
*MOA 110 Beg Medical Office Assisting – Submitted*  
*MOA 111 Adv Medical Office Assisting – Submitted*  
*NS 111 Fundamentals of Nursing Science – Submitted*  
*NS 121 Obstet, Neonatal & Women's Health Nsg*  
*NS 122 Medical/Surgical Nursing I*  
*NS 230 Professional Nursing III*  
*NS 231 Pediatric/Community Health Nursing*  
*NS 232 Psychiatric/Geriatric/Community Health Nsg*  
*NS 241 Medical/Surgical Nursing II – Submitted*  
*RCP 102 Clinical Preparation for Respiratory Care – Submitted*  
*RCP 103 Concepts in Respiratory Care – Submitted*  
*RCP 104 Respiratory Care Pharmacology – Submitted*  
*RCP 105 Fundamentals of Clinical Respiratory Care – Submitted*  
*RCP 201 Neonatal and Pediatric Respiratory Care – Submitted*  
*RCP 202 Fundamentals of Intensive Respiratory Care – Submitted*  
*RCP 203 Seminar & Practicum in Respiratory Care I – Submitted*  
*RCP 204 Seminar & Practicum in Respiratory Care II – Submitted*

### **Instructional Resources**

*LAC 100 Intro to Tutoring – Submitted*  
*LAC 200 Advanced Tutoring– Submitted*

### **Language Arts**

*COMM 101 Intro to Public Speaking – Submitted*  
*COMM 103 Process of Communication – Submitted*  
*COMM 105 Intro to Mass Communication – Submitted*  
*COMM 112 Oral Interpretation – Submitted*  
*COMM 114 Art of Storytelling*  
*COMM 116 Forensics – Submitted*  
*COMM 214 Studies in Storytelling – Submitted*  
*COMM 219 Intercultural Communication – Submitted*  
*ENGL 104 The Research Paper – Submitted - Agenda*  
*ENGL 113 Creative Writing: Nonfiction – Submitted*  
*ENGL 211 Advanced Fiction Writing – Submitted*  
*GER 201 Intermediate German 1 – Submitted*  
*JOUR 121 Beginning Journalism 8 – Submitted*  
*JOUR 123 Newspaper Production – Submitted*

### **Math/Science and Engineering**

*MATH 050 Arithmetic 9*  
*MATH 060 Prealgebra*  
*MATH 115 Statistics*  
*MATH 125 Math for Business & Economics*  
*MATH 130 College Algebra*  
*MATH 140 Precalculus*  
*MATH 150 Calculus & Analytic Geometry – Submitted*  
*MATH 230 Intro Ordinary Diff Equations*  
*MATH 250 Calculus & Analytic Geometry*  
*BIOL 100 Elem Human Anatomy & Physiology*  
*BIOL 104 Environmental Biology*  
*BIOL 110 General Molecular Cell Biology*  
*BIOL 120 Gen Organism, Eco & Evolution Biol 8*  
*BIOL 205 Intro to Biotechnology*  
*CHEM 101 Introductory Chemistry*  
*CHEM 102 Introductory Chem (Organic)*  
*CHEM 120 General Chemistry*  
*ENGR 185 Digital Logic & Design*  
*GEOG 101L Phys Geog Lab: Earth's Surface Landscape – Submitted*

GEOG 101 Phys Geog: Earth's Surface Landscapes  
GEOG 105 Cultural Geography  
GEOG 201 Map Interpretation and GPS  
GEOG 205 Intro Geographic Info Systems  
*PHYS 101 Introductory Physics – Submitted*  
*PHYS 102 Introductory Physics – Submitted*  
*PHYS 110 General Physics – Submitted*  
*PHYS 120 General Physics – Submitted*

**Physical Education & Athletics**

ATH 100 Intro to Athletic Training  
ATH 102 L Practical Appl of Athletic Training I Lab  
ATH 102 Practical Appl of Athletic Training I  
ATH 103 L Practical Appl of Athletic Training II Lab  
ATH 103 Practical Appl of Athletic Training II  
*HE 101 Health Education – Submitted*  
*HE 120 Stress Management – Submitted*  
*PE 109 Hatha Yoga – Submitted*  
PE 111 Advanced Tennis Techniques  
PE 115 Advanced Basketball Techniques  
PE 118 Beginning Bowling  
PE 118 Intermediate Bowling  
PE 128 Beginning Golf  
PE 128 Advanced Golf  
PE 135 Physical Conditioning  
PE 160 Beginning Tennis  
PE 160 Intermediate Tennis  
PE 160 Advanced Tennis  
PE 193 Officiating Fall Sports  
PE 194 Officiating Spring Sports  
PE 195 Sports Appreciation  
PE 205 Intercollegiate Men's Basketball  
PE 210 Intercollegiate Women's Basketball  
PE 225 Intercollegiate Women's Tennis  
PE 237 Intercollegiate Men's Golf

**Social & Behavioral Sciences**

ED 140 Introduction to Education  
*ED 141 Intro to Special Education – Submitted*  
*ED 145 Understand & Ed Learn Disabled – Submitted*  
HIST 101 Western Civ, Human Begin Until 1750  
HIST 102 Western Civ, from 1750-Present  
*HIST 108 U.S. History, 1877-Present – Submitted*  
HIST 109 Survey U.S. History  
HIST 112 Contemp U.S. History: Vietnam  
HIST 114 History of California  
*HIST 119 History Latin American & Caribbean – Submitted*  
*PHIL 101 Fundamental Reasoning Skills – Submitted*  
*PHIL 105 Ethics: Moral Issues in Soc – Submitted*  
PHIL 106 Intro to Philosophy  
PHIL 108 Philosophy of Religion  
*PHIL 110 Introduction to Logic – Submitted*  
*PHIL 201 Critical Thinking – Submitted*  
POLS 101 Amer Political Institutions  
POLS 201 Contemp Intntl Relations  
POLS 203 The Judicial Process  
PSY 244 Intro to Counseling – Agenda Ready 10/14/10 – Second Reading needed  
SOC 112 American Social Issues

**Technical Education**

*ACRV 100 Refrigeration Basics – Submitted*  
*ACRV 112 Basic Refrigeration Systems – Submitted*

*ACRV 113 Basic Refrigeration Controls – Submitted*  
*ACRV 115 Basic Refrig Systems and Controls – Submitted*  
*ACRV 122 Residential Air Conditioning Systems – Submitted*  
*ACRV 123 Residential Air Conditioning Controls – Submitted*  
*ACRV 125 Residential Air Cond Systems & Cntrl – Submitted*  
*ACRV 212 Commercial Refrigeration Systems – Submitted*  
*ACRV 213 Commercial Refrigeration Controls – Submitted*  
*ACRV 222 Commercial Air Conditioning Controls – Submitted*  
*ACRV 223 Commercial Air Conditioning Systems – Submitted*  
*AJ 800 Peace Officer Intensive Basic Training – Submitted*  
*CT 050 Sewing Basics – Submitted*  
*CT 101 Prin of Clothing Selection – Submitted*  
*CT 102 Textiles – Submitted*  
*CT 110 Clothing Construction I – Submitted*  
*CT 112 Clothing Construction II – Submitted*  
*CT 115 Speed Tailoring – Submitted*  
*CT 141 Tailoring – Submitted*  
*CT 213 Clothing Construction III – Submitted*  
*CT 242 Pattern Making by Flat Pattern – Submitted*  
*CT 243 Draping for Fashion Design – Submitted*

**Visual & Performing Arts**

*ART 101 History of Art: Prehistoric to Gothic – Submitted*  
*ART 102 History of Art: Renaissance to Modern – Submitted*  
*ART 110 Drawing*  
*ART 140 Watercolor*  
*ART 210 Advanced Drawing*  
*ART 222 L Computerized Life Drawing Lab*  
*ART 222 Computerized Life Drawing*  
*MUS 151 Beginning Music Theory – Submitted*  
*MUS 160 Symphonic Band – Submitted*  
*MUS 161 Instrumental Ensemble Wood – Submitted*  
*MUS 162 Beginning Clarinet Choir – Submitted*  
*MUS 163 Instrumental Ensemble Brass – Submitted*  
*MUS 168 Intermediate Clarinet Choir – Submitted*  
*MUS 170 Beginning Flute Choir – Submitted*  
*MUS 171 Intermediate Flute Choir – Submitted*  
*MUS 251A Intermediate Music Theory – Submitted*  
*MUS 251B Advanced Music Theory – Submitted*  
*MUS 255A Beginning Keyboard Harmony – Submitted*  
*MUS 255B Advanced Keyboard Harmony – Submitted*  
*MUS 260 Concert Band – Submitted*  
*MUS 262 Advanced Clarinet Choir – Submitted*  
*MUS 270 Advanced Flute Choir – Submitted*  
*MUS 291 Applied Music – Submitted*  
*MUS 292 Applied Music Performance – Submitted*  
*PHOT 107 History of Photography – Submitted*  
*PHOT 250 Color Photography – Submitted*

**11. ADDITIONAL INFORMATION – SLOs by Division that need to be submitted to the SLO Committee**

**Business and Computer Studies**

WR 902 Job Search Preparation  
WR 904 Surviving the Job Probation Period  
WR 906 Developing as a Professional: Promotability

**Counseling**

HD 198 Human Development Seminars

**Health Sciences**

RADT 107 Radiographic Positioning and Procedures II  
VN 109 Fundamentals of Patient Care for Vocational Nursing  
VN 110/110CL Self-Care: Fundamentals and Pharmacology

VN 111/111CL Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient  
VN 112/112CL Nursing to Promote Self-Care Agency in Adult  
VN 113/113CL Nursing Leadership to Promote Self-Care Agency in the Adult

**Instructional Resource**

GED 906 Bas Use of Dict & Thes for GED

**Math/Science and Engineering**

BIOL 205 Intro to Biotechnology  
ENGR 185 Digital Logic & Design  
MATH 099 Individualized Self-Study Math

**Physical Education & Athletics**

PE 237 Intercollegiate Men's Golf

**Social & Behavioral Sciences**

NCR 910 U.S. Constitution Exam

**Technical Education**

ACRV 100 Refrigeration Basics  
ACRV 198 Heating and Air Conditioning Seminars  
AUTO 198 Automotive Seminars

**Visual & Performing Arts**

DM 103L Graphic Design I Lab  
DM 105L Interactive Media Lab  
DM 113L Photoshop I Lab  
DM 115L Graphic Communications I Lab  
DM 128L Web Des & Prod II Lab  
DM 133L Digital Printing I Lab  
DM 203L Graphic Design II Lab  
DM 205L Digital Illustration Lab  
DM 213L Photoshop II Lab  
DM 215L Graphic Communications II Lab  
DM 233L Digital Printing II Lab  
DM 246L Portfolio and Job Search Lab  
FTV 155 Film Festival Analysis  
FTV 215 Directing for Film & Video  
FTV 251 Contemporary American Independent Film  
PHOT 213L Life Photography Lab  
PHTC 215L Photography Studio Practices Lab  
THA 205 Advanced Acting Workshop

**12. ADJOURNMENT**

**NON-DISCRIMINATION POLICY**

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

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ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

TO: Beverly Beyer Lisa Karlstein LaDonna Trimble  
Nancy Cholvin Scott Lee Les Uhazy  
Maria Clinton Cynthia Littlefield Darcy Wiewall  
De'Nean Coleman-Carew Sharon Lowry Sara Rotheburg, ASO voting  
Maggie Drake Rick Motawakel TBD, ASO non-voting  
Lee Grishman David Newman  
Linda Harmon Duane Rumsey

Technical Review Committee – Linda Harmon, and Scott Lee

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: February 24, 2011

SUBJECT: Agenda **ADDENDUM** for Academic Policies and Procedures Committee Meeting  
**Thursday, February 24, 2011, BE 323 (Computer Lab), 3:00-5:30pm**

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**2010-2011**  
**Academic Policies & Procedures Committee Meeting No. 9**  
**AGENDA ADDENDUM**

**8. ACTION ITEMS – Course Revisions**

- k. CCA - ECON 201 - Principles of Macroeconomics 3 units, 3 hours weekly – CurricUNET  
- Number and Requisite Changes
- l. Online Only - ECON 201 – Principles of Macroeconomics 3 units, 3 hours weekly – CurricUNET
- m. Hybrid - ECON 201 – Principles of Macroeconomics 3 units, 3 hours weekly – CurricUNET
- n. CCA - ECON 202 - Principles of Microeconomics 3 units, 3 hours weekly – CurricUNET  
- Number and Requisite Changes
- o. Online Only - ECON 202 – Principles of Microeconomics 3 units, 3 hours weekly – CurricUNET  
- Obsolete ONLINE ONLY ??????
- p. Hybrid - ECON 202 – Principles of Microeconomics 3 units, 3 hours weekly – CurricUNET

**9. ACTION ITEMS – New Course Reading**

- a. ECON 100 Survey of Economics 3 units, 3 hours weekly – CurricUNET
- b. NEW Hybrid - ECON 100 Survey of Economics 3 units, 3 hours weekly – CurricUNET

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: February 10, 2011  
LOCATION: BE 311 – Computer Room  
TIME: 3:00 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Beverly Beyer, faculty	Cynthia Littlefield, Faculty	Nancy Cholvin, faculty
Maria Clinton, Cochair	David Newman, Faculty	Mrs. Sharon Lowry, V. P. Academic Affairs
De'Nean Coleman-Carew	Sarah Rothenberg, ASO Student	Rick Motawakel, Faculty
Margaret Drake, Dean	Duane Rumsey, Faculty	LaDonna Trimble, Dean
Lee Grishman, Articulation	Les Uhazy, Dean	
Linda Harmon, Faculty	Darcy Wiewall, Faculty	
Lisa Karlstein, Faculty		
Scott Lee, Faculty		
<u>GUESTS PRESENT</u>		
Leslie Baker	Tom Graves	
Jane Cwayne	Melissa Ramiro	
Luis Echeverria		

2010-2011  
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 10, 2011 AP&P Committee Meeting to order at 3:05 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:02 p.m. Motion carried.

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

**3. APPROVAL OF MINUTES**

a. **December 9, 2010**

Ms. Maria Clinton requested a motion to approve item 3a Approval of Minutes: December 9, 2010. A motion was made and seconded to approve item 3a. After a brief moment, it was decided that no changes were needed. Motion carried.

**4. INFORMATIONAL ITEMS**

a. **CurricUNET Modifications: Work Completed during Intersession**

- i. **Proficiency / Requisite page**
- ii. **Substantial Course Revision & Non-Substantial Course Revision**
- iii. **Course Cover**
- iv. **Course Classification**
- v. **Course Outline of Record (WR)**
- vi. **Course Comparison Report**

Ms. Maria Clinton stated that substantial changes have been made to CurricUNET in an effort to streamline the process. Unfortunately, the changes to the Proficiency / Requisite page are not complete and minor difficulties are accruing on this page. Once the revisions are complete, the committee will be trained on how to use the page.

b. **Term Expiration – Technical Review Committee Member (David Newman's position)**

Ms. Maria Clinton thanked Dr. Newman for his service on the Technical Review Committee and requested that someone step forward to take his place. She asked that anyone interested in sitting on this sub committee send an email indicating interest by March 10, 2011.

c. **Term Expiration: Business, Computers & Economics - Mrs. Beverly Beyer; Language Arts - Mr. Duane Rumsey; Science - Dr. David Newman; Technical Education - Mr. Rick Motawakel**

Ms. Maria Clinton thanked the above members for their service on the AP&P Committee and requested that someone from each of their divisions step forward to take their place. She asked that anyone interested in sitting on this AP&P Committee send an email indicating interest by March 10, 2011.



d. **SB 1440 – AA-T Communication Studies**

Ms. Maria Clinton stated that the Communication Studies faculty are currently working to align our course offerings with the AA-T Transfer Model produced and approved by the CSU and Community College faculty and the Chancellor's Office. It will be on the February 24, 2011 AP&P agenda for review and approval in an effort to have it approved by the Senate on March 3, 2011. Once approved by the Senate, it will be sent for approval by the Board of Trustees on March 14, 2011. She continued to state that the Mathematics faculty will be working on the transfer model once an approved document is published by the Chancellor's Office. Dr. Lee Grishman asked why our college doesn't look to align our course offerings with the Psychology and Sociology transfer models, which are already developed. Ms. Maria Clinton stated that the Committee decided in the fall to first develop the Communication and Mathematics transfer models since we have enough courses in those disciplines, unlike the other disciplines that are lacking a methods course.

e. **+/- Grades on Transcripts and Banner – (Conversion Table)**

Ms. Maria Clinton stated that a conversion table produced by LaDonna Trimble will be passed out during the spring semester.

f. **Upper Division Units – (Maximum number of units allowed)**

g. **International Baccalaureate (IB) and College Level Examination Program (CLEP)**

Ms. Maria Clinton reminded the committee that items 4f-g were discussed over the fall semester and will return to the committee as report items to collect division feedback. She stated that Dr. Grishman was seeking a maximum number of allowable upper division units and that faculty were asked to review the website for item 4g and consider the IB tests. Dr. Grishman passed out a list of IB and CLEP tests that are accepted at the CSUs for consideration by our faculty. The committee requested that the summary for 4f be resent to the representatives. Ms. Maria Clinton asked Melissa Jauregui to send the summary again.

h. **Courses without SLOs**

Ms. Maria Clinton stated that Mrs. Sharon Lowry, VP of Academic Affairs, will remove any course from the 11-12 College Catalog that does not have an approved SLO on file. If a course is removed from the catalog it cannot be taught until it is listed once again in the catalog.

**5. DISCUSSION ITEMS**

a. **Attendance Policy for Distance Education Courses**

Ms. Beverly Beyer was present to answer any questions regarding the proposed language of the Attendance Policy for Distance Education Courses. After a brief moment, Ms. Maria Clinton requested that the document be sent to the AP&P Representatives so they can gain feedback from their divisions. She stated that this item would return to the March 10, 2011 AP&P agenda as a report item to collect division feedback.

b. **AVC Designation at the end of Course Description**

Ms. Maria Clinton stated that she noticed at the end of the course descriptions there is a designation of AVC. She requested clarification on that designation so that CurricUNET can properly identify the course that should have AVC list at the end of the course description. Dr. Lee Grishman stated that in order for the AVC designation to be added to a course it would need to fulfill one of the following criteria: course is applicable to an AA/AS or Certificate program; GE approved course; and/or college level course that counts as an elective.

**6. ACTION ITEMS – Consent Items – Course Revisions**

- |  |   |
|--|---|
| a. <b>BIOL 101, 101L – General Biology</b>                     | <b>4 units, 6 hours weekly – CurricUNET</b> |
| b. <b>COMM 115 – *Introduction to Argumentation and Debate</b> | <b>3 units, 3 hours weekly – CurricUNET</b> |
| c. <b>ID 120 – Interior Design and the Elements of Color</b>   | <b>3 units, 4 hours weekly – CurricUNET</b> |
| d. <b>HE 120 – Stress Management</b>                           | <b>3 units, 3 hours weekly – CurricUNET</b> |
| e. <b>MUS 126 – Classical Guitar</b>                           | <b>3 units, 3 hours weekly – CurricUNET</b> |

Ms. Maria Clinton requested a motion to approve items 6a-e Non-Substantial course revisions. A motion was made and seconded to approve items 6a-e. Motion carried.

**7. ACTION ITEMS – Second Reading – Course Revisions**

- |  |   |
|--|---|
| a. <b>CCA - PE 101 – Adaptive Physical Education</b>                                     | <b>1 unit, 3 hours weekly – CurricUNET</b>  |
| <b>Homework needed to be added</b>   |   |
| b. <b>CCA - PE 180 – Advanced Volleyball Techniques</b>                                  | <b>1 units, 3 hours weekly – CurricUNET</b> |
| <b>Advisory of prior experience needed to be added and Note removed from description</b> |   |
| <b>Maximum Class Size Reduced to 36</b>  |   |

Ms. Maria Clinton requested a motion to approve items 7a and b second course reading. She stated that all changes requested by this committee have been made to the course. A motion was made and seconded to approve items 7a and b. Motion carried.

## 8. ACTION ITEMS – First Reading – Course Revisions

- a. **DE Online Only – HD 1980 – Orientation to College**      **0.5 units, 9 hours total – CurricUNET**  
b. **DE Hybrid – HD 1980 – Orientation to College**      **5 units, 9 hours total – CurricUNET**  
A motion was made and seconded to approve the course revisions to HD 1980 – Orientation to College Online Only and Hybrid. Mr. Luis Echeverria was present to discuss the revisions made to the online courses. After a brief moment and review of the comments in CurricUNET, it was decided that the reference to Blackboard be removed, use lower case on Admin Application, change any reference to a specific computer lab, and revise question number 1. These changes are to be made to both the Online and Hybrid version. Motion Failed.
- c. **PE 265 – Intercollegiate Women’s Volleyball**      **2 units, 10 hours weekly – CurricUNET**  
A motion was made and seconded to approve the course revisions to PE 265 – Intercollegiate Women’s Volleyball. Ms. Jane Cwayne was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was decided that no changes were needed. Motion carried.
- d. **CCA - ID 150 - History of Design I**      **3 units, 3 hours weekly – CurricUNET**  
**- Number, Title, and Advisory Changes**  
A motion was made and seconded to approve the course revisions to ID 150 - History of Design I. Ms. Leslie Baker was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty add language to the Course Content or Homework section that indicates instruction in the writing of an essay and the advisories be checked for accuracy. Motion failed.
- e. **CCA - ID 160 - Material Selection for Interior Design**      **3 units, 3 hours weekly – CurricUNET**  
**- Number and Advisory Change**  
A motion was made and seconded to approve the course revisions to ID 160 - Material Selection for Interior Design. Ms. Leslie Baker was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty double check the advisory "Eligibility for ID 100", and add objective 11 to the Methods of Evaluation. Motion failed.
- f. **CCA - ID 201 – History of Design II**      **3 units, 3 hours weekly – CurricUNET**  
**- Number, Title, and Advisory Changes**  
A motion was made and seconded to approve the course revisions to ID 201 – History of Design II. Ms. Leslie Baker was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty add language to the Course Content or Homework section that indicates instruction in the writing of an essay (use ANTH 102 as an example) and the advisories be checked for accuracy. Motion failed.
- g. **CCA - ID 230 - Fundamentals of Lighting Design**      **3 units, 3 hours weekly – CurricUNET**  
**- Number and Advisory Change**  
A motion was made and seconded to approve the course revisions to ID 230 - Fundamentals of Lighting Design. Ms. Leslie Baker was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty add a period to the end of Objective number 6, and homework 2 and 4 and the advisories be checked for accuracy. Motion failed.
- h. **CCA - ID 250 - Professional Interior Design Business Practices**      **3 units, 3 hours weekly – CurricUNET**  
**- Number and Advisory Change**  
A motion was made and seconded to approve the course revisions to ID 250 - Professional Interior Design Business Practices. Ms. Leslie Baker was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty correct the misspelling in the textbook publisher and the advisories be checked for accuracy. Motion failed.
- i. **CCA - COMM 219 – \*Introduction to Intercultural Communication**      **3 units, 3 hours weekly – CurricUNET**  
**- Title and Requisite Change**  
A motion was made and seconded to table action item 8i COMM 219 – \*Introduction to Intercultural Communication. Motion carried.
- j. **CT 100 – Introduction to Fashion**      **3 units, 3 hours weekly – CurricUNET**  
**- Remove Pass/No Pass grading option**  
A motion was made and seconded to approve the course revisions to CT 100 – Introduction to Fashion. Ms. Melissa Ramiro was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty change the grading method back to “Grade or pass/no pass”, correct the Methods of Instruction where boxes are checked and same language is type in other box, the

Class Maximum be changed to 24 students, and the advisories be checked for accuracy. Motion failed.

- k. **CCA - CT 102 – Textiles** **3 units, 3 hours weekly – CurricUNET**  
**- Advisory Changes and Remove Pass/No Pass grading option**  
A motion was made and seconded to approve the course revisions to CT 102 – Textiles. Ms. Melissa Ramiro was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty change the grading method back to “Grade or pass/no pass”, content (add a II, I, 2 or delete II, I, 1) and correct miss spelling in III B and C, the Class Maximum be changed to 24 students, and the advisories be checked for accuracy. Motion failed.
- l. **CCA - CT 105 – Principles of Sewing** **3 units, 2 hours lecture 3 hours lab CurricUNET**  
**- Number, Title, Units/Hours, Advisory Changes, and Remove Pass/No Pass grading option**  
A motion was made and seconded to approve the course revisions to CT 105 – Principles of Sewing. Ms. Melissa Ramiro was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty change the grading method back to “Grade or pass/no pass”, the Class Maximum be changed to 24 students, the advisories be checked for accuracy, the Math advisory be set at MATH 060, and if Concurrent Enrollment for this course is listed on CT 110 then a similar advisory should be listed on this class. Motion failed.
- m. **CCA - CT 110 – Fundamentals of Clothing Construction** **3.5 units, 3 hours lecture 2 hours lab**  
**CurricUNET - Changed Title and Advisory, and Remove Pass/No Pass grading option and Repeatability**  
A motion was made and seconded to approve the course revisions to CT 110 – Fundamentals of Clothing Construction. Ms. Melissa Ramiro was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty change the grading method back to “Grade or pass/no pass”, the Class Maximum be changed to 24 students, capitalize the I in introduction in the content, the advisories be checked for accuracy, and verify the advisory of Concurrent Enrollment in CT 105, if this is correct then a similar advisory should be on CT 105 for CT 110. Motion failed.
- n. **CCA - CT 114 – Principles of Clothing Selection** **3 units, 3 hours weekly – CurricUNET**  
**- Number and Advisory Changes, and Remove Pass/No Pass grading option**  
A motion was made and seconded to approve the course revisions to CT 114 – Principles of Clothing Selection. Ms. Melissa Ramiro was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty change the grading method back to “Grade or pass/no pass”, the Class Maximum be changed to 24 students, and the advisories be checked for accuracy. Motion failed.
- o. **CCA - CT 200 – Tailoring Techniques- Alterations and Fit** **3.5 units, 3 hours lecture 2 hours lab**  
**CurricUNET - Number, Title, and Advisory Changes, and Remove Pass/No Pass grading option**  
A motion was made and seconded to approve the course revisions to CT 200 – Tailoring Techniques- Alterations and Fit. Ms. Melissa Ramiro was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty change the grading method back to “Grade or pass/no pass”, the Class Maximum be changed to 24 students, the advisories be checked for accuracy, and remove any in-class work from the homework section. Motion failed.
- p. **CCA - CT 212 – Intermediate Construction-Pants** **3.5 units, 3 hours lecture 2 hours lab CurricUNET**  
**- Number, Title, and Advisory Changes, and Remove Pass/No Pass grading option and Repeatability**  
A motion was made and seconded to approve the course revisions to CT 212 – Intermediate Construction-Pants. Ms. Melissa Ramiro was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty change the grading method back to “Grade or pass/no pass”, the Class Maximum be changed to 24 students, the advisories be checked for accuracy listing only one Math class proficiency level, correct the typo in the content section IV C, and remove any in-class work from the homework section. Motion failed.
- q. **CCA - CT 241 – Advanced Construction-Fashion Sewing** **3.5 units, 3 hours lecture 2 hours lab**  
**CurricUNET - Number, Title, and Advisory Changes, and Remove Pass/No Pass grading option and Repeatability**  
A motion was made and seconded to approve the course revisions to CT 241 – Advanced Construction-Fashion Sewing. Ms. Melissa Ramiro was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty change the grading method back to “Grade or pass/no pass”, the Class Maximum be changed to 24 students, the advisories be checked for accuracy listing Advisory of Completion of CT 222, and remove any in-class work from the homework section. Motion

failed.

- r. **CCA - CT 243 – Draping for Fashion Design**            **3.5 units, 3 hours lecture 2 hours lab CurricUNET - Advisory Changes and Remove Pass/No Pass grading option**  
A motion was made and seconded to approve the course revisions to CT 243 – Draping for Fashion Design. Ms. Melissa Ramiro was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty change the grading method back to “Grade or pass/no pass”, the Class Maximum be changed to 24 students, the advisories be checked for accuracy listing Advisory of Completion of CT 222, and remove any in-class work from the homework section. Motion failed.
- s. **CCA - COMM 107 - Introduction to Interpersonal Communication** **3 units, 3 hours weekly – CurricUNET**  
A motion was made and seconded to approve the course revisions to COMM 107 - Introduction to Interpersonal Communication. Mr. Tom Graves was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was requested that the faculty tie Objective 5 to one of the methods of evaluation, which was done during the meeting. Motion carried. A second motion was made and seconded to approve the course content. Motion carried.
- t. **CCA - ECON 201 - Principles of Macroeconomics**            **3 units, 3 hours weekly – CurricUNET - Number and Requisite Changes**  
A motion was made and seconded to approve the course revisions to ECON 201 - Principles of Macroeconomics. Mrs. Darcy Wiewall was present to discuss the revisions made to the course on behalf of Ronald Halcrow. After a brief moment and review of the comments in CurricUNET, it was requested that the Professor Ronald Halcrow or another Economics faculty be present to answer questions regarding the course revisions since major revisions have been made to the course. Motion failed.

**9. ACTION ITEMS – New Course Reading**

- a. **ECON 100 - Survey of Economics**            **3 units, 3 hours weekly – CurricUNET**  
A motion was made and seconded to table action item 9a ECON 100 - Survey of Economics New Course Development. Ms. Maria Clinton requested that the Professor Ronald Halcrow or another Economics faculty be present to answer questions regarding the New Course Development. Motion carried.

**10. DISCUSSION ITEMS – Attached Memos**

- a. **Degree/Cert Change Request for Interior Design**  
A motion was made and seconded to approve the Degree/Cert Change Request for Interior Design. Ms. Leslie Baker was present to discuss the revisions made to the degree and certificate program. After a brief moment and review of the memo, it was decided that no changes were needed. Motion carried.

**11. ACTION ITEMS – Corporate and Community Services**

- a. **Name Change – Live Debt Free – Seewing Yee**  
A motion was made and seconded to approve the name change to Live Debt Free. Ms. Maria Clinton stated that two instructors denied the course and the other instructors only approved if changes are made to the course. After a brief moment and review of the course material, it was requested that the AP&P Committee not review any Corporate Community course offering that has any denial by the dean, AP&P Representative, and/or faculty. Motion failed.

**11. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P**

**Business and Computer Studies**

ACCT 205 Managerial Accounting – DE ONLY; Technical Review 9/2/10; – DE Committee  
ACCT 121 Microcomputer Accounting – Returned to Faculty 9/2/10; On agenda 9/20/10  
*BUS 201 Business Law – Submitted*  
CA 103 Intro to Microcomputers  
CA 121 Microcomputer Spreadsheets – Returned to Faculty 9/2/10; On agenda 9/20/10  
CA 151 Microcomputer Operating System  
CA 221 Computer Concepts & Appl Bus – Returned to Faculty 9/2/10; On agenda 9/20/10  
CIS 175 Java Programming

**Counseling**

HD 198 Human Development Seminars

**Health Sciences / FACE**

CFE 113 Inc Classrooms Nutr Excep Child  
CFE 114 Music Movement Ed Young Child

CFE 116 Justice, Equity & Inclusion in CFE  
CFE 168 Foster Parent Medical Fragile Child  
CFE 211 Health Safety for Young Child  
CFE 212 School Age Programs  
EMT 101 Emergency Medical Tech 1  
MOA 110 Beg Medical Office Assisting – Received 8/31/10; Technical Review 9/2/10  
MOA 111 Adv Medical Office Assisting – Received 8/31/10; Technical Review 9/2/10  
NS 111 Fundamentals of Nursing Science  
NS 121 Obstet, Neonatal & Women's Health Nsg  
NS 122 Medical/Surgical Nursing I  
NS 230 Professional Nursing III  
NS 231 Pediatric/Community Health Nursing  
NS 232 Psychiatric/Geriatric/Community Health Nsg  
*NS 241 Medical/Surgical Nursing II – Submitted*  
RCP 102 Clinical Preparation for Respiratory Care  
RCP 103 Concepts in Respiratory Care  
RCP 104 Respiratory Care Pharmacology  
RCP 105 Fundamentals of Clinical Respiratory Care  
RCP 201 Neonatal and Pediatric Respiratory Care  
RCP 202 Fundamentals of Intensive Respiratory Care  
RCP 203 Seminar & Practicum in Respiratory Care I  
RCP 204 Seminar & Practicum in Respiratory Care II

### **Instructional Resources**

*LAC 100 Intro to Tutoring – Submitted*  
*LAC 200 Advanced Tutoring – Submitted*

### **Language Arts**

*COMM 101 Intro to Public Speaking – Submitted*  
*COMM 103 Process of Communication – Submitted*  
*COMM 105 Intro to Mass Communication – Submitted*  
*COMM 107 Intro to Interpersonal Comm – Submitted*  
*COMM 112 Oral Interpretation – Submitted*  
COMM 114 Art of Storytelling  
*COMM 116 Forensics – Submitted*  
*COMM 214 Studies in Storytelling – Submitted*  
*COMM 219 Intercultural Communication – Submitted*  
*ENGL 104 The Research Paper – Submitted - Agenda*  
*ENGL 113 Creative Writing: Nonfiction – Submitted*  
*ENGL 211 Advanced Fiction Writing – Submitted*  
GER 201 Intermediate German 1  
*JOUR 121 Beginning Journalism 8 – Submitted*  
*JOUR 123 Newspaper Production – Submitted*

### **Math/Science and Engineering**

MATH 050 Arithmetic 9  
MATH 060 Prealgebra  
MATH 115 Statistics  
MATH 125 Math for Business & Economics  
MATH 130 College Algebra  
MATH 135 Plane Trigonometry  
MATH 140 Precalculus  
*MATH 150 Calculus & Analytic Geometry – Submitted*  
MATH 230 Intro Ordinary Diff Equations  
MATH 250 Calculus & Analytic Geometry  
BIOL 100 Elem Human Anatomy & Physiology  
BIOL 101 General Biology  
BIOL 104 Environmental Biology  
BIOL 110 General Molecular Cell Biology  
BIOL 120 Gen Organism, Eco & Evolution Biol 8  
BIOL 205 Intro to Biotechnology  
CHEM 101 Introductory Chemistry

CHEM 102 Introductory Chem (Organic)  
CHEM 120 General Chemistry  
ENGR 185 Digital Logic & Design  
*GEOG 101L Phys Geog Lab: Earth's Surface Landscape – Submitted*  
GEOG 101 Phys Geog: Earth's Surface Landscapes  
GEOG 105 Cultural Geography  
GEOG 201 Map Interpretation and GPS  
GEOG 205 Intro Geographic Info Systems  
*PHYS 101 Introductory Physics – Submitted*  
*PHYS 102 Introductory Physics – Submitted*  
*PHYS 110 General Physics – Submitted*  
*PHYS 120 General Physics – Submitted*

### **Physical Education & Athletics**

ATH 100 Intro to Athletic Training  
ATH 102 L Practical Appl of Athletic Training I Lab  
ATH 102 Practical Appl of Athletic Training I  
ATH 103 L Practical Appl of Athletic Training II Lab  
ATH 103 Practical Appl of Athletic Training II  
*HE 101 Health Education – Submitted*  
*HE 120 Stress Management – Submitted*  
*PE 101 Adaptive Physical Education – Submitted – Agenda*  
*PE 109 Hatha Yoga – Submitted*  
PE 111 Advanced Tennis Techniques  
PE 115 Advanced Basketball Techniques  
PE 118 Beginning Bowling  
PE 118 Intermediate Bowling  
PE 128 Beginning Golf  
PE 128 Advanced Golf  
PE 135 Physical Conditioning  
PE 160 Beginning Tennis  
PE 160 Intermediate Tennis  
PE 160 Advanced Tennis  
PE 180 Advanced Volleyball Techniques – Received 8/2010; Technical Review 9/2/10 - Agenda  
PE 193 Officiating Fall Sports  
PE 194 Officiating Spring Sports  
PE 195 Sports Appreciation  
PE 205 Intercollegiate Men's Basketball  
PE 210 Intercollegiate Women's Basketball  
PE 225 Intercollegiate Women's Tennis  
PE 237 Intercollegiate Men's Golf  
PE 265 Intercollegiate Women's Volleyball – Received 8/2010; Technical Review 9/2/10 - Agenda

### **Social & Behavioral Sciences**

ED 140 Introduction to Education  
*ED 141 Intro to Special Education – Submitted*  
*ED 145 Understand & Ed Learn Disabled – Submitted*  
HIST 101 Western Civ, Human Begin Until 1750  
HIST 102 Western Civ, from 1750-Present  
*HIST 108 U.S. History, 1877-Present – Submitted*  
HIST 109 Survey U.S. History  
HIST 112 Contemp U.S. History: Vietnam  
HIST 114 History of California  
*HIST 119 History Latin American & Caribbean – Submitted*  
*PHIL 101 Fundamental Reasoning Skills – Submitted*  
*PHIL 105 Ethics: Moral Issues in Soc – Submitted*  
PHIL 106 Intro to Philosophy  
PHIL 108 Philosophy of Religion  
*PHIL 110 Introduction to Logic – Submitted*  
*PHIL 201 Critical Thinking – Submitted*  
POLS 101 Amer Political Institutions  
POLS 201 Contemp Intntl Relations

POLS 203 The Judicial Process  
PSY 244 Intro to Counseling – Agenda Ready 10/14/10 – Second Reading needed  
SOC 112 American Social Issues

### **Technical Education**

*ACRV 100 Refrigeration Basics – Submitted*  
*ACRV 112 Basic Refrigeration Systems – Submitted*  
*ACRV 113 Basic Refrigeration Controls – Submitted*  
*ACRV 115 Basic Refrig Systems and Controls – Submitted*  
*ACRV 122 Residential Air Conditioning Systems – Submitted*  
*ACRV 123 Residential Air Conditioning Controls – Submitted*  
*ACRV 125 Residential Air Cond Systems & Cntrl – Submitted*  
*ACRV 212 Commercial Refrigeration Systems – Submitted*  
*ACRV 213 Commercial Refrigeration Controls – Submitted*  
*ACRV 222 Commercial Air Conditioning Controls – Submitted*  
*ACRV 223 Commercial Air Conditioning Systems – Submitted*  
*AJ 800 Peace Officer Intensive Basic Training – Submitted*  
*CT 050 Sewing Basics*  
*CT 101 Prin of Clothing Selection – Submitted*  
*CT 102 Textiles – Submitted*  
*CT 110 Clothing Construction I – Submitted*  
*CT 112 Clothing Construction II – Submitted*  
*CT 115 Speed Tailoring – Submitted*  
*CT 141 Tailoring – Submitted*  
*CT 213 Clothing Construction III – Submitted*  
*CT 242 Pattern Making by Flat Pattern – Submitted*  
*CT 243 Draping for Fashion Design – Submitted*

### **Visual & Performing Arts**

ART 101 History of Art: Prehistoric to Gothic  
ART 102 History of Art: Renaissance to Modern  
ART 110 Drawing  
ART 140 Watercolor  
ART 210 Advanced Drawing  
ART 222 L Computerized Life Drawing Lab  
ART 222 Computerized Life Drawing  
*MUS 151 Beginning Music Theory – Submitted*  
*MUS 160 Symphonic Band – Submitted*  
*MUS 161 Instrumental Ensemble Wood – Submitted*  
*MUS 162 Beginning Clarinet Choir – Submitted*  
*MUS 163 Instrumental Ensemble Brass – Submitted*  
*MUS 168 Intermediate Clarinet Choir – Submitted*  
*MUS 170 Beginning Flute Choir – Submitted*  
*MUS 171 Intermediate Flute Choir – Submitted*  
*MUS 251A Intermediate Music Theory – Submitted*  
*MUS 251B Advanced Music Theory – Submitted*  
MUS 255A Beginning Keyboard Harmony  
MUS 255B Advanced Keyboard Harmony  
*MUS 260 Concert Band – Submitted*  
*MUS 262 Advanced Clarinet Choir – Submitted*  
*MUS 270 Advanced Flute Choir – Submitted*  
MUS 291 Applied Music  
MUS 292 Applied Music Performance  
*PHOT 107 History of Photography – Submitted*  
*PHOT 250 Color Photography – Submitted*

## **12. ADDITIONAL INFORMATION – SLOs by Division that need to be submitted to the SLO Committee**

### **Counseling**

HD 198 Human Development Seminars

### **Health Sciences**

RADT 107 Radiographic Positioning and Procedures II

VN 109 Fundamentals of Patient Care for Vocational Nursing  
VN 110/110CL Self-Care: Fundamentals and Pharmacology  
VN 111/111CL Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient  
VN 112/112CL Nursing to Promote Self-Care Agency in Adult  
VN 113/113CL Nursing Leadership to Promote Self-Care Agency in the Adult

**Instructional Resource**

GED 906 Bas Use of Dict & Thes for GED  
NCR 910 U.S. Constitution Exam  
WR 902 Job Search Preparation  
WR 904 Surviving the Job Probation Period  
WR 906 Developing as a Professional: Promotability

**Math/Science and Engineering**

BIOL 205 Intro to Biotechnology  
ENGR 185 Digital Logic & Design  
MATH 099 Individualized Self-Study Math

**Physical Education & Athletics**

PE 237 Intercollegiate Men's Golf

**Technical Education**

ACRV 100 Refrigeration Basics  
ACRV 198 Heating and Air Conditioning Seminars

**Visual & Performing Arts**

DM 103L Graphic Design I Lab  
DM 105L Interactive Media Lab  
DM 113L Photoshop I Lab  
DM 115L Graphic Communications I Lab  
DM 128L Web Des & Prod II Lab  
DM 133L Digital Printing I Lab  
DM 203L Graphic Design II Lab  
DM 205L Digital Illustration Lab  
DM 213L Photoshop II Lab  
DM 215L Graphic Communications II Lab  
DM 233L Digital Printing II Lab  
DM 246L Portfolio and Job Search Lab  
FTV 155 Film Festival Analysis  
FTV 215 Directing for Film & Video  
FTV 251 Contemporary American Independent Film  
PHOT 213L Life Photography Lab  
PHTC 215L Photography Studio Practices Lab  
THA 205 Advanced Acting Workshop

**13. ADJOURNMENT**

A motion was made and seconded to adjourn the 2/10/11 AP&P Committee meeting at 5:32 p.m. Motion carried.

**NON-DISCRIMINATION POLICY**

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

*Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Ms. Patricia A. Márquez Sandoval, Academic Senate President, at (661) 622-6306 (weekdays between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.*



grade	level	abbrev	qual	pts
A-	UG	A-		3.7
B+	UG	B+		3.3
B-	UG	B-		2.7
C+	UG	C+		2.3
C-	UG	C-		1.7
D+	UG	D+		1.3
D-	UG	D-		0.7

**APPLICATION FOR APPROVAL – NEW CREDIT PROGRAM**  
**Communication Studies – AAT – Ken’s original draft 2/20/11**  
**Tina added in yellow 2/21/11**

**DEVELOPMENT CRITERIA NARRATIVE & DOCUMENTATION**

**Criteria A. Appropriateness to Mission**

**1. Statement of Program Goals and Objectives**

The goal of the Communication Studies program is to provide students with foundational knowledge of the study of human communication, to enhance their overall communication skills in a variety of contexts, and to prepare them for transfer to a university as a Communication Studies major. Additionally, the degree can prepare students for success in related fields such as journalism, film and television, law, education, philosophy, sociology, and English.

Objectives include the following: (NOTE: THESE CAN EASILY BECOME OUR PLOs)

- a. Become an ethical communicator by understanding the impact of communication and language in all communication contexts. Ethics is the cornerstone of all effective communication, both written and oral. Students will examine the ethical dimensions of rhetoric, media, and relational communication in themselves and others and learn to make ethical decisions in their communication practices.
- b. Demonstrate intercultural competence and sensitivity in communicating with people of diverse backgrounds. Working and living in a multicultural world, students will develop effective ways of communicating with many kinds of people by studying the theories and practices of intercultural communication and applying them in a variety of settings.
- c. Develop competent oral skills to deliver effective presentations to diverse audiences. Students will develop the ability to skillfully deliver a well prepared oral presentation and present themselves verbally and nonverbally in a confident and professional manner.
- d. Display critical thinking skills in the ability to construct logical arguments supported by valid evidence and research. Students will develop information literacy skills using the internet and college library resources, and apply them to well-reasoned arguments.

**2. Catalogue Description**

The Communication Studies AA-T degree offers students a comprehensive course of study of the many facets of human communication. Public speaking and performance, interpersonal and group communication, argumentation, and mass media are some of the contexts studied. Students will enhance their own communication practices in professional and personal settings, as well as study theories and concepts that examine the impact of communication on relationships and society at large. In compliance with SB 1440, the degree is transferable to a Communication Studies major at university.

**3. Program Requirements**

Title (units)	Course #	C-ID Descriptor	CSU-GE	IGETC
<b>REQUIRED (3)</b>				
Intro to Public Speaking (3)	COMM 101	COMM 110	A1	1C
<b>LIST A – Any 2 (6 units)</b>				
Argumentation & Debate (3)	COMM 115	COMM 120	A3	
Interpersonal Comm (3)	COMM 107	COMM 130	E	
Small Group (3)	COMM 109	COMM 140		
<b>LIST B – Any 2 (6 units)</b>				
Any List A course not used above				
Forensics (3)	COMM 116	COMM 160B		
Intro to Intercultural Comm (3)	COMM 219	COMM 150	E	
Gender & Communication (3)	COMM 217		D4	
Process of Communication (3)	COMM 103	COMM 180	A1, C1, E	1C
Intro to Mass Communication (3)	COMM 105			
Oral Interpretation (3)	COMM 112	COMM 170	C1, C2	
Art of Storytelling (3)	COMM 114		C1	
Any course that has articulation as lower division major preparation for the communication studies major at a CSU (3)				
<b>LIST C – Any 1 (3 units)</b>				
Any List A or List B not used above				
Public Relations Communication (3)	COMM 215			
Studies of Storytelling (3)	COMM 214			
Occupational Work Experience (3)	COMM 199			
Cultural Anthropology (3)	ANTH 102		D1	4
Intro to Psychology (3)	PSYCH 101		D9	4
Intro to Sociology (3)	SOC 101		D10	4
Critical Thinking in Literature (3)	ENGL 102		A3	1B
Intro to Journalism (3)	JOUR 121			
Any courses not selected above, any CSU transferable communication studies courses, and/or other courses that are lower division preparation for the communication studies major at CSU (3)				

#### 4. Background and Rationale

According to numerous studies, communication and interpersonal abilities are the most highly valued skills sought by employers in all professional fields. Communication is also a highly academic field that is a very popular major at universities. The faculty at AVC regularly serves students who are interested in Communication as a major. Communication Studies (formerly Communication Arts) had a Communication Arts Associate Degree in the past (?) but it lapsed (I think I recall this -- is it right?). Since that time, there has been a desire to reinstate the degree among the current full time faculty members. To that end, we reviewed our course offerings and found that compared to many other community colleges, we offer a robust variety of

communication courses. We decided to add a course in Small Group Communication to fully round out our program and to prepare for the A.A. degree, as Small Group is usually part of the core required courses for an A.A. In addition to creating the new course, we have reviewed and updated all of our Course Outlines of Record and have recently done so in alignment with the new C-ID system.

The program exposes students to a wide variety of aspects of the study of human communication. The core required courses in the Program are designed for two objectives. One is to introduce students on an academic level to the different contexts of study in communication. The second is to improve students' actual communication skills in the areas of public speaking, relational communication, and critical thinking. The remaining options offer students the choice of either continuing a broad spectrum of study or focusing on a specific interest. Either path will prepare students for a bachelor's degree, and give them valuable skills in their academic, professional, and personal lives. For example, public speaking, debate, and oral interpretation of literature improve students' oral delivery and presentation. They learn to communicate effectively with a diverse audience, become a dynamic and personable speaker, and gain insights from speeches and works of literature. If students are interested in the media, courses in mass media, public relations, and journalism will enhance their knowledge and provide them with opportunities to apply their skills to mass media messages. Students interested in the interpersonal aspects of communication can take courses in interpersonal, small group, intercultural, and gender communication. Argumentation and debate, as well as the Forensics courses underscore critical thinking and logical reasoning in both oral and written forms. All courses emphasize ethical communication in a diverse world, and prepare students to be effective communicators in academic, professional, and personal contexts.

## **Criteria B. Need**

### 6. Place of Program in Curriculum/Similar Programs

- The program does not make redundant other programs on campus, nor does it cross the curriculum boundaries of other programs, but is unique in its course offerings. Communication studies is often considered a part of both the social sciences and the humanities, drawing heavily on fields such as sociology, psychology, anthropology, biology, political science, and economics as well as rhetoric, literary studies, linguistics, and semiotics. The field can interact with the work of other disciplines as well, however, including engineering, architecture, mathematics, computer science, gender and sexuality studies.
- There are no related programs at the college, and this program fulfills the needs of students looking for direct transfer to Communication Studies degree programs offered by the institutions to which we feed (CSUB, CSUN, CSULA, CSULB).
- This program shares many courses in common with general education requirements and the Liberal Arts and Sciences degree; however, in no case does our program reproduce or effectively substitute for these other programs. The Communication Studies degree provides an alternative to the Liberal Arts and Sciences degree for those wishing to explore the vast breadth and interdisciplinary nature of communication with a major in Communication Studies.
- This program makes productive use of existing resources, courses, faculty, and facilities to create a more directed program of study in the area of Communication Studies.

## Criteria C. Curriculum Standards

### 13. Display of Proposed Sequence

**COMMUNICATION STUDIES – Transfer Model Curriculum  
Antelope Valley College, Division of Language Arts  
Department of Communication Studies – Proposed AAT degree**

Title (units)	Course #	C-ID Descriptor	CSU-GE	IGETC
<b>REQUIRED (3)</b>				
Intro to Public Speaking (3)	COMM 101	COMM 110	A1	1C
<b>LIST A – Any 2 (6 units)</b>				
Argumentation & Debate (3)	COMM 115	COMM 120	A3	
Interpersonal Comm (3)	COMM 107	COMM 130	E	
Small Group (3)	COMM 109	COMM 140		
<b>LIST B – Any 2 (6 units)</b>				
Any List A course not used above				
Forensics (3)	COMM 116	COMM 160B		
Intro to Intercultural Comm (3)	COMM 219	COMM 150	E	
Gender & Communication (3)	COMM 217		D4	
Process of Communication (3)	COMM 103	COMM 180	A1, C1, E	1C
Intro to Mass Communication (3)	COMM 105			
Oral Interpretation (3)	COMM 112	COMM 170	C1, C2	
Art of Storytelling (3)	COMM 114		C1	
Any course that has articulation as lower division major preparation for the communication studies major at a CSU (3)				
<b>LIST C – Any 1 (3 units)</b>				
Any List A or List B not used above				
Public Relations Communication (3)	COMM 215			
Studies of Storytelling (3)	COMM 214			
Occupational Work Experience (3)	COMM 199			
Cultural Anthropology (3)	ANTH 102		D1	4
Intro to Psychology (3)	PSYCH 101		D9	4
Intro to Sociology (3)	SOC 101		D10	4
Critical Thinking in Literature (3)	ENGL 102		A3	1B
Intro to Journalism (3)	JOUR 121			
Any courses not selected above, any CSU transferable communication studies courses, and/or other courses that are lower division preparation for the communication studies major at CSU (3)				

#### 14. Transfer Applicability

### **Criteria D. Adequate Resources**

#### 15. Library and/or Learning Resources Plan

- Because there will be no new courses required to implement this program, and the library and learning resources assets support our current course offerings, no new library or learning resources will be required at this time.

#### 16. Facilities and Equipment Plan

- Since there will be no new courses developed to implement this program, no new facilities or equipment will be required at this time.

#### 17. Financial Support Plan

- There is no need for financial support beyond current levels at this time: all personnel, equipment, supplies, and facilities for this program already exist within the college. However, we anticipate a change in course offerings to reflect the requirement to offer the core classes of the program more regularly to meet student needs and demands. This shift in resources and personnel may require future consideration to staffing shortfalls in the Communication Studies department.

#### 18. Faculty Qualifications and Availability

- Our minimum requirements for Communication Studies faculty are defined in the following description (as approved by the AVC Academic Senate):

Must have Master's in speech, speech broadcasting, telecommunications, rhetoric, communication, communication studies, speech communication, or organizational communication OR Bachelor's in any of the above AND Master's in drama/theater arts, mass communication, or English OR the equivalent.

“Equivalency” is defined as:

Any combination of a bachelor's degree in the following: film, drama/theater arts, linguistics, rhetoric, mass communication, communications, journalism, broadcasting, television, film, media studies, English, literature, composition, marketing, public relations, business, telecommunication(s), and a master's degree in one of the listed fields to include 24 semester units of Communication Studies courses, 18 semester units of which may be upper division level courses.

Sufficient faculty who meet or exceed minimum qualifications are currently employed by Antelope Valley College. Our college currently employs 4 full-time Communication Studies faculty and 13 adjunct Communication Studies faculty. Future faculty members will also be hired who meet or exceed the minimum qualifications noted previously.

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MAY - 6 2010  
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BY: M. Maurer

ANTELOPE VALLEY COLLEGE  
ACADEMIC POLICIES & PROCEDURES  
Course Proposal Form and Content Review Form for Credit Courses

SECTION I

Date Initial  
AP&P Representative: 05-05-10 [Signature]  
(indicates division review and approval)  
Division Dean/Director: 5/5/10 [Signature] uc for TO  
Faculty Name: (print) Kathy Moore

AP&P Approval:  
Date \_\_\_\_\_  
V.P. Academic Affairs:  
Signature \_\_\_\_\_

Date 5/1/2010

COURSE SUBJECT & NUMBER: CA 221

COURSE TITLE: Computer Concepts & Applications in Business

- NEW COURSE
- \*REVISED COR (description, objectives, content, etc.)
- \*Other Course Revisions (title/number; units/LHE's; class size; etc)

\*List all changes made to a revised course and fill out applicable sections/ pages. Attach original COR for comparison:  
Advisory: Removed "or satisfactory completion of ENGL 101" because it is redundant.  
Course Description: Important new section is added to inform students that there are three introduction to computers courses. This should be in each of the three courses' CORs.  
All assignments' sections, methods of instructions, and methods of evaluation are reworded to meet current criteria with less specific detail but covering the concepts.  
Estimated hours per week modified because of current, non-descriptive format.  
Textbooks: removed ISBNs.

SECTION II Course/Catalog Information

- 1. Pass/No Pass (P/NP) Option? (check only one)  
 \*Yes (Title 5 allows a student to request a P/NP designation rather than a letter grade. Place an asterisk before the \*course title above and on COR; check college catalog for consistency within a discipline.)  
 No (course offered for letter grade only) Explain:  
 Special P/NP only designation established by faculty rather than a letter grade. Explain:

- 2. Course Justification (check all that apply):  
 AA/AS Degree  Vocational Education (see page 4, section VIII)  
 Transfer  Non-degree Applicable (not transferable)

3. Maximum Class Size: Provide pedagogical rationale and/or discipline history; room size is not sufficient:

4. College Mission: Use the college mission in the catalog to explain how course fits students' needs, interests, or objectives:

5. General Education: Check below only if the course should be considered as a GE-applicable course.  
Note: Criteria for applicability is very stringent; consult AVC Catalog and Articulation Officer for assistance.

- AVC/GE - Please state which area: Select One
- IGETC - Please state which area: Select One
- CSU/GE - Please state which area: Select One

AP&P  
GE Approved: \_\_\_\_\_  
GE Not Approved: \_\_\_\_\_



ANTELOPE VALLEY COLLEGE  
Academic Affairs  
Course Outline of Record

Academic Affairs Only

- |  |
|--|
| <input type="checkbox"/> New Course                            |
| <input type="checkbox"/> Effective Date<br>(for articulation ) |
| <input type="checkbox"/> COR Revision                          |
| <input type="checkbox"/> Pre Req/Advisories                    |
| <input type="checkbox"/> Other Changes                         |
| <input type="checkbox"/> SLOs                                  |

**COURSE SUBJECT & NUMBER:** CA 221

**COURSE NAME:** \*Computer Concepts & Applications in Business

**COURSE UNITS:** 4 **COURSE HOURS:** 5 hours weekly

**COURSE REQUISITES:** *(Follow format of similar courses found in the college catalog.)*

Advisory: Completion of ACCT 201, and Eligibility for College Level Reading and ENGL 101, and Eligibility for MATH 070.

**COURSE DESCRIPTION:** *(Write a short paragraph providing an overview of topics covered. Be sure to identify target audience--transfer, major, GE, degree/certificate, etc. If repeatable, state the number of times at end of description as (R#).*

This course involves the study of computer concepts and computer skills needed to use computers effectively and efficiently in business. Computer concepts covered include hardware and software operations, computer ethics and security, utilization of computers for business tasks, Internet and WorldWideWeb tasks and resources, and evaluation of hardware components and software capabilities. Introductory computer skills consist of care and management of hardware; learning to use systems software, operating systems, utilities, and applications, such as word processor, spreadsheet, database management, presentation graphics; and Internet, WorldWideWeb and telecommunication resources. Software used in the class includes an integrated productivity suite, Microsoft Office, browsers, file compression and other special purpose applications, and telecommunication software such as e-mail, discussion forums and assignments drop-box.

BEFORE ENROLLING, students should have knowledge of the following accounting concepts: accounting equation, debits and credits, journals and ledgers, transactions, depreciation, financial statements, and the accounting cycle.

NOTE: Business majors who have completed ACCT 201, with a grade of "C" or better, and are planning on transferring to a university, are advised to take CA 221. Computer-oriented majors should consider CIS 101.

**COURSE OBJECTIVES:** *( Title 5 requires that courses show evidence of critical thinking skills. Use Bloom's taxonomy to formulate concise, performance-based measurable objectives common to all students. Objectives must be closely aligned with course content, assignments, and methods of evaluation)*

**Upon completion of course, the successful student will be able to:**

COURSE OBJECTIVES: Upon completion of course, the successful student will be able to:

- \*1. Describe and compare the types and uses of computers within a business environment.
- \*2. Describe and compare the types and features of input, output, storage, and communication devices.
- \*3. Describe the functions of the system unit and processing devices.
- \*4. Discuss and describe communication and network systems including the use of the Internet and Web.
- \*5. Discuss and describe the types and features of systems and productivity applications software.
- \*6. Discuss and describe database management systems, systems development, programming languages.
- \*7. Understand, research and explain security, legal, and ethical issues related to computer systems.
- \*8. Use an operating system and system utilities for disk and file management, at introductory level.
- \*9. Use application software including word processors, spreadsheets, database managers, presentation managers, at





**ANTELOPE VALLEY COLLEGE**

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

AP&P Approval: Date: _____
AP&P Denial: Date: _____ Reason: _____

Course No. PDPI.1011-013  
Course Title: Arabic – step 1

Instructor (print): Estiphan Panoussi

**Division Faculty Review**

[Signature]  
Faculty Review Signature

Language Arts / Foreign  
Discipline  
Language

Oct. 27, 2010  
Date

Approved  Denied \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature

\_\_\_\_\_  
Discipline

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature

\_\_\_\_\_  
Discipline

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature

\_\_\_\_\_  
Discipline

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_

[Signature]  
AP&P Representative Signature

11/10/10  
Date

Approved  Denied \_\_\_\_\_

Reason \_\_\_\_\_

[Signature]  
Division Dean Signature

Date

11/11/10

Approved  Denied \_\_\_\_\_

Reason \_\_\_\_\_



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PDPI.1011-013
TITLE: Arabic- Step 1
INSTRUCTOR: Dr. Estiphan Panoussi
HOURS: 15 hrs. per session NUMBER OF MEETINGS: 5
ENROLLMENT FEE: \$150 MATERIALS/SUPPLIES FEE: N/A
Text / CDs / DVDs / Handouts
Materials provided for review: Y N
ENROLLMENT EXPECTED: 10

DESCRIPTION OF OFFERING: Target audience: Persons interested in learning to read, write and speak classical Arabic, which is common to all Arabic countries with their own different dialects, and military personnel. Recommended advisories/pre-requisites/instructor approval: Basic understanding of English grammar.

Course description: Dr. Estiphan Panoussi, Professor Emeritus of Arabic from the University of Gothenberg, Sweden, will teach you to read, write and speak classical Arabic. This class will provide a general introduction to the distinction between Arabic and the other Semitic languages (mainly Hebrew, Aramaic, and Syriac; Farsi and Pashtu, though written in Arabic alphabet, are not Semitic languages, but belong instead to the same Indo-European tree to which English, amongst others, belongs). You will learn the Arabic consonantal alphabet and its phonological value. After the above phonological approach, you will learn how to read and write Arabic from right to left, identifying which of the written letters are to be considered as either a consonant or a vowel. The course will also cover morphology, syntax and readings of vocalized and non-vocalized Arabic texts. Suggested texts to purchase: 1. J A Haywood / H M Nahmad, A New Arabic Grammar of the Written Language, (London, Lund Humphries, 1965, Repr. 1990 and 2000), any available edition in www.amazon.com (First Edition: 1967), used or new. 2. Kristine K. Kershul, Arabic in 10 Minutes a Day, Bilingual Books, Inc. www.10minutesaday.com.

INSTRUCTOR BIOGRAPHY: Dr. Estipahn Panoussi, instructor of Philosophy with AVC, possesses an impressive and extensive knowledge of languages, both spoken and written. Dr. Panoussi also translates ancient documents for institutions and organizations worldwide, and continues to actively research lost/dying languages.

SPECIAL NEEDS:

Facilities: Classroom with white board and projection system.
Audio/Video:
Other:
Need software installed:

ITS notified: Date Signature

How offered? Independent study \_\_\_\_\_  
Online instructor \_\_\_\_\_  
Synchronous Only \_\_\_\_\_  
Synchronous and Asynchronous \_\_\_\_\_  
Number of required sessions \_\_\_\_\_  
Hybrid \_\_\_\_\_  
Number of required sessions online vs. face-to-face \_\_\_\_\_

Portal used, web address listed:

Enrollment: Start dates \_\_\_\_\_

Open Y N

## Arabic I

### A Course Outline

By Estiphan Panoussi, Ph.D.

Professor emeritus of Arabic from the University of Gothenburg/Sweden.

#### 1. Lesson I.

1.1 A short introduction in the Semitic languages (Akkadian comprising Babylonian and Assyrian; Aramaic comprising a.o. Biblical Aramaic, Talmudic Aramaic, Mandaic, Syriac, and modern Neo-Aramaic as Modern Assyrian and Modern Chaldean; Hebrew comprising Biblical Hebrew, Middle and Modern Hebrew; Arabic comprising Ancient South Arabic, Classical Qoran Arabic, Classical literary/standard Arabic, and many dialects of Arabic; Amharic comprising Ethiopic etc.)

1.2 The Arabic consonantal alphabet.

1.2.1 The consonant system, and the Latin based special transliteration of the Arabic consonants.

1.2.2 The vowel system, and the Latin based special transcription of the Arabic vowels.

1.3 The phonology of the classical Arabic language.

1.3.1 Some bivalent letters as both consonant and vowel (matres lectionis).

1.3.1.1 'alif, /ا/, as the glottal stop [ʔ] and as mainly long vowel [ā] (further see below under hamza).

1.3.1.2 Wāw, /و/, as the fricative bilabial [w], and as long vowel [ū] (further see below under hamza).

1.3.1.3 Yā, /ي/, as the semivowel [y] and as long vowel [ī] (further see below under hamza).

1.3.2 Some selective phonetic features:

1.3.2.1 The distinction between long and short syllables.

1.3.2.2 The distinction between closed and open syllables.

1.3.2.3 The distinction between long and short vowels.

1.3.2.4 The distinction between full and defective spellings.

1.3.2.5 The sign for the doubling of a consonant

1.3.2.6 The sign for the vowellessness.

1.3.3 Multivalent function of the 'alif, /ا/.

1.3.3.1 'alif, /ا/ as long vowel [ā].

1.3.3.1 'alif, /ا/ as bearer/holder of the glottal stop hamza /ء/ [ʔ].

1.3.3.1 'alif, /ا/ as identic to hamza itself (/ا+ا/ = /ئا/ [ʔā]), i.e. madda مَدَّة.

1.3.3.1 'alif, /ا/ as bearer/holder of the accusative marker /ِ/ [-an].

1.4 Hamza /ء/ [ʔ]

1.4.1 The three bearers/holders of the glottal stop hamza.

1.4.1.1 'alif, /ا/ as bearer/holder of the glottal stop hamza /ء/ [ʔ] (see 1.3.3.1).

1.4.1.2 yā /ي/ as bearer/holder of the glottal stop hamza /ء/ [ʔ].

1.4.1.3 wāw /و/ as bearer/holder of the glottal stop hamza /ء/ [ʔ].

1.4.1.4 Hamza standing alone without a bearer/holder.

1.4.1.5 The distinction between connecting hamza, hamzatu 'l-waṣl, همزة الوصل, and disjuncting hamza, همزة القطع.

1.5 Stress or accent.

1.6 Some other features of the phonology (Prosthetic vowels, Assimilation, Dissimilation, Metathesis, Compensatory lengthening, etc.).

## 2. Lesson II.

2.1 Review of the Arabic consonantal alphabet (see above 1.2).

2.1.1 Learning how to write from right to left.

2.1.2 Learning which consonants are connectible/joinable with the preceding and following (all the consonants except 'alif, dāl, dāl, rā', zāy, and wāw).

2.1.3 Learning which consonants are connectible only from their right side to the preceding letter, i.e. 'alif, dāl, dāl, rā', zāy, and wāw.

2.1.3.1 No connectibility from either sides, when any of 'alif, dāl, dāl, rā', zāy, or wāw follows one of these same letters.

2.1.4 Some letters in the final writing position, joined or not to the preceding consonant, have a form slightly different from the initial or medial writing position.

2.2 Some orthographical helps.

2.2.1 The three signs of short vowels [a], [i], [u].

2.2.1.1 Fatha فتحة standing on a consonant indicates [a]: /da دَ/.

2.2.1.2 Kasra كسرة standing on a consonant indicates [i]: /di دِ/.

2.2.1.3 Damma ضمة standing on a consonant indicates [u]: /du دُ/.

2.2.2 Sukūn سكون standing on a consonant indicates vowellessness: /d ڤ/.

2.3 The three matres lectionis indicating long vowels:

2.3.1 'alif, /ا/ as long vowel [ā], standing vertically on the line after the preceding consonant, joined with it or not: /dā دا /, /sā سا /.

2.3.2 Yā, /ي/, as long vowel [ī], standing on the line, if followed, or under the line, if in the final writing position, joined or not with the preceding consonant: /dī دي /, /sī سي /.

2.3.1.3 Wāw, /و/, as long vowel [ū], standing under the line after the preceding consonant, joined with it or not: /dū دو /, /sū سو /.

2.4 Alphabet as numerals.

2.5 Review of the transcription and and training it: Arabic → Transcription → Arabic.

### 3. Lesson III. Morphology.

- 3.1 The common basis of the verb and noun in the Semitic languages in general and in Arabic in specific.
- 3.2 The reduction of any finite or infinite verb or any noun or adjective to a mainly three-radical root, represented grammatically as C<sub>1</sub>-C<sub>2</sub>-C<sub>3</sub>.
- 3.3 The distinction between weak (having an 'alif, /ا/, a wāw, /و/, or a yā', /ي/ as one of the three radicals) and strong (not having a weak consonant as a radical) roots.
  - 3.3.1 Roots weak on the first radical (primae hamza, primae wāw, and primae yā').
  - 3.3.2 Roots weak on the second radical (secundae hamza, secundae wāw, and secundae yā).
  - 3.3.3 Roots weak on the third radical (tertia hamza, tertiae wāw, and tertiae yā').
- 3.4 The formation of nouns and some selective patterns common to semitic languages and to Arabic.
- 3.5 The two genders of noun, masculine and feminine.
- 3.6 The two numbers of noun, singular and plural.
  - 3.6.1 Internal or external change in the formation of the plural.
  - 3.6.2 Plural (broken Plural) of the masculine nouns.
  - 3.6.3 Plural of the feminine nouns.
- 3.7 The three status of noun, absolute, construct, emphatic).
  - 3.7.1 The function of the absolute in a nominal clause as marker of the predicative, and in a nominal phrase as marker of indefinite article.
  - 3.7.2 The function of the emphatic status in a clause as marker of the subject, and in a nominal clause as marker of the definite article.
  - 3.7.3 The function of the construct in a nominal phrase as a genitive marker.
- 3.8 The nominal cases and their markers.
  - 3.8.1 The nominative / subjective case.
  - 3.8.2 The genitive / possessive case.
  - 3.8.3 The accusative / objective case.
- 3.9 The distinction between diptotic and triptotic nouns.
- The adjective, basic, comparative and superlative adjective.
  - 3.8.1 The basic adjective in its declination's inflection in status and number.
  - 3.8.2 The adjective agreement with the noun.
  - 3.8.3 The patterns of the adjective.
- 3.9 The adverb and formation of adverbs.
- 3.10 The personal, demonstrative and relative pronouns.

#### 4. Lesson IV.

4.1 A comparative survey of the Semitic verbal system.

4.1.1 The similar verbal system in the Proto-Semitic and Arabic.

4.2 The Verbal system in Arabic and its standard I-X and rare XI-XV verbal patterns / stems.

4.3 The conjugational inflection in both voices (Active and Passive).

4.3.1 Perfect inflection of a strong verb.

4.3.2 Imperfect inflection of a strong verb.

4.3.2.1 Moods of the Imperfect (Subjective, Jussive, Imperative).

4.3.3 Perfect inflection of a weak verb.

4.3.4 Imperfect inflection of a weak verb.

4.3.5 Perfect of a geminate / doubled verb.

4.3.6 Imperfect of a geminate / doubled verb.

4.4 The pronominal suffixes in Arabic.

4.4.1 The objective pronominal suffixes attached as affirmatives to a transitive verb in Arabic.

4.4.2 The possessive pronominal suffixes attached to a noun.

4.4.3 The substitutional pronominal suffixes attached to a preposition.

4.5 Prepositions

4.5.1 Some selective prepositional phrases, preposition and pronominal suffixes in Arabic.

4.5.2 How a noun can be functioning as a preposition.

4.6 Interjections

4.7 Conjunctions.

4.7.1 Coordinating conjunctions.

4.7.2 Subordinating conjunctions.

4.8 Clauses.

4.8 Nominal sentence vs. verbal sentence.

4.9 Word order in Arabic.

4.10 Main clauses.

4.11 Subordinate clauses with subordinating conjunction or without it.

4.12 How to use an Arabic dictionary.

**5. Lesson V.****5.1 Reading Arabic.**

5.1.1 Reading simple vocalized texts in Arabic.

5.2 Writing a dictation in Arabic.

5.3 How to reduce an inflected (declined) noun or an inflected (conjugated) verb in its derived stems and nominal derivation to its fundamental three radical basis to be able to check it in its entry in a dictionary based on roots.

**Arabic****Step II****A Course Outline**

By Estiphan Panoussi, Ph.D. and professor emeritus

**1. Lesson I.**

Revision of the Grammatic dealt with in Step I: Lesson 1 - Lesson 5.

**2. Lesson II.**

Anthological guided readings from the Bibel.

**3. Lesson III.**

Anthological guided readings from the Qoran.

**4. Lesson IV.**

4.1 How to read an unvocalized text.

4.2 Reading from selected texts of Arabic literature in their various genres.

**5. Lesson V.**

5.1 How to analyse an Arabic poetic verse.

5.2 Reading some samples of the classical Arabic poesies.





ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

AP&P Approval: Date: _____  AP&P Denial: Date: _____ Reason: _____
---

Course No. PDPI.1011-015

Course Title: Italian – Step 1

Instructor (print): Estiphan Panoussi

Division Faculty Review

L. Bore  
Faculty Review Signature

Language Arts / Foreign  
Discipline Languages

Oct. 27, 2010  
Date

Approved  Denied \_\_\_\_\_

Reason \_\_\_\_\_

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Faculty Review Signature

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Discipline

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Reason \_\_\_\_\_

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Faculty Review Signature

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Discipline

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_

D. Bore  
AP&P Representative Signature

11/10/10  
Date

Approved  Denied \_\_\_\_\_

Reason \_\_\_\_\_

[Signature]  
Division Dean Signature

11/11/10  
Date

Approved  Denied \_\_\_\_\_

Reason \_\_\_\_\_



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PDPI.1011-015
TITLE: Italian I
INSTRUCTOR: Dr. Estipahn Panoussi
HOURS: 15 hrs. (3 hrs. per session) NUMBER OF MEETINGS: 5
ENROLLMENT FEE: \$150 MATERIALS/SUPPLIES FEE: N/A
Text / CDs / DVDs / Handouts
Materials provided for review: Y N
ENROLLMENT EXPECTED: 10

DESCRIPTION OF OFFERING: Target audience: Italian origin, Students of Romance,
Recommended advisories/pre-requisites/instructor approval:

Course description: Dr. Estipahn Panoussi, former Professor of Italian at the
University of Tehran, Iran brings you the language of romance, Italian. After a short introduction of the linguistic
history of Italian within the Romance languages going back to Latin as one of the off springs of the Italic branch
within the Indo-European languages. The course will cover phonetics, phonology, the alphabet, and pronunciation,
as well as basic conversations and reading literary texts from different periods.

Suggested texts to purchase:

- 1. Berlitz (Publisher), Essential Italian, (New York, 2004 Berlitz Publishing, 2006), www.berlitzbooks.com.
2. Nicholas Albanese et al., Streetwise Italian, Dictionary/Thesaurus, the User-Friendly Guide to Italian Slang and
Idioms, (New York, McGraw-Hill, 2005).
3. Jane Wightwick, Italian Phrase Book, The Italian That Kids REALLY Speak (New York, McGraw-Hill, Way
Cool, 2005).

INSTRUCTOR BIOGRAPHY: Dr. Estipahn Panoussi, instructor of Philosophy with AVC, possesses an impressive
and extensive knowledge of languages, both spoken and written. Dr. Panoussi also translates ancient documents for
institutions and organizations worldwide, and continues to actively research lost/dying languages.

SPECIAL NEEDS:

Facilities: Classroom with white board and projection system.

Audio/Video:

Other:

Need software installed:

ITS notified: Date Signature

ONLINE CLASS:

How offered? Independent study
Online instructor
Synchronous Only
Synchronous and Asynchronous
Number of required sessions
Hybrid
Number of required sessions online vs. face-to-face

Portal used, web address listed:

Enrollment: Start dates Open Y N

## Italian

### A Course Outline

By Estiphan Panoussi, Ph.D.

Former professor of Italian at the University of Tehran /Iran

#### 1. Lesson I.

1.1 A short introduction in the linguistic history of Italian within the Romance languages as going back to Latin as one of the offsprings of Italic branch within the Indo-European languages. Latin's daughters, besides Italian, are: Portuguese, Spanish, Ladino, Catalan, Occitan, French, Sardinian, Rhaeto-Romance, and Balkan Romance, Romanian.

#### 1.2 Phonetics and Phonology.

1.2.1 A short survey of the Italian historical consonant phonetics as compared to some of its cognate Romance languages, according to *The Romance Languages*, ed. Martin Harris, et al. New York, 1990.

#### 1.3 The Italian alphabet and pronunciation.

##### 1.3.1 Vowels and Diphthongs.

##### 1.3.2 Consonants.

##### 1.3.3 Syllables.

##### 1.3.4 Accent.

#### 1.3.7 Morphology and Orthography.

##### 1.3.7.1 Nouns. Their gender and number.

##### 1.3.7.2 Definite and Indefinite Articles (il, la, l', lo, gli, i, le; un, una, un', uno).

##### 1.3.7.2.1 The preposition /a/ + the articles: /al, allo, all', ai, agli, alla, alle/.

##### 1.3.7.2.2 The preposition /con/ + the articles: /col, collo, coll', coi, cogli, colla, coll', colle/.

##### 1.3.7.2.3 The preposition /da/ + the articles: /dal, dallo, dall', dai, dagli, dalla, dall', dalle/.

##### 1.3.7.2.4 The preposition /di/ + the articles: /del, dello, dell', dei, degli, della, dell', delle/.

##### 1.3.7.2.5 The preposition /in/ + the articles: /nel, nello, nell', nei, negli, nelle, nell', nelle/.

##### 1.3.7.2.6 The preposition /su/ + the articles: /sul, sullo, sull', sui, sugli, sulle, sull', sulle/.

##### 1.3.7.3 Adjectives (comparative and superlative).

##### 1.3.7.3.1 Ending in Sig. -o, -a, -e, and in Plur. -i, -e.

##### 1.3.7.3.2 Ending in suffixes.

##### 1.3.7.3.2.1 Augmentative (accrescitivi): /-one, -ona, -cione, -otto, -otta, -occio, -occia/.

##### 1.3.7.3.2.2 Diminutive (diminutivi): /-ino, -ina, -cino, -cina, -icino, -icina, -etto, -etta/.

##### 1.3.7.3.2.3 Gracious (vezzeggiativi): /-accio, -accia, -uccio, -uccia, -astro, -astra, -aglio, -aglia/.

##### 1.3.7.4 Pronouns and Pronominal Adjectives.

##### 1.3.7.4.1 Personal Pronouns in subjective case: /1<sup>sg</sup> io; 2<sup>sg</sup> tu; 3<sup>sg.m.</sup> egli, esso, lui; 3<sup>sg.f.</sup> ella, essa, lei; 1<sup>pl</sup> noi; 2<sup>pl</sup> voi; 3<sup>pl.m.</sup> essi, loro; 3<sup>pl.f.</sup> esse, loro/.

##### 1.3.7.4.2 Personal Pronouns in atonic preverbal objective case: /1<sup>sg</sup> mi; 2<sup>sg</sup> ti; 3<sup>sg.m.</sup> lo, gli, (si); 3<sup>sg.f.</sup> la, le, (si); 1<sup>pl</sup> ci; 2<sup>pl</sup> vi; 3<sup>pl.m.</sup> li, loro, (si); 3<sup>pl.f.</sup> le, loro, (si)/.

##### 1.3.7.4.3 Personal Pronouns in tonic postverbal and post-prepositional objective case: /1<sup>sg</sup> me;

2<sup>sg</sup> te; 3<sup>sg.m.</sup> esso, lui (se); 3<sup>sg.f.</sup> essa, lei, (se); 1<sup>pl</sup> noi; 2<sup>pl</sup> voi; 3<sup>pl.m.</sup> essi, loro, (se); 3<sup>pl.f.</sup> esse, loro, (se)/.

### 1.3.7.6 Possessive Pronouns.

1.3.7.6.1 /1<sup>sg.c</sup> (il) mio, (la) mia; 2<sup>sg.c</sup> tuo, tua; 3<sup>sg.c</sup> suo, sua; 1<sup>pl.c</sup> nostro, nostri, nostra, nostre; 2<sup>pl.c</sup> vostro, vostri, vostra, vostre; 3<sup>pl.c</sup> loro/.

### 1.3.7.7 Demonstrative Pronouns, Adjectives and Adverbs.

1.3.7.7.1 /questo, -a, questi, -e/.

1.3.7.7.2 /codesto, -a, codesti, -e/.

1.3.7.7.3 /quello, -a, quelli, -e/.

1.3.7.7.4 /questo qui, questo qua, questo li, questo là, costì, costà/.

1.3.7.7.5 /questi, costui, costei; colui, colei; costoro, coloro/.

### 1.3.7.8 Relative Pronouns.

	Singular	Singular	Plural	Plural
Nominative	che	il quale	che	i quali
Genitive	di cui	del quale	di cui	dei quali
Dative	a cui	al quale	a cui	ai quali
Accusative	che	-	che	-

1.3.7.8.1 Invariable /che/ as subject or object.

1.3.7.8.2 Invariable /cui/ for m. or. f. in dative (genitive) case.

1.3.7.8.3 Invariable /chi/ for persons, and /ciò che, quel che/ for things.

1.3.7.8.4 Variable /il quale/ etc.

1.3.7.8.5 Relative Adverbials /dove, onde, dove/.

### 1.3.7.9 Interrogative Pronouns.

	Persons	Things
Nom.	chi?	che (cosa)?
Gen.	di chi?	di che (cosa)?
Dat.	a chi?	a che (cosa)?
Acc.	chi?	che (cosa)?

### 1.3.7.10 Indefinite Pronouns.

1.3.7.10.1 Connected with a noun: /certo, differente, diverso, ogni, qualche, qualsiasi, qualunque, tanto/.

1.3.7.10.2 Not connected with a noun: /altri ... altri; altrui, certuni, taluni, chiunque, niente,

nulla, ognuno, qualche cosa, qualcuno/.

1.3.7.11 Pronominal Adverbs.

1.3.7.12 Adverbs and Prepositions.

1.3.7.13 Interjections, /bravo, zitto, attento/, etc.

1.3.7.14 The numerals.

## 2. Lesson II.

2.3.8 Verbs.

2.3.8.1 Italian verbal Endings.

2.3.8.1.1 Present Tense Endings (in Indicative, Conditional, Subjunctive and Imperative)

2.3.8.1.2 Imperfect Tense Endings (in Indicative and Subjunctive).

2.3.8.2 Italian Indicative Conjugation and its usages.

2.3.8.3 Italian Subjunctive and its use in the main, and subordinate clause, /non sapeva che fosse malato/, subordinate of hypothetical nature, /come se fosse ricco/, /qualora venisse/, and further in optative clauses, /fosse vero/.

2.3.8.4 Tense (dis)agreement in main and subordinate clauses, and in conditional sentence.

2.3.8.4.1 /Mi ha detto che venisse/.

2.3.8.4.2 /Vorrei che venisse/.

2.3.8.4.3 /Pensava che sarei stato/.

2.3.8.4.4 /Se veniva, ero felice/.

2.3.8.4.5 /Se verra, sarò felice/.

2.3.8.4.6 /Se venisse, sarei felice/.

2.3.8.4.7 /Se fosse venuto, sarei stato felice/.

2.3.8.5 Participles and Gerundives

2.3.8.5.1 Present Participle: /volante/ etc.

2.3.8.5.2 Gerundive: /andava cercando/.

2.3.8.5.3 Past Participle.

2.3.8.5.3.1 With /essere/: /io sono stato, -a, loro sono stati, -e/.

2.3.8.5.3.2 With /avere/: /noi l'abbiamo visto; abbiamo visto una donna; noi l'abbiamo vista/.

2.3.8.6 Italian irregular verbs.

## 3. Lesson III.

3.1 Lexis and Etymology.

2.1 Syntax.

3.1.1 Syntax of the Nominal Group.

3.1.2 Syntax of the Verbal System.

- 3.1.2.1 The Indicative verbal system.
- 3.1.2.2 The subjunctive mood in contemporary Italian.
- 3.1.2.3 The use of active and passive voices.
- 3.1.2.4 The use of the Non-finite Verbs.
  
- 3.1.3 The sentence and word order.
  
- 3.1.4 Interrogative sentences.
  
- 3.1.5 Negation.
  
- 3.1.6 Main and Subordinate Clauses.
- 3.1.6 Main and Subordinate Clauses.
- 3.1.7 Direct and Indirect speech.
  
- 3.2 Basic Conversations in Italian and Training and Readings texts corroborating the lessons I-III.

#### **4. Lesson IV.**

- 4.1 Training and Reading Literary texts from different authors. A selection of texts as quoted in different textbooks in use in Colleges and Universities.

#### **5. Lesson V.**

- 5.1 Training and Reading Literary texts from different periods.

**Italian II**  
A Course Outline  
By Estiphan Panoussi, Ph.D. and professor emeritus

#### **Lessons I - V**

Deepening Conversation in Italian and in Grammar, and Reading several texts from different reading genres.

## Bibliography:

Berlitz Publishing Company. *The Berlitz Self-Teacher: Italian*. Grosset & Dunlap, 1950.

Marcel Danesi. *Italian. The Easy Way*. Barron's Educational Series, 1987.

Anna Proudfoot. *Italian Grammar. Teach Yourself Italian Grammar*. NTC Publ. Group, 1992.

Lydia Vellaccio *et al.* *Italian*. Teach Yourself Books, 1999, c. 1985.

Dimitri Vittorini (Ed.). *Italian Short Histories II. Racconti Italiani II*. Pinguin Books, 1972.

Angela Wilkes, *Italian for Beginners*. Passport Books, 1999, c1987.

Nigel Vincent. "Italian", in *The Romance Languages*, ed. Martin Harris, *et al.* New York, 1990, 279-313.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

AP&P Approval: Date: _____
AP&P Denial: Date: _____ Reason: _____

Course No. PDPI.1011-016

Course Title: Italian – Step 2

Instructor (print): Estiphan Panoussi

Division Faculty Review

L. Bore  
Faculty Review Signature

Approved  Denied \_\_\_\_\_

Language Arts / Foreign Languages  
Discipline

Oct. 27, 2010  
Date

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AP&P Representative Signature

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11/10/10  
Date

Reason \_\_\_\_\_

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Division Dean Signature

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11/11/10  
Date

Reason \_\_\_\_\_





ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PDPI.1011-016
TITLE: Italian 2
INSTRUCTOR: Dr. Estiphan Panoussi
HOURS: 3 hrs. per session NUMBER OF MEETINGS: 5
ENROLLMENT FEE: \$150 MATERIALS/SUPPLIES FEE: \$10
Text / CDs / DVDs / Handouts
Materials provided for review: Y N
ENROLLMENT EXPECTED: 10

DESCRIPTION OF OFFERING: Target audience: Military, Professors
Recommended advisories/pre-requisites/instructor approval:

Course description: Dr. Estipahn Panoussi, continues the Italian language course with a focus on deeper conversations, grammar and readings from texts.

Texts to be used:

- 1. Berlitz (Publisher), Essential Italian, (New York, 2004 Berlitz Publishing, 2006), www.berlitzbooks.com.
2. Nicholas Albanese et al., Streetwise Italian, Dictionary/Thesaurus, the User-Friendly Guide to Italian Slang and Idioms, (New York, McGraw-Hill, 2005).
3. Jane Wightwick, Italian Phrase Book, The Italian That Kids REALLY Speak (New York, McGraw-Hill, Way Cool, 2005).

INSTRUCTOR BIOGRAPHY: Dr. Estipahn Panoussi, instructor of Philosophy with AVC, possesses an impressive and extensive knowledge of languages, both spoken and written. Dr. Panoussi also translates ancient documents for institutions and organizations worldwide, and continues to actively research lost/dying languages.

SPECIAL NEEDS:

- Facilities: Classroom with white board and projection system.
Audio/Video:
Other:
Need software installed:

ITS notified: Date Signature

ONLINE CLASS:

How offered? Independent study
Online instructor
Synchronous Only
Synchronous and Asynchronous
Number of required sessions
Hybrid
Number of required sessions online vs. face-to-face

Portal used, web address listed:
Enrollment: Start dates Open Y N

**Italian II**  
A Course Outline  
By Estiphan Panoussi, Ph.D.  
Former professor of Italian at the University of Tehran /Iran

**Lessons I - V**

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