

<b>AP&amp;P Agenda</b>		<b>Thursday, March 27, 2025 3:00 pm – 5:30 pm T600-J</b>
<b>Type of Meeting:</b> <i>Regular</i> <b>Note Taker:</b> <b>Please Review/Bring:</b> The past minutes for accuracy.		
<i>Committee Members:</i>		
<i>Dr. Jonathan Compton, Co-chair          Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs          Dr. Jessica Eaton, Articulation Officer          Tim Atkerson, AKIN Representative          Travis Lee, IAAT Representative          Alfred Brubaker, IAAT Representative          Darren Watters, HSS Representative          Vacant, HSS Representative          James Dorn, MSE Representative          Dr. Zia Nisani, MSE Representative          Heidi Williams, LACA Representative          Vacant, LACA Representative</i>		<i>Gabby Poorman, SBS Representative          Yadira Arellano, SBS Representative          Cynthia Littlefield, AHUM Representative          Jillian Bentley, AHUM Representative          Stephanie Orellana, Library Rep, Librarian          Tamira Palmetto, Student Services, Counseling          Tanya McGinnis, Student Services, Counseling          Amaka Donn, Adjunct Representative          Greg Bormann, Administrative Position          Kathryn Mitchell, Administrative Position          Dr. Windy Franklin-Martinez, Administrative Position          John Cariaga, Student Representative</i> <i>*Absent</i>
Items	Person	Action
I. Call to Order	<i>Dr. Jonathan Compton</i>	
II. Attendance – Roll Call	<i>Dr. Jonathan Compton</i>	
III. Opening Comments from the Public (3 minutes maximum)		
IV. Approval of the Agenda	<i>All</i>	
V. Approval of the Minutes – 3/13/2025	<i>All</i>	
VI. Informational Items – Mandatory Revision List – CCN Phase II and III – Division Communication – ADT Updates – AP 4100 revisions/catalog	<i>Dr. Jonathan Compton/Dr. Jessica Eaton</i>	





## Academic Policies & Procedures

<ul style="list-style-type: none"> <li>– Online Catalog review (comments due by Monday, April 7<sup>th</sup>)</li> <li>– AP 4060 and AP/BP 4025</li> </ul>		
VII. Training <ul style="list-style-type: none"> <li>– Substantial vs Non-Substantial Revisions</li> </ul>	<i>Dr. Jonathan Compton</i>	
VIII. Action  <b>Course Deactivations</b> ENGL 111 Creative Writing: Fiction ENGL 112 Creative Writing: Poetry	<i>Dr. Jonathan Compton</i>	
IX. Discussion <ul style="list-style-type: none"> <li>– AP/BP review</li> <li>– Finalize AP 4021</li> </ul>	<i>Dr. Jonathan Compton</i>	
X. Reports <ul style="list-style-type: none"> <li>–</li> </ul>		
XI. Catalog		
XII. Date of Next Meeting <ul style="list-style-type: none"> <li>– 4/10/25, 4/24/25, 5/8/25, 5/22/25</li> </ul>		
XIII. Adjournment	<i>Dr. Jonathan Compton</i>	
<b>NEXT MEETING DATE: April 10, 2025</b>		



AP&P Minutes		Thursday, March 13, 2025 3:00 pm – 5:30 pm T600-J
<b>Type of Meeting:</b> <i>Regular</i> <b>Note Taker:</b> Robyn Serrano <b>Please Review/Bring:</b> The past minutes for accuracy.		
Committee Members:		
Dr. Jonathan Compton, Co-chair Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs* Dr. Jessica Eaton, Articulation Officer Tim Atkerson, AKIN Representative Travis Lee, IAAT Representative* Alfred Brubaker, IAAT Representative Darren Watters, HSS Representative Vacant, HSS Representative James Dorn, MSE Representative Dr. Zia Nisani, MSE Representative Heidi Williams, LACA Representative Vacant, LACA Representative  Guests: Lisa O’Leary, Kelly Brogan, Esperanza Perez		Gabby Poorman, SBS Representative Yadira Arellano, SBS Representative Cynthia Littlefield, AHUM Representative Jillian Bentley, AHUM Representative Stephanie Orellana, Library Rep, Librarian Tamira Palmetto, Student Services, Counseling Tanya McGinnis, Student Services, Counseling Amaka Donn, Adjunct Representative Greg Bormann, Administrative Position* Kathryn Mitchell, Administrative Position Dr. Windy Franklin-Martinez, Administrative Position John Cariaga, Student Representative*  *Absent
Items	Person	Action
I. Call to Order	Dr. Jonathan Compton	The meeting was called to order at 3:07pm.
II. Attendance – Roll Call	Dr. Jonathan Compton	
III. Opening Comments from the Public (3 minutes maximum)		
IV. Approval of the Agenda	All	<b>Action Taken</b> Motion to approve: Agenda Motion Second Motion approved  Motion to amend: Agenda Comment: Adding PSY 900, WELD 900 and WELD 901 as action items Motion Second Motion approved





## Academic Policies & Procedures

V. Approval of the Minutes – 2/27/2025	All	<b>Action Taken</b> Motion to approve: Minutes for 2/27/2025 Motion Second Abstentions: Jonathan Compton, Darren Watters Motion approved
VI. Informational Items – Revision List – Updated TMCs – Mathematics – Physics	Dr. Jonathan Compton	<b>Revision List:</b> This should be coming in the next week or so. <b>Updated TMCs:</b> These are now 2.0, so faculty will need to create new program workflows.
VII. Training –		
VIII. Action – Cyclical Review – Credit by Examination list – AP – CLEP – IB  <b>New Course Developments</b> ENGL 114 Creative Writing  <b>Course Deactivations</b> ENGL 111 Creative Writing: Fiction ENGL 112 Creative Writing: Poetry  <b>Program Revisions</b> Airframe Manufacturing Technology BS Anthropology AA-T Elementary Teacher Education AA-T Bachelor of Science Degree Respiratory Care	Dr. Jonathan Compton	<b>Action Taken</b>  Motion to approve: Credit by Examination, AP, CLEP, IB lists Motion Second Motion approved  <b>New Course Developments</b> Motion to approve: ENGL 114 Creative Writing Motion Second Comments: This course combined ENGL 111 and ENGL 112 to meet C-ID Motion approved  Motion to approve: PSY 900 Case Management Essentials Motion Second Comments: The proposal start date is being changed from Fall 2025 to Summer 2025 Motion approved  Motion to approve: WELD 900 Welding Certification Preparation Motion Second



		<p>Comments: The hours were changed from 10 hours weekly to 10 hours total and a corequisite of WELD 901 was added Motion approved</p> <p>Motion to approve: WELD 901      Welding Certification Exam Motion Second Comments: The hours were changed from 10 hours weekly to 10 hours total and a corequisite of WELD 900 was added Motion approved</p> <p><b>Course Deactivations</b> Motion to approve: ENGL 111      Creative Writing: Fiction ENGL 112      Creative Writing: Poetry Motion Second Motion <b>tabled</b></p> <p><b>Program Revisions</b> Motion to approve: Airframe Manufacturing Technology BS Motion Second Comments: Changed GE from Cal-GETC to a 27 unit lower division GE pattern Motion approved</p> <p>Motion to approve: Anthropology AA-T Motion Second Comments: TMC was updated by Chancellor's Office, so changes were made to align with it Motion approved</p> <p>Motion to approve: Elementary Teacher Education AA-T Motion Second Comments: TMC was updated by Chancellor's Office, so changes were made to align with it and GEs were updated to Cal-GETC Motion approved</p>
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## Academic Policies & Procedures

		<p>Motion to approve: Bachelor of Science Degree Respiratory Care Motion Second Comments: Changed GE from Cal-GETC to a 27 unit lower division GE pattern, table in cover info needs to be updated Motion approved</p>
<p>IX. Discussion – AP/BP review</p>	<p><i>Dr. Jonathan Compton</i></p>	<p><b>AP/BP review:</b> One of our goals for the committee is to update APs/BPs related to curriculum. With all of the legislation updates, the committee needs to review them and if necessary, recommend changes. AP 4021 is one that needs to be updated. If you are replacing a program, then you shouldn't have to go through this process. Jonathan would like to add a section addressing "replacement" programs. Zia mentioned that there should be language added "as long as no faculty are displaced due to these changes". AP 4100 is another policy that needs to be updated. Someone asked if we could create MOUs until the APs are updated? Jonathan will send out the revised APs/BPs to the committee to review and comment with recommendations.</p>
<p>X. Reports –</p>		
<p>XI. Catalog</p>	<p><i>Robyn Serrano</i></p>	<p>Now that the workflows have been finalized, I am starting to import the courses and programs into the online catalog. I am hoping to send out the link along with a comments spreadsheet next week so everyone can start reviewing it and leaving comments for anything that needs to be updated. After next week, I will be gone for 2 weeks so everyone will have roughly 3 weeks to go through the catalog and give feedback/corrections. The cutoff date will be Monday, April 7<sup>th</sup> at 7:30 am. Feel free to share the links, the more eyes the better.</p>
<p>XII. Date of Next Meeting – 3/27/25, 4/10/25, 4/24/25, 5/8/25, 5/22/25</p>		
<p>XIII. Adjournment</p>	<p><i>Dr. Jonathan Compton</i></p>	<p>Motion to adjourn: Motion Approved The meeting concluded at 4:00pm</p>





NEXT MEETING DATE: March 27, 2025		
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Course Revision List

Division	Course Subject	Course Number	Course Title	Notes	Last Term Offered
AHUM	ART	101	History of Art, Prehistoric to Gothic	CCN-Phase II	202570
AHUM	ART	104	History of Modern and Contemporary Art in the 20th Century		202570
AHUM	ART	110	Drawing		202570
AHUM	ART	136	Intermediate Wheel-Thrown Ceramics		202570
AHUM	ART	140	Watercolor		202570
AHUM	ART	163	Painting II		202570
AHUM	ART	216	Figure Drawing		202570
AHUM	ART	101H	History of Art, Prehistoric to Gothic Honors	CCN-Phase II	202570
AHUM	FTV	101	Introduction to Film	complete DE form also	202570
AHUM	FTV	103	Introduction to Television		202570
AHUM	FTV	107	History of Film, Pre 1950		202570
AHUM	FTV	108	History of Film, 1950-Present		202530
AHUM	FTV	134	Introduction to Screenwriting		202570
AHUM	FTV	203	African-American Cinema		202530
AHUM	FTV	242	Writing and Pre-Production of the Short Film		202170
AHUM	FTV	251	Contemporary American Independent Film		
AHUM	FTV	261	Religion and Cinema		
AHUM	MUS	101	Music Appreciation	complete DE form also	202570
AHUM	MUS	105	World Music	complete DE form also	202570
AHUM	MUSC	100	Introduction to Music Technology		202570
AHUM	MUSC	109	History of Motown Music		202570
AHUM	MUSC	113	Songwriting		202530
AHUM	MUSC	134	Music Production I		202570
AHUM	MUSC	136	Media Scoring		
AHUM	MUSC	173	Jazz Ensemble B (Beginning)		202570
AHUM	MUSC	199	Work Experience Education		202530
AHUM	MUSC	233	Music Production II		202570
AHUM	MUSC	273	Jazz Ensemble A (Advanced)		202570
AHUM	MUSC	970	Marching Ensemble (non-credit)		202470
AHUM	MUSC	124A	Improvisation		202570
AHUM	MUSC	143A	Live Sound		202570
AHUM	MUSC	150C	Music Notation & Composition: Sibelius Fundamentals		
AHUM	MUSC	170A	Marching Marauders		202570
AHUM	MUSC	220A	Popular Music Ensemble (Test Flight)		202570
AHUM	THA	104	Introduction to Stage Costume		202370
AHUM	THA	106	Introduction to Theatre Design		202570
AHUM	THA	240	LGBTQ+ Theatre		
HSS	EMT	121	Introduction to EMS		
HSS	EMT	122	Pharmacology in EMS		
HSS	EMT	123	Trauma Emergencies		
HSS	EMT	124	Trauma Certification		
HSS	EMT	125	Cardiorespiratory Emergencies		
HSS	EMT	126	Neuroendocrine Emergencies		
HSS	EMT	127	Medical Emergencies		
HSS	EMT	128	OB/GYN and Peds Emergency		
HSS	EMT	129	Special Populations, EMS Ops		
HSS	EMT	900	Basic Life Support (BLS)		



HSS	EMT	130A	Paramedic Clinical Education		
HSS	EMT	130B	Paramedic Field Internship		
HSS	FTEC	111	Fire Protection Organization		202570
HSS	FTEC	112	Fire Prevention Technology		202570
HSS	FTEC	113	Fire Protection Equipment and Systems		202570
HSS	FTEC	117	Preparing to be a Firefighter		202530
HSS	FTEC	199	Work Experience Education		202470
HSS	FTEC	212	Building Construction for the Fire Service		202530
HSS	FTEC	215	Rescue Practices		202430
HSS	FTEC	295A	Firefighter 1 Academy Module A		202570
HSS	FTEC	295AL	Firefighter 1 Academy Module A Lab		202570
HSS	FTEC	295B	Firefighter 1 Academy Module B		202530
HSS	FTEC	295BL	Firefighter 1 Academy Module B Lab		202530
HSS	FTW	221	Wildland Firefighter Safety and Survival		202530
HSS	LACT	900	Lactation Specialist Part 1	need to create a certificate	
HSS	LACT	901	Lactation Specialist Part 2	need to create a certificate	
HSS	LACT	902	Lactation Specialist Part 3	need to create a certificate	
HSS	LACT	903	Lactation Specialist Part 4	need to create a certificate	
HSS	NF	103	Principles of Food Preparation		
HSS	NS	101A	Fundamentals of Nursing Science	update prereq to include honors & CCN	202570
HSS	NS	102A	Maternal and Newborn Nursing		202570
HSS	NS	103A	Medical Surgical Nursing I		202570
HSS	NS	201A	Psychiatric Mental Health Nursing		202570
HSS	NS	202A	Medical Surgical Nursing II		202570
HSS	NS	203A	Pediatric Nursing		202570
HSS	NS	204A	Medical Surgical Nursing III		202570
HSS	NS	205A	Transition to Professional Nursing		202550
HSS	NS	911L	Skills Lab 911L		202570
HSS	NS	912L	Skills Lab 912L		202570
HSS	NS	913L	Skills Lab 913L		202570
HSS	NS	921L	Skills Lab 921L		202570
HSS	NS	922L	Skills Lab 922L		202570
HSS	NS	923L	Skills Lab 923L		202570
HSS	NS	924L	Skills Lab 924L		202570
HSS	NS	950L	Skills Lab 950L		202550
HSS	RCP	303	Advanced Respiratory Case Management		202530
HSS	RCP	304	Principles of Health Education		202530
HSS	RCP	306	Respiratory Care Leadership and Management I		
HSS	RCP	401	Respiratory Care Leadership and Management II		
HSS	RCP	402	Advanced Neonatal and Pediatric Respiratory Care		
HSS	VN	122	Vocational Nursing in the Child-Bearing Family and Pediatric Patient		202510
HSS	VN	123	Nursing Leadership and Medical-Surgical Nursing		202550
IAAT	ABDY	112	Basic Auto Body Repair		202570
IAAT	ABDY	113	Basic Auto Body Repair		202570
IAAT	ABDY	115	Basic Auto Body Repair		202570
IAAT	ABDY	122	Basic Automotive Refinishing		202570
IAAT	ABDY	123	Automotive Refinishing		202570
IAAT	ABDY	125	Basic Automotive Refinishing		202530
IAAT	ABDY	212	Advanced Auto Collision Repair I		202570
IAAT	ABDY	213	Advanced Auto Collision Repair II		202570
IAAT	ABDY	215	Advanced Auto Collision Repair		202570



IAAT	ABDY	222	Advanced Automotive Refinishing I		202570
IAAT	ABDY	223	Advanced Automotive Refinishing II		202570
IAAT	ABDY	225	Advanced Automotive Refinishing		202530
IAAT	ACRV	112	Basic Refrigeration Systems		202530
IAAT	ACRV	113	Basic Refrigeration Controls		202530
IAAT	ACRV	122	Residential Air Conditioning Systems		202570
IAAT	ACRV	123	Residential Air Conditioning Controls		202330
IAAT	ACRV	212	Commercial Refrigeration Systems		202530
IAAT	ACRV	213	Commercial Refrigeration Controls		202430
IAAT	ACRV	222	Commercial Air Conditioning Controls		202570
IAAT	ACRV	223	Commercial Air Conditioning Systems		202530
IAAT	AERO	120	Aircraft General I		202550
IAAT	AERO	121	Aircraft General II		202550
IAAT	AERO	199	Work Experience Education		201170
IAAT	AERO	230	Aircraft Airframe I		202570
IAAT	AERO	231	Aircraft Airframe II		202530
IAAT	AERO	240	Aircraft Powerplant I		202570
IAAT	AERO	241	Aircraft Powerplant II		202530
IAAT	AFAB	110	Introduction to Aircraft Structures, Blueprints, and Manufacturing Documentation		202570
IAAT	AFAB	115	Aircraft Structures		202570
IAAT	AFAB	120	Composites Fabrication and Repair		202570
IAAT	AFAB	130	Aerospace Ethics and Issues		202570
IAAT	AFAB	140	Pneudraulics		
IAAT	AFAB	150	Surface Preparation and Material Applications		
IAAT	AFAB	210	Aircraft Production Systems		202570
IAAT	AFAB	215	Advanced Aircraft Sheetmetal & Composite Structures		202570
IAAT	AFAB	220	Advanced Composite Fabrication, Assembly, and Repair		202570
IAAT	AFMT	310	Safety in Aviation		202530
IAAT	AFMT	320	Lean Management (Six Sigma/5S)		202530
IAAT	AFMT	330	Airframe Manufacturing Producibility		202530
IAAT	AFMT	340	Theory of Low Observables	will need to update prereq- Phase II CCN (CHEM)	202550
IAAT	AFMT	341	Manufacturing Testing and Inspection		202570
IAAT	AFMT	345	Airframe Composite Manufacturing I		202570
IAAT	AFMT	350	Airframe Manufacturing Capstone I		202570
IAAT	AFMT	442	Foreign Object Elimination (FOE) and Migration Paths		202530
IAAT	AFMT	446	Airframe Composite Manufacturing II		202530
IAAT	AFMT	451	Airframe Manufacturing Capstone II		202530
IAAT	ALM	110	Leadership and Administration		202570
IAAT	ALM	115	Manufacturing Processes and Controls		202530
IAAT	ALM	120	Lean Manufacturing		202430
IAAT	ALM	130	Total Quality Management		202570
IAAT	AM	100	Geometric Dimensioning and Tolerancing (GD&T)		202270
IAAT	AM	105	Introduction to 2D CAD		202550
IAAT	AM	145	Introduction to CAM I		
IAAT	AM	245	Introduction to CAM II		
IAAT	AM	135A	3D Solid Modeling I using CATIA/3DExperience		202570
IAAT	AM	135B	3D Solid Modeling I using Solidworks		202570
IAAT	AM	235A	3D Solid Modeling II using CATIA/3DExperience		202570



IAAT	AM	235B	3D Solid Modeling II using Solidworks		202570
IAAT	ANDI	110	Non Destructive Inspection: Visual Inspection, Liquid Penetrant, and Magnetic Particle		202430
IAAT	ANDI	115	Non Destructive Inspection: Eddy Current		202570
IAAT	ANDI	120	Non Destructive Inspection: Ultrasound Inspection		202530
IAAT	ELEC	110	Fundamentals of Electricity		202570
IAAT	ELEC	115	Electrical Codes and Ordinances		202570
IAAT	ELEC	120	Residential Wiring		202570
IAAT	ELEC	130	Alternating Current Theory		202550
IAAT	ELTE	145	Acceptability of Electronic Assemble		202570
IAAT	ELTE	199	Work Experience Education		202250
IAAT	ELTE	235	Electronic Communications I		202570
IAAT	ELTE	252	Introduction to Avionics		202550
IAAT	ELTE	254	Radio Telephone License		200450
IAAT	MSAM	110	Fundamentals of Dimensional Metrology		202530
IAAT	MSAM	115	Metrology Systems and Application		202570
IAAT	WELD	101	Welding Fundamentals		202570
IAAT	WELD	110	Oxyacetylene Welding, Cutting and Brazing		202570
IAAT	WELD	120	Basic Shielded Metal Arc Welding		202570
IAAT	WELD	130	Advanced Shielded Metal Arc Welding		202570
IAAT	WELD	212	Performance Welding-Arc Welding Processes		202570
IAAT	WELD	230	Welding Symbols and Print Reading		202570
IAAT	WELD	240	Welding Layout		202570
IAAT	WELD	260	Certification Welding-L.A. City Building Code		202570
KA	HE	101	Health Education	conditional approval for C-ID, complete DE form also	202570
KA	KINF	108	Intermediate Weight Lifting		202570
KA	KINF	140	Beginning Golf		
KA	KINF	150	Beginning Soccer		202550
KA	KINF	280	Advanced Volleyball		202570
KA	KINT	100	Introduction to Kinesiology	complete DE form also	202570
LACA	COMM	105	Introduction to Mass Communication	complete DE form also, update advisory to include honors & CCN	202570
LACA	COMM	107	Introduction to Interpersonal Communication	CCN-Phase II, update advisory to include honors & CCN	202570
LACA	COMM	109	Small Group Communication	update advisory to include honors & CCN	202530
LACA	COMM	112	Oral Interpretation	update advisory to include honors & CCN	202570
LACA	COMM	114	Art of Storytelling		202530
LACA	COMM	116	Forensics	update prereq-CCN	201130
LACA	COMM	217	Gender and Communication	update prereq to include honors & CCN	202570
LACA	DFST	106	Introduction to Deaf Education		202530
LACA	DFST	110	Power, Privilege, and Oppression		202570
LACA	DFST	201	American Sign Language III		202570
LACA	DFST	202	American Sign Language IV		202570
LACA	DFST	204	Structure of American Sign Language		202530
LACA	DFST	205	Numbers Fingerspelling and Classifiers		202530
LACA	DFST	206	Creative Signing		202570



LACA	ENGL	102	Critical Thinking and Literature	CCN-Phase II, complete DE form also, update prereq to include honors & CCN	202570
LACA	ENGL	221	American Literature 1400-1865	update prereq to include honors & CCN	202570
LACA	ENGL	222	American Literature 1865-Present	update prereq to include honors & CCN	202530
LACA	ENGL	225	English Literature, 800-1750	update prereq to include honors & CCN	202570
LACA	ENGL	227	English Literature, 1750-Present	update prereq to include honors & CCN	202530
LACA	ENGL	230	World Literature 1	update prereq to include honors & CCN	202570
LACA	ENGL	231	World Literature 2	update prereq to include honors & CCN	202530
LACA	ENGL	235	Shakespeare and Culture	update prereq to include honors & CCN	202430
LACA	ENGL	242	Narrative and Culture	update prereq to include honors & CCN	202330
LACA	ENGL	253	African American Literature	update prereq to include honors & CCN	202530
LACA	ENGL	256	Latinx Literature	update prereq to include honors & CCN	202270
LACA	ENGL	259	Gender, Image, and Rhetoric	update prereq to include honors & CCN	202230
LACA	ENGL	265	Film: Text and Context	update prereq to include honors & CCN	202570
LACA	ENGL	279	Science Fiction and Dystopian Literature	update prereq to include honors & CCN	202270
LACA	ENGL	102H	Critical Thinking and Literature Honors	CCN-Phase II	202530
LACA	ESL	053	ESL Grammar 5		202430
LACA	ESL	058	ESL Reading and Writing 5		202550
LACA	ESL	050P	ESL Vocabulary and Pronunciation 5		202470
LACA	FREN	201	Intermediate French 1		201470
LACA	FREN	202	Intermediate French 2		
LACA	FREN	203	Advanced French		
LACA	GER	201	Intermediate German 1	complete DE form also	201870
LACA	GER	202	Intermediate German 2	complete DE form also	201770
LACA	INT	199	Work Experience Education		201830
LACA	JOUR	121	Beginning Journalism	update prereq to include honors & CCN	202570
LACA	JOUR	199	Work Experience Education		200970
LACA	SPAN	203	Introduction to Hispanic Literature		202530
LACA	SPAN	110SS	Spanish for Heritage Speakers I	complete DE form also	202570
LACA	SPAN	220SS	Composition and Conversation		202170
LIB	LIB	107	Information Literacy	complete DE form also	202570
LIB	LIB	110	Introduction to Internet Research	complete DE form also	202570
MSE	ASTR	101	Astronomy	CCN-Phase II	202570
MSE	ASTR	101H	Astronomy Honors	CCN-Phase II	202530
MSE	ASTR	101L	Astronomy Laboratory	CCN-Phase II	202570
MSE	BIOL	101	General Biology	CCN-Phase II	202570
MSE	BIOL	201	General Human Anatomy	CCN-Phase II	202570



MSE	BIOL	202	General Human Physiology	CCN-Phase II, complete DE form also	202570
MSE	BIOL	204	General Microbiology		202570
MSE	BIOL	101L	General Biology Lab	CCN-Phase II	202570
MSE	CHEM	101	Introductory Chemistry	CCN-Phase II	202570
MSE	CHEM	110	General Chemistry	CCN-Phase II	202570
MSE	CHEM	120	General Chemistry	CCN-Phase II	202570
MSE	CHEM	110H	General Chemistry Honors	CCN-Phase II, conditional approval for C-ID	202570
MSE	GEOG	102	Physical Geography: Earth's Weather & Climate	complete DE form also, update advisory to include honors & CCN	202570
MSE	GEOG	106	California Geography	update advisory to include honors & CCN	202450
MSE	GEOG	299	Special Topics-Field Geography		200530
MSE	GEOG	102L	Physical Geography Lab: Earth's Weather & Climate		202370
MSE	GEOL	102	Historical Geology		202530
MSE	GEOL	102L	Historical Geology Laboratory		202530
MSE	MATH	035	Support Course for Math 135		202530
MSE	MATH	116	Introduction to Statistics Using R		202570
MSE	MATH	160	Calculus and Analytic Geometry	CCN-Phase II	202570
MSE	PHYS	110	General Physics	update prereq to include honors	202570
MSE	PHYS	120	General Physics	update prereq to include honors	202570
MSE	PHYS	211	General Physics		202570
SBS	ACCT	111	Bookkeeping		202570
SBS	ACCT	113	Bookkeeping II		202530
SBS	ACCT	115	Payroll Bookkeeping		202530
SBS	ACCT	121	Computerized Accounting		202570
SBS	ACCT	131	Introduction to Income Tax		202570
SBS	ACCT	199	Work Experience Education		201630
SBS	ACCT	201	Financial Accounting	update advisory-Phase I CCN (ENGL & MATH) & add honors	202570
SBS	ACCT	205	Managerial Accounting		202570
SBS	AJ	101	Introduction to Administration of Justice		202570
SBS	AJ	102	Criminal Law		202570
SBS	AJ	103	Criminal Evidence		202570
SBS	AJ	104	Introduction to Corrections		202570
SBS	AJ	109	Crime Analysis		202570
SBS	AJ	110	Terrorism Investigation		202570
SBS	AJ	199	Work Experience Education		202570
SBS	AJ	203	Narcotics Control		202570
SBS	AJ	204	Juvenile Procedures		202570
SBS	AJ	205	Criminal Investigation		202570
SBS	AJ	206	Criminology		202570
SBS	AJ	207	Probation and Parole		202570
SBS	AJ	208	Introduction to Forensic Science		202570
SBS	ANTH	101	Introduction to Biological Anthropology	CCN-Phase II	202570
SBS	ANTH	101H	Biological Anthropology Honors	CCN-Phase II	202570
SBS	ANTH	101L	Biological Anthropology Lab	CCN-Phase II	202570
SBS	BIP	100	Introduction to Business Information Professional		202570



SBS	BIP	105	Computer Literacy		202570
SBS	BIP	106	MS Outlook		202570
SBS	BIP	110	Keyboarding I		202570
SBS	BIP	111	MS Word I		202570
SBS	BIP	112	MS Excel I		202570
SBS	BIP	113	MS Access I		202570
SBS	BIP	114	MS PowerPoint I		202570
SBS	BIP	115	Practical Math for Business and Consumers		202570
SBS	BIP	120	Keyboarding II		202570
SBS	BIP	121	MS Word II		202570
SBS	BIP	122	MS Excel II		202570
SBS	BIP	123	MS Access II		202570
SBS	BIP	124	MS PowerPoint II		202570
SBS	BIP	125	Adobe Acrobat		202570
SBS	BIP	126	Workplace Communication		202570
SBS	BIP	127	Introduction to Accounting		202570
SBS	BIP	130	Keyboarding III		202570
SBS	BIP	131	MS Word III		202570
SBS	BIP	132	MS Excel III		202570
SBS	BIP	133	MS Access III		202570
SBS	BIP	150	Business Information Professional		202570
SBS	BIP	151	Basic Principles of Coding for the Medical Office		202530
SBS	BIP	152	Beginning Medical Insurance		202530
SBS	BIP	199	Work Experience Education		
SBS	BIP	205	Medical Office Procedures		202530
SBS	BUS	101	Introduction to Business		202570
SBS	BUS	105	Business Mathematics		202570
SBS	BUS	111	Business English		202570
SBS	BUS	113	Business Communications	update advisory-Phase I CCN (ENGL) & add C1000H	202570
SBS	BUS	121	Fundamentals of Investment and Personal Finance		202570
SBS	BUS	199	Work Experience Education		201930
SBS	BUS	201	Business Law		202570
SBS	BUS	212	Women and Minorities in Business		202570
SBS	BUS	990	How to Start Your Business		202570
SBS	BUS	991	How to Maintain Your Business		202570
SBS	BUS	999	Map for Workplace Success		202550
SBS	BUS	201H	Business Law Honors		202530
SBS	CA	103	Introduction to Computers and Digital Technology		202570
SBS	CA	107	Microcomputer Hardware and Software Support		202570
SBS	CA	111	Word Processing-Microsoft Word		202570
SBS	CA	121	Microcomputer Spreadsheets		202570
SBS	CA	131	Relational Database Management and Design		202570
SBS	CA	132	Oracle SQL Database Management		201530
SBS	CA	151	Microcomputer Operating System		202570
SBS	CA	153	Windows Installation and System Support		202550
SBS	CA	157	Introduction to Linux		202570
SBS	CA	159	SUSE Linux Server Administration		202570
SBS	CA	165	Digital Forensics Fundamentals		202530
SBS	CA	166	Cloud Security Fundamentals		202570
SBS	CA	170	Virtualization and Cloud Essentials		202570
SBS	CA	171	Introduction to Networking		202570
SBS	CA	175	Administering Windows Server		202530



SBS	CA	176	Windows Server Networking		202570
SBS	CA	179	Cybersecurity Operations - CCNA-Cyberops		202570
SBS	CA	182	Network Security		202570
SBS	CA	183	Security Countermeasures		202570
SBS	CA	185	Network Security - Firewalls and VPNs		202570
SBS	CA	199	Work Experience Education		200970
SBS	CA	221	Computer Concepts & Applications in Business		202570
SBS	CA	998	Computers, Application Software, and Technology for Beginners		202570
SBS	CFE	101	Principles and Practices of Teaching Young Children		202570
SBS	CFE	102	The Developing Child-Child Growth and Development	CCN-Phase II, update advisory to include honors & CCN	202570
SBS	CFE	103	The Child in Family and Community Relationship		202570
SBS	CFE	104	Literature for Children	update advisory to include honors & CCN	202570
SBS	CFE	105	Introduction to Curriculum-Discovery Based Education for Children	conditional approval for C-ID, update advisory to include honors & CCN	202570
SBS	CFE	106	Creative Experiences for Children	update advisory to include honors & CCN	202570
SBS	CFE	107	Literacy for Young Children	update advisory to include honors & CCN	201630
SBS	CFE	109	Supervision and Administration of Childhood Programs I	update advisory to include honors & CCN	202570
SBS	CFE	110	Supervision and Administration of Childhood Programs II	update advisory to include honors & CCN	202530
SBS	CFE	111	Supervising Adults Child Care Settings		202030
SBS	CFE	113	Inclusive Early Childhood Education- Introduction to Children with Special Needs		202130
SBS	CFE	114	Music and Movement Education for the Young Child	update advisory to include honors & CCN	201730
SBS	CFE	115	Guiding Children's Behavior	update advisory to include honors & CCN	202570
SBS	CFE	116	Diversity in Early Childhood Education	need to add honors to advisory & update CCN	202570
SBS	CFE	120	Infant/Toddler Development	update advisory to include honors & CCN	202570
SBS	CFE	122	Infant Toddler Strategies	update advisory to include honors & CCN	202530
SBS	CFE	150	Parenting: Infancy	update advisory to include honors & CCN	202170
SBS	CFE	151	Parenting: The Preschool Child	update advisory to include honors & CCN	202170
SBS	CFE	152	Parenting: The Elementary and Preadolescent Child	update advisory to include honors & CCN	202170
SBS	CFE	155	Single Parenting	update advisory to include honors & CCN	202130
SBS	CFE	156	Stepparenting and Blended Families	update advisory to include honors & CCN	202130
SBS	CFE	157	Parenting the Exceptional Child	update advisory to include honors & CCN	202130
SBS	CFE	199	Work Experience Education		200970



SBS	CFE	211	Health, Safety, and Nutrition for the Young Child	update advisory to include honors & CCN	202570
SBS	CFE	212	School Age Programs		202130
SBS	CFE	213	Curriculum Strategies for School Age Programs		202530
SBS	ECON	101	Principles of Macroeconomics	CCN-Phase II	202570
SBS	ECON	102	Principles of Microeconomics	CCN-Phase II	202570
SBS	ECON	110	Economics of the Underclass	update advisory to include honors & CCN	202530
SBS	ECON	101H	Principles of Macroeconomics Honors	CCN-Phase II	
SBS	ECON	102H	Principles of Microeconomics Honors	CCN-Phase II	
SBS	HIST	104	Introduction to World Civilizations, from Human Beginnings Until 1500	complete DE form also, update last sentence in cat desc regarding IGETC	202570
SBS	HIST	105	Introduction to World Civilization, 1500 - Present	update last sentence in cat desc regarding IGETC	202570
SBS	HIST	107	U.S. History, 1607-1877	CCN-Phase II	202570
SBS	HIST	108	U.S. History from 1865	CCN-Phase II	202570
SBS	HIST	113	Women in American History		202570
SBS	HIST	115	Cultural History of Mexico		202570
SBS	HIST	116	Contemporary U.S. History: From Vietnam to Iraq		202570
SBS	HIST	118	American West History, 1806-Present		202530
SBS	HIST	119	History of Latin America and the Caribbean		202570
SBS	HIST	107H	U.S. History, 1607-1877 Honors	CCN-Phase II	202530
SBS	HIST	108H	U.S. History from 1865 Honors	CCN-Phase II	202570
SBS	MGT	101	Management Principles		202570
SBS	MGT	115	Human Behavior in Organization		202570
SBS	MGT	121	Human Resources Management		202570
SBS	MGT	199	Work Experience Education		
SBS	MGT	201	Small Business Management		202530
SBS	MGT	202	Supervisory Management		202530
SBS	MKTG	101	Principles of Marketing		202570
SBS	MKTG	112	Introduction to Advertising		202570
SBS	MKTG	130	Digital Marketing		202570
SBS	MKTG	132	Social Media Marketing		202570
SBS	MKTG	199	Work Experience Education		201430
SBS	PHIL	130	History of Ancient and Medieval Philosophy	effective Fall 2025, conditional approval for C-ID	
SBS	PHIL	140	History of Modern Philosophy	effective Fall 2025, conditional approval for C-ID	
SBS	POLS	103	Comparative Government	update prereq to include honors & CCN	202570
SBS	POLS	200	Introduction to Political Theory	update prereq to include honors & CCN	202570
SBS	POLS	202	Ethnic Politics in America	update prereq to include honors & CCN	202470
SBS	PSY	102	Introduction to Alcohol and Other Drug Studies	update advisory to include honors & CCN	202570
SBS	PSY	103	The Physiology and Pharmacology of Psychoactive Drugs		202570
SBS	PSY	104	Prevention, Intervention, and Education		202570
SBS	PSY	105	Group Leadership and Process		202530



SBS	PSY	106	Case Management, Law and Ethics		202570
SBS	PSY	107	Chemical Dependency Family Counseling		202570
SBS	PSY	108	Introduction to Psychological and Social Services		202570
SBS	PSY	109	Directed Field Experience I		202530
SBS	PSY	110	Directed Field Experience II		202550
SBS	PSY	235	Child Psychology	update prereq to include honors & CCN	202570
SBS	RE	101	Real Estate Principles		202570
SBS	RE	105	Real Estate Practices		202570
SBS	RE	111	Real Estate Finance		202530
SBS	RE	121	Legal Aspects of Real Estate		202530
SBS	RE	131	Real Estate Appraisal		202570
SBS	RE	141	Escrow Principles		202550
SBS	RE	161	Property Management		202570
SBS	RE	180	Real Estate Capstone		202510
SBS	RE	199	Work Experience Education		200930
SBS	SOC	101	Introduction to Sociology	CCN-Phase II	202570
SBS	SOC	111	Issues and Concepts in Aging		202170
SBS	SOC	200	Research Methods for the Social Sciences	update prereq to include honors & CCN	202570
SBS	SOC	101H	Introduction to Sociology Honors	CCN-Phase II	



Program Revision List

Division	Discipline	Program Title	Notes
AHUM	MUSC	Commercial Music: Level I Certificate	
AHUM	MUSC	Commercial Music: Level II Certificate	
HSS	FTEC	Firefighter I Academy Cert	
HSS	FTW	Wildland Fire Technology Cert	
HSS	NS	Nursing Skills Lab Certificate (Noncredit)	
IAAT	ABDY	Automotive Collision Repair and Refinishing Specialist Cert	
IAAT	ABDY	Automotive Collision Repair Specialist Cert	
IAAT	ABDY	Automotive Refinishing Specialist Cert	
IAAT	ACRV	Air Conditioning & Refrigeration Specialist AS	
IAAT	ACRV	Air Conditioning & Refrigeration Specialist Cert	
IAAT	ACRV	Air Conditioning Specialist AS	
IAAT	ACRV	Air Conditioning Specialist Cert	
IAAT	ACRV	Refrigeration Specialist AS	
IAAT	ACRV	Refrigeration Specialist Cert	
IAAT	AERO	Aircraft Airframe Cert	
IAAT	AERO	Aircraft Powerplant Cert	
IAAT	AERO	General Aircraft Maintenance Cert	
IAAT	AFAB	Advanced Aircraft Structures Cert	
IAAT	AFAB	Aircraft Fabrication & Assembly Technician Cert	
IAAT	AFAB	Blueprints & Structures Cert	
IAAT	ALM	Aerospace Leadership and Management	
IAAT	AM	Computer Aided Drafting and Manufacturing	
IAAT	AM	Computer Aided Drafting in CATIA/3DExperience	
IAAT	AM	Computer Aided Drafting in Solidworks	
IAAT	AM	Computer Aided Manufacturing	
IAAT	ANDI	Aeronautical Non-Destructive Inspection	
IAAT	ELTE	Avionics Technology Certificate	
IAAT	ELTE	Electronics Technology Cert	
IAAT	MSAM	Metrology Sciences for Aerospace Manufacturing	
IAAT	WELD	Welding Cert	
LACA	ENGL	English AA-T	
LACA	ESL	Advanced ESL Certificate (Noncredit)	
LACA	LAC	AVC Tutor Certificate (Noncredit)	
MSE	CHEM	Chemistry AS-T	
MSE	GEOG	Geographic Information Systems LCert	
SBS	ACCT	Professional Bookkeeping Cert	
SBS	AJ	Health and Fitness for First Responders Certificate of Completion (Noncredit)	effective Fall 2025, need to remove credit courses
SBS	BIP	BIP Level I - Business Information Professional Quick Start Certificate of Achievement	
SBS	BIP	BIP Level II - Business Information Professional Two Certificate of Achievement	
SBS	BIP	BIP Level III - Business Information Professional Three Certificate of Achievement	
SBS	BUS	Computer and Workplace Fundamentals (Noncredit)	
SBS	BUS	General Business Cert	
SBS	BUS	Human Resources Professional I	
SBS	BUS	Human Resources Professional II	
SBS	BUS	Personal Business Ownership (Noncredit)	
SBS	CA	Computer Applications Cert	
SBS	CA	Computer Networking Cert	
SBS	CA	Computer Networking Multi-Platform Cert	
SBS	CA	IT Cybersecurity Cert	
SBS	CA	Network System Administrator I	
SBS	CA	Network System Administrator II	
SBS	CFE	Child and Family Education Associate Teacher Certificate (12 Unit)	
SBS	CFE	Child and Family Education Cert	
SBS	CFE	Child and Family Education Specialization with Core 8 Option (24 Unit)	
SBS	CFE	School-Aged Child Care Cert	
SBS	CFE	Skilled Parenting Certificate	
SBS	MGMT	Management Certificate	
SBS	MKTG	Digital Marketing	
SBS	PSY	Alcohol and Other Drug Studies (AODS)	
SBS	RE	Real Estate Broker's Cert	
SBS	RE	Real Estate Salesperson Cert	



# AP 4100 Graduation Requirements for Degrees and Certificates

Reference:

**Title 5, Sections 55060 et seq.**

~~Associate Degree Requirements (Title 5, Section 55806)~~

~~Graduation from Antelope Valley College with the associate in arts or associate in science degree requires that students demonstrate competency in reading, writing, and mathematics and complete a minimum of 60 semester units, including requirements 1 through 6 listed below.~~

## ~~1. General Education Requirements~~

~~A minimum of 21 units, including a minimum of 3 semester units in, in Areas A, B, C, D1, D2, E and F. Courses meeting general education and major requirements can be found in the Graduation/Associate Degree Requirements section of the college catalog.~~

### ~~Area A\* Natural Sciences (Select at least 3 semester units)~~

~~Courses in the Natural Sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the GE requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage the understanding of the relationships between science and other human activities.~~

### ~~Area B\* Social & Behavioral Sciences (Select at least 3 semester units)~~

~~Courses in the Social and Behavioral Sciences are those which focus on people as members of society. To satisfy the GE requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate.~~

### ~~Area C\* Humanities (Select at least 3 semester units)~~

~~Courses in the Humanities are those which study the cultural activities and artistic expression of human beings. To satisfy the GE requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments.~~

### ~~Area D Language & Rationality [Select 3 semester units from (1) and select 3 units from (2)]~~

~~Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.~~

## ~~1. Academic Composition~~



Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

## 2. Communication and Analytical Thinking

Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

## Area E—Additional Breadth (Select at least 3 semester units)

Courses in this area are designed to expand the acquisition and utilization of knowledge in GE and/or self understanding. Courses must be taken from a discipline not previously selected.

## Area F—Diversity Studies (Select at least 3 semester units)

The primary focus of courses meeting the Diversity Studies requirement will deal, in depth, with non-dominant groups in the State of California and the United States. These groups of people are defined as African American, Hispanic, Asian-Pacific Islander, Native American and Women. Courses meeting the Diversity Studies requirement will deal with more than one group. Courses will deal with one non-dominant group in comparison to the dominant group or other non-dominant group(s). Issues of racism and sexism will be explicitly covered.

## 2. Proficiency Requirements

Proficiency requirements exist for the areas of Reading, Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

A. ~~READING~~ Eligibility for College Level Reading (AVC assessment) or completion of READ 099 with a minimum grade of "P" (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.

B. ~~WRITING~~ Completion of ENGL 101 with a minimum grade of "C."

C. ~~MATHEMATICS~~ Completion of MATH 102 or higher or CIS 121 with a minimum grade of "C." or placement by AVC assessment into a math course higher than MATH 102.

## 3. Major or Area of Emphasis Requirements

Major or area of emphasis requirements may be satisfied by:

Completing at least 18 semester units of study in a specific major or area of emphasis as outlined in the specific degree requirements listed in the AVC catalog, with a grade of "C" or better in all required core course and the specific courses listed as program electives.

## 4. Electives

Sixty semester units are required for an associate degree. In addition to the general education and major requirements, the remaining number of units needed to complete an associate degree is considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major or area of emphasis, cannot be used as an elective.

## 5. Grade Point Average Requirement

A cumulative grade point average of 2.0 ("C" average) is required.



## ~~6. Residence Requirement~~

~~Of the required 60 units, "at least 12 semester units must be completed in residence at the college granting the degree" as stated in Title 5, Section 54000 et seq.,~~

### **Coursework for Associate Degrees**

The student must satisfactorily complete at least 60 semester units or 90 quarter units of degree-applicable lower division credit courses, consisting of courses that apply to the major or area of emphasis, general education, and electives.

Major or area of emphasis requirements may be satisfied by:

Completing at least 18 semester units or 27 quarter units of focused study in a specific major or interdisciplinary area of emphasis as outlined in the specific degree requirements listed in the AVC catalog, with a grade of "C" or better in all required core course and the specific courses listed as program electives.

The General Education requirements may be satisfied by:

Completing at least 21 semester units or 28-31.5 quarter units of general education. General education must include a minimum of work in (1) English Composition, Oral Communication, and Critical Thinking, (2) Mathematical Concepts and Quantitative Reasoning, (3) Arts and Humanities, (4) Social and Behavioral Sciences, (5) Natural Sciences, and (6) Ethnic Studies.

#### Elective Courses:

In addition to the general education and major requirements, the remaining number of units needed to complete an associate degree is considered electives.

Below transfer level course requirements must align with Education Code section 78213.

### **Other Conditions for Awarding Associate Degrees**

The District will award an associate degree to students who fulfill the coursework requirements described above or completed the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University and who met the following conditions:

The student satisfactorily completed at least 12 semester units or 18 quarter units of study in residence. The Board may excuse the residence requirement to alleviate injustice or undue hardship.

The student satisfactorily completed each course counted toward the major or area of emphasis requirement with a grade of "C" or better, or a grade of "P" if the course is taken on a "pass-no pass" basis. A maximum of 12 units with a grade of "P" may be applied toward the fulfillment of requirements for the A.A. or A.S. degree.

The student completed the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses.

Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements. Students may use the same course to meet a local general education requirement and to satisfy a general education requirement at the California State University or the University of California if that segment accepts the course for this purpose.



A course may not be counted in more than one general education area, even if the course is approved in multiple general education areas. A course may be used to satisfy both a general education requirement and a major or area of emphasis requirement, however, the unit value will be applied only once.

Students may receive credit for knowledge or skills acquired through a district's procedures for awarding credit for prior learning.

Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the associate degree, excluding the Ethnic Studies requirement and the general education pattern required for the Associate Degree for transfer.

Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.

### **Certificates of Achievement and Other Credit Programs**

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more semester units or 24 or more quarter units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

A maximum of 6 units with a grade of "P" may be applied toward the fulfillment of requirements for a certificate requiring 16 or more semester units.

The student completed the requirements for a certificate with a minimum cumulative grade point average of 2.0 in the certificate-applicable courses.

Shorter credit programs that lead to a certificate may be established the District.

Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which California Community Colleges Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

The District may obtain approval of a direct assessment competency-based program from the California Community Colleges Chancellor's Office.

### **Title 5, Sections 55090 et seq.**

#### **Conditions for Awarding the Baccalaureate Degree**

- 1) District governing boards shall confer the baccalaureate degree upon students who have fulfilled the course requirements of sections 55061 and 55091, and who have met the following conditions:
  - a) Completion of a minimum of 120 semester or 180 quarter units.



- b) Completion of a minimum of 36 semester or 54 quarter units of general education that includes:
  - i) Completion of the requirements in Section 55061 and 55062 to align with the lower division general education patterns of the associate and baccalaureate degrees.
  - ii) Completion of nine semester or 13.5 quarter units of upper division general education requirements in Section 55091.
    - (1) Upper division general education courses must come from at least two disciplines outside of the major, one of which must have an emphasis in written communication, oral communication, or computation.
  - iii) Completion of additional general education courses to meet the minimum total units that may be lower division, upper division, or any combination of lower and upper division.
- c) A minimum of 40 semester or 60 quarter units or equivalent of total upper division coursework, including units in the major and in general education.
- d) All courses used to satisfy baccalaureate degree requirements must be completed with a minimum grade of "C" (or "P").
  - i) A maximum of 12 units with a grade of "P" may be applied toward the fulfillment of requirements for the baccalaureate degrees.
- e) Satisfactory completion of at least 12 semester units (18 quarter units) of upper division courses at colleges within the awarding district. Governing boards shall adopt policies that permit students to obtain waivers of this requirement in order to alleviate undue hardship; and
- f) Courses shall be counted toward baccalaureate degree unit requirements if they were completed within a California segment of higher education or, if they meet district standards of rigor, were completed at another institutionally accredited institution.
- g) Courses may meet multiple requirements, including general education, a major, and additional requirements stated in sections 55061 and 55091 when courses are locally approved to meet multiple requirements. However, one course may not be counted in more than one general education area, even if the course is approved in multiple general education areas.
- h) Students may receive credit for knowledge or skills acquired through a district's procedures for awarding credit for prior learning as per Section 55050.
- i) Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the baccalaureate degree.
- j) Students who have completed the California General Education Transfer Curriculum (Cal-GETC) shall be deemed to have fulfilled lower division baccalaureate degree requirements and shall not be required to complete further lower division general education courses.

1.

## **Requirements for Two or More Associate Degrees**

To be eligible for multiple associate degrees, a student must have completed all of the



graduation requirements for each degree.

~~Antelope Valley College awards the associate arts and associate science degree to students who pursue majors or designated areas of emphasis listed in the college catalog. In the course description section of this catalog, all courses that apply to the associate degree or certificates are designated as (AVC).~~

~~The completion of an associate in arts or an associate in science degree does not ensure that a student can transfer directly to a four-year college or university. Students interested in transferring should refer to the Transfer Requirements section in the college catalog.~~

~~Certificate of Achievement Requirements:~~

- ~~▪ For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 18 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.~~
- ~~▪ A student may also be awarded a certificate of achievement for a sequence of courses consisting of 12 or more semester units if approved by the CCC Chancellor.~~
- ~~▪ Shorter credit programs that lead to a certificate may be established by the District, but cannot be listed on the student's transcript.~~
- ~~▪ Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Antelope Valley College, meet a demonstrated need, are feasible, and adhere to guidelines on academic integrity.~~
- ~~▪ Certificates for which CCC Chancellor's approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.~~

**2/6/06**

**Revised: 3/10/08**

**Revised: 7/9/12**

**Revised: 12/11/17**



## Page 57, Catalog Rights

Provided that continuous attendance is maintained, AVC students may elect the degree requirements in effect at:

1. The time they entered AVC; or
2. The time they graduate from AVC.

A student will lose catalog rights if there is no course notation (Grade, W, I, Pass/No Pass, RD) on the transcript for two consecutive, regular (fall/spring) semesters. Summer terms cannot be used to establish catalog rights nor to maintain continuous attendance.

Once catalog rights are established, absence related to attendance at another accredited institution of higher learning shall not be considered an interruption, providing the absence does not exceed two years.

The "Catalog Rights Policy" sets forth the criteria used for determining the degree requirements under which students may graduate. New students should check AVC's online catalog [www.avc.edu/information/catalog](http://www.avc.edu/information/catalog) for the most up to date version, which may include changes to academic policies or procedures as a result of new or revised legislation, course prerequisites, or other academic concerns.

NOTE: Those students, regardless of catalog rights, who receive a substandard grade (D, F, NP) for a course have the opportunity to repeat the course once. If on the subsequent attempt the course has a current prerequisite, corequisite, or limitation on enrollment that was not in effect the first time the course was taken, the student must meet the most recent academic requirement.

### Change in Majors

Students changing major will be subject to the major requirements in effect at the time of the change, but will be allowed to continue with previously established non-major requirements (general education, proficiencies, etc.).

## CATALOG RIGHTS FOR CONTINUING STUDENT STATUS

A student may satisfy the requirements of a degree or certificate by completing the general education and academic or career path requirements in effect at any time of the student's **continuous** enrollment. Continuous enrollment means attendance in at least one semester (fall or spring) in each academic year.

A student will lose catalog rights if there is no course notation (Grade, W, I, Pass/No Pass, RD) on the transcript for two consecutive, regular (fall or spring) semesters. Neither Summer nor Intersession terms may be used to establish catalog rights nor to maintain continuous attendance.

Upon re-entry to the college, catalog rights will be reestablished using the current academic catalog determined by the student's semester (fall or spring) of re-entry.

Students who have stopped attending Antelope Valley College due to active military duty will not lose catalog rights. Upon return, the student must present their orders to the Veterans office to establish their previous catalog rights.

Catalog rights for CSU GE, IGETC, or Cal-GETC certification may follow different policies established by the CSU and/or UC. Please see an Academic Counselor for guidance on transfer GE requirements.





## **BP 4060 Delineation of Functions Agreements**

### **Reference:**

Education Code Sections 8535; 8536

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate memorandum of understanding to the Board for approval.

Adopted: 2/6/06

Reviewed: 10/9/17

Reviewed:





## **AP 4025 Philosophy and Criteria for Associate Degree and General Education**

### **Reference:**

Title 5 Section 55061;  
Accreditation Standard II.A

General Education (GE) is designed to introduce students to the variety of means through which people comprehend the changing world. It reflects the conviction of the Antelope Valley Community College District (AVCCD) that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, GE should lead to better self-understanding.

General Education Requirements for the AVCCD associate in arts and associate in science degrees consist of courses or a combination of courses which meet GE philosophy and criteria that will:

1. Provide an introduction to basic concepts, principles, and methodology of study common to a given discipline;
2. Lead to better self-understanding in relationship to the physical environment, culture, economy and society;
3. Provide an opportunity to examine values while proposing solutions for major social problems; and
4. Provide a breadth of knowledge and experiences that contribute to a well-rounded education.

To assure that the Associate Degree provides students with the breadth of coursework needed to meet the philosophy and criteria of general education, coursework in each of the following areas is required in order to obtain an Associate Degree.

- A. Natural science courses present critical thinking and problem-solving methods. These courses also explore the relationship that exists between people and science.
- B. Courses in the social sciences present the principles and knowledge of our personal, social, cultural, economic and political world to help students understand and manage the realities and complexities of modern life.
- C. Courses in the humanities present the cultural activities and artistic expressions of human beings. These courses help students in developing aesthetic understanding and the ability to make value judgments;
- D. Courses in languages and rationality present principles of written, oral and





computer languages and mathematics that lead toward logical thought, clear and precise expression, and critical evaluation of communications; and analytical thinking:

- E. Courses or a combination of courses in the performing and visual arts and physical education provide both theory and practice which leads to a greater understanding and appreciation of the aesthetic world;
- F. Courses in ethnic studies and multicultural courses across disciplines provide opportunities to raise awareness to diversity in the world community and appreciate human differences.

**Note:** Courses that emphasize occupational competency do not meet GE objectives; and, no course may be counted as meeting both a GE requirement and a major requirement in any District degree.

(See Associate Degree Requirements in the college catalog)

In addition, the District will ensure that its educational programs are consistent with its institutional mission and in alignment with the needs of the community. Procedures to determine which courses implement this philosophy are developed by the college and are documented in AVC's curriculum handbook.

Also see BP 4025 Philosophy and Criteria for Associate Degree and General Education, AP 4021 Program Discontinuance; and BP/AP 4100 Graduation Requirements for Degrees and Certificates.

Approved: 2/6/06  
Revised: 4/14/08  
Revised: 5/8/17  
Revised: 11/9/20





## **BP 4025 Philosophy and Criteria for Associate Degree and General Education**

### **References:**

Title 5 Section 55061;  
Accreditation Standard II.A

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Superintendent/President, while continuing to rely primarily on the recommendations of the Academic Senate as outlined in BP 2510 Participation in Local Decision-Making, shall establish procedures to ensure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

See AP #4025 Philosophy and Criteria for Associate Degree and General Education.



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Revised: 11/14  
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Revised: 12/11/20





# AP 4021 Program Discontinuance



## References:

Education Code Section 78016;  
Title 5 Sections 51022 and 55130  
Accreditation Standard II.A.15

## Educational Program Evaluation and Discontinuance Procedure

Antelope Valley College is committed to support programs that fulfill the goals of the Mission Statement and the Institutional Learning Outcomes for students as stated in the Educational Master Plan. Title 5 Section 55000 defines an educational program as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” These educational programs are subject to approval by the California Community Colleges Chancellor’s Office and are then entered on Inventory of Approved and Projected Programs. 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. A program discontinuance review will be initiated and carried out according to the following steps:

- I. When a declining trend or obsolescence has been identified by the division/area dean and faculty of a specific program, the division/area dean shall provide a written notice to the Vice President of Academic Affairs and Academic Senate President.
  - A. A declining trend will be identified using the following key performance indicators:
    1. Statistically significant decline in class enrollment throughout the program over four consecutive semesters.
    2. A consistently low enrollment of fifty percent (50%) below maximum seat load capacity over four consecutive semesters.
    3. Retention of less than fifty percent (50%) from the beginning term class roster for four terms (need not be consecutive semesters).
    4. Student success of less than fifty percent (50%) of students obtaining a grade of C or better and/or credit for the final course grade in all courses of the program over four terms (need not be consecutive semesters) in that program.
  - B. Obsolescence of program will be identified due to significant changes in discipline practice, technology, general labor market trends, and/or contribution to the community at large.
- II. A Taskforce will be convened that consists of no more than three faculty members from the discipline, the respective Division/Area Dean, a representative of the Counseling Department, a faculty representative of the Academic Senate who is not a member of the division in question, and a representative of the Faculty Union who is not a member of the division in question. The Director of Institutional Research and Planning will be a resource for the subcommittee.



The role of the Taskforce shall be to consider the following in keeping with good intentions and enrollment management requirements, in order to determine the disposition of the programs identified as having a declining trend:

- Needs of the community
- Workforce development
- Program Review (most recent)
- Core indicators from the California Community Colleges Chancellor's Office
- Integration/cross discipline in which the program is involved
- FTES generated by program
- Local labor market information through EDD/employer program advisory committees and surveys
- Initiate an independent, external needs assessment to determine market demand

- III. The Taskforce, by consensus, may agree to one of the following to address the declining trend:
- 1) to declare the program obsolete and create a plan for discontinuance that respects the needs of students and fulfills contractual obligations to faculty and staff; or
  - 2) to devise a process/plan to revitalize the program and a timetable to accomplish this goal agreed upon by the discipline faculty with the help of the other involved parties. Resources shall be allocated by the Administration in order to improve enrollment or retention. Some areas to be considered are: in-depth revision of the program's courses, hiring of full-time faculty, update of facilities, or other program enhancements to assure currency, vitality, and relevancy of the program. Other considerations might include seeking support from or collaboration with other campus areas that could help promote student success and retention.
- IV. If there has not been a statistically significant increase in key performance indicators after three semesters from the date of implementation of the process to revitalize the program, the Administration will reconvene the Taskforce to determine the appropriate course of action from the following:
- 1) Give the Program an extension of two (2) semesters. At the end of the extension, the committee will reconvene and re-evaluate.
  - 2) Accept the program in its current state if it serves a community, instructional, or training need.
  - 3) Create a plan to improve recruitment and enrollment. This plan will then be implemented over the following three semesters.
  - 4) Discontinue the program.
- V. The final decision on either program discontinuance or program continuance is



sent by the taskforce to the appropriate Vice President and Academic Senate President. If the decision is to continue the program, evaluation will occur through the regular program review cycle.

- VI. If the decision is to discontinue a program, the Academic Senate President will inform the Academic Policies & Procedures Committee so that they may formally ratify the decision of the Discontinuance Taskforce. The Academic Policies & Procedures Committee faculty co-chair will then inform the Academic Senate and Strategic Planning and Budget Council.
- VII. The Strategic Planning and Budget Council will then notify the College President/Superintendent, who will take the decision of the taskforce to the Board of Trustees.
- VIII. The Vice President of Academic Affairs will notify the California Community Colleges Chancellor's Office to have the program removed from the inventory.

### **Career and Technical Education Program Discontinuance**

The discontinuance process for Career and Technical Education (CTE) Programs remains the same as the process above, with the following exceptions:

- 1. Each CTE program will be reviewed in a two-year cycle to ensure that they meet legal standards
- 2. If a CTE program is not compliant with legal standards and does not become so within an academic year, the Superintendent/President shall make the determination to discontinue the program or extend the date to meet compliance. The



Superintendent/President will inform the Academic Senate President and Vice President of Academic Affairs if a CTE program is discontinued due to legal non-compliance.

### **Replacement Programs**

If a program is being replaced by another similar program, the discontinuance process outlined above does not need to be followed. Instead, the new program will be evaluated and approved through the standard program approval process, and the existing program will be phased out in coordination with the implementation of the new program to ensure a smooth transition for students and faculty.

See BP/AP 4020 Program, Curriculum, and Course Development and AP 4022 Course Approval.

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