



Academic Policies & Procedures

Minutes Draft

Thursday, September 28, 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

Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs

Dr. Jessica Eaton, Articulation Officer

Tim Atkerson, AKIN Representative

Travis Lee, CTE Representative

Dr. Wendy Stout, CTE Representative (Z)

James Dorn, MSE Representative

*Dr. Jonathan Compton, MSE Representative**

Heidi Williams, LACA Representative

Dr. Ariel Tumbaga, LACA Representative

Gabby Poorman, SBS Representative/Tech Review

David Harrison, SBS Representative

Guests: Jimmie Bowen, Nate Dillon (Z)

Cynthia Littlefield, AHUM

*Representative*Proxy-Brad Smith*

*Lisa Karlstein, AHUM Representative**

Vacant, Library Rep, Librarian

*Tamira Palmetto, Student Services,
Counseling*

Tanya McGinnis, Student Services, Counseling

Larry Veres, Adjunct Representative

Greg Bormann, Administrative Position

Kathryn Mitchell, Administrative Position

*LaDonna Trimble, Administrative Position**

Dr. Cindy Hendrix, Tech Review (Z)

Alan Fillion, Student Representative

Bobby Bennett, Student Representative

**Absent*

Items	Person	Action
I. Opening comments from the Co-chairs	Scott Lee/Kathy Bakhit	The meeting was called to order at 3:09p.m. Dr. Lee said that we are in the midst of things with the tech review process and it's moving through. We have a decent number of courses and programs to review today and we are looking ahead to see what tech review will have next week. Dr. Lee asked Kathryn Mitchell if she had any opening comments for Dr. Bakhit. She didn't have any comments.
II. Minutes 9/14/2023	All	Action Taken Motion to approve: Minutes for 9/14/23 Motion Second Abstentions: Kathryn Mitchell, Dr. Jessica Eaton, James Dorn and Larry Verez Motion approved



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<p>III. Informational Item</p> <ul style="list-style-type: none"> - Meeting schedule: 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 - Work Experience updates - Courses/Programs reviewed by Tech Review Workgroup 	<p><i>Scott Lee</i></p>	<p><u>Informational Items</u></p> <p>Work Experience updates Dr. Lee has heard from a few people regarding Work Experience. They don't have to be submitted by Monday, but the workflow must be started. He recommended that everyone looks at the guide that he sent out and uses the information from the guidelines provided.</p> <p>Dr. Lee sent out the memo to the Tech Review Workgroup. He thinks it's working out well. Next week will be mainly Maria Clinton's division with Aerospace and AFAB.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> - Cyclical Review <ul style="list-style-type: none"> - Credit by Exam - AP - CLEP - IB (adding to catalog) 	<p><i>Scott Lee/ Jessica</i></p>	<p><u>Discussion</u></p> <p>Cyclical Review:</p> <ul style="list-style-type: none"> - Credit by Exam - AP - CLEP - IB (adding to catalog) <p>Please review the AP, CLEP, and IB list. If you would like to make changes, such as changing the course that is listed to another or requesting to remove a course that was previously approved, please contact Dr. Eaton.</p>
<p>V. Reports</p> <ul style="list-style-type: none"> - C-ID Courses - UC TCA Courses - Local GE approved courses 2023-24 		<p><u>Reports</u></p> <p>C-ID Courses</p> <p>UC TCA Courses</p> <p>Local GE approved courses 2023-24 (Lists shown on the projector)</p> <p>Please review the C-ID list. If you would like a course submitted for C-ID consideration, please contact Dr. Eaton.</p> <p>Comment: Kathryn Mitchell asked everyone to check the <i>Credit by Exam</i> list and make sure they are the courses you really want on the list. Some of the courses listed should be removed.</p> <p>Comment: Robyn Serrano said that VN courses need to be updated. They have new numbers.</p> <p>Dr. Lee asked Dr. Eaton to talk about IB. Dr. Eaton said that AVC has never awarded credit for our local degrees for IB exams. This list is how we treat it for transfer and how it will be added to</p>



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		<p>the local GE Area. If you want to make changes, please contact Dr. Eaton and she will review it with you. This is how it will be listed in the catalog.</p> <p>Dr. Lee reminded everyone to bring this information to their division meetings. Be sure to review it, share it with faculty, and bring it back to the next meeting for any changes.</p>
<p>VI. Catalog -</p>		<p>Catalog Robyn Serrano reported that Curriculum Specialists are still working on a printed version. It's pretty ugly and very disorganized. Curriculum Specialists are working on what eLumen has provided so it can be printed.</p>
<p>VII. Action - Committee Goals</p>	<p><i>Scott Lee</i></p>	<p>Action Items Committee Goals We discussed the committee goals at the last meeting. There were a couple of changes. (The goals were shared on the projector for everyone to view.) Comment: Heidi Williams asked if the Noncredit Guide should be a goal of the AP&P Committee or the workgroup for noncredit that was formed last year. There is a draft of the guide, which needs to be finished. Dr. Lee said that we will make that Goal #5 - Noncredit Development Guide. Motion second Motion approved</p> <p>New Course Developments Motion to approve: DA 110 Motion second Motion approved</p> <p>Motion to approve: EMT 121 Motion second Motion approved</p> <p>Motion to approve: EMT 122 Motion second Motion approved</p>



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<p>New Course Developments</p> <p>DA 110 Hip-Hop Dance EMT 121 Introduction to EMS EMT 122 Pharmacology in EMS EMT 123 Trauma Emergencies EMT 124 Trauma Certification EMT 125 Cardiorespiratory Emergencies EMT 126 Neuroendocrine Emergencies EMT 127 Medical Emergencies EMT 128 OB/GYN and Peds Emergency EMT 129 Special Populations, EMS Ops EMT 130A Paramedic Clinical Education EMT 130B Paramedic Field Internship RCP 301 Advanced Cardiopulmonary Respiratory Care RCP 302 Sleep Medicine and Respiratory Care RCP 303 Advanced Respiratory Case Management RCP 304 Principles of Health Education RCP 305 Health Care Research Design and Methodology RCP 306 Respiratory Care Leadership and Management I RCP 401 Respiratory Care Leadership and Management II RCP 402 Advanced Neonatal and Pediatric Respiratory Care RCP 403 Respiratory Care Capstone Project 4</p> <p>Substantial Course Revisions</p> <p>CA 153 Windows Installation and System Support ELTE 101 Survey of Electronics ELTE 130 Digital Circuit Analysis ELTE 145 Acceptability of Electronic Assemble ELTE 235 Electronic Communications I ELTE 252 Introduction to Avionics ELTE 254 Radio Telephone License MKTG 130 Digital Marketing MKTG 132 Social Media Marketing</p> <p>Course Deactivation</p> <p>ENGL 100A Academic Strategies</p> <p>New Program Developments</p> <p>Bachelor of Science Degree Respiratory Care Paramedic</p>		<p>Motion to approve: EMT 123 Motion second Motion approved</p> <p>Motion to approve: EMT 124 Motion second Comment: Dr. Bakhit asked if there were faculty or division reps here while reviewing the revisions. Comment: Wendy Stout replied that she is representing EMT and RCP Comment: Dr. Bakhit said that this is her first time watching the committee review/approve revisions and sees that there is no discussion on changes. Dr. Lee said that it is done in Tech Review and the committee has a chance to review it before it comes to a vote. Motion approved</p> <p>Motion to approve: EMT 125 Motion second Motion approved</p> <p>Motion to approve: EMT 126 Motion second Motion approved</p>
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Program Revisions

Avionics Technology Certificate
Digital Marketing
Electronics Technology AS
Electronics Technology Cert

Motion to approve:

EMT 127

Motion second

Motion approved

Motion to approve:

EMT 128

Motion second

Motion approved

Motion to approve:

EMT 129

Motion second

Comment: What are special populations?

Wendy Stout responded: Special populations are handicap, special needs, and mental health

Motion approved

Motion to approve:

EMT 130A

Motion second

Comment: Wendy Stout said that "A" is for Lecture, "B" is for clinical.

Motion approved

Motion to approve:

EMT 130B

Motion second

Motion approved

Motion to approve:

RCP 301

Motion second

Dr. Lee explained that this is for the new developing Bachelor's Degree program. This will be our second Bachelor's Degree.

Comment: Greg Bormann said that we have ACCJC approval and missed Chancellor's Office approval by one point. If we get approved for this round, it will start next fall. There are only 20 applications in the Chancellor's Office to be approved. This should be done today.

Comment: Wendy Stout said she has over 40 applications. She said there is one course missing that they are still working on.

Dr. Lee said there was a nice write up in the LA Times on this.



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		<p>Motion approved</p> <p>Motion to approve: RCP 302 Motion second Motion approved</p> <p>Motion to approve: RCP 303 Motion second Motion approved</p> <p>Motion to approve: RCP 304 Motion second Motion approved</p> <p>Motion to approve: RCP 305 Motion second Motion approved</p> <p>Motion to approve: RCP 306 Motion second Motion approved</p> <p>Motion to approve: RCP 401 Motion second Motion approved</p> <p>Motion to approve: RCP 402 Motion second Motion approved</p> <p>Motion to approve: RCP 403 Motion second Motion approved</p> <p>Substantial Course Revisions Motion to approve: CA 153 Motion second</p>
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		<p>Dr. Lee: This connects to one of the IT programs, which is the last class in that batch. Motion approved</p> <p>Motion to approve: ELTE 101 Motion second Motion approved</p> <p>Motion to approve: ELTE 130 Motion second Motion approved</p> <p>Motion to approve: ELTE 145 Motion second Motion approved</p> <p>Motion to approve: ELTE 235 Motion second Motion approved</p> <p>Motion to approve: ELTE 252 Motion second Motion approved</p> <p>Motion to approve: ELTE 254 Motion second Motion approved</p> <p>Motion to approve: MKTG 130 Motion second Motion approved</p> <p>Motion to approve: MKTG 132 Motion second Motion approved</p> <p>Course Deactivation Motion to approve: ENGL 100A</p>
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	<p>Comment: This is a basic skills course that the law no longer allows us to offer. Comment: "What would take its place?" Dr. Lee said that there will no longer be any basic skills courses offered Motion approved</p> <p><i>New Program Developments</i> Motion to approve: Bachelor of Science Degree Respiratory Care Motion second Dr. Lee said this is a big deal. It's our second bachelor's degree. Comment: All of the classes will be offered online. Motion approved</p> <p>Motion to approve: Paramedic Motion second Dr. Lee confirmed that this is an Associates Degree Comment: Greg Bormann said that we have two ambulance simulators; one here and one in Palmdale. We will purchase an ambulance to go along with two fire trucks so the programs can intermingle. The next step will be flight medic. Dr. Lee asked if there were licensing requirements. Comment: Wendy Stout said they have to be a licensed EMT. Motion approved</p> <p><i>Program Revisions</i> Motion to approve: Avionics Technology Certificate Motion second Dr. Lee said this course is by itself, but the other courses were approved at the last meeting. Motion approved</p> <p>Motion to approve: Digital Marketing Motion second Comment: "Is this part of the digital media program?"</p>
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		<p>Dr. Lee said that they could be connected to each other. Motion approved</p> <p>Motion to approve: Electronics Technology AS Motion second Motion approved</p> <p>Motion to approve: Electronics Technology Cert Motion second Motion approved.</p>
VIII. Closing Comments	<i>Scott Lee</i>	<p>Closing comments: Dr. Bakhit said that she is looking at the upcoming legislative mandates; AB 928 and AB 111, and how they are going to impact us. AB 1111 is the renumbering of courses to C-ID. For those that have done articulation, they want to do the same thing. We are being encouraged to start planning implementation. There is contradictory information from July 2024, but the Chancellor's office is negotiating with the legislature to move it to 2026 -2027. She will keep everyone posted. SB 926 impacts the lifelong learning category of the degree. It shouldn't have an impact on us. Dr. Eaton asked faculty to NOT start changing their numbering. Making changes now will make things more difficult. It will create more work. Comment: Kathryn Mitchell said that the Chancellor's Office has said that we can decide how we want to change it. The committee will need to come up with a process when we get guidance. It's not a mandated process. As a committee we can develop our own process. Dr. Lee said that he doubts that they would change that. This is something we can start discussing in the spring to develop a process. It is easier to make changes if we have a written process. Dr. Eaton said that there will be courses that will be impacted. There was a meeting that shared that there are some courses that are not IGETC approved. The Chancellor's Office was pushing to keep lifelong learning. It has changed. They have</p>



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		<p>left out additional Breadth E, which will have an impact. She will keep us updated.</p> <p>Comment: Cynthia asked about Physics 101, it was done at the last meeting.</p> <p>Dr. Bakhit thanked everyone for working with their divisions and departments to put through the revisions. She knows the deadline is coming up. She just wanted to take a moment to thank the AA team for providing accurate information. We moved the deadline to Monday morning to allow faculty to have the weekend to get the revisions in. For Work Experience, the legislation said that by February, we will not be able to offer the course unless it has been updated. She thanked everyone again for all of their work.</p> <p>Dr. Lee said that there are six courses left to be revised.</p> <p>Comment: Travis said that Wendy had a problem with the Consortium Minutes. He asked what the proper process is.</p> <p>Dr. Lee said that it's been changed by the Chancellor's Office. We no longer have to have the Consortium Minutes for AP&P to approve. If they were already approved here, then they went to the Senate.</p> <p>Comment: Wendy Stout said to go back to Consortium and have it moved on the Agenda from "Intent" to "Be voted on."</p> <p>Comment: Travis asked how to submit the Minutes.</p> <p>Dr. Lee said that he can send it to the curriculum@avc.edu email.</p> <p>Comment: Larry Verez asked why more of the courses aren't CSU transferable.</p> <p>Dr. Lee said to discuss this with Dr. Eaton. She can explain the process.</p> <p>Robyn said that there are 18 programs and 32 courses that need to be started. She will send them out as a reminder. A lot of people are planning to do this over the weekend. Some divisions have both AS/AA and Certificates, but they only submitted one of them.</p> <p>Motion to adjourn: Motion approved Meeting concluded at 4:09p.m.</p>
NEXT MEETING DATE: October 12, 2023		