



# Academic Policies & Procedures

<b>AP&amp;P Agenda</b>		<b>Thursday, August 24, 2023 3:00 pm – 5:30 pm T600-J</b>		
<b>Type of Meeting:</b> <i>Regular</i> <b>Note Taker:</b> <i>Robyn Serrano</i> <b>Please Review/Bring:</b> The past minutes for accuracy.				
<i>Committee Members:</i>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <i>Dr. Scott Lee, Co-chair</i>  <i>Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs</i>  <i>Dr. Jessica Eaton, Articulation Officer</i>  <i>Tim Atkerson, AKIN Representative</i>  <i>Travis Lee, CTE Representative</i>  <i>Dr. Wendy Stout, CTE Representative</i>  <i>James Dorn, MSE Representative</i>  <i>Dr. Jonathan Compton, MSE Representative</i>  <i>Heidi Williams, LACA Representative</i>  <i>Dr. Ariel Tumbaga, LACA Representative</i>  <i>Gabby Poorman, SBS Representative/Tech Review</i>  <i>David Harrison, SBS Representative</i> </td> <td style="width: 50%; border: none; vertical-align: top;"> <i>Cynthia Littlefield, AHUM Representative</i>  <i>Lisa Karlstein, AHUM Representative</i>  <i>Vacant, Library Rep, Librarian</i>  <i>Tamira Palmetto Despain, Student Services, Counseling</i>  <i>Tanya McGinnis, Student Services, Counseling</i>  <i>Larry Veres, Adjunct Representative</i>  <i>Greg Bormann, Administrative Position</i>  <i>Kathryn Mitchell, Administrative Position</i>  <i>LaDonna Trimble, Administrative Position</i>  <i>Dr. Cindy Hendrix, Tech Review</i>  <i>Vacant, Outcomes Representative</i>  <i>Vacant, Outcomes Representative</i>  <i>Vacant, Student Representative</i> </td> </tr> </table>			<i>Dr. Scott Lee, Co-chair</i> <i>Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Tim Atkerson, AKIN Representative</i> <i>Travis Lee, CTE Representative</i> <i>Dr. Wendy Stout, CTE Representative</i> <i>James Dorn, MSE Representative</i> <i>Dr. Jonathan Compton, MSE Representative</i> <i>Heidi Williams, LACA Representative</i> <i>Dr. Ariel Tumbaga, LACA Representative</i> <i>Gabby Poorman, SBS Representative/Tech Review</i> <i>David Harrison, SBS Representative</i>	<i>Cynthia Littlefield, AHUM Representative</i> <i>Lisa Karlstein, AHUM Representative</i> <i>Vacant, Library Rep, Librarian</i> <i>Tamira Palmetto Despain, Student Services, Counseling</i> <i>Tanya McGinnis, Student Services, Counseling</i> <i>Larry Veres, Adjunct Representative</i> <i>Greg Bormann, Administrative Position</i> <i>Kathryn Mitchell, Administrative Position</i> <i>LaDonna Trimble, Administrative Position</i> <i>Dr. Cindy Hendrix, Tech Review</i> <i>Vacant, Outcomes Representative</i> <i>Vacant, Outcomes Representative</i> <i>Vacant, Student Representative</i>
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<i>*Absent</i>				
Items	Person	Action		
I. Opening comments from the Co-chairs	<i>Scott Lee/Kathy Bakhit</i>			
II. Minutes 4/27/2023	<i>All</i>			
III. Informational Item - Proxies for representatives - AP&P Representative Duties - AP&P Annual Training, Canvas - ACCJC Approval - Training Schedule - volunteers - Meeting schedule: 9/14/23, 9/28/23, 10/12/23, 10/26/23, 11/9/23, 11/30/23, 1/25/24, 2/8/24, 2/22/24, 3/14/24, 3/28/24, 4/11/24, 4/25/24	<i>Scott Lee/Robyn Serrano</i>			



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IV. Discussion <ul style="list-style-type: none"><li>- Tech Review Group Name Change</li><li>- 23-24 AP&amp;P Handbook</li><li>- Committee Goals</li><li>- Noncredit course numbering</li><li>- Addendum - Revision List<ul style="list-style-type: none"><li>- work experience courses</li></ul></li><li>- Impact report</li><li>- Catalog review</li></ul>	<i>Scott Lee</i>	
V. Reports <ul style="list-style-type: none"><li>- C-ID Courses</li><li>- UC TCA Courses</li><li>- Local GE approved courses 2023-24</li></ul>		
VI. Action  <i>New Course Development - Noncredit</i> MUSC 170NC Marching Ensemble (non-credit) NS 300L Skills Lab 300L	<i>Scott Lee</i>	
VII. Closing Comments	<i>Scott Lee</i>	
<b>NEXT MEETING DATE: September 14, 2023</b>		



# Academic Policies & Procedures

<b>AP&amp;P Minutes Draft</b>	<b>Thursday, April 27, 2023</b> <b>3:00 pm – 5:30 pm T600-J</b>
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**Type of Meeting:** *Regular*  
**Note Taker:** *Debbie Lindsey*  
**Please Review/Bring:** The past minutes for accuracy.

*Committee Members:*

<p><i>Dr. Scott Lee, Co-chair</i>  <i>Dr. Howard Davis, Co-chair, Vice President of Academic Affairs</i>  <i>Dr. Jessica Eaton, Articulation Officer*</i>  <i>Tim Atkerson, AKIN Representative</i>  <i>Travis Lee, CTE Representative</i>  <i>Wendy Stout, CTE Representative</i>  <i>James Dorn, MSE Representative</i>  <i>Richard Biritwum, MSE Representative</i>  <i>Heidi Williams, LACA Representative* Proxy - Greg Langner</i>  <i>Dr. Ariel Tumbaga, LACA Representative*</i>  <i>Gabby Poorman, SBS Representative/Tech Review</i>  <i>David Harrison, SBS Representative*</i></p> <p><i>Guest: Wendy Rider (Z). Carlos Pinho (Z), and Nate Dillon (Z)</i></p>	<p><i>Cynthia Littlefield, AHUM Representative</i>  <i>Lisa Karlstein, AHUM Representative</i>  <i>Vacant, Library Rep, Librarian</i>  <i>Luis Echeverria, Student Services, Counseling</i>  <i>Tanya McGinnis, Student Services, Counseling (Z)</i>  <i>Larry Veres, Adjunct Representative</i>  <i>Greg Bormann, Administrative Position*</i>  <i>Kathryn Mitchell, Administrative Position</i>  <i>LaDonna Trimble, Administrative Position</i>  <i>Cindy Hendrix, Tech Review</i>  <i>Vacant, Outcomes Representative</i>  <i>Ronda Nogales, Outcomes Representative</i>  <i>Vacant, Student Representative</i></p>
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*\*Absent*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee/Howard Davis</i>	The meeting was called to order at 3:06pm. Dr. Lee thanked everyone and said that this year was a better year than last year. He feels very hopeful about the future. Since being back in person, there have been a lot of changes. Dr. Davis thanked everyone and said it's been a good year and thinks that next year will be better.
II. Minutes 4/13/2023	<i>All</i>	<b>Action Taken</b> Motion to approve: 4/13/23 Minutes Motion seconded Abstained: Greg Langer and Cynthia Littlefield Motion approved
III. Informational Item - Update to Revision Process - Tamira Palmetto Despain - New Committee Member - Learning-Aligned Employment Program (LAEP)	<i>Scott Lee</i>          <i>LaDonna Trimble</i>	Please note: The first fall meeting will take place on August 24th.  <b>Update to Revision Process</b> We are going to have a busy fall. Dr. Lee referred to the Discipline Revision List. It's about 96% of what needs to be done.



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	<p>Comment: Wendy Stout asked about new programs and course revisions. Dr. Lee recommended getting started early, but to plan for them to be reviewed in November.</p> <p>On behalf of Dr. Eaton, Luis Echevierra said that she has not received the final results for the transferability process. She is waiting for the CSU's to provide a list and she will share the results once she receives them. Faculty will need to let her know if they want to appeal the courses that are denied.</p> <p><b><u>New Committee Member - Tamira Palmetto Despain</u></b> Luis Echevierra will be retiring and Tamira Palmetto Despain will be taking over his place in AP&amp;P. Everyone wished Luis well. Dr. Lee said that Luis will be missed, but we will be in good shape in the fall with a great counseling team.</p> <p><b><u>Learning- Aligned Employment Program (LAEP)</u></b> LaDonna Trimble was in a learning conference and all community colleges signed up to do the work. AVC was awarded \$4,000,000 that can be used for students to gain employment based on market value (accounting majors, photography, and business majors). The funds we receive will reimburse the employer 50% within 30 days. If the district decides to hire a student, we need to be sure it doesn't impact the Collective Bargaining Unit. On campus, there is a research component required in the student's employment. We have to provide the name of the person supervising the research. Off campus employment, the requirement is that they have an opportunity for a student to be a full time employee. LaDonna used a photographer as an example; an employer that doesn't have the means to hire someone, would have an opportunity to possibly hire a student photographer. This program is designed to close the equity gap for students that are underprivileged. We have put together an easy way for the Job Placement</p>
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		<p>Center to identify students that walk in and know if they are eligible for the program. We believe it's a great opportunity to help employ students and we need the help of faculty who have connections within the district and community to help identify opportunities for students. Business services have made it clear that we are not supposed to self-serve, so we are doing all we can to get the word out to the community and involve people. Faculty know students that may be good employees, based on where they are in their programs and their performance. LaDonna will provide the CSAP Student Aid Commission link. She, as well as the Job Placement Center, can answer questions. The program will run until 2031.</p> <p>The organizers have not put a limit on the number of students. Since COVID, we have not onboarded the number of students we have in the past. LaDonna will provide everyone with access to the manual and she will provide the code and website to the program. She will send it to <a href="mailto:curriculum@avc.edu">curriculum@avc.edu</a> to pass on. She is hoping it will start this summer or fall.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"><li>- Catalog Amend Workflow Parameters</li><li>- Vocational Nursing Certificate</li></ul>	<p><i>Scott Lee</i></p>	<p><b>Discussion</b></p> <p><b>Catalog Amend Workflow Parameters</b></p> <p>We have revisions that are large processes. Small changes can be done through the amend workflow. A normal revision needs to go through the regular process. Amend is a faster process. The amend workflow is primarily a way to keep the same term. A new revision goes into the next term. The Amend workflow still requires approval.</p> <p>Sam Darby explained that the catalog workflow is for grammatical corrections and TMC language only. Any change to context must go through the regular revision process and will not be approved until Fall 2024.</p> <p>There are courses that have been deactivated. We have provided the impact reports. Some programs have courses that are showing up because they did not get revised. These will have to go through the revision process. Revisions are closed for the year.</p> <p>The catalog Amend workflow can be done because it doesn't need to be approved.</p>



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		<p>Items that are still in workflows are not reflected in the catalog yet.</p> <p><b>Vocational Nursing Certificate</b>          Robyn Serrano explained that there were significant changes in the units and the hours were adjusted for two courses. It used to be 51 units and it is now 50.75. It's in the best interest of the students to rename the title. The title correction is: Licensed Vocational Nursing, per Wendy Stout.</p>
<p>V. Reports</p>		<p>N/A</p>
<p>VI. Action</p> <ul style="list-style-type: none"> <li>- AP&amp;P Standards &amp; Practices Handbook</li> <li>- WE 199 and WE 197</li> </ul> <p><b>New Course Developments</b>          SOC 101H Introduction to Sociology - Honors</p> <p><b>New Course Developments-Noncredit</b>          MUSC 170NC Marching Ensemble (non-credit)          NS 300L Skills Lab 300L</p> <p><b>Substantial Course Revisions</b>          ENGL 090 Writing Support          WE 199 Occupational Work Experience</p> <p><b>Course Amend</b>          PHTC 201 Advanced Black and White Photography          PHTC 298 Special Studies in Photography</p> <p><b>Course Deactivations</b>          LAC 100 Introduction to Tutoring          LAC 200 Advanced Tutoring          LAC 299 Master Tutoring</p> <p><b>New Program Developments</b>          Communication Studies AA-T 2.0</p> <p><b>New Program Developments-Noncredit</b>          College Readiness - Reading and Writing</p> <p><b>Program Revisions</b>          All Automotive Systems AS</p>	<p><i>Scott Lee</i></p>	<p><b>Action Taken</b>          Motion to approve:          AP&amp;P Standards &amp; Practices Handbook          Motion second          Motion approved</p> <p>Motion to approve changes to:          WE 199 and WE 197          We discussed having WE 199 phased out in the fall and deactivated. WE 197 is being phased out now. This is moving to discipline specific WE 199.          Comment: Wendy said that her WE 199 was approved. They are in eLumen.          Sam said that they were denied because there was no decision made on how the WE courses would move forward.</p> <p>Motion to approve:          The removal of WE 199 in fall and the deactivation of WE 197 immediately          Comment: Will it have an effect in summer?          Dr. Lee said no. In the fall you will need a specific WE 199 for your division.          Motion approved</p> <p><b>New Course Developments</b>          Motion to approve:          SOC 101H          Motion second          Comment: (Debbie) This was tabled for clarification on C-ID information entered, which has been corrected to "request articulation."          1 abstention - Greg Langer</p>



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### **Program Deactivations**

Bus Computer Info Sci Cert  
Business Computer Information Science AS  
Computer Software Dev Cert  
Engine and Drive Trains AS  
Engine and Drive Trains Cert

Motion approved

### **New Course Developments-Noncredit**

Motion to approve:

MUSC 170NC

Motion second

Comment: (Robyn) Is the non-credit category-course for older adults and classification code-non enhanced funding correct?

Is this course going to be part of a program?

This was corrected by changing the category to Short Term Vocational and the classification code to non-credit enhanced funding with Gary Heaton-Smith's permission. It will be assigned to a program.

Numbering has still not been decided. If we change it to the basic skills numbering, it would confuse everyone.

The common course numbering is going to change everything so we will wait until fall to decide. This will be a topic for discussion.

### **Motion to table**

Motion second

Motion approved

Motion to approve:

NS 300L

Motion second

Comment: This course was tabled at the last meeting for changes: It was missing objective 3 in the methods of evaluation. The Summer 2023 Start Date was changed to Fall 2023. The course objectives, SLOs and curriculum map were added.

No DE was confirmed. Added Limitation on Enrollment: Formal enrollment in the Associate Degree Nursing Program and Prerequisite: Completion of NS 102A and NS 103A. All changes were made with Casey's permission. This was changed to enhanced funding (with Casey's permission) and it was confirmed that it will be part of a program.

Comment: It's not tied to a program yet. The program and course need to be done together. It cannot be scheduled until the program is revised. Kathryn said that faculty need to realize that non-credit courses are to be treated the same as a regular course.



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	<p><b>Motion to table</b> Motion second Motion approved</p> <p><b>Course Deactivations</b> Motion to approve: LAC 100 Introduction to Tutoring LAC 200 Advanced Tutoring LAC 299 Master Tutoring Motion second Abstained:- Greg Langer Motion approved</p> <p><b>New Program Developments</b> Motion to approve: Communication Studies AA-T 2.0 Comment: (Debbie) The Chancellor's Office requested minor corrections, which were made with permission from Richie Hao, adding the "2.0" throughout the Catalog Description and Goals and Objectives to be reflected on the POR. It was resubmitted with corrections and approved. Motion second Abstained: Greg Langer Motion approved</p> <p><b>New Program Developments-Noncredit</b> <b>Motion to approve:</b> College Readiness - Reading and Writing Motion second Motion approved</p> <p><b>Program Revisions</b> Motion to approve: All Automotive Systems AS Comment: The Chancellor's Office requested a program requirements table to be added to the Narrative, reflecting the course requirements and sequencing, and to show how the total number of units (70-71) will be achieved. There was also a minor change to the RPS, correcting a duplicate course (COMM 107) in Area D2 and Area E. Area D2 was changed to PHIL 101. Motion second Abstained: Greg Langer</p>
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		<p>Motion approved</p> <p><b>Program Deactivations</b> Motion to approve: Bus Computer Info Sci Cert Business Computer Information Science AS Computer Software Dev Cert Engine and Drive Trains AS Engine and Drive Trains Cert Motion second Abstained: Greg Langer Motion approved</p> <p><b>Substantial Course Revisions</b> Motion to approve: ENGL 090 Comment: (Robyn) The non-credit category was changed from workforce preparation to elementary and secondary basic skills and the classification code was changed from workforce preparation enhanced funding to non-credit enhanced funding with permission from Wendy Rider and Heidi Williams. Comment: Wendy Stout said that the program it's connected to is different, but they are both non-credit. Dr. Lee said it should be fine. Motion second Motion approved</p> <p>Motion to approve WE 199 This will be used as a model for each discipline, which has been updated as a model. This will be discontinued in the fall. Motion second Abstained: Greg Langer Motion approved</p> <p><b>Course Amend</b> Motion to approve PHTC 201 Comment: full distance education approval Motion second Abstained: Greg Langer Motion approved</p>
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		<p>Motion to approve Photography PHTC 298 Comment: full distance education approval Motion second Abstained: Greg Langer Motion approved</p>
VII. Closing Comments	<i>Scott Lee</i>	<p>Dr Lee has high hopes for the fall. He thanked everyone for their work. Dr. Davis thanked the Academic Affairs team for all of their work in fulfilling the curriculum needs. Kathryn Mitchell and the committee said thank you to Dr. Davis, as it's his last AP&amp;P meeting. Motion to adjourn at 4:12p.m. Motion second Motion approved</p>
<b>NEXT MEETING DATE: August 24, 2023</b>		

Fall '23 Revision List - Courses

Division	Course	Number	Due Fall 2023 for Fall 2024 Effective Term	Notes	Last Term Offered	Division Totals	
							*WE199 will be removed from the catalog effective Fall 2024, if you want Work Experience in any of your programs then you will need to revise or create a division specific course
AHUM	DA	199*	Work Experience	Overdue		AHUM-8	
AHUM	DM	199*	Work Experience	Overdue		COUNS-1	
AHUM	FTV	103	Introduction to Television	Revision Cycle	202330	CTE-117	
AHUM	FTV	199*	Film and Television Work Exper	Overdue		IRLS-1	
AHUM	MUSC	109	The History of Motown Music	Revision Cycle	202270	KA-3	
AHUM	MUSC	136	Media Scoring	Revision Cycle	-	LACA-5	
AHUM	MUSC	199*	Work Experience	Overdue		MSE-7	
AHUM	THA	199*	Work Experience	Overdue		SBS-93	
COUNS	HD	199*	Work Experience	Overdue		235	
CTE	ABDY	112	Basic Auto Body Repair	Revision Cycle	202330		
CTE	ABDY	113	Basic Auto Body Repair	Revision Cycle	202330		
CTE	ABDY	115	Basic Auto Body Repair	Revision Cycle	202270		
CTE	ABDY	122	Basic Automotive Refinishing	Revision Cycle	202330		
CTE	ABDY	123	Automotive Refinishing	Revision Cycle	202330		
CTE	ABDY	125	Basic Automotive Refinishing	Revision Cycle	202330		
CTE	ABDY	199*	Occupational Work Experience	Overdue			
CTE	ABDY	212	Advanced Auto Collision Repair I	Revision Cycle	202330		
CTE	ABDY	213	Advanced Auto Collision Repair II	Revision Cycle	202330		
CTE	ABDY	215	Advanced Auto Collision Repair	Revision Cycle	202270		
CTE	ABDY	222	Advanced Automotive Refinishing I	Revision Cycle	202330		
CTE	ABDY	223	Advanced Automotive Refinishing II	Revision Cycle	202330		
CTE	ABDY	225	Advanced Automotive Refinishing	Revision Cycle	202330		
CTE	ACRV	112	Basic Refrigeration Systems	Revision Cycle	202330		
CTE	ACRV	113	Basic Refrigeration Controls	Revision Cycle	202270		
CTE	ACRV	122	Residential Air Conditioning Systems	Revision Cycle	202330		
CTE	ACRV	123	Residential Air Conditioning Controls	Revision Cycle	202330		
CTE	ACRV	199*	Occupational Work Experience	Overdue			
CTE	ACRV	212	Commercial Refrigeration Systems	Revision Cycle	202170		
CTE	ACRV	213	Commercial Refrigeration Controls	Revision Cycle	202330		
CTE	ACRV	222	Commercial Air Conditioning Controls	Revision Cycle	202270		
CTE	ACRV	223	Commercial Air Conditioning Systems	Revision Cycle	202330		
CTE	AERO	120	Aircraft General I	Revision Cycle	202250		
CTE	AERO	121	Aircraft General II	Revision Cycle	202250		
CTE	AERO	199*	Occupational Work Experience	Overdue			
CTE	AERO	230	Aircraft Airframe I	Revision Cycle	202270		
CTE	AERO	240	Aircraft Powerplant I	Revision Cycle	202270		
CTE	AFAB	110	Introduction to Aircraft Structures, Blueprints, and	Revision Cycle	202330		
CTE	AFAB	115	Aircraft Structures	Revision Cycle	202330		
CTE	AFAB	120	Composites Fabrication and Repair	Revision Cycle	202330		
CTE	AFAB	130	Aerospace Ethics and Issues	Revision Cycle	202330		
CTE	AFAB	210	Aircraft Production Systems	Revision Cycle	202330		
CTE	AFMT	310	Safety in Aviation	Revision Cycle	202330		
CTE	AFMT	320	Lean Management (Six Sigma/5S)	Revision Cycle	202330		
CTE	AFMT	330	Airframe Manufacturing Producibility	Revision Cycle	202330		
CTE	AFMT	340	Theory of Low Observables	Revision Cycle	202330		
CTE	AFMT	341	Manufacturing Testing and Inspection	Revision Cycle	202270		
CTE	AFMT	345	Airframe Composite Manufacturing I	Revision Cycle	202270		
CTE	AFMT	350	Airframe Manufacturing Capstone I	Revision Cycle	202270		
CTE	AFMT	442	Foreign Object Elimination (FOE) and Migration Pat	Revision Cycle	202330		
CTE	AFMT	446	Airframe Composite Manufacturing II	Revision Cycle	202330		
CTE	AFMT	451	Airframe Manufacturing Capstone II	Revision Cycle	202330		
CTE	ALM	110	Leadership and Administration	Revision Cycle	202330		
CTE	ALM	115	Manufacturing Processes and Controls	Revision Cycle	-		
CTE	ALM	120	Lean Manufacturing	Revision Cycle	-		
CTE	ALM	130	Total Quality Management	Revision Cycle	-		

Fall '23 Revision List - Courses

Division	Course	Number	Due Fall 2023 for Fall 2024 Effective Term	Notes	Last Term Offered	Division Totals	
CTE	AUTO	100	Introduction to Automotive Technology	Revision Cycle	202330		
CTE	AUTO	101	Basic Automotive Practicum	Revision Cycle	202030		
CTE	AUTO	102	Basic Automotive Practicum	Revision Cycle	202030		
CTE	AUTO	111	Automotive Engine Rebuilding (Lower End)	Revision Cycle	202030		
CTE	AUTO	112	Automotive Engine Rebuilding (Upper End)	Revision Cycle	201930		
CTE	AUTO	113	Advanced Engine Rebuilding	Revision Cycle	202030		
CTE	AUTO	125	Automotive Chassis	Revision Cycle	201930		
CTE	AUTO	151	Automotive Chassis and Body Electrical Systems	Revision Cycle	202330		
CTE	AUTO	152	Automotive Ignition Systems	Revision Cycle	202330		
CTE	AUTO	153	Auto Starting and Charging Systems	Revision Cycle	202330		
CTE	AUTO	175	Automotive Fuel, Emissions Systems, and California	Revision Cycle	201930		
CTE	AUTO	176	Automotive Carburetor Fuel Systems	Revision Cycle	202330		
CTE	AUTO	177	Electronic Fuel Injection	Revision Cycle	202230		
CTE	AUTO	198H	Advanced Emissions Diagnostics Training Seminar	Revision Cycle	-		
CTE	AUTO	199*	Occupational Work Experience	Overdue			
CTE	AUTO	231	General Motors Automatic Transmission	Revision Cycle	201830		
CTE	AUTO	232	Automatic Transmissions (Ford and Chrysler)	Revision Cycle	201870		
CTE	AUTO	270	Automotive Heating and Air Conditioning	Revision Cycle	202270		
CTE	AUTO	276	Engine Performance Emissions	Revision Cycle	202270		
CTE	AUTO	277	Electronic Engine Controls- General Motors System	Revision Cycle	202230		
CTE	AUTO	278	Electronic Engine Controls–Ford/Chrysler Systems	Revision Cycle	201870		
CTE	AUTO	280	Automotive Engine Performance	Revision Cycle	-		
CTE	ELEC	110	Fundamentals of Electricity	Revision Cycle	202330		
CTE	ELEC	115	Electrical Codes and Ordinances	Revision Cycle	202330		
CTE	ELEC	120	Residential Wiring	Revision Cycle	202330		
CTE	ELEC	130	Alternating Current Theory	Revision Cycle	202330		
CTE	ELEC	199*	Occupational Work Experience	Overdue			
CTE	ELTE	101	Survey of Electronics	Revision Cycle	202330		
CTE	ELTE	130	Digital Circuit Analysis	Revision Cycle	202330		
CTE	ELTE	145	Acceptability of Electronic Assemble	Revision Cycle	202330		
CTE	ELTE	199*	Occupational Work Experience	Overdue			
CTE	ELTE	235	Electronic Communications I	Revision Cycle	202270		
CTE	ELTE	252	Introduction to Avionics	Revision Cycle	202150		
CTE	ELTE	254	Radio Telephone License	Revision Cycle	200450		
CTE	FTEC	111	Fire Protection Organization	Revision Cycle	202330		
CTE	FTEC	112	Fire Prevention Technology	Revision Cycle	202270		
CTE	FTEC	113	Fire Protection Equipment and Systems	Revision Cycle	202270		
CTE	FTEC	117	Preparing to be a Firefighter	Revision Cycle	202330		
CTE	FTEC	125	Hazardous Materials First Responder Operation	Revision Cycle	202230		
CTE	FTEC	199*	Work Experience	Overdue			
CTE	FTEC	211	Fire Behavior and Combustion	Revision Cycle	202270		
CTE	FTEC	212	Building Construction for the Fire Service	Revision Cycle	202330		
CTE	FTEC	215	Rescue Practices	Revision Cycle	201230		
CTE	FTEC	295A	Firefighter 1 Academy Module A	Revision Cycle	202270		
CTE	FTEC	295AL	Firefighter 1 Academy Module A Lab	Revision Cycle	202270		
CTE	FTEC	295B	Firefighter 1 Academy Module B	Revision Cycle	202330		
CTE	FTEC	295BL	Firefighter 1 Academy Module B Lab	Revision Cycle	202330		
CTE	FTW	124	Wildfire Chain Saws	Revision Cycle	202330		
CTE	FTW	221	Wildland Firefighter Safety and Survival	Revision Cycle	202330		
CTE	MOA	199*	Work Experience	Overdue			
CTE	MSAM	110	Fund. of Dimensional Metrology	Revision Cycle	202330		
CTE	MSAM	115	Metrology Systems and Application	Revision Cycle	202330		
CTE	NF	102	Nutrition and Food for Children	Revision Cycle	202330		
CTE	NF	103	Principles of Food Preparation	Revision Cycle	-		
CTE	NF	110	Sports Nutrition	Revision Cycle	202170		
CTE	RCP	102	Clinical Preparation for Respiratory Care	Revision Cycle	202270		
CTE	RCP	105	Fundamentals of Clinical Respiratory Care	Revision Cycle	202250		
CTE	RCP	201	Neonatal and Pediatric Respiratory Care	Revision Cycle	202270		
CTE	RCP	202	Fundamentals of Intensive Respiratory Care	Revision Cycle	202270		

Fall '23 Revision List - Courses

Division	Course	Number	Due Fall 2023 for Fall 2024 Effective Term	Notes	Last Term Offered	Division Totals	
CTE	RCP	203	Seminar and Practicum in Respiratory Care I	Revision Cycle	202270		
CTE	RCP	204	Seminar and Practicum in Respiratory Care II	Revision Cycle	202330		
CTE	WELD	101	Welding Fundamentals	Revision Cycle	202330		
CTE	WELD	110	Oxyacetylene Welding, Cutting and Brazing	Revision Cycle	202330		
CTE	WELD	120	Basic Shielded Metal Arc Welding	Revision Cycle	202330		
CTE	WELD	130	Advanced Shielded Metal Arc Welding	Revision Cycle	202330		
CTE	WELD	145	Advanced Welding Processes	Revision Cycle	202330		
CTE	WELD	199*	Occupational Work Experience	Overdue			
CTE	WELD	212	Performance Welding-Arc Welding Processes	Revision Cycle	202330		
CTE	WELD	230	Welding Symbols and Print Reading	Revision Cycle	202330		
CTE	WELD	240	Welding Layout	Revision Cycle	202330		
CTE	WELD	260	Certification Welding-L.A. City Building Code	Revision Cycle	202330		
IRLS	LIB	199*	Work Experience	Overdue			
KA	HE	199*	Work Experience	Overdue			
KA	KINT	242	Yoga Teacher Training 3—Pedagogy: The Art and Sc	Revision Cycle	-		
KA	KINT	243	Yoga Teacher Training 4—Social Applications of Yog	Revision Cycle	-		
LACA	COMM	199*	Work Experience	Overdue			
LACA	DFST	199*	Work Experience	Overdue			
LACA	INT	199*	Work Experience	Overdue			
LACA	JOUR	199*	Work Experience	Overdue			
LACA	LAC	299	Master Tutoring	Revision Cycle	202170		
MSE	ENGR	199*	Occupational Work Experience	Overdue			
MSE	GEOG	105	Cultural Geography	Revision Cycle	202330		
MSE	GEOG	205	Introduction to Geographic Information Systems	Revision Cycle	202270		
MSE	GEOL	101	Physical Geology	Revision Cycle	202330		
MSE	PHYS	101	Introductory Physics	Revision Cycle	202330		
MSE	PSCI	101	Physical Science	Revision Cycle	202330		
MSE	WDTO	120	Water Treatment I	Revision Cycle	202330		
SBS	ACCT	111	Bookkeeping	Revision Cycle	202330		
SBS	ACCT	113	Bookkeeping II	Revision Cycle	202330		
SBS	ACCT	115	Payroll Bookkeeping	Revision Cycle	202330		
SBS	ACCT	121	Computerized Accounting	Revision Cycle	202330		
SBS	ACCT	131	Introduction to Income Tax	Revision Cycle	202270		
SBS	ACCT	199*	Occupational Work Experience	Overdue			
SBS	ACCT	201	Financial Accounting	Revision Cycle	202330		
SBS	ACCT	205	Managerial Accounting	Revision Cycle	202330		
SBS	AJ	101	Introduction to Administration of Justice	Substantial Revision	202330		
SBS	AJ	102	Criminal Law	Substantial Revision	202330		
SBS	AJ	103	Criminal Evidence	Revision Cycle	202330		
SBS	AJ	104	Introduction to Corrections	Revision Cycle	202330		
SBS	AJ	109	Crime Analysis	Revision Cycle	202330		
SBS	AJ	205	Criminal Investigation	Revision Cycle	202330		
SBS	AJ	207	Probation and Parole	Revision Cycle	202330		
SBS	AJ	208	Introduction to Forensic Science	Revision Cycle	202330		
SBS	ANTH	199*	Work Experience	Overdue			
SBS	BIP	105	Computer Literacy	Substantial Revision	202270		
SBS	BIP	106	MS Outlook	Substantial Revision	202330		
SBS	BIP	110	Keyboarding I	Substantial Revision	202330		
SBS	BIP	111	MS Word I	Substantial Revision	202330		
SBS	BIP	112	MS Excel I	Revision Cycle	202330		
SBS	BIP	113	MS Access I	Substantial Revision	202330		
SBS	BIP	114	MS PowerPoint I	Substantial Revision	202330		
SBS	BIP	125	Adobe Acrobat	Substantial Revision	202330		
SBS	BIP	127	Introduction to Accounting	Substantial Revision	202330		
SBS	BIP	199*	Occupational Work Experience	Overdue			
SBS	BUS	101	Introduction to Business	Substantial Revision	202330		
SBS	BUS	105	Business Mathematics	Substantial Revision	202330		
SBS	BUS	111	Business English	Substantial Revision	202330		
SBS	BUS	113	Business Communications	Substantial Revision	202330		

## Fall '23 Revision List - Courses

Division	Course	Number	Due Fall 2023 for Fall 2024 Effective Term	Notes	Last Term Offered	Division Totals	
SBS	BUS	121	Fundamentals of Investment and Personal Finance	Revision Cycle	202330		
SBS	BUS	199*	Occupational Work Experience	Overdue			
SBS	BUS	201	Business Law	Substantial Revision	202330		
SBS	BUS	212	Women in Organizations	Substantial Revision	202330		
SBS	CA	103	Introduction to Computer and Digital Technology	Substantial Revision	202330		
SBS	CA	107	Microcomputer Hardware and Software Support	Revision Cycle	202330		
SBS	CA	111	Word Processing-Microsoft Word	Substantial Revision	202330		
SBS	CA	121	Microcomputer Spreadsheets	Substantial Revision	202330		
SBS	CA	131	Relational Database Management and Design	Substantial Revision	202330		
SBS	CA	132	Oracle SQL Database Management	Substantial Revision	201530		
SBS	CA	151	Microcomputer Operating System	Revision Cycle	202330		
SBS	CA	153	Windows Installation and System Support	Revision Cycle	202330		
SBS	CA	157	Introduction to Linux	Revision Cycle	202330		
SBS	CA	159	SUSE Linux Server Administration	Revision Cycle	202270		
SBS	CA	165	Digital Forensics Fundamentals	Revision Cycle	202330		
SBS	CA	166	Cloud Security Fundamentals	Revision Cycle	202270		
SBS	CA	170	Virtualization and Cloud Essentials	Revision Cycle	202270		
SBS	CA	171	Introduction to Networking	Revision Cycle	202270		
SBS	CA	175	Administering Windows Server	Revision Cycle	202330		
SBS	CA	176	Windows Server Networking	Revision Cycle	202270		
SBS	CA	179	Cybersecurity Operations -CCNA-Cyberops	Revision Cycle	202270		
SBS	CA	182	Network Security	Revision Cycle	202230		
SBS	CA	183	Security Countermeasures	Revision Cycle	202270		
SBS	CA	185	Network Security - CCNA Security	Revision Cycle	202330		
SBS	CA	199*	Occupational Work Experience	Overdue			
SBS	CA	221	Computer Concepts & Applications in Business	Substantial Revision	202330		
SBS	CFE	102	The Developing Child-Child Growth and Development	Revision Cycle	202330		
SBS	CFE	111	Supervising Adults Child Care Settings	Revision Cycle	202030		
SBS	CFE	113	Inclusive Early Childhood Education- Introduction to	Revision Cycle	202130		
SBS	CFE	120	Infant/Toddler Development	Revision Cycle	202330		
SBS	CFE	155	Single Parenting	Revision Cycle	202130		
SBS	CFE	199*	Work Experience	Overdue			
SBS	CFE	211	Health, Safety, and Nutrition for the Young Child	Revision Cycle	202330		
SBS	ED	199*	Work Experience	Overdue			
SBS	HIST	199*	Work Experience	Overdue			
SBS	MGT	101	Management Principles	Substantial Revision	202330		
SBS	MGT	115	Human Behavior in Organization	Revision Cycle	202330		
SBS	MGT	121	Human Resources Management	Substantial Revision	202330		
SBS	MGT	199*	Work Experience	Overdue			
SBS	MGT	201	Small Business Management	Substantial Revision	202330		
SBS	MKTG	101	Principles of Marketing	Revision Cycle	202330		
SBS	MKTG	112	Introduction to Advertising	Revision Cycle	202170		
SBS	MKTG	130	Digital Marketing	Revision Cycle	202330		
SBS	MKTG	199*	Occupational Work Experience	Overdue			
SBS	POLS	199*	Occupational Work Experience	Overdue			
SBS	PSY	102	Introduction to Alcohol and Other Drug Studies	Substantial Revision	202330		
SBS	PSY	103	The Physiology and Pharmacology of Psychoactive	Substantial Revision	202270		
SBS	PSY	104	Prevention, Intervention, and Education	Revision Cycle	202330		
SBS	PSY	105	Group Leadership and Process	Substantial Revision	202330		
SBS	PSY	106	Case Management, Law and Ethics	Substantial Revision	202330		
SBS	PSY	107	Chemical Dependency Family Counseling	Substantial Revision	202330		
SBS	PSY	108	Introduction to Psychological and Social Services	Revision Cycle	202270		
SBS	PSY	109	Directed Field Experience I	Substantial Revision	202330		
SBS	PSY	110	Directed Field Experience II	Revision Cycle	202150		
SBS	RE	101	Real Estate Principles	Substantial Revision	202330		
SBS	RE	105	Real Estate Practices	Revision Cycle	202330		
SBS	RE	111	Real Estate Finance	Revision Cycle	202330		
SBS	RE	121	Legal Aspects of Real Estate	Revision Cycle	202330		
SBS	RE	131	Real Estate Appraisal	Revision Cycle	202270		



Fall '23 Revision List - Programs

Division	Due Fall 2023 for Fall 2024 Effective Term	Notes	Division Totals
AHUM	Commercial Music AA	Revision Cycle	<b>AHUM-5</b>
AHUM	Commercial Music: Level I Certificate	Revision Cycle	<b>CTE-39</b>
AHUM	Commercial Music: Level II Certificate	Revision Cycle	<b>MSE-2</b>
AHUM	Music AA-T	fix course blocks	<b>SBS-27</b>
AHUM	Video Design & Production AA	not in eLumen, New Program workflow	<b>73</b>
CTE	Advanced Aircraft Structures Cert	Revision Cycle	
CTE	Aeronautical Non-Destructive Inspection	Revision Cycle	
CTE	Aerospace Leadership and Management	Revision Cycle	
CTE	Air Conditioning & Refrigeration Specialist AS	Revision Cycle	
CTE	Air Conditioning & Refrigeration Specialist Cert	Revision Cycle	
CTE	Air Conditioning Specialist AS	Revision Cycle	
CTE	Air Conditioning Specialist Cert	Revision Cycle	
CTE	Aircraft Airframe AS	Revision Cycle	
CTE	Aircraft Airframe Cert	Revision Cycle	
CTE	Aircraft Fabrication & Assembly Technician AS	Revision Cycle	
CTE	Aircraft Fabrication & Assembly Technician Cert	Revision Cycle	
CTE	Aircraft Powerplant AS	Revision Cycle	
CTE	Aircraft Powerplant Cert	Revision Cycle	
CTE	Airframe Manufacturing Technology BS	Revision Cycle	
CTE	Auto Refinishing Specialist AS	Revision Cycle	
CTE	Automotive Collision Repair Specialist AS	Revision Cycle	
CTE	Automotive Collision Repair Specialist Cert	Revision Cycle	
CTE	Automotive Refinishing Specialist Cert	Revision Cycle	
CTE	Avionics Technology Certificate	Revision Cycle	
CTE	Computer Aided Drafting and Manufacturing	Overdue from Fall 2021	
CTE	Computer Aided Drafting in CATIA/3DEXperience	Overdue from Fall 2021	
CTE	Computer Aided Drafting in Solidworks	Overdue from Fall 2021	
CTE	Computer Aided Manufacturing	Overdue from Fall 2021	
CTE	Electrical Technology AS	Revision Cycle	
CTE	Electrical Technology Cert	Revision Cycle	
CTE	Electronics Technology AS	Revision Cycle	
CTE	Electronics Technology Cert	Revision Cycle	
CTE	General Aircraft Maintenance AS	Revision Cycle	
CTE	General Aircraft Maintenance Cert	Revision Cycle	
CTE	Metrology Sciences for Aerospace Manufacturing	Revision Cycle	
CTE	Nursing Skills Lab Certificate	Revision Cycle	
CTE	Refrigeration Specialist AS	Revision Cycle	
CTE	Refrigeration Specialist Cert	Revision Cycle	
CTE	Registered Nursing AS	Revision Cycle	
CTE	Vocational Nursing Cert	needs to be deactivated	
CTE	Welding AS	Revision Cycle	
CTE	Welding Cert	Revision Cycle	
CTE	Wildland Fire Technology AS	Revision Cycle	



Fall '23 Revision List - Programs

Division	Due Fall 2023 for Fall 2024 Effective Term	Notes	Division Totals
CTE	Wildland Fire Technology Cert	Revision Cycle	
MSE	Chemistry AS-T	updated TMC	
MSE	Geographic Information Systems (GIS) CERT	Overdue from Fall 2021	
SBS	Administration of Justice AA	Revision Cycle	
SBS	Administrative Medical Assistant AS	needs to be deactivated	
SBS	Administrative Medical Assistant Cert	needs to be deactivated	
SBS	Anthropology AA-T	Revision Cycle	
SBS	BIP Business Information Professional AS	Revision Cycle	
SBS	BIP Level I - Business Information Professional Quick	Revision Cycle	
SBS	BIP Level II - Business Information Professional Two	Revision Cycle	
SBS	BIP Level III - Business Information Professional Thre	Revision Cycle	
SBS	Business Administration 2.0 AS-T	Revision Cycle	
SBS	Child and Family Education AA	Revision Cycle	
SBS	Child and Family Education Cert	Revision Cycle	
SBS	Computer Applications AS	Revision Cycle	
SBS	Computer Applications Cert	Revision Cycle	
SBS	Computer Networking Core Cert	Revision Cycle	
SBS	Computer Networking Multi-Platform AS	Revision Cycle	
SBS	Computer Networking Multi-Platform Cert	Revision Cycle	
SBS	Early Childhood Education AS-T	updated TMC	
SBS	General Business AS	Revision Cycle	
SBS	General Business Cert	Revision Cycle	
SBS	IT Cybersecurity AS	Revision Cycle	
SBS	IT Cybersecurity Cert	Revision Cycle	
SBS	Professional Bookkeeping AS	Revision Cycle	
SBS	Professional Bookkeeping Cert	Revision Cycle	
SBS	Real Estate Broker's Cert	Revision Cycle	
SBS	Real Estate Salesperson Cert	Revision Cycle	
SBS	School-Aged Child Care AA	Revision Cycle	
SBS	School-Aged Child Care Cert	Revision Cycle	