

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: April 23, 2015
LOCATION: BE 324 – Computer Room
TIME: 3:08 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Lisa Karlstein	Deborah Sullivan-Ford	Jennifer Corona, ASO Rep
Karen Cowell	Scott Lee	Mary Rose Toll	Luis Echeverria, SS Rep
Tooraj Gordi	Cynthia Lehman	Les Uhazy	Maranatha Javines, ASO Rep
Lee Grishman	Mark McGovern	Denise Walker	Cynthia Littlefield, Div. 5 Rep
Linda Harmon		Darcy Wiewall	Joe Owens, Div. 1 Rep
GUESTS PRESENT			Bonnie Suderman, Cochair
Kyle Jacobsen	Tom O'Neil	Neena Suri	LaDonna Trimble, SS Dean
Scott Jenison		Gary Wheeler	

2014-2015
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 23, 2015 AP&P Committee Meeting to order at 3:08p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:08p.m. Motion carried.

Mrs. Linda Harmon requested a motion to amend the agenda to include BUS 201 and MATH 135 under action item 7 as course revisions. A motion was made and seconded to amend the agenda as requested. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Mrs. Linda Harmon thanked the committee for all their time and efforts over the last three years. This meeting will be the last one she runs and she truly appreciated everyone's time and attention to this committee's important work. She did inform the committee that another meetings will be added to accommodate those courses that were not finished one time. She asked the committee members to mark their calendar for May 28 at 4:00pm.

She also announced the important working being done in the AREO and AFAB area as they are currently working to build a Baccalaureate degree program in Airframe Manufacturing Technology. Many may have already heard that the Chancellor's Office requested applications from CCC to be able to build a bachelor's degree. Of those applications, AVC was among the colleges approved to begin working on this project. Dean Cowell listed the taskforce members as Maria Clinton, Jack Haliday Sr., Dr. Lee Grishman and herself to work on the development of upper division general education course work.

3. APPROVAL OF MINUTES

a. March 26, 2015 Minutes

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

4. INFORMATIONAL ITEMS

a. 2015-16 AP&P Deadline – Courses and Programs need to be approved by 12/10/2015 for Fall 2016 inclusion

- CORs due 2014-2015 academic year – List at the end of the agenda
- CORs due 2015-2016 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

Mrs. Linda Harmon reminded the committee members of the importance of working with the faculty in there area to ensure all courses are submitted in a timely manner thus not needing to extend the approval deadline. She requested all committee members to review the list at the end of the agenda and contact those who still have courses to submit. She also informed the committee that the noted date on the agenda requires correcting as the proposed last meeting for the committee is 12/10/2015 and therefore would be the deadline.

b. CurricUNET Workshop Schedule

- Wednesday, April 22, 2015 from 1:00-2:30pm in BE 323
- Thursday, April 23, 2015 from 2:00-3:00pm in BE 323
- Monday, April 27, 2015 from 10:00-12:00pm in APL 204B

- Wednesday, April 29, 2015 from 1:00-2:30pm in BE 323
- Thursday, April 30, 2015 from 1:00-3:00pm in BE 323
- Monday, May 4, 2015 from 10:00-12:00pm in APL 204B
- Wednesday, May 6, 2015 from 1:00-2:30pm in BE 323
- Thursday, May 7, 2015 from 2:00-3:00pm in APL 204B
- Wednesday, May 13, 2015 from 1:00-2:30pm in BE 323
- Thursday, May 14, 2015 from 2:00-3:00pm in BE 323
- Wednesday, May 20, 2015 from 1:00-2:30pm in BE 323
- Thursday, May 21, 2015 from 2:00-3:00pm in BE 323
- Wednesday, May 27, 2015 from 1:00-2:30pm in BE 323
- Thursday, May 28, 2015 from 2:00-3:00pm in BE 323

Mrs. Linda Harmon indicated that two dates have an extension to the noted times. On May 7th and May 21st the workshops will end at 4pm not 3pm.

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

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • IGETC <ol style="list-style-type: none"> 1. AJ 204 – Area 4J 2. GEOG 110 – Area 4E 3. MATH 128 – Area 2A 4. PSY 200 – Area 4I 5. SOC 116 – Area 4J 6. SPAN 110SS – Area 6A 7. SPAN 210SS – Area 6A 8. SPAN 220SS – Area 3B and Area 6A • UC Transferable <ol style="list-style-type: none"> 1. MATH 128 2. SPAN 220SS 3. THA 121A 4. THA 121B | <ul style="list-style-type: none"> • CSU/GE <ol style="list-style-type: none"> 1. AJ 210 – Area D10 2. AJ 204 – Area D10 3. ART 136 – Area C1 4. CFE 211 – Area D7 5. GEOG 110 – Area D5 6. HD 102 – Area E 7. KIN 100 – Area E 8. MATH 128 – Area B4 9. PSY 200 – Area D9 10. SOC 116 – Area D4 11. SOC 116 – Area D7 12. SOC 116 – Area D10 13. SPAN 110SS – Area C2 14. SPAN 210SS – Area C2 15. SPAN 220SS – Area C2 16. THA 115B – Area C1 17. THA 116B – Area C1 18. THA 117B – Area C1 19. THA 118B – Area C1 20. THA 121B – Area C1 | <ul style="list-style-type: none"> • CSU Transferable <ol style="list-style-type: none"> 1. FTEC 111 2. FTEC 112 3. FTEC 113 4. FTEC 114 5. FTEC 117 6. MATH 105 7. MATH 128 8. NS 200A 9. SPAN 220SS 10. THA 115A 11. THA 116A 12. THA 117A 13. THA 118A 14. THA 121A |
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5. **REPORT ITEM**

a. **Incomplete Grading Policy**

Mrs. Linda Harmon requested division representatives to report back on this item.

- Division 1 (3 reps) – No comments received or changes requested
- Division 2 (2 reps) – The division debated the language but 75% of its members are fine with the proposed policy
- Division 3 (2 reps) – Faculty are concerned that students will think the “I” is automatic
- Division 4 (2 reps) – No comments received or changes requested
- Division 5 (2 reps) – No comments received or changes requested
- Library (1 rep) – No comments received or changes requested
- Counseling (1 rep) – No comments received or changes requested

6. **DISCUSSION ITEM**

a. **AP 4231 - Grade Changes**

b. **AP 5530 - Student Rights and Grievances**

Mrs. Linda Harmon indicated that these policies were in their packet for review and discussion at the division level. She requested all members to collect comments and report back to the committee at the next meeting. After a brief review of the documents in the packet, the committee members requested a final edit version of the document for ease of reading, which will be sent out by Melissa Jauregui.

7. **ACTION ITEM**

a. **Incomplete Grading Policy**

A motion was made and seconded to approve the new incomplete grading policy based on faculty majority as noted above. Motion carried unanimously.

b. First Reading: Substantial Course Revision (COR Complete / SLO Complete)

- i. **ESL 058, ESL Reading and Writing 5**
 - **Addition of a prerequisite: Completion of ESL 048**
- ii. **ESL 018, ESL Reading and Writing 1**
 - **Course changing to noncredit and adding repeatability**
- iii. **ESL 019, ESL Skills Building 1**
 - **Course changing to noncredit and adding repeatability**
- iv. **ESL 020, ESL Vocabulary and Pronunciation 2**
 - **Course changing to noncredit and adding repeatability**
- v. **ESL 023, ESL Grammar 2**
 - **Course changing to noncredit and adding repeatability**
- vi. **ESL 028, ESL Reading and Writing 2**
 - **Course changing to noncredit and adding repeatability**
- vii. **ESL 030, ESL Vocabulary and Pronunciation 3**
 - **Course changing to noncredit and adding repeatability**
- viii. **ESL 033, ESL Grammar 3**
 - **Course changing to noncredit and adding repeatability**
- ix. **ESL 038, ESL Reading and Writing 3**
 - **Course changing to noncredit and adding repeatability**
- x. **ESL 040, ESL Vocabulary and Pronunciation 4**
 - **Course changing to noncredit and adding repeatability**
- xi. **ESL 043, ESL Grammar 4**
 - **Course changing to noncredit and adding repeatability**
- xii. **ESL 048, ESL Reading and Writing 4**
 - **Course changing to noncredit and adding repeatability**

A motion was made and seconded to approve action items 7bi-xii substantial course revisions to the English as a Second Language discipline courses listed. Scott Jenison, discipline faculty member, was present to discuss the changes and requested that all courses be noted with a prerequisite of “or Eligibility for” the prior course in the sequence. It was noted that the listing of a test as part of a prerequisite requires the testing instrument be validated first. Scott Jenison will work with the Assessment office to validate the ESL assessment test. After a brief moment, the committee made no requests for edits. Motion carried unanimously.

xiii. MATH 135, Plane Trigonometry

- **Units changed from 2 to 4, hours lecture changed from 1 to 2, hours lab changed from 3 to 6**

A motion was made and seconded to approve MATH 135 course revisions. Tooraj Gordi, discipline faculty member, was present and requested an advisory be added for concurrent enrollment in MATH 105. After a brief moment, no other edits were noted. Motion carried unanimously with revision.

c. Second Reading: New Course Development (COR Complete / SLO Complete)

- i. **ESL 050P, ESL Vocabulary and Pronunciation 5**
 - **Addition of a prerequisite: Completion of ESL 040**
- ii. **ESL 053, ESL Grammar 5**
 - **Addition of a prerequisite: Completion of ESL 043**

A motion was made and seconded to approve action items 7ci-ii substantial course revisions to the English as a Second Language discipline courses listed. Scott Jenison, discipline faculty member, was present to discuss the changes. After a brief moment, the committee made no requests for edits. Motion carried unanimously.

d. Second Reading: Substantial Course Revision (COR Complete / SLO Complete)

- i. **WELD 212, Performance Welding-Arc Welding Processes**
 - **Units changed from 2 to 4, hours lecture changed from 1 to 2, hours lab changed from 3 to 6**
- ii. **BUS 201, Business Law**
 - **Additional changes to the Method of Evaluation**

A motion was made and seconded to approve BUS 201 course revisions. Deborah Sullivan-Ford, discipline faculty member, was present to discuss the course revisions. After a brief moment, a request was made to reduce homework hours and clean up the content outline. The changes were made during the meeting with the approval of the faculty member present. Motion carried unanimously with revision.

e. **Corporate Community Services: New Course Developments**

i. **Jump Start Your Real Estate Career – How to Make Money in Real Estate – Rob Talbot**

A motion was made and seconded to table action item 7ei as the faculty member was not able to attend the meeting. Motion carried unanimously.

ii. **Introduction to Hindi – Neena Suri**

A motion was made and seconded to approve Introduction to Hindi new course. Neena Suri, discipline faculty member, was present to discuss the course development. After a brief moment, no changes were requested. Motion carried unanimously.

8. **INFORMATIONAL ITEM**

a. **Course Deactivations**

- i. **GER 203, Intermediate German 3**
- ii. **MATH 080, Plane Geometry**
- iii. **MATH 080C, Plane Geometry Unit 1**
- iv. **MATH 080D, Plane Geometry Unit 2**
- v. **MATH 080E, Plane Geometry Unit 3**
- vi. **MATH 080F, Plane Geometry Unit 4**
- vii. **MATH 130, College Algebra**
- viii. **MATH 130C, College Algebra Unit 1**
- ix. **MATH 130D, College Algebra Unit 2**
- x. **MATH 130E, College Algebra Unit 3**
- xi. **MATH 130F, College Algebra Unit 4**
- xii. **MATH 135C, Plane Trigonometry Unit 1**
- xiii. **MATH 135D, Plane Trigonometry Unit 2**
- xiv. **MATH 135E, Plane Trigonometry Unit 3**
- xv. **MATH 140C, Precalculus Unit 1**
- xvi. **MATH 140D, Precalculus Unit 2**
- xvii. **MATH 140E, Precalculus Unit 3**
- xviii. **MATH 140F, Precalculus Unit 4**
- xix. **MATH 140G, Precalculus Unit 5**

Mrs. Linda Harmon indicated that the item would return to the next agenda for approval.

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

Area of Study	CCCCO Template	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences	X				Not developing
2. Agriculture Business	X				Not developing
3. Agriculture Plant Sciences	Available 2/1/2015				
4. Biology	Available 2/1/2015				In Progress; awaiting PHYS 110 and PHYS 120 COR revision to drop units
5. Chemistry					
6. Child and Adolescent Development	Available 2/1/2015				
7. Computer Science	X				Can develop but units are too high; In Progress; awaiting PHYS 110 and PHYS 120 COR revision to drop units
8. Elementary Teacher Education	X				Cannot develop, no full-time faculty in area
9. Film, Television and Electronic Media	Available 2/1/2015				Cannot develop, no full-time faculty in area
10. Journalism	X				Cannot develop, no full-time faculty in area
11. Nutrition and Dietetics					

c. **AA-T/AS-T Degrees Submitted for CCCCCO Review and Approval**

- 12. Economics
- 13. Spanish

d. AA-T/AS-T Degrees CCCCCO Reviewed and Approved

14. Theatre Arts

e. C-ID REPORT FOR TMC's

COURSE	C-ID DESC.	STATUS	EXPIRES	ADT	STATUS
AJ 101	AJ 110	NOT APPROVED		Administration of Justice	
AJ 102	AJ 120	CONDITIONAL	6/9/2015	Administration of Justice	
AJ 210	AJ 160	CONDITIONAL	6/9/2015	Administration of Justice	
ANTH 102	ANTH 120	CONDITIONAL	4/6/2016	Anthropology Communication Studies Art History Geography Political Science	
ART 101	ARTH 110	NOT APPROVED		Studio Arts Art History	
ART 104	ARTH 150	NOT APPROVED		Studio Arts Art History	
ART 216	ARTS 200	CONDITIONAL	3/6/2016		
BIOL 201	BIOL 110B	CONDITIONAL	10/18/2015	Anthropology Kinesiology	
BIOL 202	BIOL 120B	CONDITIONAL	9/27/2015	Kinesiology	
BUS 201	BUS 125	CONDITIONAL	3/10/2016		
CA 103	BUS 140	NOT APPROVED			
CFE 101	ECE 120	CONDITIONAL	11/16/2015	Early Childhood Ed	
CFE 116	ECE 230	CONDITIONAL	4/29/2015	Early Childhood Ed	
CFE 211	ECE 220	CONDITIONAL	4/29/2015	Early Childhood Ed	
CHEM 110	CHEM 110	NOT APPROVED		Kinesiology Geology	
ERSC 101	GEOL 121	NOT APPROVED			
JOUR 123	JOUR 210	NOT APPROVED			
MATH 130	MATH 150	CONDITIONAL	8/4/2015		Replaced with MATH 128
MUS 101	MUS 100	CONDITIONAL	1/20/2016		
PHYS 101 PHYS 102	PHYS 100S	NOT APPROVED			
PHYS 101	PHYS 105	NOT APPROVED		Kinesiology	
PHYS 102	PHYS 110	NOT APPROVED			
SOC 200	SOCI 120	NOT APPROVED		Sociology	

Mrs. Melissa Jauregui wished the minutes to note that CHEM 110, MATH 130 and SOC 200 were revised and resubmitted to C-ID for approval. Many other courses are in the process of being revised and I am reaching out to those faculty members who are responsible for editing these courses.

f. 2014-2015 Course by Division that need to be revised and submitted to AP&P

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
D1	CA 221	Yes		Cannot schedule 15-16	Submitted
D2	MATH 130	Yes		Cannot schedule 15-16	Agenda
D3	JOUR 123	Yes		Cannot schedule 15-16	Submitted
D4	AJ 201	Yes		Cannot schedule 15-16	Submitted
D4	AJ 800			Cannot schedule 15-16	Deactivation Submitted
D4	AJ 810			Cannot schedule 15-16	Deactivation Submitted
D4	HIST 112	Yes		Cannot schedule 15-16	Submitted (Pending Faculty)
D5	KIN 210	Yes		Cannot schedule 15-16	Submitted (Pending Faculty)
D5	PHOT 250	Yes		Cannot schedule 15-16	

g. 2015-2016 Course by Division that need to be revised and submitted to AP&P

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
D1	ACCT 131			Cannot schedule 16-17	
D1	CA 132			Cannot schedule 16-17	
D1	CA 153			Cannot schedule 16-17	Submitted
D1	CA 175			Cannot schedule 16-17	
D1	DRFT 125			Cannot schedule 16-17	
D1	DRFT 150			Cannot schedule 16-17	
D1	DRFT 230			Cannot schedule 16-17	
D1	ELTE 101			Cannot schedule 16-17	
D1	ELTE 110			Cannot schedule 16-17	
D1	ELTE 252			Cannot schedule 16-17	
D1	ELTE 254			Cannot schedule 16-17	
D1	ENGR 115			Cannot schedule 16-17	
D1	MGT 105			Cannot schedule 16-17	
D1	MGT 115			Cannot schedule 16-17	
D1	MGT 212			Cannot schedule 16-17	
D1	MKTG 121			Cannot schedule 16-17	
D1	MOA 102			Cannot schedule 16-17	
D1	MOA 110			Cannot schedule 16-17	
D1	MOA 111			Cannot schedule 16-17	
D1	OT 103			Cannot schedule 16-17	
D1	OT 121			Cannot schedule 16-17	
D1	OT 150			Cannot schedule 16-17	
D1	OT 152			Cannot schedule 16-17	
D1	OT 205			Cannot schedule 16-17	
D1	OT 207			Cannot schedule 16-17	
D1	RADT 101			Cannot schedule 16-17	
D1	RADT 102			Cannot schedule 16-17	
D1	RADT 104			Cannot schedule 16-17	
D1	RADT 108			Cannot schedule 16-17	
D1	RADT 109			Cannot schedule 16-17	
D1	RADT 203			Cannot schedule 16-17	
D1	RADT 204			Cannot schedule 16-17	
D1	RADT 208			Cannot schedule 16-17	
D1	RADT 210			Cannot schedule 16-17	
D1	WELD 230			Cannot schedule 16-17	
D1	WELD 240			Cannot schedule 16-17	
D1	WELD 260			Cannot schedule 16-17	
D2	AGRI 102			Cannot schedule 16-17	
D2	AGRI 112			Cannot schedule 16-17	
D2	AGRI 130			Cannot schedule 16-17	
D2	AGRI 132			Cannot schedule 16-17	
D2	AGRI 153			Cannot schedule 16-17	
D2	AGRI 155			Cannot schedule 16-17	
D2	AGRI 210			Cannot schedule 16-17	
D2	AGRI 212			Cannot schedule 16-17	
D2	AGRI 220			Cannot schedule 16-17	
D2	AGRI 250			Cannot schedule 16-17	
D2	BIOL 103	Yes		Cannot schedule 16-17	
D2	BIOL 170			Cannot schedule 16-17	
D2	BIOL 202	Yes		Cannot schedule 16-17	Submitted
D2	CHEM 210	Yes		Cannot schedule 16-17	

D2	MATH 020			Cannot schedule 16-17	
D2	MATH 021			Cannot schedule 16-17	
D2	MATH 120			Cannot schedule 16-17	
D2	PHYS 211	Yes		Cannot schedule 16-17	
D3	COMM 214			Cannot schedule 16-17	
D4	AJ 205			Cannot schedule 16-17	Submitted
D4	ED 140			Cannot schedule 16-17	
D4	ED 145			Cannot schedule 16-17	
D5	ART 113	Yes		Cannot schedule 16-17	
D5	ART 116			Cannot schedule 16-17	
D5	ART 132	Yes		Cannot schedule 16-17	
D5	ART 213	Yes		Cannot schedule 16-17	
D5	ART 216	Yes		Cannot schedule 16-17	Submitted
D5	ART 223	Yes		Cannot schedule 16-17	
D5	ART 223L	Yes		Cannot schedule 16-17	
D5	ART 225	Yes		Cannot schedule 16-17	
D5	ART 225L	Yes		Cannot schedule 16-17	
D5	ART 298			Cannot schedule 16-17	
D5	DM 105			Cannot schedule 16-17	
D5	DM 110			Cannot schedule 16-17	
D5	DM 112			Cannot schedule 16-17	
D5	HE 120			Cannot schedule 16-17	
D5	KIN 106			Cannot schedule 16-17	
D5	KIN 107			Cannot schedule 16-17	
D5	KIN 129	Yes		Cannot schedule 16-17	
D5	KIN 139			Cannot schedule 16-17	
D5	KIN 156			Cannot schedule 16-17	
D5	KIN 161			Cannot schedule 16-17	
D5	KIN 162			Cannot schedule 16-17	
D5	KIN 237			Cannot schedule 16-17	
D5	REC 101			Cannot schedule 16-17	
D5	REC 102			Cannot schedule 16-17	

9. ADJOURNMENT

A motion was made and seconded to adjourn the 4/23/15 AP&P Committee meeting at 4:30 p.m. Mrs. Linda Harmon thanked the committee members for attending and she will see them in a few weeks. Motion carried.

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.

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