

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

TO: Jeffrie Ahmad Tom Hutchison LaDonna Trimble  
Karen Cowell Lisa Karlstein Les Uhazy  
Luis Echeverria Scott Lee Denise Walker  
Tooraj Gordi Cynthia Littlefield Darcy Wiewall  
Lee Grishman Donna Meyer TBD, ASO non-voting  
Anne Hemsley Giovanni Sanchez

Technical Review Committee – Jeffrie Ahmad, Scott Lee, Denise Walker, and Darcy Wiewall

FROM: Ms. Linda Harmon / Mr. Edward Knudson

DATE: April 21, 2014

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting  
**Thursday, April 24, 2014, 2014, BE 321 (Computer Lab), 3:00-5:30pm**

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**2013-2014**  
**Academic Policies & Procedures Committee Meeting No. 11**  
**AGENDA**

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

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

**3. APPROVAL OF MINUTES**

- a. March 13, 2014 Minutes
- b. April 10, 2014 Minutes

**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
  - TMC Degrees that 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
- b. CurricUNET Workshops:
  - Monday, May 5, 2014 from 11-1pm, BE 324 – Lisa Karlstein

- c. CSUGE/IGETC Course Designation – Dr. Lee Grishman
- IGETC
    1. AJ 204 – Area J
    2. AJ 210 – Area J
    3. GEOG 110 – Area 4E
    4. PSY 200 – Area 4I
  - UC/CSU Transferable
    1. SOC 116
  - CSU/GE
    1. CFE 211 – Area D7
    2. AJ 210 – Area D10
    3. AJ 204 – Area D10
    4. ART 136 – Area C1
    5. GEOG 110 – Area D5
    6. HD 102 – Area E
    7. KIN 100 – Area E
    8. PSY 200 – Area D9
    9. SOC 116 – Area D4
    10. SOC 116 – Area D7
    11. SOC 116 – Area D10
  - CSU Transferable
    1. ENGL 100A
    2. ENGL 100C
    3. FTEC 111
    4. FTEC 112
    5. FTEC 113
    6. FTEC 114
    7. ID 240
    8. NS 101A
    9. NS 102A
    10. NS 103A
    11. NS 201A
    12. NS 202A
    13. NS 203A
    14. NS 204A
    15. NS 205A
    16. RADT 205
- d. AP&P Cochair replacement begins training summer 2014
- e. The following courses were recently reviewed and approved to be added to the AVC GE course list:
- Area B – Social & Behavioral Sciences
    1. AJ 204, Juvenile Procedures
    2. SOC 116, Sociology of Gender and Sexuality
  - Area C – Humanities
    1. ART 136, Intermediate Wheel-Thrown Ceramics
    2. SOC 116, Sociology of Gender and Sexuality
  - Area F – Diversity Studies
    1. SOC 116, Sociology of Gender and Sexuality
  - Area E – Additional Breadth
    1. HD 102, Soldiers to Scholars

## 5. DISCUSSION

- a. Course Outline of Record for Honors Courses
- b. Accepting Upper Division Units to satisfy Lower Division Requirements

## 6. REPORT

- a. Content Review and Course Validation Process for Course Requisites
- b. Catalog Areas and Courses affected by MATH 050, MATH 060 and READ 097 being obsoleted
- c. Credit by Examination (Challenge List)
- d. AVC College Mission

## 7. ACTION ITEM

- a. **Consent Agenda Item: Non-Substantial Course Revision (COR Complete / SLO Complete)**
  - i. BIOL 101, 101L, General Biology
- b. **First Reading: New Course Development (COR Complete / SLO Complete)**
  - i. ESL 101, Academic Composition
  - ii. Hybrid: ESL 101, Academic Composition
- c. **First Reading: Substantial Course Revision (COR Complete / SLO Complete)**
  - i. HIST 107, U.S. History, 1607-1877
  - ii. Online: HIST 107, U.S. History, 1607-1877
  - iii. Hybrid: HIST 107, U.S. History, 1607-1877
  - iv. HIST 108, U.S. History from 1865
  - v. Online: HIST 108, U.S. History from 1865
  - vi. Hybrid: HIST 108, U.S. History from 1865
  - vii. MATH 102A, Intermediate Algebra-First Half with SAS
  - viii. PHTC 205L, Documentary and Photojournalism Lab

## 8. INFORMATIONAL ITEM

- a. **New Course Development (Needs SLO)**
  - PHTC 102L, Directed Photo Lab Studies

## 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	CONDITIONAL	13-FEB-14	

	PHYS 102			
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>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**

**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. Maria Clinton, 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.*

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: March 13, 2014  
LOCATION: BE 321 – Computer Room  
TIME: 3:09 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Lee Grishman	Cynthia Littlefield	Karen Cowell, CTE Dean Lisa Karlstein, VAPA Rep Edward Knudson, President Giovanna Sanchez, Student Rep LaDonna Trimble, SS Dean Les Uhazy, Academic Dean
Luis Echeverria	Linda Harmon	Donna Meyer	
Charlette Forte-Parnell, proxy	Anne Hemsley	Denise Walker	
Tooraj Gordi	Tom Hutchison	Darcy Wiewall	
	Scott Lee		
GUESTS PRESENT			
Kyle Jacobsen			

**2013-2014**  
**Academic Policies & Procedures Committee Meeting No. 9**  
**MINUTES**

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

A motion was made and seconded to call the March 13, 2014 AP&P Committee Meeting to order at 3:09p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:09p.m. Motion carried.

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

Mrs. Linda Harmon indicated that several AP&P committee member's terms are ending this academic year: Tom Hutchison, Anne Hemsley, Donna Meyer, and Jeffrie Ahmad. Dr. Anne Hemsley indicated that Mark McGovern will be taking over the Science representative position. Ms. Jeffrie Ahmad may volunteer for another term but discussions and approvals must first occur at the division. Dr. Grishman indicated that the Academic Senate is currently discussing their own make-up but that may not necessarily trickle down to the subcommittees.

**3. APPROVAL OF MINUTES**

- a. **February 13, 2014 Minutes**
- b. **February 27, 2014 Minutes**

A motion was made and seconded to approved items 3a, February 13, 2014 and 3b, February 27, 2014 Minutes. After a brief moment, it was noted that revisions were not needed. Motion carried.

**4. INFORMATIONAL ITEMS**

**a. 2013-14 AP&P Deadline – Courses and Programs need to be approved by 2/27/2014 for Fall 2014 inclusion**

- CORs that need to be revised this academic year – List at the end of the agenda
- TMC Degrees that 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 indicated that at the last AP&P meeting a 4 year course revision cycle was approved, which would allow only a fourth of the courses to come through at a time. The new list of courses due this coming year will be made available at the next meeting.

Dr. Anne Hemsley requested clarification on whether this new cycle would prevent an instructor from revising their course outside of the timeframe if required to do so to mark the textbook used current. It was explained that courses needing revision to maintain UC and CSU designation, which typically prompts the updating of a textbook, would absolutely be ok off cycle. This new course revision cycle is primarily intended to create a more consistent flow of courses coming through the AP&P approval process each year. If this is not instituted, in 2017 AP&P will have to review and approve 382 course outlines of record, which is not including the distance education forms associated with those courses, in contrast to 2015 only 80 courses are due for revision.

**b. CurricUNET Workshops:**

- Thursday, March 13, 2014 from 1-2:50pm, BE 321 – Donna Meyer
- Tuesday, March 25, 2014 from 1-3pm, BE 321 – Denise Walker
- Wednesday, April 9, 2014 from 10-12pm, BE 324 – Lisa Karlstein

- Wednesday, April 16, 2014 from 10-12pm, BE 324 – Denise Walker  
Mrs. Linda Harmon thanked those who have signed up for a workshop and requested all AP&P representatives to consider scheduling at least one workshop this spring term in an effort to meet the November 13, 2014 AP&P deadline.

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

IGETC – (Current)

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

CSU/GE - (Current)

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

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

Mrs. Linda Harmon stated that the Academic Senate has put the official call out for the replacement AP&P cochair who will take over summer 2015. The deadline is March 25<sup>th</sup> and interested faculty should submit a cover letter and resume to the Academic Senate.

**5. DISCUSSION ITEM**

**a. SLOs/PLOs as part of AP&P**

Mrs. Linda Harmon stated that now is a good time to discuss the SLO process built into CurricUNET since it has been in place for a semester. Ms. Denise Walker expressed concerns with the approval process and the time it takes for a course or program to be approved. Ms. Jeffrie Ahmad requested clarification on whether it is being asked that SLOs merge with AP&P. Dr. Anne Hemsley felt it would be beneficial to add the agenda date to the course/program approval process so faculty know when to expect approval. Dr. Darcy Wiewall has found that while CurricUNET emails are sent to faculty they are often directed to their spam or junk mail. Both Jeffrie and Darcy agreed that the CurricUNET process was going well. Mrs. Linda Harmon thanked the committee for their comments and would look into resolutions.

**6. REPORT**

**a. AP 4225 – Course Repetition**

**b. AP 4227 – Repeatable Courses**

Since the topics of these AP policies are so similar, division reports were presented as a group and noted below:

- Business, Computer Studies and Economic Development – Donna Meyer indicated that the information was shared with faculty but no comments were given.
- Social and Behavioral Sciences – Darcy Wiewall 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. Ms. Ahmad did express concern however with the current state of journalism and forensics repeatability. It was explained that the new Title 5 regulations allow repeatability for courses like forensics but only if all students are required to participate in the competitions.
- Instructional Resources/Extended Services – Dr. Scott Lee indicated that the information was shared with faculty but no comments were given.
- Math and Engineering – Tooraj Gordi indicated that the information was shared with faculty but no comments were given.
- Science – Dr. Anne Hemsley indicated that the information was shared with faculty but no comments were given.
- Student Services – Mr. Luis Echeverria indicated that the information was shared with faculty but no comments were given.

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

Mrs. Linda Harmon request representatives to report division comments regarding the revised language to the content review and course validation process circulated at the last AP&P meeting. Several committee members indicated that they have not been able to discuss this item. As a result, Mrs. Harmon requested members to report at the next AP&P meeting.

*Dr. Lee Grishman requested those committee members who were serving a few years back to recall the upper division unit discussion and whether resolution was reached. He indicated that he recalls a vote to institute the acceptance of 12*

upper division units to satisfy lower division requirements for those students who transfer to our institution from a four-year. After a brief moment, Dr. Scott Lee stated that while he does recall the discussion, he did not believe a final vote was conducted. Mrs. Melissa Jauregui shared an email sent to Luis Echeverria earlier that day and noted below:

*I have reviewed 25 plus sets of minutes spanning from Fall 2010 to Fall 2012. Unfortunately, I do not have good news. On 2-10-2011, the use of Upper Division course work was an Informational Item to which the Cochair at the time, Maria Clinton, indicated that the item would return to a future meeting as a report from the division faculty members. On 4/28/2011, the item did return to the meeting as a report item and the following is in the minutes from that meeting:*

*"Ms. Maria Clinton asked the committee whether we wished to approve the use of 4 courses or 12 units. The AP&P Committee decided that 4 courses by petition was appropriate and asked for the procedures to be developed and accessible. Additional discussion took place regarding the fact that 4 courses being the maximum would not be appropriate for Mathematics and Science courses since they are so heavy in unit value. A subcommittee was constructed of Dr. Lee Grishman and Ms. LaDonna Trimble, which was tasked with the development of those procedures and guidelines. Once the documentation is developed it would then be brought back to the committee and a motion to establish that maximum would be made at that time."*

*On 8-25-2011, the item returned to meeting agenda as a continuing agenda item from the previous year and the following was recorded:*

**a. Upper Division Course Units Procedures**

*Ms. Maria Clinton stated that Dr. Lee Grishman was going to develop the procedures for accepting upper division units and those will be brought to this committee.*

*Unfortunately, that is the last time this item was on the agenda and a formal approval from the committee did not occur.*

*It was decided that this item should go back out to the divisions for consideration and formally reported on at a future meeting, which will allow for a possible approval.*

**7. ACTION ITEM**

**a. AP 4225 – Course Repetition**

**b. AP 4227 – Repeatable Courses**

A motion was made and seconded to approve items 7a and 7b as a majority of the divisions have reported on this item and revisions were not requested. Motion carried.

**c. Non-Substantial Course Revisions (Consent Agenda Item) (COR Complete / SLO Complete)**

**i. CIS 101, Introduction to Computer Information Science**

A motion was made and seconded to approve consent agenda item 7c, CIS 101, Introduction to Computer Information Science, non-substantial course revision. Motion carried without revision.

*A motion was made and seconded to amend the agenda to change 7d from second reading to first reading. Motion carried.*

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

**i. Online: CIS 101, Introduction to Computer Information Science**

A motion was made and seconded to approve Online: CIS 101, Introduction to Computer Information Science course revision. The dean and AP&P representative were 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.

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

**i. KIN 190, Introduction to Human Movement**

A motion was made and seconded to approve KIN 190, Introduction to Human Movement course revision. Mrs. Linda Harmon indicated that all requested revisions from the first reading have been noted in CurricUNET. Motion carried.

**f. Course Deactivation**

**i. AERO 180, SpaceTEC Core Certification Readiness**

**ii. ED 175, Literacy Tutoring and Supervised Field Experience**

**iii. ESL 029, ESL Skills Building 2**

**iv. ESL 039, ESL Skills Building 3**

**v. ESL 049, ESL Skills Building 4**

**vi. ESL 059, ESL Skills Building 5**

**vii. READ 095L, Basic Reading Strategies for College Success Lab**

viii. **READ 097L, Reading Comprehension for College Success Lab**

ix. **READ 099L, Critical Reading and Study Skills Lab**

x. **READ 150, Speed Reading**

xi. **SPAN 203, Advanced Spanish**

A motion was made and seconded to approve designating the courses list under item 7f as deactivated. Motion carried.

**8. INFORMATIONAL ITEM**

**a. New Course Development**

- PHTC 102L, Directed Photo Lab Studies

**b. Course Deactivation**

- READ 097, Reading Comprehension for College Success

**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. <i>Agriculture Animal Sciences</i>					
2. <i>Agriculture Business</i>					
3. <i>Agriculture Plant Sciences</i>					
4. <i>Chemistry</i>					
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. <i>Film, Television and Electronic Media</i>					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 110	BUS 101	CONDITIONAL	13-MAY-14	<b>Approved 2/10/2014</b>
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 130	PSY 212	CONDITIONAL	2-JUL-14	<b>Approved 11/25/2013</b>
SOCI 140	PSY 219	CONDITIONAL	20-SEP-14	<b>Designated as Obsolete</b>
PSY 115	PSY 233	CONDITIONAL	1-JUL-14	<b>Approved 12/2/2013</b>
PSY 120	PSY 234	NOT APPROVED		<b>Approved 10/22/2013</b>
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**

<b>Course</b>	<b>Degree/Cert /GE Area</b>	<b>Last Taught</b>	<b>Scheduling Restrictions if not approved by 11/14/2013</b>	<b>Status</b>
<b>Business</b>				
CIS 101		Summer 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
<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>
ESL 029		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ESL 039		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ESL 049		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ESL 059		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
READ 150		Fall 11	Cannot schedule 14-15	<i>Submitted – Agenda</i>
SPAN 203		Fall 08	Cannot schedule 14-15	<i>Submitted – Agenda</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>				
ED 175		Spring 08	Cannot schedule 14-15	<i>Submitted</i>
WE 197		None	Cannot schedule 14-15	

WE 199		Spring 13	Cannot schedule 14-15	
<b>Technical Education</b>				
AERO 180		Fall 10	Cannot schedule 14-15	<i>Submitted – Agenda</i>
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 March 13, 2014 AP&P Committee meeting at 3:58p.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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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.

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