

ANTELOPE VALLEY COLLEGE (**Correction: 10/21/08**)
Academic Affairs Office

TO: Ms. Beverly Beyer
Ms. Deborah Charlie
Ms. Maria Clinton
Dr. De'Nean Coleman-Carew
Mr. Jeffrey Cooper
Mr. Dexter Cummins
Ms. Margaret Drake
Mr. Tooraj Gordi
Dr. Lee Grishman
Ms. Linda Harmon
Mr. Scott Lee
Ms. Cynthia Littlefield
Mrs. Sharon Lowry
Dr. David Newby
Dr. David Newman
Mr. Duane Rumsey
Ms. LaDonna Trimble
TBD, ASO voting
TBD, ASO non-voting

FROM: Ms. Charlie/Mrs. Lowry

DATE: October 20, 2008

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, October 23, 2008, SSV 151-Board Room, from 3:00 – 5:30 p.m.

2008-2009
Academic Policies and Procedures Committee Meeting No. 5
AGENDA

1. Approval of Agenda
2. Approval of Minutes from October 9, 2008
3. Graduation Proficiency Reading Requirement – Memo (Will be handed out at meeting.)
4. Degrees and Certificates
 - a. AA Degree in English - Third Reading
5. New Courses/CORs – Second Reading
 - a. PHTC 298 – Special Studies in Photography 3 units, 4 hours weekly
Prerequisites: Completion of PHTC 101 and PHTC 125.
Corequisite: ~~Completion of~~ **Concurrent enrollment in PHTC 298L (Corrected: 10/21/08)**
Advisory: Eligibility for ENGL 099 and READ 099.
IMF added
6. New Course/CORs – First Reading
 - a. PHTC 298L - .5 units, 24 hours total
Corequisite: Concurrent enrollment in PHTC 298.
Changing LHE to variable (lab)
P/NP only
7. Revised Courses/CORs – Second Reading
(For items 4a-c the discipline designation is changing from PHOT to PHTC.)
 - a. PHOT 101 – Photography 3 units, 6 hours weekly
Corequisite: Concurrent enrollment in PHOT 101L.
Revised to:
PHTC 101 – Beginning Black & White Photography 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in PHTC 101L.
Advisory: Eligibility for READ 099 and ENGL 099.
IMF revised
5LHE to 4 LHE

- b. PHOT 150 – Color Photography 3 units, 6 hours weekly
Prerequisite: Completion of PHOT 101 and 101L.
Corequisite: Concurrent enrollment in PHOT 150L.
Advisory: Eligibility for READ099.
Revised to:
PHTC 150 – Beginning Color Photography 3 units, 4 hours weekly
Prerequisite: Completion of PHTC 101 and PHTC 101L.
Corequisite: Concurrent enrollment in PHTC 150L.
Advisory: Eligibility for READ 099.
5 LHE to 4 LHE
- c. PHOT 201 – Advanced Photography 3 units, 6 hours weekly
Prerequisite: Completion of PHOT 101 and 101L.
Corequisite: Concurrent enrollment in PHOT 201L.
Revised to:
PHTC 201 – Advanced Black & White Photography 3 units, 4 hours weekly
Prerequisite: Completion of PHTC 101 and PHTC 101L.
Corequisite: Concurrent enrollment in PHTC 201L.
Advisory: Eligibility for READ 099 and ENGL 099
IMF revised
5 LHE to 4 LHE
- 8. Revised Courses/CORs – First Reading
 - a. AJ 109 – Crime Analysis 3 units, 3 hours weekly
 - b. AJ 110 – Terrorism Investigation 3 units, 3 hours weekly
 - c. GEOG 106 – California Geography 3 units, 3 hours weekly
 - d. GEOG 220 – Data Acquisition and Management in Geographic Information Systems 3 units, 3 hours weekly
 - e. GEOG 222 – Cartography for Geographic Information Systems
Removing Instructional Materials Fee

(The following course (f) was approved as new and then immediately revised, however, it was never offered as initially approved.)

- f. PHTC 125L – 0 units
Corequisite: Concurrent enrollment in PHTC 125.
Advisory: Eligibility for READ 099 and ENGL 099.
Revised to:
PHTC 125L - .5 units, 24 hours total
Corequisite: Concurrent enrollment in PHTC 125.
Advisory: Eligibility for READ 099 and ENGL 099.
Variable LHE (lab)
Adding P/NP only designation

(The following four courses g-i has been obsolete courses that are being revised to become active again with a new discipline designation.)

- g. PHOT 101L – Photography Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in PHOT 101.
Revised to:
PHTC 101L – Beginning Black & White Photography Lab .5 units, 24 hours total
Corequisite: Concurrent enrollment in PHTC 101.
Changing LHE to variable (lab)
P/NP only
- h. PHOT 150L – Photography Lab .5 units, 1.8 hours weekly
Corequisite: Concurrent enrollment in PHOT 150.
Revised to:
PHTC 150L – Beginning Color Photography Lab .5 units, 24 hours total
Corequisite: Concurrent enrollment in PHTC 150.
Changing LHE to variable (lab)
P/NP only

- i. PHOT 201L – Advanced Photography Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in PHOT 201.
Revised to:
PHTC 201L –Advanced Black and White Photography Lab .5 units, 24 hours total
Corequisite: Concurrent enrollment in PHTC 201.
Changing LHE to variable (lab)
P/NP only
- 9. Distance Education Courses – Revised Courses/CORs – First Reading
 - a. HIST 107 – U.S. History, 1607-1877 3 units, 3 hours weekly - new online equivalent
 - b. HIST 108 – U.S. History, 1877-Present 3 units, 3 hours weekly - new online equivalent
- 10. Obsolete Courses (Credit) – Second Review (No Xeroxing required.)
 - a. ENGL 220 – American Literature 1400-1800 3 units, 3 hours weekly
effective fall '09
- 11. Obsolete Distance Education Courses – Second Review (No Xeroxing required.)
 - a. ENGL 099 OL – Intermediate Composition 4 units, 4 hours weekly (Online version only)
- 12. Announcements
- 13. Adjournment. The next meeting will be November 13, 2008.

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Ms. Patricia A. Márquez Sandoval, Academic Senate President, at (661) 622-6306 (weekdays between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.

ls

MINUTES OF ACADEMIC POLICIES AND PROCEDURES COMMITTEE MEETING NO. 5
2008-2009

DATE: October 23, 2008
PLACE: SSV 151 – Board Room
TIME: 3:00 p.m.

MEMBERS PRESENT

Beverly Beyer, Faculty
Deborah Charlie, Cochair
Jack Holliday proxy for Maria Clinton,
Faculty
De'Nean Coleman-Carew, Faculty
Jeffrey Cooper, Dean
Dexter Cummins, Faculty
Tooraj Gordi, Faculty
Lee Grishman, Articulation

Linda Harmon, Faculty
Scott Lee, Faculty
Michael Rios proxy for Cynthia
Littlefield, Faculty
Mrs. Sharon Lowry, V. P. Academic
Affairs
David Newby, Faculty
David Newman, Faculty
Duane Rumsey, Faculty
LaDonna Trimble, Dean

MEMBERS ABSENT

Margaret Drake, Dean
Voting ASO Student
Non-Voting ASO Student

Ms. Charlie called the meeting to order at 3:03 pm. She welcomed and thanked everyone for coming. Others in attendance were Mr. Santi Tafarella, Dean O'Neal, Ms. Lisa Karlstein-Francey, Dean Jacobs, Mr. Richard Coffman, and Mr. Ken Shafer. Ms. Beverly Beyer announced to the committee that she has decided not to stay on as cochair elect for the committee. She will continue as the representative for the Business, Computer Studies and Economic Division and remain on the technical review committee. Ms. Maria Clinton was approved by the senate on October 16 as the cochair elect.

1. Approval of Agenda

Ms. Charlie asked everyone to reorganize their agenda so that all of the PHTC lecture and lab classes are together. Also, items #3 and #4 will be switched. We will read the AA Degree in English first and then discuss the Graduation Proficiency Reading Requirement. It was moved and seconded to approve the agenda with these minor changes. The motion carried unanimously.

2. Approval of Minutes from October 9, 2008

There were no problems or concerns with the minutes from October 9, 2008. It was moved and seconded to approve the minutes from October 9, 2008. The motion carried unanimously.

3. Graduation Proficiency Reading Requirement – Memo (Will be handed out at meeting.)

Ms. Charlie handed out a memo for representatives to take back to their divisions for discussion and reminded everyone that this would be a graduation requirement for *all* students receiving an AA/AS degree. We will keep this item on the November and December agendas for discussion, then as an action item in February.

4. Degrees and Certificates

a. AA Degree in English - Third Reading

Mr. Santi Tafarella brought back the Application for Approval-New Credit Program for the AA Degree in English. Also, we have a copy of all of the supporting documentation for this degree in the Office of Academic Affairs if anyone would like to review any of this information. All revisions have been made except for item # 17. He has been unable to obtain any information for a financial support plan. Mrs. Lowry discussed that with future growth there will most likely be potential needs for English faculty, and the proposal should state at least one every three years. Mrs. Lowry asked if there is a realistic financial number needed for library support. Mr. Scott Lee and Mr. Tafarella stated that since the degree did not require the development of any new courses, the library's collection was sufficient. The two minor changes will be made to this proposal: the financial figure for item #17 and the number of new faculty positions. Also, the date that this program will undergo program review needs to be verified because they may be going to a different cycle. Ms. Charlie suggested that representatives keep this proposal as a good example for other faculty interested in developing a degree. It was moved and seconded to approve this degree with these two minor changes.

This degree will go to the Board of Trustees in November for approval.

5. New Courses/CORs – Second Reading
 - a. PHTC 298 – Special Studies in Photography 3 units, 4 hours weekly
Prerequisites: Completion of PHTC 101 or PHTC 125.
Corequisite: ~~Completion of~~ **Concurrent enrollment in PHTC 298L (Corrected: 10/21/08)**
Advisory: Eligibility for ENGL 099 and READ 099.
IMF added
Changes were made to this new course as requested. Dr. Grishman questioned whether this was an applied activity course or not. Ms. Francey indicated that yes, it was, and Dr. Grishman informed her that it wouldn't be accepted by UC. CSU will still accept it. It was moved and seconded to approve this course. The motion carried unanimously. It was moved and seconded to approve the content review for this course. The motion carried unanimously.

6. New Course/CORs – First Reading
 - a. PHTC 298L - **Special Studies in Photography Lab** .5 units, 24 hours total
Corequisite: Concurrent enrollment in PHTC 298.
Changing LHE to variable (lab)
P/NP only
Ms. Karlstein-Francey presented this new lab support course. This course is .5 units, 24 hours total for the students with variable LHE for faculty so it will be in compliance with Title 5. Methods of evaluations were added as was the P/NP only designation for participation and completion of homework assignments. Dr. Newman suggested that the P/NP statement should be placed at the end of the course description. The 2nd MOE statement should read more like a method of evaluation versus an objective and say something such as “*Demonstrate skills such as practicing the use of studio lighting, small, medium and large format cameras.*” It was moved and seconded to approve this new course with minor changes. The motion carried unanimously. It was moved and seconded to approve the content review for this new course. The motion carried unanimously.

7. Revised Courses/CORs – Second Reading

(For items 7a-c the discipline designation is changing from PHOT to PHTC.)

- a. PHOT 101 – Photography 3 units, 6 hours weekly
Corequisite: Concurrent enrollment in PHOT 101L.
Revised to:
PHTC 101 – Beginning Black & White Photography 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in PHTC 101L.
Advisory: Eligibility for READ 099 and ENGL 099.
IMF revised
5LHE to 4 LHE
- b. PHOT 150 – Color Photography 3 units, 6 hours weekly
Prerequisite: Completion of PHOT 101 and 101L.
Corequisite: Concurrent enrollment in PHOT 150L.
Advisory: Eligibility for READ 099.
Revised to:
PHTC 150 – Beginning Color Photography 3 units, 4 hours weekly
Prerequisite: Completion of PHTC 101
Corequisite: Concurrent enrollment in PHTC 150L.
Advisory: Eligibility for READ 099.
5 LHE to 4 LHE
- c. PHOT 201 – Advanced Photography 3 units, 6 hours weekly
Prerequisite: Completion of PHOT 101 and 101L.
Corequisite: Concurrent enrollment in PHOT 201L.
Revised to:
PHTC 201 – Advanced Black & White Photography 3 units, 4 hours weekly
Prerequisite: Completion of PHTC 101
Corequisite: Concurrent enrollment in PHTC 201L.
Advisory: Eligibility for READ 099 and ENGL 099
IMF revised
5 LHE to 4 LHE

Changes were made to these course outline revisions as requested. It was moved and seconded to approve these course outline revisions including the change in designation from PHOT to PHTC. The motion carried unanimously. It was moved and seconded to approve the content review for these course outline revisions. The motion carried unanimously.

8. Revised Courses/CORs – First Reading

a. AJ 109 – Crime Analysis 3 units, 3 hours weekly

Mr. Dexter Cummins presented this course outline revision. A minor correction involving the title of the textbook was noted. There were no other problems with this revision. It was moved and seconded to approve this course outline revision with the title correction. The motion carried unanimously.

b. AJ 110 – Terrorism Investigation 3 units, 3 hours weekly

Mr. Dexter Cummins presented this course outline revision. It was explained that Terrorism theory changes very quickly these days, hence the new textbook. There were no problems or concerns with this revision. It was moved and seconded to approve this course outline revision. The motion carried unanimously.

c. GEOG 106 – California Geography 3 units, 3 hours weekly

Mr. Richard Coffman presented this course outline revision which includes updated course objectives. It was noted that most of the textbooks were older than the requirement of 5 years; however, it was noted to be acceptable in this instance because there is a textbook dated 2006 and also because the other textbooks presented are just simply the best books for this particular course. There were no other problems or concerns with this revision. It was moved and seconded to approve this course outline revision. The motion carried unanimously.

d. GEOG 220 – Data Acquisition and Management in Geographic Information Systems 3 units, 3 hours weekly

Mr. Richard Coffman presented this course outline revision with changes to the methods of evaluations, the addition of new texts, and cleaning up the format. The only correction noted was to use the appropriate course number designation for GEOG 205 and ENGL 101 for consistency sake. There were no other problems or concerns with this revision. It was moved and seconded to approve this course outline revision. The motion carried unanimously.

e. GEOG 222 – Cartography for Geographic Information Systems

Removing Instructional Materials Fee

Mr. Richard Coffman presented this course outline revision with changes to the methods of evaluations, new texts added, and cleaning up the format. Mr. Coffman questioned whether we can just temporarily waive the Instructional Materials Fee until the equipment/printer gets fixed and then we could reinstate it. Mrs. Lowry answered that we cannot temporarily waive Instructional Materials Fees. She said that because of Title 5 regulations, we would have to remove it for now and then bring it back to AP&P when the equipment is fixed. There were no other problems or concerns with this revision. It was moved and seconded to approve this course outline revision. The motion carried unanimously.

NOTE: The following PHTC Lab courses (f-i) all came in as .5 units, 24 hours total for the students with variable LHE for faculty. They are similar in function to our old zero-unit labs; however, they are now all in compliance with Title 5 and the Supplemental Learning Assistance regulation. These particular lab courses for the PHTC program are open entry/open exit with two-way corequisites. Methods of evaluations were added as well as a P/NP only designation. Dr. Newman suggested that the Pass/No Pass statement be placed at the end of the course description for each of these labs. Ms. Francey was asked to revise one of the methods of evaluation statements. Mr. Grishman noted that these courses would not be transferable to UC.

(The following course (f) was approved as new and then immediately revised, however, it was never offered as initially approved.)

f. PHTC 125L – Photography Lab 0 units

Corequisite: Concurrent enrollment in PHTC 125.

Advisory: Eligibility for READ 099 and ENGL 099.

Revised to:

PHTC 125L – Beginning Digital Photography Lab .5 units, 24 hours total

Corequisite: Concurrent enrollment in PHTC 125.

Advisory: Eligibility for READ 099 and ENGL 099.

Variable LHE (lab)

Adding P/NP only designation

Ms. Karlstein-Francey presented this course outline revision. (See above note.) It was moved and seconded to approve this course outline revision with minor corrections. The motion carried unanimously.

(The following four obsolete courses g-i are being revised with a new discipline designation.)

- g. PHOT 101L – Photography Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in PHOT 101.
Revised to:
PHTC 101L – Beginning Black & White Photography Lab .5 units, 24 hours total
Corequisite: Concurrent enrollment in PHTC 101.
Changing LHE to variable (lab)
P/NP only
- h. PHOT 150L – Photography Lab .5 units, 1.8 hours weekly
Corequisite: Concurrent enrollment in PHOT 150.
Revised to:
PHTC 150L – Beginning Color Photography Lab .5 units, 24 hours total
Corequisite: Concurrent enrollment in PHTC 150.
Changing LHE to variable (lab)
P/NP only
- i. PHOT 201L – Advanced Photography Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in PHOT 201.
Revised to:
PHTC 201L – Advanced Black and White Photography Lab .5 units, 24 hours total
Corequisite: Concurrent enrollment in PHTC 201.
Changing LHE to variable (lab)
P/NP only

Ms. Karlstein-Francey presented these revised courses. (See above note.) It was moved and seconded to approve the revisions of these obsolete courses with a few minor corrections. The motion carried unanimously. It was moved and seconded for approval of the content review for these revisions of these obsolete courses. The motion carried unanimously.

9. Distance Education Courses – Revised Courses/CORs – First Reading

- a. HIST 107 – U.S. History, 1607-1877 3 units, 3 hours weekly - new online equivalent
 - b. HIST 108 – U.S. History, 1877-Present 3 units, 3 hours weekly - new online equivalent
- Mr. Ken Shafer presented these two new online courses. He explained that as well as needing more sections of these popular history courses, we also need to provide these distance education courses in order to retain those students who may otherwise go to competing colleges who do offer these courses via distance education. Corrections include minor spelling errors (SLO not SOL, and Americans Disabilities Act) and making mention of AVC's library website for library resources. Also noted was that instead of specifying *Blackboard* (our current online course management system), we should use the general term "AVC's course management system" throughout. This will ensure that these DE forms are still current even when our technology changes. These courses will come back for a second reading and approval.

Note: Mrs. Lowry and Ms. Deborah Charlie reminded the committee that when revising existing CORs, it is necessary to revise the distance education form as well. Mrs. Lowry explained that any time an existing COR is revised and the DE version is not, this raises a red flag from the Accreditation Team. In addition, when developing a new DE course, the existing COR must come into the committee as designated on the DE form so that the committee can determine if the COR and the DE addendum are still in alignment. If not, the existing COR must be revised before the new DE course can be approved. Representatives need to keep track of the status of DE courses in their divisions. Finally, both versions can always be revised together in order to make changes/updates keeping both courses in alignment.

10. Obsolete Courses (Credit) – Second Review (No Xeroxing required.)

- a. ENGL 220 – American Literature 1400-1800 3 units, 3 hours weekly
effective fall '09

It was moved and seconded to approve this obsolete course. The motion carried unanimously.

11. Obsolete Distance Education Courses – Second Review (No Xeroxing required.)
 - a. ENGL 099 OL – Intermediate Composition 4 units, 4 hours weekly (Online version only)
It was moved and seconded to approve only the online version of this course to be made obsolete. The motion carried unanimously.

12. Announcements
Ms. Charlie made three announcements. First, the college’s annual SLO Report for Spring ’08 was recognized and used as a model at an Assessment Conference faculty and deans attended. Second, Barbara Beano, from the Accrediting Commission, noted that the college has done a “good job” on its SLOs as described in the college’s accreditation follow-up report. Third, the Statewide Academic Senate’s Plenary Conference will be on November 6. She will go to several sessions concerning transfer degrees, Title 5 changes, SLOs and Assessment, noncredit courses, and articulation issues.

13. Adjournment.
This meeting adjourned at 4:40 pm. The next meeting will be November 13, 2008 at 3:00 pm. (Reminder, if you will be absent please arrange for a proxy.)

ls