Academic Policies & Procedures

AP&P Agenda	Thursday, October 26, 2023 3:00 pm – 5:30 pm T600-J

Type of Meeting: *Regular*
Note Taker: Debbie Lindsey
Please Review/Bring: The past minutes for accuracy.

Committee Members:	
Dr. Scott Lee, Co-chair	*Cynthia Littlefield, AHUM Representative*
Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs	*Lisa Karlstein, AHUM Representative*
Dr. Jessica Eaton, Articulation Officer	*Vacant, Library Rep, Librarian*
Tim Atkerson, AKIN Representative	*Tamira Palmetto, Student Services, Counseling*
Travis Lee, CTE Representative	*Tanya McGinnis, Student Services, Counseling*
Dr. Wendy Stout, CTE Representative	*Larry Veres, Adjunct Representative*
James Dorn, MSE Representative	*Greg Bormann, Administrative Position*
Dr. Jonathan Compton, MSE Representative	*Kathryn Mitchell, Administrative Position*
Heidi Williams, LACA Representative	*LaDonna Trimble, Administrative Position*
Dr. Ariel Tumbaga, LACA Representative	*Dr. Cindy Hendrix, Tech Review*
Gabby Poorman, SBS Representative/Tech Review	*Alan Filion, Student Representative*
David Harrison, SBS Representative	*Bobby Bennett, Student Representative*
	*Absent

Items	Person	Action
I. Opening comments from the Co-chairs	*Scott Lee/Kathy Bakhit*	
II. Minutes 10/12/2023	*All*	

III.   Informational Item
  -   Meeting schedule: 11/9/23, 11/16/23, 1/25/24, 2/8/24, 2/22/24, 3/14/24, 3/28/24, 4/11/24, 4/25/24
  -   Courses/Programs reviewed by Tech Review Workgroup
	Scott Lee	

IV.   Discussion
  -   Work Experience
  -   Program Description requirements
	Scott Lee	

V. Reports		

VI. Catalog - PDF		

VII.   Action
    -     Cross-listed courses
    -     Discontinuance of Administrative Medical Assistant AS and Administrative Medical Assistant Cert
 	
New Course Developments-Noncredit
EMT 900   Basic Life Support (BLS)
LACT 900   Lactation Specialist Part 1
 	
Substantial Course Revisions
CFE 101   Principles and Practices of Teaching Young Children
CFE 102   The Developing Child-Child Growth and Development
CFE 103   The Child in Family and Community Relationship
CFE 104   Literature for Children
CFE 105   Introduction to Curriculum-Discovery Based Education for Children
CFE 106   Creative Experiences for Children
CFE 107   Literacy for Young Children
CFE 110   Supervision and Administration of Childhood Programs II
CFE 111   Supervising Adults Child Care Settings
CFE 113   Inclusive Early Childhood Education-Introduction to Children with Special Needs
CFE 114   Music and Movement Education for the Young Child
CFE 115   Guiding Children's Behavior
CFE 116   Diversity in Early Childhood Education
CFE 120   Infant/Toddler Development
CFE 122   Infant Toddler Strategies
CFE 150   Parenting: Infancy
CFE 151   Parenting: The Preschool Child
	Scott Lee	

CFE 152 Parenting: The Elementary and Preadolescent Child		
CFE 155 Single Parenting		
CFE 156 Stepparenting and Blended Families		
CFE 157 Parenting the Exceptional Child		
CFE 201 Child Development Practicum-Observation and Assessment		
CFE 202 Child Development Practicum-Emergent Leadership		
CFE 211 Health, Safety, and Nutrition for the Young Child		
CFE 212 School Age Programs		
CFE 213 Curriculum Strategies for School Age Programs		
EMT 101 Emergency Medical Technician (EMT)		
ENGL 101 College Reading and Composition		
ENGL 900 Writing Support		
ENGL 901 Writing Practice		
GEOG 105 Cultural Geography		
GEOL 101 Physical Geology		
JOUR 121 Beginning Journalism		
PSY 101 General Psychology		
RADT 106 Radiographic Clinic Practicum IA		
RADT 205 Radiographic Clinical Practicum IV		
SOC 110 Ethnic Relations		
SOC 116 Sociology of Gender and Sexuality		
SPAN 210SS Spanish for Heritage Speakers II		
VN 121 Medical-Surgical Nursing for the Adult and Child		
VN 122 Vocational Nursing in the Child-Bearing Family and Pediatric Patient		
VN 123 Nursing Leadership and Medical-Surgical Nursing		
WELD 110 Oxyacetylene Welding, Cutting and Brazing		
WELD 120 Basic Shielded Metal Arc Welding		
WELD 130 Advanced Shielded Metal Arc Welding		

Non-substantial Course Revisions		
AM 245 Introduction to CAM II		
CFE 109 Supervision and Administration of Childhood Programs I		
FTEC 211 Fire Behavior and Combustion		
FTEC 212 Building Construction for the Fire Service		
GEOG 205 Introduction to Geographic Information Systems		
MSAM 110 Fundamentals of Dimensional Metrology		
MSAM 115 Metrology Systems and Application		
VN 119 Fundamentals of Patient Care for Vocational Nurses		
New Program Developments		
Recreation and Leisure Studies Certificate		
Skilled Parenting Certificate		
Program Revisions		
Child and Family Education AA		
Child and Family Education Cert		
Communication Studies AA-T 2.0		
Computer Aided Manufacturing		
General Aircraft Maintenance Cert		
Geographic Info Systems LCert		
Licensed Vocational Nursing Cert		
Metrology Sciences for Aerospace Manufacturing		
Radiologic Technology AS		
School-Aged Child Care AA		
School-Aged Child Care Cert		
Welding AS		
Welding Cert		
Program Deactivation		
Vocational Nursing Cert		
VIII. Closing Comments	*Scott Lee*	
NEXT MEETING DATE: November 9, 2023		

AP&P Minutes Draft	Thursday, October 12, 2023 3:00 pm – 5:30 pm T600-J

Type of Meeting: *Regular*

Note Taker: Debbie Lindsey

Please Review/Bring: The past minutes for accuracy.

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Committee Members:

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Dr. Scott Lee, Co-chair	*Cynthia Littlefield, AHUM Representative*
Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs	*Lisa Karlstein, AHUM Representative**
Dr. Jessica Eaton, Articulation Officer	*Vacant, Library Rep, Librarian*
Tim Atkerson, AKIN Representative	*Tamira Palmetto, Student Services, Counseling*
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Dr. Wendy Stout, CTE Representative	*Larry Veres, Adjunct Representative*
James Dorn, MSE Representative	*Greg Bormann, Administrative Position*
*Dr. Jonathan Compton, MSE Representative**	*Kathryn Mitchell, Administrative Position(Z)*
Heidi Williams, LACA Representative	*LaDonna Trimble, Administrative Position**
Dr. Ariel Tumbaga, LACA Representative (Z)	*Dr. Cindy Hendrix, Tech Review (Z)*
Gabby Poorman, SBS Representative/Tech Review	*Alan Filion, Student Representative*
David Harrison, SBS Representative (Z)	*Bobby Bennett, Student Representative**
	*Absent
Guests: Kyle Jacobsen, Alfred Brubaker (Z), Carlos Pinho, Francisco Fuentes	

Items	Person	Action

Academic Policies
& Procedures

| I.   Opening comments from the Co-chairs | *Scott Lee/Kathy Bakhit* | The meeting was called to order at 3:06pm.
Motion to amend the agenda
Motion second
The discussion about the AP&P meeting will be moved to an action item.
All noncredit workflows will be tabled.
Motion approved

Dr. Lee's opening comments: There are over 400 courses and 80 programs. Make sure that you are at the meetings, so we do not miss quorum.
Dr. Bakhit's opening comments: Everyone's work is important. For the courses that are going to have substantial changes, including changes in title, units, lab, transferability, the description in course or program, anything that modifies the focus or intent of the course, are considered substantive changes. She acknowledged the work of Dr. Lee and the Tech Review workgroup and emphasized how important this is. We want to make sure that all AP&P members have a clear understanding of important changes that may have implications on courses and programs. She discussed this with Dr. Lee and agreed that we will discuss these items in the meeting, highlighting what is being changed. While she understands that all of the faculty are not here today. in the future, we will encourage them to be here. If there are additional questions, they can be addressed in the meeting.
Dr. Lee said that we will look at the *Change Report* in eLumen, to review the changes and see if there are any modifications needed.
Comment: Greg Bormann asked if there is a process in place for changes on AB1705. There was a decision to leave the language of intermediate algebra. This was not communicated, and it caused a problem. Is there a process to let everyone know about the communication?
Dr. Lee said that this language is still acceptable language.
Dr. Bakhit said that's why we want to bring it to this committee for review. This is why it's important to disseminate the information at the AP&P meeting.
Comment: Greg Bormann said that he didn't know that Tech Review made the decision, and it wasn't communicated.
Dr. Lee said that the process is to send it back if you think there is a mistake. He explained that part of the |

		process is to review it before it comes to the committee. It was a functional part of the process. Dr. Bakhit said that she is so glad we are having this conversation. In the past, it had to be submitted to the Chancellor's Office for approval. We are now entrusted to make sure that the curriculum we submit, and the modifications are up to the standards. We want to be sure everyone is on the same page in this committee. Everyone agreed.
II. Minutes 9/28/2023	*All*	**Action Taken** Motion to approve: Minutes for 10/12/2023 Motion Second Motion Approved

III. Informational Item		Informational Items
- Meeting schedule: 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	*Scott Lee*	**Meeting schedule:** We have added three more meetings this year and right now we have four possible meetings. This will be discussed further in the action items. -
- Courses/Programs reviewed by Tech Review Workgroup		**Courses/Programs reviewed by Tech Review Workgroup:** We had the biggest Tech Review meeting for three hours and there was a lot to do. We now work out issues in Tech Review to streamline the AP&P meetings.

		Discussion
IV. Discussion		**Cross-listing:**
	Scott Lee	There is a desire to start having cross-listed courses. It needs to be approved if we are to bring it back. There are some issues.
- noncredit		Comment: Cynthia Littlefield said that Dance in general can be an art form and a physical activity. Sometimes you may want to add it into Kinesiology. Dance can be in both places, so it's helpful to have Kinesiology majors take dance.
- LMI		
- AP&P meeting (add 11/16 instead of 11/30)		Dr. Lee said that they can still take classes without cross-listing. If it can't be done, then there will be two separate courses happening at the same time. It's just difficult to schedule them all together.
- cross-listing		Comment: Kyle Jacobson explained that cross listing has two meanings. For this group, we are talking about courses offered under multiple disciplines.
- Cyclical Review (add/delete)		Dr. Lee said that Administration of Justice and Kinesiology are interested in cross listing. Comment: Kyle Jacobson explained that we already have Kinesiology cross-listed. Overlays are really what we are talking about. At the catalog level, duplicate courses must all be updated at the same time in Banner. If there is a revision in one course, it must be exactly the same in Banner, eLumen, COCI and in transferability. It adds an extra layer of complications. While there are benefits, it is a fail point. If any steps end up out of sync, we can have issues with transcripts and the students will suffer. Everything must also match in Banner to get the students enrolled. Twelve years ago, it was an issue and we have not had them since then. If we are going to enter into this again, we need to do it thoughtfully and test all of the systems to see how it will function. We don't have anyone that has done this in our office, so it would be all new. We will need to look at all angles and please think about the workload. It's not just the corresponding courses, but the programs as well. It becomes very complicated. It will take a significant amount of time and energy to do this.
- Credit by Exam		
- AP		
- CLEP		
- IB		
		Comment: Heidi Williams said that she is worried about how this will affect faculty. The other thing is that students are already confused about having too many choices. It may be too complicated for them. Comment: Cynthia Littlefield said that she thinks that we should just have two different courses; one for dance and one for the athletes and overlay them.

		Dr. Lee said that he thinks you can still make alternative disciplines without cross listing.
		Dr. Bakhit said that she has been at multiple campuses where cross-listing has been used in the past successfully. In curriculum, we are not supposed to duplicate courses. That's not allowed. That's why sometimes cross-listing is done to help market it and address student's needs. There is an issue of bringing it to the schedule, how it will show up on the transcripts, and who is tracking, but she wanted to provide the full picture of why it is done to avoid replicating similar curriculum.
		Comment: Cynthia Littlefield said that she's been here since 2002 and she had to pick a division for Dance. The President, at the time, made the decision that it would be in Arts. She feels that cross-listing would have value in increasing student participation.
		Comment: Robyn Serrano said that the courses are still in Stage 2 of the workflows, because the deans don't know how to do cross-listing. There will also need to be two CORs, which need to be exactly the same with the same number. The second COR has not been submitted. We have passed the submission deadline for the other courses.
		Dr. Bakhit said that she knows that at least one faculty member meets the minimum qualifications. However, both courses must meet the minimum qualifications.
		Dr. Lee said that at the next meeting we need to vote. Do we need to move into cross-listing? Do we do it now or wait? Can our systems handle it? We need to do stress testing. Please discuss this in your departments and disciplines. Dr. Lee will check to see if we need to bring in the Senate on this. Please bring feedback.
		Comment: Robyn Serrano said that even if it's decided to do cross-listing, the courses will not get approved in time. Please let faculty know that it may not be approved at all. For example, Ethnic Studies has one.
		Dr. Bakhit said that the courses in the workflow that were supposed to be cross-listed will need to be removed. Faculty have a decision to make; either to hold on until a decision is made, or move forward with the courses.
		Comment: Carlos Pinho said that he had a meeting with Dr. Partee to enhance the fitness level for a physical abilities test, which can be used in

employment. Under the Administration of Justice, many of the agencies require this test and many applicants are athletes of former athletes. Many have applied and need the PAT test. With Administration of Justice courses and Kinesiology, students may not have considered the AJ major option. It's a natural fit for them to go into a future career. Many times, they don't have a lot of options. They can excel in a PAT test for employment in law enforcement. Working together with Kinesiology would be a perfect fit to cross list these courses. Working together in a multiple listing would be the preferred option.

Dr. Lee asked if the Kinesiology courses have been submitted yet.

Comment: Carlos Pinho said that they were put in as cross-listed.

Dr. Lee said that the other course must be submitted as well. We need to have a process for this to work. We are not prepared for it right now. If you have an AJ course and KIN course ready now, they must be submitted and be exactly the same. Clicking the option doesn't create another COR. A KIN faculty member must submit the COR.

Comment: Carlos said that since we are charting new territory, he is looking at how it could be submitted. The numbers must match.

Dr. Bakhit proposed that we move forward with the meeting, as she is concerned regarding all the courses that need to be reviewed. This should be tabled until a test is done, and we can come back to it. She recognizes how important it is to make it happen. We need to decide if it will be implemented. This will be an action item.

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Noncredit
Dr. Lee said that it was set up to not go through tech review, which was a mistake. Tech Review needs to educate itself on what to approve.

Labor Market Information (LMI) –
eLumen's LMI does not replace the LMI required by the Chancellor's Office. It needs to come from the Center of Excellence or EDD website. The data can be different. Make sure faculty is aware of this required requirement.

		Comment: Travis Lee said that eLumen doesn't allow uploading multiple files. It replaces what was uploaded. Dr. Lee recommended using a different browser. **AP&P meeting** (add 11/16 instead of 11/30) Moved to Action Item - **Cyclical Review** (add/delete) Credit by Exam AP CLEP IB Dr. Lee asked if there are any courses to add or remove from these lists? Comment: Tamira Palmetto said that Agriculture needs to be removed.
V. Reports		
VI. Catalog - Workgroup meetings		**Catalog** Workgroup meetings – Dr. Bakhit asked to please forward recommendations to Debbie, regarding who should be in this group and a good time to meet. Please let us know.
VII. Action ***New Course Development*** IATH 103 Intercollegiate Physical Fitness IATH 104 Offensive Football Lab IATH 105 Defensive Football Lab IATH 235 Intercollegiate Women's Cross Country ***New Course Development-Noncredit*** EMT 900 Basic Life Support (BLS) LACT 900 Lactation Specialist Part 1	*Scott Lee*	**Action Items** **Change to the AP&P meeting schedule for Fall** We meet the same day as the last day that the Senate meets, which will move it into February. We would like to change the meeting from 11/30 to 11/16. We will need to reschedule the Tech Review meeting. Motion to approve last meeting 11/16 Motion approved ***New Course Development*** Motion to approve: IATH 103 Motion second Dr. Lee said that this is to play in intercollegiate sports. Students were doing workouts, and we were not able to capture the activities. Now they can. Question: What is the repeatability? Dr. Bakhit said that her understanding is that you can do up to 3, but it needs faculty approval. Motion approved

MUS 920 (non-credit)	Popular Music Ensemble (Test Flight)	Motion to approve: IATH 104 Motion second Motion approved
MUS 921	Voice (non-credit)	
MUS 924	Jazz Improvisation (non-credit)	Motion to approve: IATH 105 Motion second Motion approved
MUS 926	Guitar (non-credit)	
MUS 960	Symphonic Band (non-credit)	
MUS 966	Orchestra (non-credit)	Motion to approve: IATH 235 Motion second Motion approved
MUS 973	Beginning Jazz Ensemble (non-credit)	
MUS 974	Advanced Jazz Ensemble (non-credit)	
MUS 981	Master Chorale (non-credit)	*New Course Development-Noncredit Tabled* Motion to table Motion second Motion approved

Substantial Course Revision

Substantial Course Revision

ENGR 110	Introduction to Engineering
ENGR 230	Circuit Analysis
FTEC 295A	Firefighter 1 Academy Module A
FTEC 295AL	Firefighter 1 Academy Module A Lab
FTEC 295BL	Firefighter 1 Academy Module B Lab
IATH 205	Intercollegiate Football
IATH 210	Intercollegiate Baseball
IATH 220	Intercollegiate Men's Basketball
IATH 225	Intercollegiate Women's Basketball
IATH 265	Intercollegiate Women's Tennis
IATH 270	Intercollegiate Men's Track and Field
IATH 275	Intercollegiate Women's Track and Field
IATH 280	Intercollegiate Men's Volleyball
IATH 285	Intercollegiate Women's Volleyball

Motion to approve:
ENGR 110
Motion second
Changes: Course catalog removed prerequisite MATH 135, flipping order of UC, CSU, AVC (was CSU, UC, AVC), Numbered Course Objectives. Extended Outline
Question: Do we know why the prerequisite was removed?
Dr. Eaton said that it's not an issue. It was discussed with Jonathan Compton.
Motion approved

Motion to approve:
ENGR 230
Motion second
Changes: Changed the wording of prerequisite, same course. advisory was added. new textbooks. course objectives numbered.
Motion approved

Motion to approve:
FTEC 295A
Motion second
Changes: Units were changed so fall and spring semesters match hours. Recommended by accreditation in the spring.

Non-Substantial Course Revision		Motion approved
AERO 120 — Aircraft General I		Motion to approve: FTEC 295AL Motion second Changes: Same process to balance out the units to match. Comment: Greg Bormann said that they had to go through re-accreditation due to COVID. These were recommendations from the State. Motion approved
AERO 121 — Aircraft General II		
AERO 230 — Aircraft Airframe I		
AERO 231 — Aircraft Airframe II		
AERO 240 — Aircraft Powerplant I		Motion to approve: FTEC 295BL Motion second Changes: Units (same as others) and wording in the catalog description. Motion approved
AERO 241 — Aircraft Powerplant II		
AFAB 110 — Introduction to Aircraft Structures, Blueprints, and Manufacturing Documentation		
AFAB 115 — Aircraft Structures		Motion to approve: IATH 205 Motion second Changes: Increase in hours and repeatability, from 165 to 175 hours and R2 to R3 due to Title 5. Motion approved
AFAB 120 — Composites Fabrication and Repair		
AFAB 130 — Aerospace Ethics and Issues		
AFAB 140 — Pneudraulics		
AFAB 150 — Surface Preparation and Material Applications		Motion to approve: IATH 210 Changes: Increase in hours and repeatability. Motion second Motion approved
AFAB 210 — Aircraft Production Systems		
AFAB 215 — Advanced Aircraft Sheetmetal & Composite Structures		Motion to approve: IATH 220 Changes: Increase in hours. Motion second Motion approved.
AFAB 220 — Advanced Composite Fabrication, Assembly, and Repair		
AFMT 310 — Safety in Aviation		Motion to approve: IATH 225 Changes: Increase in hours. Motion second Motion approved
AFMT 320 — Lean Management (Six Sigma/5S)		
AFMT 330 — Airframe Manufacturing Producibility		
AFMT 340 — Theory of Low Observables		Motion to approve: IATH 265 Motion second Changes: Increase in hours and repeatability
AFMT 345 — Airframe Composite Manufacturing I		
AFMT 350 — Airframe Manufacturing Capstone I		

AFMT 442 Foreign Object Elimination (FOE) and Migration Paths	Motion approved
	Motion to approve:
AFMT 446 Airframe Composite Manufacturing II	IATH 270
	Motion second
ALM 110 Leadership and Administration	Changes: Increase in hours and repeatability
	Motion approved
ALM 115 Manufacturing Processes and Controls	
	Motion to approve:
ALM 130 Total Quality Management	IATH 275
	Motion second
AM 100 Geometric Dimensioning and Tolerancing (GD&T)	Changes: Increase in hours and repeatability
	Motion approved
AM 105 Introduction to 2D CAD	Motion to approve:
	IATH 280
AM 135A 3D Solid Modeling I using CATIA/3DExperience	Motion second
	Changes: Increase in hours and repeatability
	Motion approved
AM 135B 3D Solid Modeling I using Solidworks	
	Motion to approve:
AM 145 Introduction to CAM I	IATH 285
	Motion second
AM 235A 3D Solid Modeling II using CATIA/3DExperience	Changes: Increase in hours and repeatability
	Motion approved
AM 235B 3D Solid Modeling II using Solidworks	**Non-Substantial Course Revision**
ANDI 110 Non Destructive Inspection: Visual Inspection, Liquid Penetrant, and Magnetic Particle	Motion to approve the following courses:
	AERO 120
	AERO 121
ANDI 115 Non Destructive Inspection: Eddy Current	AERO 230
	AERO 231
ANDI 120 Non Destructive Inspection: Ultrasound Inspection	AERO 240
	AERO 241
	AFAB 110
FTEC 111 Fire Protection Organization	AFAB 115
	AFAB 120
FTEC 112 Fire Prevention Technology	AFAB 130
	AFAB 140
FTEC 113 Fire Protection Equipment and Systems	AFAB 150 (Class max 24)
	AFAB 210
FTEC 117 Preparing to be a Firefighter	AFAB 215 (Class max 24)
	AFAB 220 (Class max 16)
FTEC 125 Hazardous Materials First Responder Operation	AFMT 310
	AFMT 320
	AFMT 330
FTEC 295B Firefighter 1 Academy Module B	AFMT 340 (Class max 18)
	AFMT 350

FTW 124 Wildfire Chain Saws	AFMT 442
	AFMT 446
FTW 221 Wildland Firefighter Safety and Survival	ALM 110
	ALM 115
PSCI 101 Physical Science	ALM 130
	AM 100
	AM 105
	AM 135A
	AM 135B
Course Deactivation	AM 145
	AM 235A
ENGR 199 Occupational Work Experience	AM 235B
	ANDI 110
	ANDI 115
	ANDI 120
New Program Developments-Noncredit	FTEC 111
	FTEC 112
Community Music Performance Certificate	FTEC 113
	FTEC 117
Health and Fitness for First Responders Certificate of	FTEC 125
Completion	FTEC 295B
	FTW 124
	FTW 221
	PSCI 101
	Motion second
Program Revisions	AFAB classes noted with class max, require close
	supervision, and have protected information.
Advanced Aircraft Structures Cert	Motion approved
Aeronautical Non-Destructive Inspection	***Course Deactivation***
	Motion to approve:
Aerospace Leadership and Management	ENGR 199
	Motion second
Aircraft Airframe AS	Comment: 199 needs to either be rewritten or
	deactivated
Aircraft Airframe Cert	Motion approved
Aircraft Fabrication & Assembly Technician Cert	***New Program Developments-Noncredit Tabled***
	Motion to table
Aircraft Powerplant AS	Motion second
	Motion approved
Aircraft Powerplant Cert	
	Program Revisions
Airframe Manufacturing Technology BS	Motion to approve:
	Advanced Aircraft Structures Cert
Blueprints & Structures LCert	Motion second
	Changes - Mandatory revision
Computer Aided Drafting in CATIA/3DExperience	Motion approved
Computer Aided Drafting in Solidworks	
Firefighter I Academy Cert	

General Aircraft Maintenance AS		Motion to approve: Aeronautical Non-Destructive Inspection Motion second Changes: Mandatory revision Motion approved
Wildland Fire Technology AS		
Wildland Fire Technology Cert		
		Motion to approve: Aerospace Leadership and Management Motion second Changes: Aerospace requested further education on management and leadership styles. Motion approved
Program Deactivations		
Vocational Nursing Cert		
		Motion to approve: Aircraft Airframe AS Motion second Changes: Mandatory revisions Motion approved
		Motion to approve: Aircraft Airframe Cert Motion second Changes: Mandatory revision Motion approved
		Motion to approve: Aircraft Fabrication & Assembly Technician Cert Motion second Changes: Mandatory revision Motion approved
		Motion to approve: Aircraft Powerplant AS Motion second Changes: Mandatory revision Motion second
		Motion to approve: Aircraft Powerplant Cert Motion second Changes: Mandatory revisions Motion second
		Motion to approve: Airframe Manufacturing Technology BS Motion second Changes: Mandatory revisions

| | | Comment: Technical writing course is required
Motion approved

Motion to approve:
Blueprints & Structures LCert
Motion second
Changes: Mandatory revisions
Motion approved

Motion to approve:
Computer Aided Drafting in CATIA/3DExperience
Motion second
Changes: Mandatory revisions
Motion approved

Motion to approve:
Computer Aided Drafting in Solidworks
Motion second
Changes: Mandatory revisions
Motion approved

Motion to approve:
Firefighter I Academy Cert
Motion second
Changes: Mandatory revisions and unit change to courses attached. Overall unit count is the same.
Motion approved

Motion to approve:
General Aircraft Maintenance AS
Motion second
Changes: Mandatory revision. Alfred thanked everyone for helping. The tech review committee was great.
Dr. Lee said that there was a lot to do but got it all done.
Kathy thanked everyone.
Motion approved

Motion to approve:
Wildland Fire Technology AS
Motion second
Changes: Mandatory revision
Motion approved

Motion to approve:
Wildland Fire Technology Cert
Motion second |

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		Changes: mandatory revisions Motion approved ***Program Deactivations*** Motion to approve: Vocational Nursing Cert Motion second Changes: Changed the name last year and now VN is LVN. Motion approved
VIII. Closing Comments	*Scott Lee*	**<u>Closing Comments:</u>** Dr. Lee thanked everyone for changing the AP&P meeting to 11/16. We have three meetings left. We have 400 courses and 80 programs. He will put together a spreadsheet for a potluck on 11/16. Carlos Pinho asked about noncredit. Dr. Lee said we postponed them for review. Dr. Lee thanked everyone. Dr. Bakhit thanked Dr. Lee and everyone for their work. Motion to adjourn: Motion approved The meeting concluded at 4:49pm.
NEXT MEETING DATE: October 26, 2023		

The AP&P Technical Review Workgroup reviewed and evaluated the programs and/or courses below. When necessary - in cooperation with the faculty responsible for their creation or revision - corrections and adjustments have been made. We now forward them to AP&P with a recommendation for approval by the full committee.

New Course Developments-Noncredit

| EMT 900 | Basic Life Support (BLS) |
| LACT 900 | Lactation Specialist Part 1 |

Substantial Course Revisions

CFE 101	Principles and Practices of Teaching Young Children
CFE 102	The Developing Child-Child Growth and Development
CFE 103	The Child in Family and Community Relationship
CFE 104	Literature for Children
CFE 105	Introduction to Curriculum-Discovery Based Education for Children
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CFE 111	Supervising Adults Child Care Settings
CFE 113	Inclusive Early Childhood Education- Introduction to Children with Special Needs
CFE 114	Music and Movement Education for the Young Child
CFE 115	Guiding Children's Behavior
CFE 116	Diversity in Early Childhood Education
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CFE 122	Infant Toddler Strategies
CFE 150	Parenting: Infancy
CFE 151	Parenting: The Preschool Child
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CFE 155	Single Parenting
CFE 156	Stepparenting and Blended Families
CFE 157	Parenting the Exceptional Child
CFE 201	Child Development Practicum-Observation and Assessment
CFE 202	Child Development Practicum-Emergent Leadership
CFE 211	Health, Safety, and Nutrition for the Young Child
CFE 212	School Age Programs
CFE 213	Curriculum Strategies for School Age Programs
EMT 101	Emergency Medical Technician (EMT)
ENGL 101	College Reading and Composition
ENGL 900	Writing Support
ENGL 901	Writing Practice
GEOG 105	Cultural Geography
GEOL 101	Physical Geology

JOUR 121	Beginning Journalism
PSY 101	General Psychology
RADT 106	Radiographic Clinic Practicum IA
RADT 205	Radiographic Clinical Practicum IV
SOC 110	Ethnic Relations
SOC 116	Sociology of Gender and Sexuality
SPAN 210SS	Spanish for Heritage Speakers II
VN 121	Medical-Surgical Nursing for the Adult and Child
VN 122	Vocational Nursing in the Child-Bearing Family and Pediatric Patient
VN 123	Nursing Leadership and Medical-Surgical Nursing
WELD 110	Oxyacetylene Welding, Cutting and Brazing
WELD 120	Basic Shielded Metal Arc Welding
WELD 130	Advanced Shielded Metal Arc Welding

Non-substantial Course Revisions

AM 245	Introduction to CAM II
CFE 109	Supervision and Administration of Childhood Programs I
FTEC 211	Fire Behavior and Combustion
FTEC 212	Building Construction for the Fire Service
GEOG 205	Introduction to Geographic Information Systems
MSAM 110	Fundamentals of Dimensional Metrology
MSAM 115	Metrology Systems and Application
VN 119	Fundamentals of Patient Care for Vocational Nurses

New Program Developments

Recreation and Leisure Studies Certificate

Skilled Parenting Certificate

Program Revisions

Child and Family Education AA

Child and Family Education Cert

Communication Studies AA-T 2.0

Computer Aided Manufacturing

General Aircraft Maintenance Cert

Geographic Info Systems LCert

Licensed Vocational Nursing Cert

Metrology Sciences for Aerospace Manufacturing

Radiologic Technology AS

School-Aged Child Care AA

School-Aged Child Care Cert

Welding AS

Welding Cert

Program Deactivation

Vocational Nursing Cert

DATE: September 22nd, 2023
TO: Kathy Bakhit, Vice President of Academic Affairs
Hal Huntsman, Academic Senate President
FROM: Nate Dillon, Dean of Social & Behavioral Sciences
CC: Kent Moser and Gabrielle Poorman

SUBJECT: Requesting a Discontinuance

Under AVC AP 4021: Program Discontinuance, I am officially requesting the initiation of the program discontinuance process for the following Office Technology programs:

● Administrative Medical Assistant, Associate of Science Degree
● Administrative Medical Assistant Certificate

According to AP 4021, "Primary consideration in the decision to consider program discontinuance will be given to the service the program provides to the college and community, not to budgetary considerations. Only programs with low or declining enrollment, decreasing demand for service, or clear obsolescence will be considered for discontinuance."

Our Medical Office Assisting and Business Information Professional disciplines already offer programs and courses that prepare students for the administrative medical office working environment, making these two Office Technology programs obsolete. Keeping them on our campus would most likely confuse students attempting to get an education for this field. I have consulted with the discipline faculty and the chair of the area (cc'd), and they agree with this discontinuance. In fact, they believed this work had already been done some time ago.

For the convenience of discontinuance consideration, I have attached the current Program Outline Reports for the Administrative Medical Assistant certificate and associate degree (for which I am requesting discontinuance), and the Medical Assistant certificate and degree that are offered on our campus in the Medical Office Assisting program that have similar recommended pathways and intentions.

Sincerely,

ANTELOPE
VALLEY
COLLEGE

Antelope Valley College
Program Outline Report

Program Basics

Program Title:	Administrative Medical Assistant AS
Program Status:	Active from Summer 2021
Discipline:	Office Technology
Award Type:	A.S. Degree Major (Credit)
Program (Catalog) Description	The requirements for an associate degree in Administrative Medical Assistant may be satisfied by completing the certificate program in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.)
Control Number:	07193
Credential ID:	MAA
Transferability:	Not transferable
Program TOP Code (SP01) :	1208.20
Program TOP Code (SP01) :	Administrative Medical Assisting
Program CIP Code:	(51.0710) Medical Office Assistant/Specialist.
Maximum Credits:	60
Minimum Credits:	60
Curriculum Committee Approval Date:	04/08/2021
Board of Trustees Approval Date:	05/10/2021
External Review Approval Date:	05/12/2021

Proposal Details

Proposal Start:	Summer 2021

Submission Rationale

- Change to Content

Program Requirements

Administrative Medical Assistant AS (Total 30)

Complete all of the following
    Required Courses (Total 27)
    Complete the following number of credits: 27

BUS111 - Business English	3
CA103 - Intro to Computers & Dig Tech	3
MOA101 - Beginning Medical Terminology	3
CA111 - Word Processing-Microsoft Word	3
OT150 - Basic Prin Coding Med Ofc	3
OT152 - Beg Medical Insurance	3
OT205 - Medical Office Procedures	3
BIP110 - Keyboarding I	1
BIP120 - Keyboarding II	1
BIP130 - Keyboarding III	1
CA121 - Microcomputer Spreadsheets	3

Program Electives (Total 3)
Complete the following number of credits: 3

ACCT111 - Bookkeeping	3
ACCT115 - Payroll Bookkeeping	2
BUS101 - Introduction to Business	3
BUS105 - Business Mathematics	3
BUS113 - Business Communications	3
MOA102 - Advanced Medical Terminology	3

Recommended Sequences

Administrative Medical Assistant AS

First Semester (Total 10-17)

Required Courses BUS111 - Business English	3
Required Courses CA103 - Intro to Computers & Dig Tech	3

CSU GE (Total 1-5)
Take one of the following

ASTR101 - Astronomy	3
CHEM101 - Introductory Chemistry	5
CHEM102 - Introductory Chemistry (Organic & Biochemistry)	4
CHEM110 - General Chemistry	5
CHEM120 - General Chemistry	5
CHEM210 - Organic Chemistry	4

CHEM220 - Organic Chemistry	4
ERSC101 - Introduction to Earth Science	4
GEOG101 - Physical Geography: Earth's Surface Landscapes	3
GEOG102 - Physical Geography: Earth's Weather & Climate	3
GEOL101 - Physical Geology	3
GEOL102 - Historical Geology	3
PHYS101 - Introductory Physics	4
PHYS102 - Introductory Physics	4
PHYS110 - General Physics	4
PHYS120 - General Physics	4
PHYS211 - General Physics	5
PSCI101 - Physical Science	4
ANTH101 - Introduction to Biological Anthropology	3
BIOL101 - General Biology	3
BIOL102 - Human Biology	4
BIOL103 - Introduction to Botany	4
BIOL104 - Environmental Biology	3
BIOL110 - General Molecular Cell Biology	5
BIOL120 - General Organismal, Ecological and Evolutionary Biology	5
BIOL201 - General Human Anatomy	4
BIOL202 - General Human Physiology	4
BIOL204 - General Microbiology	5
BIOL205 - Introduction to Biotechnology	3
ASTR101L - Astronomy Laboratory	1
BIOL101L - General Biology Lab	1
GEOG101L - Physical Geography Lab: Earth's Surface Landscapes	1
GEOG102L - Physical Geography Lab: Earth's Weather & Climate	1
GEOL101L - Physical Geology Lab	1
GEOL102L - Historical Geology Laboratory	1
MATH115 - Statistics	4
MATH116 - Introduction to Statistics Using R	4
MATH128 - College Algebra for Liberal Arts	3
MATH135 - Plane Trigonometry	3
MATH148 - Calculus for Business and Economics	4
MATH150 - Calculus and Analytic Geometry	5
MATH160 - Calculus and Analytic Geometry	4
MATH220 - Linear Algebra	4
MATH230 - Introduction to Ordinary Differential Equations	4
MATH250 - Calculus and Analytic Geometry	4

Administrative Medical Assistant AS (Total 1-3)
Take one of the following

BUS111 - Business English	3
CA103 - Intro to Computers & Dig Tech	3
MOA101 - Beginning Medical Terminology	3
CA111 - Word Processing-Microsoft Word	3
OT150 - Basic Prin Coding Med Ofc	3
OT152 - Beg Medical Insurance	3
OT205 - Medical Office Procedures	3
BIP110 - Keyboarding I	1
BIP120 - Keyboarding II	1
BIP130 - Keyboarding III	1
CA121 - Microcomputer Spreadsheets	3
ACCT111 - Bookkeeping	3
ACCT115 - Payroll Bookkeeping	2
BUS101 - Introduction to Business	3
BUS105 - Business Mathematics	3
BUS113 - Business Communications	3
MOA102 - Advanced Medical Terminology	3

Program Electives (Total 2-3)
Take one of the following

ACCT111 - Bookkeeping	3
ACCT115 - Payroll Bookkeeping	2
BUS101 - Introduction to Business	3
BUS105 - Business Mathematics	3
BUS113 - Business Communications	3
MOA102 - Advanced Medical Terminology	3

Second Semester (Total 9-13)

Required Courses MOA101 - Beginning Medical Terminology	3
Required Courses BIP110 - Keyboarding I	1
Required Courses CA111 - Word Processing-Microsoft Word	3

Administrative Medical Assistant AS (Total 1-3)
Take one of the following

BUS111 - Business English	3
CA103 - Intro to Computers & Dig Tech	3
MOA101 - Beginning Medical Terminology	3
CA111 - Word Processing-Microsoft Word	3

OT150 - Basic Prin Coding Med Ofc	3
OT152 - Beg Medical Insurance	3
OT205 - Medical Office Procedures	3
BIP110 - Keyboarding I	1
BIP120 - Keyboarding II	1
BIP130 - Keyboarding III	1
CA121 - Microcomputer Spreadsheets	3
ACCT111 - Bookkeeping	3
ACCT115 - Payroll Bookkeeping	2
BUS101 - Introduction to Business	3
BUS105 - Business Mathematics	3
BUS113 - Business Communications	3
MOA102 - Advanced Medical Terminology	3

Administrative Medical Assistant AS (Total 1-3)
Take one of the following

BUS111 - Business English	3
CA103 - Intro to Computers & Dig Tech	3
MOA101 - Beginning Medical Terminology	3
CA111 - Word Processing-Microsoft Word	3
OT150 - Basic Prin Coding Med Ofc	3
OT152 - Beg Medical Insurance	3
OT205 - Medical Office Procedures	3
BIP110 - Keyboarding I	1
BIP120 - Keyboarding II	1
BIP130 - Keyboarding III	1
CA121 - Microcomputer Spreadsheets	3
ACCT111 - Bookkeeping	3
ACCT115 - Payroll Bookkeeping	2
BUS101 - Introduction to Business	3
BUS105 - Business Mathematics	3
BUS113 - Business Communications	3
MOA102 - Advanced Medical Terminology	3

Third Semester (Total 12-18)

Required Courses CA121 - Microcomputer Spreadsheets	3
Required Courses OT150 - Basic Prin Coding Med Ofc	3

Administrative Medical Assistant AS (Total 1-3)
Take one of the following

BUS111 - Business English	3
CA103 - Intro to Computers & Dig Tech	3
MOA101 - Beginning Medical Terminology	3
CA111 - Word Processing-Microsoft Word	3
OT150 - Basic Prin Coding Med Ofc	3
OT152 - Beg Medical Insurance	3
OT205 - Medical Office Procedures	3
BIP110 - Keyboarding I	1
BIP120 - Keyboarding II	1
BIP130 - Keyboarding III	1
CA121 - Microcomputer Spreadsheets	3
ACCT111 - Bookkeeping	3
ACCT115 - Payroll Bookkeeping	2
BUS101 - Introduction to Business	3
BUS105 - Business Mathematics	3
BUS113 - Business Communications	3
MOA102 - Advanced Medical Terminology	3

CSU GE (Total 3-5)
Take one of the following

ENGL102 - Critical Thinking and Literature	3
ART100 - Art Appreciation	3
ART101 - History of Art, Prehistoric to Gothic	3
ART102 - History of Art, Renaissance to Modern	3
ART103 - History of Art: Africa, Oceania and Indigenous North America	3
ART104 - History of Modern and Contemporary Art in the 20th Century	3
ART106 - History of Art: Asia	3
ART113 - Painting I	3
ART132 - Introduction to Ceramics: Hand-Building	3
ART135 - Beginning Wheel-Thrown Ceramics	3
ART137 - Advanced Wheel-Thrown Ceramics	3
ART140 - Watercolor	3
ART145 - 2-D Design Basics	3
ART213 - Painting III	3
COMM112 - Oral Interpretation	3
COMM114 - Art of Storytelling	3
DA101 - Dance Appreciation	3
FTV101 - Introduction to Film	3
FTV107 - History of Film, Pre 1950	3
FTV108 - History of Film, 1950-Present	3

FTV201 - Intercultural & Women's Film	3
FTV203 - African-American Cinema	3
CHIN101 - Elementary Chinese I	5
CHIN102 - Elementary Chinese 2	5
CHIN201 - Intermediate Chinese	5
CHIN202 - Intermediate Chinese	5
DFST101 - American Sign Language I	4
DFST102 - American Sign Language II	4
DFST201 - American Sign Language III	4
DFST202 - American Sign Language IV	4
ENGL111 - Creative Writing: Fiction	3
ENGL112 - Creative Writing: Poetry	3
ENGL221 - American Literature 1400-1865	3
ENGL222 - American Literature 1865-Present	3
ENGL225 - English Literature, 800-1750	3
ENGL227 - English Literature, 1750-Present	3
ENGL230 - World Literature 1	3
ENGL231 - World Literature 2	3
ENGL235 - Shakespeare and Culture	3
ENGL242 - Narrative and Culture	3
ENGL253 - African American Literature	3
ENGL256 - Latinx Literature	3
ENGL257 - Ethnic Studies: Native American Studies in Literature	3
ENGL259 - Gender, Image, and Rhetoric	3
ENGL265 - Film: Text and Context	3
ENGL279 - Science Fiction and Dystopian Literature	3
FREN101 - Elementary French 1	5
FREN102 - Elementary French 2	5
FREN201 - Intermediate French 1	5
FREN202 - Intermediate French 2	5
FREN203 - Advanced French	3

Required Courses BIP120 - Keyboarding II   1

Administrative Medical Assistant AS (Total 1-3)
Take one of the following

BUS111 - Business English	3
CA103 - Intro to Computers & Dig Tech	3
MOA101 - Beginning Medical Terminology	3
CA111 - Word Processing-Microsoft Word	3

OT150 - Basic Prin Coding Med Ofc	3
OT152 - Beg Medical Insurance	3
OT205 - Medical Office Procedures	3
BIP110 - Keyboarding I	1
BIP120 - Keyboarding II	1
BIP130 - Keyboarding III	1
CA121 - Microcomputer Spreadsheets	3
ACCT111 - Bookkeeping	3
ACCT115 - Payroll Bookkeeping	2
BUS101 - Introduction to Business	3
BUS105 - Business Mathematics	3
BUS113 - Business Communications	3
MOA102 - Advanced Medical Terminology	3

Fourth Semester (Total 10-16)

Required Courses BIP130 - Keyboarding III	1
Required Courses OT152 - Beg Medical Insurance	3
Required Courses OT205 - Medical Office Procedures	3

Administrative Medical Assistant AS (Total 1-3)
Take one of the following

BUS111 - Business English	3
CA103 - Intro to Computers & Dig Tech	3
MOA101 - Beginning Medical Terminology	3
CA111 - Word Processing-Microsoft Word	3
OT150 - Basic Prin Coding Med Ofc	3
OT152 - Beg Medical Insurance	3
OT205 - Medical Office Procedures	3
BIP110 - Keyboarding I	1
BIP120 - Keyboarding II	1
BIP130 - Keyboarding III	1
CA121 - Microcomputer Spreadsheets	3
ACCT111 - Bookkeeping	3
ACCT115 - Payroll Bookkeeping	2
BUS101 - Introduction to Business	3
BUS105 - Business Mathematics	3
BUS113 - Business Communications	3
MOA102 - Advanced Medical Terminology	3

Administrative Medical Assistant AS (Total 1-3)
Take one of the following

BUS111 - Business English	3
CA103 - Intro to Computers & Dig Tech	3
MOA101 - Beginning Medical Terminology	3
CA111 - Word Processing-Microsoft Word	3
OT150 - Basic Prin Coding Med Ofc	3
OT152 - Beg Medical Insurance	3
OT205 - Medical Office Procedures	3
BIP110 - Keyboarding I	1
BIP120 - Keyboarding II	1
BIP130 - Keyboarding III	1
CA121 - Microcomputer Spreadsheets	3
ACCT111 - Bookkeeping	3
ACCT115 - Payroll Bookkeeping	2
BUS101 - Introduction to Business	3
BUS105 - Business Mathematics	3
BUS113 - Business Communications	3
MOA102 - Advanced Medical Terminology	3

Administrative Medical Assistant AS (Total 1-3)
Take one of the following

BUS111 - Business English	3
CA103 - Intro to Computers & Dig Tech	3
MOA101 - Beginning Medical Terminology	3
CA111 - Word Processing-Microsoft Word	3
OT150 - Basic Prin Coding Med Ofc	3
OT152 - Beg Medical Insurance	3
OT205 - Medical Office Procedures	3
BIP110 - Keyboarding I	1
BIP120 - Keyboarding II	1
BIP130 - Keyboarding III	1
CA121 - Microcomputer Spreadsheets	3
ACCT111 - Bookkeeping	3
ACCT115 - Payroll Bookkeeping	2
BUS101 - Introduction to Business	3
BUS105 - Business Mathematics	3
BUS113 - Business Communications	3
MOA102 - Advanced Medical Terminology	3

Program Outcomes

AS Administrative Medical Assist

PSLO	Performance
Students will be able to prepare common medical office documents.	100
Students will be able to demonstrate understanding of medical terminology and coding procedures commonly used in medical practice.	100
Students will be able to utilize appropriate office technology.	100
Students will meet or exceed current speed and accuracy requirements for employability in industry.	100

Program Narrative

Criteria B: Enrollment and Completer Projections

Based on data from Tableau Public and from Antelope Valley College Institutional Effectiveness, Research & Planning, the enrollment and annual completers for this program are 365 enrollment and it is anticipated that there will be 8 annual completers.

Criteria B: Place of Program in Curriculum/Similar Programs

The program does not replace any other program. The only similar program that we have to the administrative medical assistant AS is the administrative medical assistant certificate.

Criteria B: Similar Programs at Other Colleges in Service Area

Similar programs are at College of the Canyons and Glendale Community College.

Criteria B: Labor Market Information & Analysis (CTE Only)

In California, the number of Medical Secretaries is expected to grow much faster than the average growth rate for all occupations. Jobs for Medical Secretaries are expected to increase by 21.5 percent or 16,200 jobs between 2016 and 2026.
In Los Angeles County, the number of Medical Secretaries is expected to grow much faster than the average growth rate for all occupations. Jobs for Medical Secretaries are expected to increase by 20.6 percent or 4,010 jobs between 2016 and 2026.

Criteria B: Employer Survey (CTE Only)

According to the bureau of labor statistics, the job outlook between 2019 and 2029 for medical secretaries and assistants is estimated to increase by 19% or 139,200 jobs.

Criteria B: Explanation of Employer Relationship (CTE Only)

N/A

Criteria B: List of Members and Advisory Committee (CTE Only)

Committee Members: Bob Broad—President, Robert Broad Media Services David Adams—Professor—Business—CTE Kathy Osburn—Professor—Business—CTE Kent Moser—Professor—Business--CTE Gabby Poorman—Adjunct Professor—Business CTE Mardel Harrington—Adjunct Professor—Business CTE

Criteria B: Recommendations of Advisory Committee (CTE Only)

The following topics were discussed during the consultation with industry leader Bob Broad. Specifically, Mr. Broad focused his ideas on different programs that AVC could provide to the community. Social Media—Bob stated that the biggest thing that businesses need is to improve their social media platforms. Bob noted that a company's website is the "launching pad" of a company, but a good business needs to use that website as a way to get people engaged through other forms of social media, including platforms such as Twitter and Instagram. Bob noted that AVC should consider a degree and/or certificate specifically tailored to Social Media (8 units minimum). In addition, Bob thought that AVC should have a program specifically tailored to website development because today's websites need to be written in such ways that are adaptable to multiple platforms (e.g, computers, tablets, phones, etc.). Paralegal—Bob noted that AVC could benefit from a paralegal program (certificate and/or degree). He opinioned that there is a shortage of paralegals in the area and that classes at AVC could help students fill out legal forms and use different word processing software to assist in court filings and proceedings. Other Needs for courses—Bob stated that he would like AVC design courses in the following areas:• Marketing Small Business • Debt Collection • Hospitality • Veterinary Assistant • Optical Needs—The following items were discussed by the group as needs for the BUS, MKTG, MGT and BIP programs going forward: • More computer lab classes on the 3rd floor of the BE Building. • New computer lab classes on the 2nd floor of the BE Building • More specialized software to teach our students.

Criteria C: Display of Proposed Sequence

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Criteria C: Transfer Availability

Students wanting to transfer should contact the counseling or department chair for information.

Criteria D: Library and/or Learning Resource Plan

None

Criteria D: Facilities and Equipment Plan

None

Criteria D: Financial Support Plan

None

Criteria D: Faculty qualifications and Availability

Faculty meet the minimum qualifications as required by the California Community Colleges

Criteria E: Based on Model Curriculum (if applicable)

N/A

Criteria E: Licensing or Accreditation Standards

N/A

Criteria E: Student Selection and Fees

N/A

Antelope Valley College
Program Outline Report

Program Basics

Program Title:	Administrative Medical Assistant Cert
Program Status:	Active from Spring 2022
Discipline:	Office Technology
Award Type:	Certificate 30-60 semester units (Credit)
Program (Catalog) Description	This certificate required a minimum of 30 units. This program provides entry-level course instruction and "hands-on" training for the skills needed as an Administrative Medical Assistant. A maximum of 6 pass/no pass units will be accepted for this certificate.
Control Number:	20192
Credential ID:	MAA1
Transferability:	Not transferable
Program TOP Code (SP01) :	1208.20
Program TOP Code (SP01) :	Administrative Medical Assisting
Program CIP Code:	(51.0710) Medical Office Assistant/Specialist.
Maximum Credits:	30
Minimum Credits:	30
Curriculum Committee Approval Date:	04/08/2021
Board of Trustees Approval Date:	05/10/2021
External Review Approval Date:	05/12/2021

Proposal Details

Proposal Start:	Spring 2022

Submission Rationale

- Change to Content

Program Requirements

Administrative Medical Assistant Cert (Total 30)

Complete all of the following
    Required Courses (Total 27)
    Complete the following number of credits: 27

BUS111 - Business English	3
CA103 - Intro to Computers & Dig Tech	3
MOA101 - Beginning Medical Terminology	3
CA111 - Word Processing-Microsoft Word	3
OT150 - Basic Prin Coding Med Ofc	3
OT152 - Beg Medical Insurance	3
OT205 - Medical Office Procedures	3
BIP110 - Keyboarding I	1
BIP120 - Keyboarding II	1
BIP130 - Keyboarding III	1
CA121 - Microcomputer Spreadsheets	3

Program Electives (Total 3)
Complete the following number of credits: 3

ACCT111 - Bookkeeping	3
ACCT115 - Payroll Bookkeeping	2
BUS101 - Introduction to Business	3
BUS105 - Business Mathematics	3
BUS113 - Business Communications	3
MOA102 - Advanced Medical Terminology	3

Recommended Sequences

Administrative Medical Assistant Cert

First Semester (Total 10)

Required Courses BUS111 - Business English	3
Required Courses BIP110 - Keyboarding I	1
Required Courses MOA101 - Beginning Medical Terminology	3
Required Courses CA103 - Intro to Computers & Dig Tech	3

Second Semester (Total 10)

Required Courses CA111 - Word Processing-Microsoft Word	3
Required Courses OT150 - Basic Prin Coding Med Ofc	3

Required Courses OT152 - Beg Medical Insurance	3
Required Courses BIP120 - Keyboarding II	1

Third Semester (Total 9-10)

Required Courses CA121 - Microcomputer Spreadsheets	3
Required Courses OT205 - Medical Office Procedures	3

Program Electives (Total 2-3)
Take one of the following

ACCT111 - Bookkeeping	3
ACCT115 - Payroll Bookkeeping	2
BUS101 - Introduction to Business	3
BUS105 - Business Mathematics	3
BUS113 - Business Communications	3
MOA102 - Advanced Medical Terminology	3

Required Courses BIP130 - Keyboarding III	1

Program Outcomes

Administrative Med Assist Cert

PSLO	Performance
Students will be able to prepare common medical office documents.	100
Students will be able to demonstrate understanding of medical terminology and coding procedures commonly used in medical practice.	100
Students will be able to utilize appropriate office technology.	100
Students will meet or exceed current speed and accuracy requirements for employability in industry.	100

Program Narrative

Criteria B: Enrollment and Completer Projections

Based on data from Tableau Public and from Antelope Valley College Institutional Effectiveness, Research & Planning, the enrollment and annual completers for this program are 373 enrollment and it is anticipated that there will be seven annual completers.

Criteria B: Place of Program in Curriculum/Similar Programs

N/A

Criteria B: Similar Programs at Other Colleges in Service Area

College of the Canyons and Glendale Community College have similar Administrative Medical Assistant programs.

Criteria B: Labor Market Information & Analysis (CTE Only)

It is projected that the annual job openings for someone pursuing this field will be 4001 in the Los Angeles county area between 2014-2024.

Criteria B: Employer Survey (CTE Only)

According to the Bureau Labor Statistics, the projected job outlook for medical assistants for 2019-2029 is to increase by 19%, and the projected numeric change in employment from 2019 to 2029 is 139,200.

Criteria B: Explanation of Employer Relationship (CTE Only)

N/A

Criteria B: List of Members and Advisory Committee (CTE Only)

Dr. Deborah Sullivan Ford   *Tenure Faculty, Business & Computer Studies Department*
Gail Lofdahl   *Adjunct Instructor, Business Computer Studies Department*
Sharon Wilson   *Adjunct Instructor, Business & Computer Studies Department*
Maureen Rethwisch   *Adjunct Instructor, Business & Computer Studies Department*
Jimmie Bowen   *Tenure Faculty, Business & Computer Studies Department*

Criteria B: Recommendations of Advisory Committee (CTE Only)

A recommendation was made and agreed upon that OT 101 and 102 should be combined into a single course. A second recommendation was made that the keyboarding courses should be offered in the online modality but as hybrid courses where students would be required to attend at least two to three on-campus meetings for assessment, keyboard timing, and testing purposes.

Criteria C: Display of Proposed Sequence

Except in cases of a prerequisite requirement, it is not required that courses be taken in exactly this sequence; they are recommended in this order to facilitate success.

Criteria C: Transfer Availability

Students wanting to transfer should contact the lead instructor or dean for information.

Criteria D: Library and/or Learning Resource Plan

N/A

Criteria D: Facilities and Equipment Plan

N/A

Criteria D: Financial Support Plan

N/A

Criteria D: Faculty qualifications and Availability

Faculty meet the minimum qualifications as required by the California Community Colleges.

Criteria E: Based on Model Curriculum (if applicable)

N/A

Criteria E: Licensing or Accreditation Standards

N/A

Criteria E: Student Selection and Fees

N/A

Antelope Valley College
Program Outline Report

Program Basics

Program Title:	Medical Assistant AS
Program Status:	Active from Fall 2023
Discipline:	Medical Office Assisting
Award Type:	A.S. Degree Major (Credit)
Program (Catalog) Description	Medical assistants are multiskilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. The Associate in Science in Medical Office Assisting students who complete the degree in medical office assisting may have enhanced employment opportunities in the field. They may have priority for positions in physicians' offices, including office manager, case manager and trainer.
Control Number:	02167
Credential ID:	MA
Transferability:	Not transferable
Program TOP Code (SP01) :	1208.00
Program TOP Code (SP01) :	Medical Assisting
Program CIP Code:	(51.0801) Medical/Clinical Assistant.
Maximum Credits:	60
Minimum Credits:	60
Curriculum Committee Approval Date:	12/01/2022
Board of Trustees Approval Date:	02/13/2023
External Review Approval Date:	02/15/2023

Proposal Details

Proposal Start:	Fall 2023

Submission Rationale

- Improvement to Program of Study

Program Goals and Objectives

• Program Goals and Objectives – must address a valid workforce preparation purpose and may address transfer preparation.

The medical assistant program prepares people to work under the direction of physicians , registered nurses, and
podiatrists in medical offices and clinics.

CTE

CTE TOP Code?

- Yes

Checklist

Associate Degree for Transfer Degrees: AA-T and AS-T Requirements

- ☑ Current Chancellor's Transfer Model Curriculum (TMC)
- ☑ C-ID or ASSIST Articulation Information, as required by the TMC
- ☑ Updated CORS for all courses in major

CTE Program Requirements:

- ☐ Advisory Committee Recommendation
- ☑ Regional Consortium Recommendation
- ☑ Labor Market Information (LMI)
- ☑ Updated CORS for all courses in major

Workflow Agreement- Programs

When a workflow is sent back you must: 1. Review comments in the various sections for information on corrections needed. 2. Make corrections. Seek support from AP&P rep as necessary. 3. Resubmit workflow.

- ☑ I understand

Be aware that all proposal corrections will lengthen the approval timeline.

- ☑ I understand

Due to the notification restrictions of eLumen, it is the responsibility of the faculty to monitor the progress of their program workflow.

- ☑ I understand

Program Requirements

Medical Assistant AS (Total 47)
Complete all of the following

MOA101 - Beginning Medical Terminology	3
MOA102 - Advanced Medical Terminology	3
MOA110 - Beginning Medical Office Assisting	4
MOA111 - Advanced Medical Office Assisting	7
BIP110 - Keyboarding I	1
BIP111 - MS Word I	1
BIP112 - MS Excel I	1
BIP120 - Keyboarding II	1
BIP121 - MS Word II	1
BIP122 - MS Excel II	1
BIP130 - Keyboarding III	1
BIP131 - MS Word III	1
BIP132 - MS Excel III	1
BIP151 - Basic Principles of Coding for the Medical Office	3
BIP152 - Beginning Medical Insurance	3
BIP205 - Medical Office Procedures	3
BIOL100 - Elementary Human Anatomy and Physiology	3
ENGL101 - College Composition	3
COMM101 - Introduction to Public Speaking	3
NF100 - Nutrition	3

Recommended Sequences

Medical Assistant AS

1st Term (Total 15)

Medical Assistant AS NF100 - Nutrition	3
Medical Assistant AS BIOL100 - Elementary Human Anatomy and Physiology	3
Medical Assistant AS BIP120 - Keyboarding II	1
Medical Assistant AS BIP130 - Keyboarding III	1
Medical Assistant AS BIP111 - MS Word I	1

Medical Assistant AS BIP121 - MS Word II   1

Medical Assistant AS BIP110 - Keyboarding I   1

Medical Assistant AS ENGL101 - College Composition   3

Medical Assistant AS BIP131 - MS Word III   1

2nd Term (Total 15)

Medical Assistant AS MOA101 - Beginning Medical Terminology   3

Medical Assistant AS COMM101 - Introduction to Public Speaking   3

Medical Assistant AS BIP151 - Basic Principles of Coding for the Medical Office   3

Medical Assistant AS BIP112 - MS Excel I   1

Medical Assistant AS BIP152 - Beginning Medical Insurance   3

Medical Assistant AS BIP122 - MS Excel II   1

Medical Assistant AS BIP132 - MS Excel III   1

3rd Term (Total 14-19)

Medical Assistant AS MOA110 - Beginning Medical Office Assisting   4

Medical Assistant AS MOA102 - Advanced Medical Terminology   3

Medical Assistant AS BIP205 - Medical Office Procedures   3

Area B - Social & Behavioral Sciences (Total 3-4)
Take one of the following

AJ201 - Police in Society   3

AJ204 - Juvenile Procedures   3

AJ206 - Criminology   3

ANTH102 - Introduction to Cultural Anthropology   3

ANTH103 - Archaeology and World Prehistory   3

ANTH112 - Ethnic Studies: Native North Americans   3

ANTH140 - Introduction to Archaeology   4

BUS101 - Introduction to Business   3

CFE102 - The Developing Child-Child Growth and Development   3

COMM217 - Gender and Communication   3

DFST105 - Introduction to American Deaf Culture   3

ECON100 - Survey of Economics   3

ECON101 - Principles of Macroeconomics   3

ECON102 - Principles of Microeconomics	3
ECON110 - Economics of the Underclass	3
GEOG105 - Cultural Geography	3
GEOG106 - California Geography	3
GEOG110 - World Regional Geography	3
HIST101 - Western Civilization, Ancient-1750	3
HIST102 - Western Civilization, 1750 - Present	3
HIST104 - Introduction to World Civilizations, from Human Beginnings Until 1500	3
HIST105 - Introduction to World Civilization, 1500 - Present	3
HIST107 - U.S. History, 1607-1877	3
HIST108 - U.S. History from 1865	3
HIST110 - African-American History, 1450-1877	3
HIST111 - African-American History, 1877-Present	3
HIST113 - Women in American History	3
HIST114 - History of California	3
HIST116 - Contemporary U.S. History: From Vietnam to Iraq	3
HIST118 - American West History, 1806-Present	3
HIST119 - History of Latin America and the Caribbean	3
POLS101 - American Political Institutions	3
POLS103 - Comparative Government	3
POLS200 - Introduction to Political Theory	3
POLS201 - Contemporary International Relations	3
POLS202 - Ethnic Politics in America	3
POLS203 - The Judicial Process	3
PSY101 - General Psychology	3
PSY102 - Introduction to Alcohol and Other Drug Studies	3
PSY201 - Introduction to Physiological Psychology	3
PSY212 - Human Sexuality	3
PSY230 - Social Psychology	3
PSY232 - Theories of Personality	3
PSY233 - Personal and Social Adjustment	3
PSY234 - Abnormal Psychology	3
PSY235 - Child Psychology	3
PSY236 - Developmental Psychology	3
SOC101 - Introduction to Sociology	3
SOC105 - The Mexican American in Contemporary Society	3
SOC110 - Ethnic Relations	3
SOC112 - American Social Issues: Problems and Challenges	3
SOC111 - Issues and Concepts in Aging	3

SOC115 - Modern Relationships and Family Life	3
SOC116 - Sociology of Gender and Sexuality	3
SOC120 - Drugs, Society and Human Behavior	3
Any GE Area B	3

Area C - Humanities (Total 1-5)
Take one of the following

ART100 - Art Appreciation	3
ART101 - History of Art, Prehistoric to Gothic	3
ART102 - History of Art, Renaissance to Modern	3
ART103 - History of Art: Africa, Oceania and Indigenous North America	3
ART104 - History of Modern and Contemporary Art in the 20th Century	3
ART106 - History of Art: Asia	3
ART110 - Drawing	3
ART113 - Painting I	3
ART120 - Introduction to Printmaking	3
ART132 - Introduction to Ceramics: Hand-Building	3
ART135 - Beginning Wheel-Thrown Ceramics	3
ART136 - Intermediate Wheel-Thrown Ceramics	3
ART137 - Advanced Wheel-Thrown Ceramics	3
ART140 - Watercolor	3
ART145 - 2-D Design Basics	3
ART150 - 3-D Design Basics	3
ART210 - Drawing III	3
ART213 - Painting III	3
CHIN101 - Elementary Chinese I	5
CHIN102 - Elementary Chinese 2	5
CHIN201 - Intermediate Chinese	5
CHIN202 - Intermediate Chinese	5
COMM112 - Oral Interpretation	3
COMM114 - Art of Storytelling	3
DA101 - Dance Appreciation	3
DFST101 - American Sign Language I	4
DFST102 - American Sign Language II	4
DFST105 - Introduction to American Deaf Culture	3
DFST106 - Introduction to Deaf Education	3
DFST201 - American Sign Language III	4
DFST202 - American Sign Language IV	4
ENGL102 - Critical Thinking and Literature	3
ENGL111 - Creative Writing: Fiction	3

ENGL112 - Creative Writing: Poetry	3
ENGL221 - American Literature 1400-1865	3
ENGL222 - American Literature 1865-Present	3
ENGL225 - English Literature, 800-1750	3
ENGL227 - English Literature, 1750-Present	3
ENGL230 - World Literature 1	3
ENGL231 - World Literature 2	3
ENGL235 - Shakespeare and Culture	3
ENGL242 - Narrative and Culture	3
ENGL253 - African American Literature	3
ENGL256 - Latinx Literature	3
ENGL257 - Ethnic Studies: Native American Studies in Literature	3
ENGL259 - Gender, Image, and Rhetoric	3
ENGL265 - Film: Text and Context	3
ENGL279 - Science Fiction and Dystopian Literature	3
FREN101 - Elementary French 1	5
FREN102 - Elementary French 2	5
FREN201 - Intermediate French 1	5
FREN202 - Intermediate French 2	5
FREN203 - Advanced French	3
FTV101 - Introduction to Film	3
FTV103 - Introduction to Television	3
FTV107 - History of Film, Pre 1950	3
FTV108 - History of Film, 1950-Present	3
FTV201 - Intercultural & Women's Film	3
FTV203 - African-American Cinema	3
FTV251 - Contemporary American Independent Film	4
FTV261 - Religion and Cinema	4
GER101 - Elementary German 1	5
GER102 - Elementary German 2	5
GER201 - Intermediate German 1	4
GER202 - Intermediate German 2	4
HIST115 - Cultural History of Mexico	3
LATN101 - Elementary Latin 1	5
LATN102 - Elementary Latin 2	5
LATN201 - Intermediate Latin	5
MUS101 - Music Appreciation	3
MUS105 - World Music	3
MUS111 - Fundamentals of Music (Music Theory I)	3

MUS131 - Piano I	2
MUS132 - Piano II	2
MUS151 - Music Theory II	3
MUS153B - Musicianship II	2
MUS185 - Concert Choir	1
MUS231 - Piano III	2
MUS251A - Music Theory III	3
MUS251B - Music Theory IV	3
MUS253A - Musicianship III	2
MUS253B - Musicianship IV	2
MUSC102 - History of Jazz	3
MUSC103 - History of Rock 'n Roll	3
MUSC107 - History of Women in Rock Music	3
MUSC109 - The History of Motown Music	3
NF150 - Food and Culture	3
PHIL105 - Ethics: Moral Issues in Contemporary Society	3
PHIL106 - Introduction to Philosophy	3
PHIL108 - Philosophy of Religion	3
PHIL109 - World Religions	3
PHOT107 - History of Photography	3
PHTC101 - Beginning Black and White Photography	3
PHTC150 - Beginning Color Photography	3
PHTC201 - Advanced Black and White Photography	3
SPAN101 - Elementary Spanish 1	5
SPAN102 - Elementary Spanish 2	5
SPAN110SS - Spanish for Heritage Speakers I	5
SPAN201 - Intermediate Spanish 1	5
SPAN202 - Intermediate Spanish 2	5
SPAN210SS - Spanish for Heritage Speakers II	5
SPAN220SS - Composition and Conversation	5
THA101 - Introduction to Theatre	3
THA102 - Introduction to Stagecraft	3
THA103 - Introduction to Stage Lighting	3
THA110 - Fundamentals of Acting	3
THA115A - Rehearsal and Performance: Drama	1
THA116A - Rehearsal and Performance: Comedy	1
THA117A - Rehearsal and Performance: Musical Theatre	1
THA118A - Rehearsal and Performance: Children's Theatre	1
THA121A - Theatre Production	1

THA130 - Improvisation	3
THA133 - Makeup for the Stage	3
THA225 - Script Analysis	3
THA239 - Intercultural and Women's Theatre	3
Any GE Area C	3

4th Term (Total 14)

Elective General Elective   3

Elective General Elective   1

Area F - Diversity Studies (Total 3)
Take one of the following

ANTH102 - Introduction to Cultural Anthropology	3
ANTH112 - Ethnic Studies: Native North Americans	3
BUS212 - Women in Organizations	3
CFE116 - Diversity in Early Childhood Education	3
COMM114 - Art of Storytelling	3
COMM217 - Gender and Communication	3
COMM219 - Introduction to Intercultural Communication	3
DFST105 - Introduction to American Deaf Culture	3
DFST106 - Introduction to Deaf Education	3
ECON110 - Economics of the Underclass	3
ENGL253 - African American Literature	3
ENGL256 - Latinx Literature	3
ENGL257 - Ethnic Studies: Native American Studies in Literature	3
ENGL259 - Gender, Image, and Rhetoric	3
FTV201 - Intercultural & Women's Film	3
FTV203 - African-American Cinema	3
HE201 - Women's Health Issues	3
HIST110 - African-American History, 1450-1877	3
HIST111 - African-American History, 1877-Present	3
HIST113 - Women in American History	3
MUSC107 - History of Women in Rock Music	3
MUSC108 - History of Hip Hop	3
POLS202 - Ethnic Politics in America	3
SOC105 - The Mexican American in Contemporary Society	3
SOC110 - Ethnic Relations	3
SOC116 - Sociology of Gender and Sexuality	3
THA239 - Intercultural and Women's Theatre	3

Any GE Area F	3
Medical Assistant AS MOA111 - Advanced Medical Office Assisting	7

Recommended Sequence

The Recommended Sequence must be reviewed with a counselor. Please contact an AP&P Counselor member.

- I understand

Program Outcomes

AS Medical Assistant

PSLO	Performance
To prepare competent entry-level medical assistants in the (cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.	80

Program Narrative

MASTER PLANNING – how it fits in the mission, curriculum, and master planning of the college and higher education in California.

The Medical Assisting degree allows the student an option for focusing on both front office management including aspects of scheduling, billing, electronic medical record management, and accounting and back office management combining the skills required in both areas. Preparing the students for the workforce.

ENROLLMENT & COMPLETER PROJECTIONS – projection of number of students to earn degree annually.

Enrollment 307, 17 sections (7 online and 10 face-to-face); 13 degrees awarded; Subject success 75.1% and retention 87.8%..

PLACE OF PROGRAM IN CURRICULUM/SIMILIAR PROGRAMS – how it fits in college's existing program inventory.

The current changes with the addition of 160 hours and GEs will allow for accreditation. Accreditation will allow students to take AAMA national exams making them more employable and increase earnings.

SIMILIAR PROGRAMS AT OTHER COLLEGES IN SERVICE AREA – justification of need for program in the region.

No other non profit programs are in our local area that offer the AS.

TRANSFER PREPARATION INFORMATION – if transfer preparation is a component of the program.

Medical Office Assisting courses are not transferable with the exception of MOA 101 Beginning Medical
Terminology which is transferable to CSU.
In addition, courses required for Clinical Medical Assistant associates degree general education requirements (area
A,D2, C, and F) and electives may be transferable.

CTE ONLY = ADVISORY COMMITTEE RECOMMENDATION – includes advisory committee membership, minutes and summary of recommendations. Documentation attached?

No

CTE ONLY = CURRENT LABOR MARKET INFORMATION AND ANALYSIS – see Program & Approval Handbook for a discussion on LMI analysis and considerations. Documentation attached?

Yes

CTE ONLY = REGIONAL CONSORTIA MEETING MINUTES – see CTE guide on AP&P Resources webpage. Documentation attached?

Yes

Antelope Valley College
Program Outline Report

Program Basics

Program Title:	Medical Assistant Cert
Program Status:	Active from Fall 2023
Discipline:	Medical Office Assisting
Award Type:	Certificate 30-60 semester units (Credit)
Program (Catalog) Description	Medical assistants are multiskilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. The medical assistant program prepares people to work under the direction of physicians, registered nurses, and podiatrists in medical offices and clinics. The Certificate will not allow the holder to sit for credentialing examinations.
Control Number:	20189
Credential ID:	MA1
Transferability:	Not transferable
Program TOP Code (SP01) :	1208.00
Program TOP Code (SP01) :	Medical Assisting
Program CIP Code:	(51.0801) Medical/Clinical Assistant.
Maximum Credits:	47
Minimum Credits:	47
Curriculum Committee Approval Date:	12/01/2022
Board of Trustees Approval Date:	02/13/2023
External Review Approval Date:	02/15/2023

Proposal Details

Proposal Start:	Fall 2023

Submission Rationale

- Improvement to Program of Study

Program Goals and Objectives

• Program Goals and Objectives – must address a valid workforce preparation purpose and may address transfer preparation.

The medical assistant program prepares people to work under the direction of physicians , registered nurses, and podiatrists in medical offices and clinics.

CTE

CTE TOP Code?

- Yes

Checklist

Associate Degree for Transfer Degrees: AA-T and AS-T Requirements

- ☑ Current Chancellor's Transfer Model Curriculum (TMC)
- ☑ C-ID or ASSIST Articulation Information, as required by the TMC
- ☑ Updated CORS for all courses in major

CTE Program Requirements:

- ☐ Advisory Committee Recommendation
- ☑ Regional Consortium Recommendation
- ☑ Labor Market Information (LMI)
- ☑ Updated CORS for all courses in major

Workflow Agreement- Programs

When a workflow is sent back you must: 1. Review comments in the various sections for information on corrections needed. 2. Make corrections. Seek support from AP&P rep as necessary. 3. Resubmit workflow.

- ☑ I understand

Be aware that all proposal corrections will lengthen the approval timeline.

- ☑ I understand

Due to the notification restrictions of eLumen, it is the responsibility of the faculty to monitor the progress of their program workflow.

- ☑ I understand

Program Requirements

Medical Assistant Cert (Total 47)
Complete all of the following
    Required Courses (Total 47)
    Complete the following number of credits: 47

Course	Credits
MOA101 - Beginning Medical Terminology	3
MOA102 - Advanced Medical Terminology	3
MOA110 - Beginning Medical Office Assisting	4
MOA111 - Advanced Medical Office Assisting	7
BIOL100 - Elementary Human Anatomy and Physiology	3
BIP110 - Keyboarding I	1
BIP111 - MS Word I	1
BIP112 - MS Excel I	1
BIP120 - Keyboarding II	1
BIP121 - MS Word II	1
BIP122 - MS Excel II	1
BIP130 - Keyboarding III	1
BIP131 - MS Word III	1
BIP132 - MS Excel III	1
BIP151 - Basic Principles of Coding for the Medical Office	3
BIP152 - Beginning Medical Insurance	3
BIP205 - Medical Office Procedures	3
COMM101 - Introduction to Public Speaking	3
ENGL101 - College Composition	3
NF100 - Nutrition	3

Recommended Sequences

New Sequence

Term 1 (Total 15)

	Credits
Required Courses NF100 - Nutrition	3
Required Courses BIOL100 - Elementary Human Anatomy and Physiology	3
Required Courses BIP110 - Keyboarding I	1
Required Courses BIP111 - MS Word I	1

Required Courses BIP120 - Keyboarding II	1
Required Courses BIP121 - MS Word II	1
Required Courses BIP130 - Keyboarding III	1
Required Courses BIP131 - MS Word III	1
Required Courses ENGL101 - College Composition	3

Term 2 (Total 15)

Required Courses COMM101 - Introduction to Public Speaking	3
Required Courses MOA101 - Beginning Medical Terminology	3
Required Courses BIP151 - Basic Principles of Coding for the Medical Office	3
Required Courses BIP112 - MS Excel I	1
Required Courses BIP152 - Beginning Medical Insurance	3
Required Courses BIP122 - MS Excel II	1
Required Courses BIP132 - MS Excel III	1

Term 3 (Total 10)

Required Courses MOA102 - Advanced Medical Terminology	3
Required Courses MOA110 - Beginning Medical Office Assisting	4
Required Courses BIP205 - Medical Office Procedures	3

Term 4 (Total 7)

Required Courses MOA111 - Advanced Medical Office Assisting	7

Recommended Sequence

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- I understand

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No other non profit programs are in our local are. Victor Valley college is the closest college and they offer an AS

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Yes

23 October 2023

To: Scott Lee, AP&P Co-chair
Fr: Hal Huntsman, Academic Senate President
Re: Program discontinuance recommendation

On 22 September 2023, the Dean of the Social and Behavioral Sciences Division (Nate Dillon) sent me and the VPAA a request to discontinue the Administrative Medical Assistant degree and certificate (see attached).

Per AP 4021, a Program Discontinuance Taskforce was formed. The Taskforce met on 18 October 2023 and recommends that the Administrative Medical Assistant degree and certificate be discontinued.

The degree and certificate have been replaced by our Business Information Professional Certificates and AS degree, as well as our Medical Assistant Certificate and AS degree. Courses in the Administrative Medical Assistant degree and certificate (such as OT 101: Keyboarding I, OT 113 Advanced Microsoft Word, and OT 199 Work Experience) have also been replaced (by courses such as BIP 110 Keyboarding I; BIP 111 MS Word I, BIP 121 MS Word II and BIP 131 MS Word III; and BIP 199 Occupational Work Experience). Therefore, the needs of students seeking the degree or certificate and the related jobs in our community are being filled.

In addition, no faculty or staff positions are affected, as they have all shifted to teaching and supporting the other programs and courses.

The Taskforce requests that AP&P ratify our decision, per AP 4201, and inform the Academic Senate President of that ratification.

Please let us know if you have any questions or concerns.

Cc:
Kathy Bakhit, Vice President of Academic Affairs
Nate Dillon, Dean of Social and Behavioral Sciences
Kent Moser, Chair of Computer Application, Accounting, Business, and Real Estate
Gabby Poorman, Faculty, Business
Cynthia Wishka, Faculty, Counseling
Cindy Hendrix, Faculty, Union Represenative