

# AP&P Agenda

Thursday, April 25, 2019  
BE 324  
3:00 pm – 5:30 pm

**Type of Meeting:** *Regular*

**Note Taker:** *Cheyenne Odenthal*

**Please Review/Bring:** The past minutes for accuracy.

**Committee Members:**

*Dr. Darcy Wiewall, Co-chair*

*Riley Dwyer, Co-chair*

*Jeffrie Ahmad, Faculty Division Rep*

*Dr. Ronald Chapman, Faculty Division Rep*

*Dr. Maria Clinton, Faculty Division Rep*

*Greg Bormann, Academic Dean*

*Dr. Jessica Eaton, Articulation Officer*

*Luis Echeverria, Faculty Division Rep*

*Dr. Ibrahim Ganley, Faculty Division Rep*

*Tooraj Gordi, Faculty Division Rep*

*Dr. Richie Neil Hao, Faculty Division Rep*

*Michael Hutchison, Faculty Division Rep*

*Dr. Scott Lee, Faculty Division Rep/Librarian/DE Liaison*

*Cynthia Littlefield, Faculty Division Rep*

*Dr. Mark McGovern, Faculty Division Rep*

*Alberto Mendoza, Adjunct Rep*

*Terry Rezek, Faculty Division Rep*

*Dr. Deborah Sullivan-Ford, Faculty Division Rep*

*LaDonna Trimble, Student Services Dean*

*Dr. Les Uhazy, Technical Education Dean*

Items	Person	Action
I. Opening comments from the Co-chair	Darcy	
II. Minutes 2/28/2019, 4/11/2019	All	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
III. Informational Item <ul style="list-style-type: none"> <li>- 2018-2019 Meeting schedule: 5/9/19, 5/23/19</li> <li>- 2019-2020 AP&amp;P Committee Representatives: H&amp;S Rep, Tooraj Goordi, Luis Echeverria, Alberto Mendoza</li> <li>- Discipline List &amp; Minimum Qualifications</li> <li>- Instructional Material Fees List</li> </ul> <p>Course deactivation</p> <p>DM 206L Video Design and Production II Lab</p> <p>PHTC 101L Beginning Black&amp;White Photography Lab</p> <p>PHTC 125L Beginning Digital Photography Lab</p>	Darcy	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
IV. Report <ul style="list-style-type: none"> <li>- 2019-2020 AP&amp;P Committee Representatives</li> <li>- Courses not taught in 2 years</li> <li>- Courses never taught</li> </ul>	Darcy	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>

<ul style="list-style-type: none"> <li>- eLumen descriptors for Methods of Evaluation and Methods of Instruction</li> </ul>		
<p>V. Discussion</p> <ul style="list-style-type: none"> <li>- 2018-2019 Outstanding Program and Course revisions (see addendum)</li> <li>- eLumen Descriptors: Methods of Instruction &amp; Methods of Evaluation</li> </ul> <p><i>2018-2019 AP&amp;P Goals - Volunteers</i></p> <ul style="list-style-type: none"> <li>• BP 4020/AP 4021 Review &amp; Revision Recommendations</li> <li>• Develop a training and implementation of eLumen for AP&amp;P Committee members and faculty</li> <li>• Revise the AP&amp;P Handbook</li> </ul>	<p><i>Darcy</i></p>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
<p>VI. Action</p> <ul style="list-style-type: none"> <li>• Credit by Exam List</li> <li>• eLumen Descriptors: Methods of Instruction &amp; Methods of Evaluation</li> <li>• Credit for Prior Learning Petition Form</li> </ul> <p><i>Community &amp; Corporate Education</i> None</p> <p><i>Non Substantial Course Revision:</i>            AUTO 231 Automatic Transmissions (General Motors)            AUTO 232 Automatic Transmissions (Ford/Chrysler)            AUTO 277 Electronic Engine Controls-General Motors Systems            AUTO 278 Electronic Engine Controls-Ford/Chrysler Systems            HD 103 Career Planning            PHOT 107 History of Photography            WE 199 Occupational Work Experience</p> <p><i>New Course Development:</i>            IMTA 255 Transition to Trainer: Your role as a Journey Worker [455-455]</p>	<p><i>Darcy</i></p>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>

<p><i>Substantial Course Revision:</i> None</p> <p><i>Non Substantial Program Revision:</i> None</p> <p><i>Substantial Program Revision:</i> Administrative Assistant , Associate in Science</p> <p><i>New Program Development:</i> Associate in Science in Nutrition and Dietetics AS-T</p> <p><i>Course Deactivation:</i> DM 105L Interactive Media Lab DM 113L Photoshop I Lab ENGL 099, Composition Portfolio B MUSC 124 Jazz Improvisation MUSC 133L Studio Music Production Lab I MUSC 134L Studio Music Production II Lab MUSC 233L Studio Mus Production III MUSC 234L Studio Music Production IV Lab</p> <p><i>Program Deactivation:</i> Mathematics, Associate in Science</p>		
<p><b>NEXT MEETING DATE: May 9, 2019</b></p>		

# AP&P Minutes

Thursday, April 11, 2019  
BE 324  
3:00 pm – 5:30 pm

**Type of Meeting:** *Regular*

**Note Taker:** *Cheyenne Odenthal*

**Please Review/Bring:** The past minutes for accuracy.

**Committee Members:**

*Dr. Darcy Wiewall, Co-chair*

*Jeffrie Ahmad, Faculty Division Rep*

*Dr. Ronald Chapman, Faculty Division Rep*

*Dr. Maria Clinton, Faculty Division Rep*

*Greg Bormann, Academic Dean*

*Luis Echeverria, Faculty Division Rep*

*Dr. Ibrahim Ganley, Faculty Division Rep*

*Tooraj Gordi, Faculty Division Rep*

*Dr. Richie Neil Hao, Faculty Division Rep*

*Michael Hutchison, Faculty Division Rep*

*Dr. Scott Lee, Faculty Division Rep/Librarian/DE Liaison*

*Dr. Mark McGovern, Faculty Division Rep*

*Alberto Mendoza, Adjunct Rep*

*Terry Rezek, Faculty Division Rep*

*Dr. Deborah Sullivan-Ford, Faculty Division Rep*

*LaDonna Trimble, Student Services Dean*

*Dr. Les Uhazy, Technical Education Dean*

*Nathan Dillon, proxy for Cynthia Littlefield*

*Tamira Palmetto Despain, Proxy for Dr. Jessica Eaton*

**Committee Members Absent**

*Cynthia Littlefield, Faculty Division Rep*

*Riley Dwyer, Co-chair*

*Dr. Jessica Eaton, Articulation Officer*

**Guests in Attendance:**

*Kathryn Mitchell*

Items	Person	Action
I. Opening comments from the Co-chair	Darcy	Dr. Wiewall called the meeting to order at 3:10pm
II. Minutes 2/28/19, 3/28/2019	All	<p><b><u>Issues Discussed:</u></b> Minutes for 2/28/2019 – Tabled</p> <p><b><u>Action Taken:</u></b> Minutes for 3/28/2019 – Approved pending changes</p> <p><b><u>Follow Up Items:</u></b> Return the 2/28/2019 minutes to the 4/25/2019 meeting</p>
III. Informational Item <ul style="list-style-type: none"> <li>- 2018-2019 Meeting schedule: 4/25/19, 5/9/19</li> <li>- CurricUNET workshops</li> <li>- Proxies for representatives</li> <li>- Credit for Prior Learning (CPL)</li> </ul>	Darcy	<p><b><u>Issues Discussed:</u></b> Terms that are expiring There is a position that is open for Health and Safety Sciences Tooraj Gordi – Term is up at the end of June Luis Echeverria – Term is up at the end of June</p>

<p>Course deactivation DM 105L Interactive Media Lab DM 206L Video Design and Production II Lab ENGL 099, Composition Portfolio B PHTC 201L, Advanced Black&amp;White Photography Lab</p>		<p>Alberto Mendoza – Term is up in June LaDonna Trimble – is a standing member Debra Sullivan Ford – Richard Biritwum will be replacing, even though she has one year left of her three year term.</p> <p>Credit for Prior Learning – LaDonna Trimble created a form for students to petition to receive credit for Prior learning. There will be an advisory committee formed to review these forms. There will be a fee for the student to pay for the petition for prior learning. Recency will be evaluated by the discipline faculty. Safety, licensing and security will be reviewed because of what the student might do with this credit if it is granted to them</p> <p>Course Deactivations could not be deactivated until the program has been properly revised</p> <p><b>Action Taken:</b></p> <p><b>Follow Up Items:</b> AP&amp;P members that terms are expiring need to have their divisions vote on who will be the new AP&amp;P Rep. If a committee member wishes to remain on the committee or the vote determined a new Rep, a memo including the Dean and Division Rep needs to be sent to Dr. Wiewall and Cheyenne Odenthal regarding this.</p> <p>A draft of the Credit for prior learning form will be sent out at a later date, for the committee to review.</p>
<p>IV. Report</p> <ul style="list-style-type: none"> <li>- Credit by Exam Review</li> <li>- Courses not taught in 2 years</li> <li>- Courses never taught</li> <li>- eLumen descriptors for Methods of Evaluation and Methods of Instruction</li> </ul>	<p><i>Darcy</i></p>	<p><b>Issues Discussed:</b></p> <p><b>Action Taken:</b></p> <p><b>Follow Up Items:</b></p>
<p>V. Discussion</p>	<p><i>Darcy</i></p>	<p><b>Issues Discussed:</b></p>

<ul style="list-style-type: none"> <li>- 2018-2019 Outstanding Program and Course revisions (see addendum)</li> <li>- eLumen Descriptors: Methods of Instruction &amp; Methods of Evaluation (see addendum)</li> </ul> <p><i>2018-2019 AP&amp;P Goals - Volunteers</i></p> <ul style="list-style-type: none"> <li>• BP 4020/AP 4021 Review &amp; Revision Recommendations</li> <li>• Develop a training and implementation of eLumen for AP&amp;P Committee members and faculty</li> <li>• Revise the AP&amp;P Handbook</li> </ul>		<p>After an in depth discussion the committee narrowed down the Methods of Instruction to 10.</p> <ol style="list-style-type: none"> <li>1. Lecture</li> <li>2. Lab</li> <li>3. Individualized instruction</li> <li>4. Field Trip/Experience</li> <li>5. Demonstrations</li> <li>6. Oral/Visual Communication</li> <li>7. Written communication</li> <li>8. Projects</li> <li>9. Multimedia Presentations</li> <li>10. Group Activities</li> </ol> <p>After an in depth discussion the committee narrowed down the Methods of Evaluation to 9.</p> <ol style="list-style-type: none"> <li>1. In-class exercises</li> <li>2. Demonstration/Performances</li> <li>3. Homework</li> <li>4. Examinations</li> <li>5. Projects</li> <li>6. Discussion &amp; engagement</li> <li>7. Writing assignments</li> <li>8. Presentations /Debates</li> <li>9. Case Study Analysis</li> </ol> <p>Committee Reps will take this list back to the respective divisions to discuss, and will report back at the next APP Committee meeting on 4/25/2019.</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
<p>VI. Action <i>Community &amp; Corporate Education</i> None</p> <p><i>Non Substantial Course Revision:</i> FTV 155 Film Festival Analysis PHIL 110 Introduction to Logic PHOT 107 History of Photography</p> <p><i>New Course Development:</i> None</p> <p><i>Substantial Course Revision:</i> None</p>	<p><i>Darcy</i></p>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b> A motion was made and seconded to approve the courses listed under Non Substantial Course revision. Motion carried</p> <p>A motion was made and seconded to approve Auto Drivability, Emissions, and Electrical A.S. Degree Auto Drivability, Emissions, and Electrical Cert of Achievement 18+, with the notation made by Dr. Wiewall in Curricunet</p>

<p><i>Non Substantial Program Revision:</i> Auto Drivability, Emissions, and Electrical A.S. Degree Auto Driveabilty, Emissions, and Electrical Cert of Achievement 18+ CFE: School-Aged Child Care AS-T CFE: School-Aged Child Care Certificate of Achievement 18+ units</p> <p><i>Substantial Program Revision:</i> None</p> <p><i>New Program Development:</i> None</p> <p><i>Course Deactivation:</i> DM 101L Digital Media Arts Lab DM 103L Graphic Design I Lab DM 106L Video Design and Production I Lab DM 110L Motion Graphics Lab DM 112L Experimental Digital Video Lab DM 115L Graphic Communications I Lab DM 127L Web Design and Production I Lab DM 128L Web Design and Production II Lab DM 133L Digital Printing I Lab DM 143L Computer 2-D Animation Lab DM 145L Computer 3-D Animation Lab DM 203L Graphic Design II Lab DM 205L Digital Illustration Lab DM 213L Photoshop II Lab DM 215L Graphic Communications II Lab DM 233L Digital Printing II Lab DM 246L Portfolio and Job Search Lab DM 298L Special Studies in Digital Media Lab ENGL 095, Composition Skills ENGL 097, Composition Portfolio A ENGL 113, Creative Writing: Nonfiction ENGL 236, Shakespeare: Comedies, Romances, and Sonnets ENGL 240, Studies in Poetry ENGL 246, Studies in Drama ENGL 250, Cross-Cultural Literature in America ENGL 299, Special Topics in Literature ESL 099, Advanced Composition</p>		<ul style="list-style-type: none"> <li>Criteria A, B, C, D and E narratives will need to be submitted to be consider complete in the upgrade to eLUMEN this upcoming Fall 2019.</li> </ul> <p>Motion carried with revisions as listed above.</p> <p>A motion was made and seconded to approved CFE: School-Aged Child Care AS-T, pending Outcomes Motion carried</p> <p>A motion was made and seconded to approved CFE: School-Aged Child Care Certificate of Achievement 18+ units, pending Outcomes Motion carried</p> <p>A motion was made and seconded to approve the courses listed under Course Deactivation. Motion carried</p> <p><b><u>Follow Up Items:</u></b></p>
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<p>MUSC 124 Jazz Improvisation  MUSC 133L Studio Music Production Lab I  MUSC 134L Studio Music Production II Lab  MUSC 233L Studio Mus Production III Lab  MUSC 234L Studio Music Production IV Lab  PHOT 213L, Life Photography Lab  PHTC 101L, Beginning Black&amp;White Photography Lab  PHTC 125L, Beginning Digital Photography Lab  PHTC 150L, Beginning Color Photography Lab  PHTC 203L, Cameras &amp; Composition Lab  PHTC 205L, Documentary &amp; Photojournalism Lab  PHTC 211L, Wedding, Portrait and Event Photography Lab  PHTC 215L, Photography Studio Practices Lab  PHTC 275L, Advanced Digital Photo Lab  PHTC 298L, Special Studies in Photography Lab  PHTC 125L, Beginning Digital Photography Lab  PHTC 150L, Beginning Color Photography Lab  PHTC 201L, Advanced Black&amp;White Photography Lab  PHTC 203L, Cameras &amp; Composition Lab  PHTC 205L, Documentary &amp; Photojournalism Lab  PHTC 211L, Wedding, Portrait and Event Photography Lab  PHTC 215L, Photography Studio Practices Lab  PHTC 275L, Advanced Digital Photo Lab  PHTC 298L, Special Studies in Photography Lab  VN 101 Self Care-Fundamentals,Pharmac  VN 101A Fund of Patient Care for VNs  VN 101CL Self Care - Fund, Phar Clinic  VN 102 Self Care-Adult, Child-Bearing  VN 102CL Self Care-Adult, Child-Bear CL  VN 103 Self Care-Adult, Child, Depend  VN 103CL Self Care-Adult, Child-Dep CL</p> <p><i>Program Deactivation:</i>  None</p>		
<p><b>NEXT MEETING DATE: April 25, 2019</b></p>		<p>Dr. Wiewall thanked the committee for their time and adjourned the meeting at 5:04pm.</p>



**I. 2018-19 AP&P Deadline – Courses and Programs need to be approved by 11/8/2018 for Fall 2019 inclusion**

- CORs due 2016-2017 academic year – List at the end of the agenda
- CORs due 2018-2019 academic year – List at the end of the agenda
- TMC Degrees that may need to be developed and brought to AP&P – List at the end of the agenda
- C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda
- Course Deactivations Impact on Other Programs/Courses– List at the end of the agenda

**II. SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

<b>Area of Study</b>	<b>CCCCO Template</b>	<b>Articulation Agreements</b>	<b>P L O</b>	<b>Recommended Plan of Study</b>	<b>CurricUNET Status</b>
1. Agriculture Animal Sciences	X				Not developing
2. Agriculture Business	X				Not developing
3. Agriculture Plant Sciences	X				In Progress – status?
4. Child and Adolescent Development	X				
5. Computer Science	X				
6. Elementary Teacher Education	X		X	X	AP&P Approved 11-8-18
7. Environmental Sciences	X				
8. Film, Television and Electronic Media	X		X	X	Fully Approved
9. Global Studies	X				
10. Hospitality Management	X				
11. Journalism	X				Cannot develop, no full-time faculty in area
12. Law, Public Policy, and Society	X				
13. Nutrition and Dietetics	X		X	X	AP&P Agenda 4.25.19
14. Public Health Science	X				
15. Social Justice Studies	X				
16. Social Work and Human Services	X				



III. C-ID REPORT FOR TMC's

COURSE	C-ID DESC.	STATUS	EXPIRES	ADT	STATUS
AGRI 234	AG-EH 112L	APPROVED			
ANTH 102	ANTH 120	CONDITIONAL	02/01/19		Submitted -AP&P Committee
ART 101	ARTH 110	IN PROGRESS		Art History	
ART 102	ARTH 120	IN PROGRESS		Art History	
ART 103	ARTH 140	CONDITIONAL	09/01/19	Art History	Submitted in Curricunet
ART 106	ARTH 140	IN PROGRESS			
ART 121	ARTS 250	CONDITIONAL	02/01/19		
CA 103	BUS 140	Expired	NO DATE		Agenda 11-8-18
CIS 111	COMP 122	Expired	5/9/2016		Submitted-Outcomes Division Rep
COMM 215	JOUR 150	IN PROGRESS			
ED 140	EDUC 200	CONDITIONAL	09/01/19		
FTV 244	FTVE 150	IN PROGRESS			
FTV 121	FTVE 130	IN PROGRESS			
JOUR 123	JOUR 210	Expired			
MATH 116	MATH 110	CONDITIONAL	09/01/19		
MATH 120	MATH 120	Expired	09/01/2017		Approved AP&P 10-17-18
MATH 124	MATH 130	APPROVED		Economics	
MATH 140	MATH 155	CONDITIONAL	09/01/19		
MATH 150 MATH 160	MATH 900S	APPROVED		Chemistry Mathematics Physics	Submitted
MATH 230	MATH 240	APPROVED		Mathematics	Submitted
MATH 250	MATH 230	CONDITIONAL	09/01/19	Economics Mathematics Physics	Submitted
MUSC 143	CMUS 120X	CONDITIONAL	09/01/19		
MUSC 113	CMUS 150X	CONDITIONAL	09/01/19		
MUSC 185	MUS 185	CONDITIONAL	09/01/19		
NF 100	NF 110	APPROVED			
SOC 116	SOCI 140	CONDITIONAL	09/01/19		Approved AP&P 10-11-18

IV. 2016-2017 Course by Division that need to be revised and submitted to AP&P

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
<b>Career Technical Education</b>					
	AUTO 176			Cannot schedule 17-18	Submitted - Pending Faculty revise program

**V. 2018-2019 Course by Division that need to be revised and submitted to AP&P**

Div	Course	Last Offered	Revision Type	Status
AAH	DM 206L Video Design and Production II Lab			Deactivation Submitted
AAH	MUSC 234 Studio Music Production IV			<b>NOT SUBMITTED</b>
AAH	PHOT 107 History of Photography <b>*(DE)*</b>		Non-sub	Outcomes
AAH	PHTC 101L, Beginning Black and White Photography Lab			Deactivation Submitted
AAH	PHTC 125L, Beginning Digital Photography Lab			Deactivation Submitted
COUN	HD 103 Career Planning <b>*(DE)*</b>			Outcomes
CTE	AUTO 231 Automatic Transmissions (General Motors)		Non-sub	Outcomes
CTE	AUTO 232 Automatic Transmissions (Ford and Chrysler)		Non-sub	Outcomes
CTE	AUTO 277 Electronic Engine Controls-General Motors Systems		Non-sub	Outcomes
CTE	AUTO 278 Electronic Engine Controls-Ford/Chrysler Systems		Non-sub	Outcomes
CTE	DRFT 130 Architectural Drafting I			<b>NOT SUBMITTED</b>
CTE	DRFT 240 Electronic Drafting		Non-sub	HOLD-Originator
HSS	FTEC 250 (I-300) Intermediate Incident Command System			<b>NOT SUBMITTED</b>
PALM	WE 199 Occupational Work Experience			Outcomes

**VI. 2018-2019 Programs by Division that need to be revised and submitted to AP&P**

Div	Program Title	Program Type		Status/Date
COUN	CSU General Education	Certificate of Achievement:18 or greater units	Substantial	<b>Will wait to submit in eLUMEN system</b>
COUN	IGETC General Education	Certificate of Achievement:18 or greater units	Substantial	<b>In CurricUNET—But will wait to submit in eLUMEN system</b>
CTE	OT: Administrative Assistant	A.S. Degree	Substantial	Agenda 4.25.19
MSE	MATH: Mathematics	A.S. Degree	Deactivation	Agenda 4.25.19
SBS	CFE: School-Aged Child Care	A.S. Degree	Non-sub	Outcomes--pending AP&P approved 4.11.19
SBS	CFE: School-Aged Child Care	Certificate of Achievement:18 or greater units	Non-sub	Outcomes--pending AP&P approved 4.11.19

**VIII. Course Deactivations Impact on Other Programs/Courses**

**A. DM 206L Video Design and Production II Lab**

- a. Computer Animation Associate in Arts

**B. PHTC 101L, Beginning Black and White Photography Lab**

- a. Associate in Arts in Studio Arts for Transfer AA-T Degree (transfer)
- b. Associate in Science in Film, Television, and Electronic Media for Transfer AS-T Degree (transfer)

**C. PHTC 125L, Beginning Digital Photography Lab**

- a. Associate in Arts in Studio Arts for Transfer AA-T Degree (transfer)

## Approved Instructional Material Fee

Division	Subj	#	Title	Fee
AHUM	ART	100	Art Appreciation	\$6.00
AHUM	ART	110	Drawing	\$12.00
AHUM	ART	113	Painting I	\$12.00
AHUM	ART	116	Illustration	\$12.00
AHUM	ART	120	Introduction to Printmaking	\$12.00
AHUM	ART	121	Digital Art and Drawing	\$12.50
AHUM	ART	132	Intro to Ceramics Hand Bldg	\$50.00
AHUM	ART	135	Beg Wheel-Thrown Ceramics	\$50.00
AHUM	ART	136	Int Wheel-Thrown Ceramics	\$50.00
AHUM	ART	137	Advanced Wheel-Thrown Ceramics	\$50.00
AHUM	ART	140	Watercolor	\$6.00
AHUM	ART	145	2-D Design Basics	\$18.50
AHUM	ART	150	3-D Design Basics	\$12.00
AHUM	ART	163	Painting II	\$12.00
AHUM	ART	170	Drawing II	\$12.00
AHUM	ART	210	Drawing III	\$12.00
AHUM	ART	213	Painting III	\$12.00
AHUM	DM	101	Digital Media Arts	\$18.50
AHUM	DM	103	Graphic Design I	\$20.00
AHUM	DM	105	Interactive Media	\$18.50
AHUM	DM	106	Video Design & Prod I	\$18.50
AHUM	DM	110	Motion Graphics	\$20.00
AHUM	DM	112	Experimental Digital Video	\$20.00
AHUM	DM	113	Photoshop I	\$12.50
AHUM	DM	115	Graphic Communications I	\$20.00
AHUM	DM	127	Web Design and Production I	\$18.50
AHUM	DM	128	Web Design and Production II	\$18.50
AHUM	DM	133	Digital Printing I	\$15.00
AHUM	DM	143	Computer 2-D Animation	\$16.50
AHUM	DM	145	Computer 3-D Animation	\$12.50
AHUM	DM	203	Graphic Design II	\$20.00
AHUM	DM	205	Digital Illustration	\$20.00
AHUM	DM	206	Video Des & Prod II	\$18.50
AHUM	DM	213	Photoshop II	\$20.00
AHUM	DM	215	Graphic Communications II	\$12.50
AHUM	DM	233	Digital Printing II	\$15.00
AHUM	DM	246	Portfolio and Job Search	\$20.00
AHUM	DM	298	Special Studies Digital Media	\$18.50
AHUM	MUSC	133	Studio Music Production I	\$6.00
AHUM	MUSC	134	Studio Music Production II	\$6.00
AHUM	MUSC	233	Studio Mus Production III	\$6.00
AHUM	MUSC	234	Studio Music Production IV	\$6.00
AHUM	PHOT	213	Life Photography	\$18.50
AHUM	PHTC	101	Beg Black and White Photo	\$16.00
AHUM	PHTC	125	Beginning Digital Photography	\$20.50
AHUM	PHTC	150	Beginning Color Photography	\$16.00

## Approved Instructional Material Fee

Division	Subj	#	Title	Fee
AHUM	PHTC	201	Adv Black and White Photo	\$16.00
AHUM	PHTC	203	Cameras & Composition	\$20.25
AHUM	PHTC	205	Documentary & Photojournalism	\$20.25
AHUM	PHTC	211	Wedd, Port & Event Photo	\$20.50
AHUM	PHTC	215	Photography Studio Practices	\$20.50
AHUM	PHTC	275	Advanced Digital Photography	\$20.50
AHUM	PHTC	298	Special Studies in Photography	\$20.50
AHUM	THA	133	Makeup for the Stage	\$70.00
HSS	RADT	208	Radiographic Cert Prep	\$110.00
HSS	RCP	204	Sem and Prac in Resp Care II	\$187.00
HSS	VN	111	VN in the Child-Bearing Fam	\$29.00
HSS	VN	113	Nursing Leadership Med-Surg	\$51.00



3041 West Avenue K  
 Lancaster, CA 93536-5426  
 (661) 7222-6300 Ext. 6504

## Petition for Credit for Prior Learning (CPL)

Student ID Number: **900** - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Student Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No. \_\_\_\_\_

### Part I: Student

#### Student Required Standards for CPL (Title 5, 71770)

1. The prior learning is equivalent to a college or university level of learning
2. The learning experience demonstrates a balance between theory and practice; and
3. The credit awarded for the prior learning experience directly relates to the student's degree program and is applied in satisfaction of some of the degree requirements

#### Student Requirements:

1. AVC Major \_\_\_\_\_
2. Provide a copy of the catalog requirements for the major and use the catalog information to assist in completing a ***required statement***.
3. The ***required statement*** must document the college level learning experience for which credit is sought. Documentation may include proof of: certifications, training, employment awards and acknowledgements, job descriptions, professional institute participation, and etc. The length of time engaging in the activity must be clearly defined. The learning experience must demonstrate a balance between theory and practice.
4. Must have an AVC record and be actively pursuing the major above.

	Learning Locations		Length of Time (F/T, P/T, hours, years)		Describe Documents to Support CPL Credit (attach)
1.					
2.					
3.					
4.					

### Part II: Faculty, Advisory Committee Member, Dean

#### Faculty Required Standards for evaluating CPL (Title 5, 71770)

*The faculty evaluating the prior learning shall prepare a written report indicating all of the following:*

1. The documents in the student's record on which the faculty member relied in determining the nature of the student's prior experience;
2. The bases for determining that the prior experience (i) is equivalent to college or university level learning and (ii) demonstrates a balance between theory and practice; and
3. The bases for determining (i) to what college or university level the experience is equivalent and (ii) the proper number of credits to be awarded toward the degree for that experience.

#### Faculty CPL Evaluation

1. Licensure, safety, security, recency and other subject matter minimum requirements must be met.
2. When college level credit is available through ACE, AP, CLEP, and etc. it shall not be evaluated by faculty for CPL credit.



3041 West Avenue K  
 Lancaster, CA 93536-5426  
 (661) 7222-6300 Ext. 6504

**Faculty Evaluation for CPL**

	Learning Locations	Faculty Y/N	CPL Course Name and Number	AVC Units	Faculty Signature	Date
1.						
2.						
3.						
4.						

**Faculty or Advisory Member Evaluation for CPL**

	Learning Locations	Faculty Advisory Y/N	CPL Course Name and Number	AVC Units	Faculty/Advisory* Signature	Date
1.						
2.						
3.						
4.						

**Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Part III: Graduation Office**

1. The amount of credit awarded for prior experiential learning shall not be related to the amount charged the student for the assessment process.
2. Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.
3. Of the second 60 semester units (i.e., credits 61 to 120) awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.
4. No credit for experiential learning may be awarded after a student has obtained 60 semester credits in a graduate program.
5. This CPL form fulfills unit and subject requirements for \_\_\_\_\_ major at AVC.
6. Approved experiential learning will be recorded as transfer credit on the AVC transcript and passing grades will be recorded.

<b>For Graduation Office Use Only</b>
<b>REMARKS:</b> _____
_____
_____

\*Advisory Board Member

ANTELOPE VALLEY COLLEGE  
Office of the Dean of Enrollment Services

**PETITION FOR CREDIT BY EXAMINATION  
INFORMATION, CONDITIONS AND RESTRICTIONS**

INFORMATION:

A currently enrolled student may challenge certain courses offered by the College for any of the following purposes:

- Satisfying prerequisites.
- Meeting graduation unit requirements.
- Obtaining course credit for equivalent experience or competency.

Students MAY NOT be registered for the course being challenged.

Students may be permitted to obtain credit by examination in selected subjects designated by a division in which the course is taught. A fee is charged for each examination. Students must be qualified to challenge a course by examination through satisfaction of prerequisites for the course or previous experience or training. The grade and credits received after satisfactory completion of examinations will be entered on the student's permanent record. The student's academic record shall be clearly annotated to reflect that the credit was earned by examination.

The results of the examination will be entered on the student's record. At the time a request is submitted, students must indicate whether they wish a letter grade, or a grade of "Pass/No Pass" (if allowed).

One year must elapse before a request for re-examination will be considered.

CONDITIONS AND RESTRICTIONS:

1. Students must be currently enrolled at AVC.
2. Students must submit challenge forms within the first four weeks of the semester.
3. Students challenging a course must complete the examination by Friday of the seventh week of the semester.
4. Students may challenge a maximum of four courses during their enrollment at AVC.
5. Challenge forms are available only in the fall and spring semesters. Summer forms are available only with the written permission of the instructor.
6. The units received by examination may not be used to satisfy the college's residency requirements.
7. Credit received is not applicable for financial aid, veteran's pay, or athletic eligibility.



**PETITION FOR CREDIT BY EXAMINATION  
REQUEST PROCEDURE**

PROCEDURE:

1. Students requesting credit by examination must be currently registered at AVC and actively participating in course (s). Students MAY NOT be enrolled in the course they are challenging.
2. A student wishing to challenge a course must submit the completed Petition for Credit by Examination form to Admission and Records within the first four weeks of the semester. The form shall indicate if the course is to be challenged for grade or "Pass/No Pass".
3. Students whose form has been approved by Admissions & Records will be required to pay the current per-unit enrollment fee to the Cashier's Office.
4. The student then submits the form to the appropriate Division Dean and instructor for approval. It is the student's responsibility to make the necessary arrangements with the instructor.
5. The student should request a copy of the completed Petition for Credit by Examination form from the Division.
6. The form is forwarded to Admissions & Records by the Division Office with the final grade.
7. The grade will be posted to the record at the end of the semester.
8. The student is notified that a change has been made to their academic record by email.

**ANTELOPE VALLEY COLLEGE**  
**Office of Academic Affairs**

**CREDIT BY EXAMINATION COURSE LIST**  
**(Challenge List)**

ABDY 112	Basic Auto Body Repair
ABDY 122	Basic Automotive Refinishing
ACCT 111	Bookkeeping
ACCT 113	Bookkeeping II
ACCT 115	Payroll Bookkeeping
ACCT 121	Microcomputer Accounting
ACCT 131	Introduction to Income Tax
ACRV 112	Basic Refrigeration Systems
ACRV 113	Basic Refrigeration Controls
ACRV 122	Residential Air Conditioning Systems
ACRV 123	Residential Air Conditioning Controls
AFAB 110	Basic Blueprint Interpretation
AFAB 130	Aerospace Ethics and Issues
AGRI 102	Plant Pest Control
AGRI 104	Nursery Practices
AGRI 110	Basic Landscape Design
AGRI 112	Plant and Landscape Maintenance
AGRI 132	Turf and Landscape Maintenance
AGRI 134	Plant Identification I
AGRI 153	Landscape Construction – Concrete and Masonry
AGRI 155	Landscape Construction – Wood and Lighting
AGRI 210	Advanced Landscape Design
AGRI 212	Interior Plantscape
AGRI 220	Landscape Irrigation
AGRI 230	Soils and Plant Nutrition
AGRI 234	Plant Identification II
AGRI 250	Landscape Management
AJ 101	Introduction to Administration of Justice
AJ 102	Criminal Law
AJ 103	Criminal Evidence
AJ 104	Introduction to Corrections
AJ 204	Juvenile Procedures
ASTR 101	Astronomy
ATH 100	Introduction to Athletic Training
BUS 101	Introduction to Business
BUS 105	Business Mathematics
BUS 111	Business English
CA 103	Introduction to Microcomputers
CA 111	Word Processing – Microsoft Word
CA 171	Introduction to Networking
CA 175	Administering Windows Server
CA 176	Windows Server Networking
CHIN 101	Elementary Chinese I
CHIN 102	Elementary Chinese 2

CIS 101	Introduction to Computer Information Science
CIS 121	Computer Mathematics
CT 105	Principles of Sewing
DFST 101	American Sign Language I
DFST 102	American Sign Language II
DM 101	Digital Media Arts
DM 103	Graphic Design I
DM 113	Photoshop I
DM 115	Graphic Communication I
ELEC 110	Fundamentals of Electricity
ELEC 115	Electrical Codes and Ordinances
ELEC 130	Alternating Current Theory
ELTE 110	Electronics Mathematics
ELTE 125	Direct Current and Alternating Current Principles
ELTE 130	Digital Circuit Analysis
ENGR 110	Engineering Orientation and Basic Skills
ENGR 115	Basic Engineering Drawing
ENGR 120	Introduction to 2-D CAD
ENGR 185	Digital Logic and Design
FREN 101	Elementary French 1
FREN 102	Elementary French 2
FTEC 111	Fire Protection Organization
FTEC 112	Fire Prevention Technology
FTEC 113	Fire Protection Equipment and Systems
FTEC 114	Building Construction for Fire Protection
FTEC 115	Fire Behavior and Combustion
GEOG 101	Physical Geography: Earth's Surface Landscapes
GEOL 101	Physical Geology
GER 101	Elementary German 1
GER 102	Elementary German 2
HE 101	Health Education
ID 100	Introduction to Interior Design
ID 150	History of Design I
ID 160	Material Selection for Interior Design
ID 201	History of Design II
ID 230	Fundamentals of Lighting Design
ID 250	Professional Interior Design Business Practices
LATN 101	Elementary Latin 1
LATN 102	Elementary Latin 2
MATH 070	Elementary Algebra
MATH 102	Intermediate Algebra
NATH 105	Geometry and Methods of Proof
MATH 115	Statistics
MATH 120	Math for Teachers
MATH 124	Finite Math
MATH 128	College Algebra for Liberal Arts
MATH 135	Plane Trigonometry

MATH 140	Precalculus
MATH 148	Calculus for Business and Economics
MATH 150	Calculus and Analytic Geometry
MATH 160	Calculus and Analytic Geometry
MATH 220	Linear Algebra
MATH 230	Introduction to Ordinary Differential Equations
MATH 250	Calculus and Analytic Geometry
MGT 101	Management Principles
MGT 105	Elements of Supervision
MGT 115	Human Behavior in Organizations
MGT 121	Human Resources Management
MKTG 101	Principles of Marketing
MKTG 112	Introduction to Advertising
MKTG 121	Salesmanship
MOA 101	Beginning Medical Terminology
MOA 102	Advanced Medical Terminology
MUS 111	Fundamentals of Music
MUS 131	Keyboard Skills I
MUS 132	Keyboard Skills II
OT 101	Beginning Computer Keyboarding
OT 102	Intermediate Computer Keyboarding
OT 103	Advanced Computer Keyboarding
OT 121	Spreadsheets for the Office
OT 152	Beginning Medical Insurance
RE 111	Real Estate Finance
RE 121	Legal Aspects of Real Estate
RE 141	Escrow Principles
RE 161	Property Management
SPAN 101	Elementary Spanish 1
SPAN 102	Elementary Spanish 2
VN 109	Fundamentals of Patient care for Vocational Nurses
VN 110	Self-Care: Fundamentals and Pharmacology
VN 111	Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient
VN 112	Nursing to Promote Self-Care Agency in the Adult
VN 113	Nursing Leadership to Promote Self-Care Agency in the Adult

## eLumen Methods of Evaluation and Instruction

### Methods of Instruction

1. Lecture
2. Lab
3. Individualized instruction
4. Field Trip/Experience
5. Demonstrations
6. Oral/Visual Communication\*
7. Written communication
8. Projects
9. Multimedia Presentations\*
10. Group Activities

### Methods of Evaluation

1. In-class exercises
2. Demonstrations/Performances
3. Homework
4. Examinations
5. Projects
6. Discussion & Engagement
7. Writing Assignments
8. Presentations/Debates
9. Case Study Analysis

