

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: April 10, 2014  
LOCATION: BE 321 – Computer Room  
TIME: 3:07 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Linda Harmon	Donna Meyer	Karen Cowell, CTE Dean Luis Echeverria, SS Rep Edward Knudson, President Cynthia Littlefield, KAAD Rep Scott Lee, IR/ES Rep Giovanna Sanchez, Student Rep Denise Walker, HS Rep
Shyann Blanco, proxy	Anne Hemsley	LaDonna Trimble	
Tooraj Gordi	Tom Hutchison	Darcy Wiewall	
Lee Grishman, proxy	Lisa Karlstein	Les Uhazy	
Glenn Haller, proxy			
GUESTS PRESENT			
Kyle Jacobsen	Scott Jenison		

2013-2014  
Academic Policies & Procedures Committee Meeting No. 10  
MINUTES

**1. CALL TO ORDER AND ROLL CALL**

A motion was made and seconded to call the April 10, 2014 AP&P Committee Meeting to order at 3:07p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:07p.m. Motion carried.

**2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**

Mrs. Linda Harmon indicated that she did not have any opening comments at this time.

**3. APPROVAL OF MINUTES**

**a. March 13, 2014 Minutes**

A motion was made and seconded to table item 3a. Motion carried.

**4. INFORMATIONAL ITEMS**

**a. 2014-15 AP&P Deadline – Courses and Programs need to be approved by 11/13/2014 for Fall 2015 inclusion**

**• CORs that need to be revised this academic year – List at the end of the agenda**

Mrs. Linda Harmon indicated that the 4 year list will be sent to all committee members tomorrow morning and faculty should be encouraged to submit courses as soon as possible in order to meet the 11/13/2014 deadline.

**• TMC Degrees that need to be developed and brought to AP&P – List at the end of the agenda**

Mrs. Harmon reminded committee members that the list of TMC degrees available for adaptation is listed near the end of the agenda. Faculty have indicated that they are working to bring forward the Spanish and Philosophy degree but there does not seem to be evidence in the way of a submitted program in CurricUNET.

Mrs. Melissa Jauregui also provided an update on the status of the four previously approved transfer degrees: Art History, Studio Arts, Sociology, and Political Science. At a meeting in the fall semester, Mrs. Lowry indicated that before these programs can appear in our catalog we must submit a substantive change report to ACCJC. As of now, there is no confirmation the report has been submitted but President Knudson is aware of this issue. Speculation was expressed as to the need to submit a report to ACCJC on degrees that we were told to create. Mrs. Melissa Jauregui indicated that she researched this and found that a report does need to be submitted as indicated on the ACCJC website listed below on page 9 of the document footer:

[http://www.accjc.org/wp-content/uploads/2013/08/Substantive\\_Change\\_Manual\\_2013.pdf](http://www.accjc.org/wp-content/uploads/2013/08/Substantive_Change_Manual_2013.pdf)

**• C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda**

Mrs. Harmon also reminded committee members that courses listed under item 10 need to be revised according to the recommendations from C-id and submitted to AP&P for approval. Mr. Glenn Haller indicated that KIN 100, a newly developed course, should be submitted for the C-id designation of KIN

100. Since this is a new course, we must first request Chancellor's Office approval. He also requested the status of KIN 191 as it was approved by AP&P and should be ok to send forward for reconsideration. Dr. Lee Grishman indicated that he awaits confirmation from Academic Affairs when the course is ready to be resubmitted as dates need to be updated on the COR before it can be submitted. Mrs. Melissa Jauregui confirmed the AP&P approval for KIN 191 was November 14, 2013.

**b. CurricUNET Workshops:**

- Wednesday, April 16, 2014 from 10-12pm, BE 324 – Denise Walker

**c. CSUGE/IGETC Course Designation – Dr. Lee Grishman**

IGETC – (Current)

1. ANTH 101L – Area C - Approved
2. BIOL 205 – Area B, C - Approved
3. CHIN 201 – Area 3B - Approved
4. CHIN 202 – Area 3B - Approved
5. GEOL 102L – Area 5A - Approved
6. MATH 124 – Area 2A - Approved
7. MATH 148 – Area 2A - Approved
8. THA 239 – Area 3A - Approved

CSU/GE - (Current)

1. ANTH 101L – Area B3 - Approved
2. BIOL 205 – Area B2, B3 - Approved
3. CFE 211 – Area D7
4. CHIN 201 – Area C2 - Approved
5. CHIN 202 – Area C2 - Approved
6. ENGR 125 – Area B4
7. GEOG 102L – Area B3 - Approved
8. MATH 148 – Area B4 - Approved
9. NF 103 – Area E - Approved

Dr. Lee Grishman announced the course approvals as noted on the agenda. Unfortunately, ENGR 125 was denied for the designation of Area B4 and CFE 211 was approved in February 2014 and therefore missed the submission deadline. He plans to submit CFE 211 for approval next academic year.

**d. AP&P Cochair replacement begins training summer 2014**

Mrs. Linda Harmon announced the Senate Exec is preparing for AP&P cochair replacement interviews so we should know who the replacement will be by May 8, 2014, our last AP&P meeting this academic year.

**5. DISCUSSION**

**a. Credit by Examination list**

Mrs. Linda Harmon requested representatives to review the credit by exam list with their division. If a course is to be added or removed, a memo to the AP&P committee from the faculty, dean and representative is all that is needed. She requested the representatives to bring forward the memo requests to add or remove courses so the list can be approved on May 8, 2014.

**b. Library Representation on the AP&P Committee**

In the absence of Dr. Scott Lee, Mrs. Melissa Jauregui read an email from Dr. Lee sent earlier in the day, which is noted below:

The Library Representation issue is an information item to make the committee aware that the current proposed amendment to Article IV, Section 2 of the Senate constitution would eliminate Library representation from the Senate (we are no longer in a division) and would possibly eliminate Library representation from Senate committees (including AP&P). This is something that I hope all will keep in mind as they talk to their senate reps and to President Beyer.

Glenn Haller indicated that discussions are currently occurring regarding the structure of the Academic Senate and the subcommittees of the Senate. As of now, no decisions have been made but now would be a good time to submit recommendations to the Academic Senate so they may be considered in this process. Clarification was requested as to whether the librarian's approval would still be needed for courses and programs, to which Mrs. Melissa Jauregui indicated the librarian steps would remain in CurricUNET as certification of resources is required at the state level. Dr. Grishman indicated that as long as the role remains in CurricUNET, if Dr. Lee does not feel he needs to be at the meetings, the approval in CurricUNET should be enough.

Dr. Les Uhazy provided some historical information regarding the position, which was added to the committee at the request of the previous AP&P cochair, Deborah Charlie. After a brief moment, it was decided that the librarian role should remain on the committee and perhaps it is also time to suggest a research position be added as a voting member. The committee members were in agreement that a memo to the Academic Senate from the AP&P committee needs be submitted indicating the importance of the librarian role and the additional research position.

**c. College Mission Statement**

Mrs. Linda Harmon requested representatives to review the college mission with their division and collect comments to be reported back to the AP&P committee May 8, 2014. This will also be approved on that day as it is our last meeting of the academic year.

**6. REPORT**

**a. Content Review and Course Validation Process for Course Requisites**

Mrs. Linda Harmon requested the division representative to report any comments or concerns as noted below:

- Business, Computer Studies and Economic Development – Donna Meyer reported that only one faculty member expressed concerns, which were emailed and noted below:  
Dr. Edward Beyer: “If I read the document correctly, the content review may be used, but within five weeks a validation study must be completed and submitted. It then seems that the only difference from the current requirement (getting a validation study first) is a delay of five weeks. What benefit is that? In fact, it may cause more problems. What if a course has prereqs based on content review, and then in five weeks a validation study suggests that the prereq is not needed, then we have potentially shutout some students who might otherwise have enrolled in the course for that semester.”
- Technical Education – Tom Hutchison indicated that the information was shared with faculty but no comments were given.
- Language Arts – Jeffrie Ahmad indicated that the information was shared with faculty but no comments were given.
- Instructional Resources/Extended Services – In the absence of Dr. Scott Lee, Mrs. Jauregui read his emailed comments, which are noted below:  
Dr. Scott Lee: “There is concern on page 7 (Paragraph 2) that W's will be treated the same as F's in statistical validation. We think that W's and F's are different and that they should not be treated as statistically the same.”

Clarification was provided on each comment given. The intent was to conduct a course validation study two and a half years (during the fifth semester) after the requisite has been instituted for those courses that used only the course content process. As for the use of W's in the course validation study process, the AP&P committee members agreed that W's should be excluded and not considered.

**b. Curriculum Regional Meeting – Linda**

Mrs. Linda Harmon explained that on March 14, 2014, herself, Melissa Jauregui, and Kyle Jacobsen attended the 2013-14 Curriculum Regional Meeting in San Diego. Several topics were discussed and are noted in the memo attached to the AP&P agenda packet. She read through the document bring attention to certain points, one of which is that TMC templates will no longer be made available as soon as possible but will rather be posted to the Chancellor's Office website twice a year, once in February and again in September. Community colleges then have 18 months from the point the template is posted to adopt the degrees. Additional information related to the regional meeting can be found at <http://www.asccc.org/events/2014/03/2013-14-curriculum-regional-meetings>

**c. Catalog Areas and Courses affected by MATH 050, MATH 060 and READ 097 being obsoleted – Melissa**

Mrs. Melissa Jauregui reminded the committee of the three recently obsoleted courses that appear through out the college catalog. Originally the committee agreed that MATH 050 and MATH 060 are now replaced with MATH 065 and READ 097 is now READ 095, so we should make all changes automatically. While that can be done, the memo attached to the agenda is being circulated first so faculty across campus are not surprised by these changes. Mrs. Linda Harmon requested the representatives to share the document with their faculty and report back to the committee on May 8, 2014 with any collected comments or concerns.

**7. ACTION ITEM**

**a. First Reading: New Course Development (COR Complete / SLO Complete)**

**i. ESL 099, Advanced Composition**

A motion was made and seconded to approve ESL 099, Advanced Composition course development. Mr. Scott Jenison was present to discuss the course and answer questions. He indicated that this course would be similar to ENGL 099 as far as level is concerned. After a brief moment it was decided that adjustments were not necessary. Motion carried without revision. A second motion was made and seconded to approve the course content. Motion carried.

**ii. Hybrid: ESL 099, Advanced Composition**

A motion was made and seconded to approve Hybrid: ESL 099, Advanced Composition course development. Mr. Scott Jenison was present to discuss the course and answer questions. Mrs. Linda Harmon indicated that Dr. Scott Lee's, DE liaison, approval is noted in CurricUNET. After a brief moment it was decided that adjustments were not necessary. Motion carried without revision.

**b. Course Deactivation**

**i. READ 097, Reading Comprehension for College Success**

A motion was made and seconded to approve designating this course as deactivated. Motion carried.

**8. INFORMATIONAL ITEM**

**a. New Course Development**

**• PHTC 102L, Directed Photo Lab Studies**

Ms. Lisa Karlstein indicated that the SLOs were complete. Mrs. Melissa Jauregui reviewed the Outcomes Committee agenda for Monday April 14, 2014 and noted that PHTC 102L does not appear for approval.

Ms. Karlstein will be contacting Dr. Fredy Aviles to resolve the issue since she thought they were already approved.

**9. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

Area of Study	Template Attached	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences					
2. Agriculture Business					
3. Agriculture Plant Sciences					
4. Chemistry					
5. Computer Science					Cannot develop, no discipline on campus aligns with coursework
6. Economics					
7. Elementary Teacher Education					Cannot develop, no full-time faculty in area
8. Film, Television and Electronic Media					Cannot develop, no full-time faculty in area
9. Journalism					Cannot develop, no full-time faculty in area
10. Philosophy					
11. Spanish					

**Completed AVC AA-T/AS-T Degrees**

- |                               |               |                 |                  |
|-------------------------------|---------------|-----------------|------------------|
| 12. Administration of Justice | 16. English   | 19. History     | 22. Physics      |
| 13. Anthropology              | 17. Geography | 20. Kinesiology | 23. Psychology   |
| 14. Business Administration   | 18. Geology   | 21. Music       | 24. Theatre Arts |
| 15. Early Childhood Education |               |                 |                  |

**Chancellor's Office Approved**

- |                           |                       |
|---------------------------|-----------------------|
| 25. Art History           | 28. Political Science |
| 26. Communication Studies | 29. Sociology         |
| 27. Mathematics           | 30. Studio Arts       |

**10. ADDITIONAL INFORMATION - C-ID REPORT FOR TMC's**

C-ID DESCRIPTOR	COURSE	STATUS	EXPIRES	STATUS
AJ 110	AJ 101	CONDITIONAL	20-NOV-14	
AJ 120	AJ 102	CONDITIONAL	4-JAN-14	
AJ 160	AJ 201	NOT APPROVED		
AJ 220	AJ 204	CONDITIONAL	2-JAN-14	
ARTH 150	ART 104	NOT APPROVED		
BUS 115	BUS 113	CONDITIONAL	12-JUN-14	
BUS 120	BUS 201	CONDITIONAL	11-NOV-14	

BUS 125	BUS 203	CONDITIONAL	26-JUL-14	
ECE 230	CFE 116	CONDITIONAL	27-JUN-14	
ECE 210	CFE 202	CONDITIONAL	27-JUN-14	
ECE 220	CFE 211	CONDITIONAL	8-APR-14	
ECE 130	CFE 213	NOT APPROVED		
CHEM 100	CHEM 101	NOT APPROVED		<i>Resubmit for CHEM 101</i>
ITIS 120	CIS 101	CONDITIONAL	1-JUL-14	
COMP 152	CIS 121	CONDITIONAL	2-APR-14	
COMM 130	COMM 107	CONDITIONAL	13-JAN-15	
ENGL 120	ENGL 102	CONDITIONAL	06-JAN-15	
GEOL 121	ERSC 101	CONDITIONAL	12-JUN-14	
	GEOG 101	NOT APPROVED		
HIST 130	HIST 107	NOT APPROVED		
HIST 140	HIST 108	CONDITIONAL	14-FEB-14	
JOUR 210	JOUR 123	NOT APPROVED		
KIN 100	KIN 190	NOT APPROVED		
KIN 101	KIN 191	CONDITIONAL	17-DEC-13	
SOCI 125	MATH 115	CONDITIONAL	20-SEP-14	
PHIL 110	PHIL 110	CONDITIONAL	16-OCT-14	
PHYS 100S	PHYS 101 PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 105	PHYS 101	CONDITIONAL	13-FEB-14	
PHYS 110	PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 200S	PHYS 110 PHYS 120 PHYS 211	CONDITIONAL	15-FEB-14	
PHYS 205	PHYS 110	CONDITIONAL	13-FEB-14	
PHYS 210	PHYS 120	CONDITIONAL	15-FEB-14	
PHYS 215	PHYS 211	CONDITIONAL	15-FEB-14	
PSY 200	SOC 200	CONDITIONAL	2-JUL-14	
SOCI 120	SOC 200	CONDITIONAL	25-JAN-14	
SPAN 220	SPAN 101HL	CONDITIONAL	19-AUG-14	
THTR 171	THA 102	CONDITIONAL	06-JAN-15	<b>Resubmitted</b>
THTR 175	THA 133	NOT APPROVED		

**11. ADDITIONAL INFORMATION – 2013-2014 Courses by Division that need to be revised and submitted to AP&P**

Course	Degree/Cert /GE Area	Last Taught	Scheduling Restrictions if not approved by 11/14/2013	Status
<b>Health Sciences</b>				
CFE 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
<b>Language Arts</b>				
COMM 215		None	Cannot schedule 14-15	<i>Submitted</i>
<b>Math/Science</b>				
MATH 070B		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
MATH 102A		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
MATH 102B		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
<b>Social Science</b>				
WE 197		None	Cannot schedule 14-15	
WE 199		Spring 13	Cannot schedule 14-15	
<b>Technical Education</b>				
AUTO 276		Fall 13	Cannot schedule 14-15	<i>Submitted</i>
<b>Visual and Performing Arts</b>				
PHTC 205		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
PHTC 205L		Fall 12	Cannot schedule 14-15	<i>Submitted</i>

## **12. ADJOURNMENT**

A motion was made and seconded to adjourn the April 10, 2014 AP&P Committee meeting at 4:02p.m. Mrs. Linda Harmon reminded the committee members to log into CurricUNET and track the progress of each course in the approval process in their area to be sure they are moving along. Motion carried.

### **NON-DISCRIMINATION POLICY**

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