

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: April 24, 2014
LOCATION: BE 321 – Computer Room
TIME: 3:07 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Linda Harmon	Cynthia Littlefield	Edward Knudson, President Giovanna Sanchez, Student Rep Darcy Wiewall, S&BS Rep
Shyann Blanco, proxy	Anne Hemsley	Donna Meyer	
Karen Cowell	Tom Hutchison	LaDonna Trimble	
Luis Echeverria	Lisa Karlstein	Les Uhazy	
Tooraj Gordi	Scott Lee	Denise Walker	
Lee Grishman			
GUESTS PRESENT			
Glenn Haller	Matthew Jaffe	Genie Trow	
Kyle Jacobsen	Scott Jenison		

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

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the April 24, 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**
- b. **April 10, 2014 Minutes**

A motion was made and seconded to approve items 3a March 13, 2014 Minutes and 3b April 10, 2014 Minutes. 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 reminded the committee members of the list at the end of the agenda of the courses that were due this year and are still outstanding. She encouraged all members to review the new list of courses that are due this fall semester and work with faculty so they are submitted in a timely manner. Dr. Karen Cowell requested the list of courses due and outstanding be sent to all faculty. Mrs. Melissa Jauregui agreed to send the list shortly after the conclusion of this meeting.

Dr. Lee Grishman reminded the committee that if honor's courses are to be discussed as having their own CORs such that they receive approval to transfer to UCs, AP&P must approve this change in policy quickly. Courses would then need to be submitted in CurricUNET and approved by November 13, 2014 so they can be submitted to the UC system for consideration. Mrs. Linda Harmon announced that she spoke with Mr. John Vento who has been researching honor's programs at other community colleges and plans to present his finding at the first meeting in August.

- **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**

Mrs. Linda Harmon encouraged the representatives to set up 2 hour workshops so faculty can receive the assistance needed to submit their revised courses. She reminded the members of the upcoming workshop with 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

Mrs. Linda Harmon reminded the committee of her plan departure from AVC and encouraged any one interested in stepping forward to contact Academic Senate.

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

Mrs. Linda Harmon indicated that Mr. John Vento will present at the first fall meeting once all his data is collected as stated at the start of the meeting.

b. Accepting Upper Division Units to satisfy Lower Division Requirements

Dr. Lee Grishman indicated that a formal approval of the number of upper division units allowed to count toward lower division requirements is needed. A while back this committee discussed the topic in great detail establishing the number of units as 12 but a formal approval was never given. Mrs. Linda Harmon requested the committee member to discuss this item with their division to be sure 12 units is still appropriate and report back at a later meeting. After the report, this item will be added as an action item for formal approval.

6. REPORT

a. Content Review and Course Validation Process for Course Requisites

Mrs. Linda Harmon requested the committee members to report to the committee faculty concerns with the Content Review and Course Validation Process for Course Requisites as presented at the previous meeting. Math and Science faculty reviewed the document but did not have any comments to provide and all other division representatives did have enough time to collect comments. Mrs. Linda Harmon requested members to email faculty or report at a division meeting so concerns can be raised if any. This item will return to the next meeting as a report and a potential action item.

b. Catalog Areas and Courses affected by MATH 050, MATH 060 and READ 097 being obsoleted

Mrs. Linda Harmon requested the committee members to report faculty concerns with the list provided at the last meeting. It was noted that MATH 050 and MATH 060 course notations would be replaced with MATH 065 for all courses that have these noted as requisites, which READ 097 was to be replaced with READ 095. Committee representatives indicated that more time is needed to report on this item as well. This item will return to the next meeting as a report and a potential action item.

c. Credit by Examination (Challenge List)

Mrs. Linda Harmon requested the committee members to report faculty concerns with the list of credit by exam courses provided at the last meeting. Luis Echeverria requested clarification on how a student can petition to take a course not listed through credit by exam. Dr. Uhazy indicated that students can petition through the V.P. and if approved will be allowed to complete the units via credit by exam. Glenn Haller indicated that REC 101 should be added to this list and requested an email if the formal request to add the course has not been sent to the committee. Committee representatives indicated that more time is needed to report on this item as well. This item will return to the next meeting as a report and a potential action item.

d. AVC College Mission

Mrs. Linda Harmon reminded the committee members that reports were requested by the May 8, 2014 AP&P meeting. Since many have not had an opportunity to report on the other items, this item will be table until the next meeting. A motion was made and seconded to table item 6d Report of AVC College Mission. Motion carried.

7. ACTION ITEM

a. Consent Agenda Item: Non-Substantial Course Revision (COR Complete / SLO Complete)

i. BIOL 101, 101L, General Biology

A motion was made and seconded to approve item 7a Non-Substantial course revisions. Mrs. Harmon reminded the committee members that these courses have been reviewed and approved by the Dean, AP&P representative, and herself. Motion carried. A motion was made and seconded to approve the course content of 7a. Motion carried.

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

i. ESL 101, Academic Composition

ii. Hybrid: ESL 101, Academic Composition

A motion was made and seconded to approve item 7b New Course Development of ESL 101 and its hybrid component. Mr. Scott Jenison was present to discuss the new course development. Dr. Karen Cowell expressed concerns with this course as students in the health programs may take this course in place of ENGL 101 and will not be able to complete their degree/certificate as the Boards for each program will not recognize ESL 101 as an equivalent course to ENGL 101. Dr. Grishman conducted research on this matter and UCs do accept this course in place of ENGL 101. A recommendation was made to change the discipline to ENGL instead of ESL and add SL to the course number to differentiate from ENGL 101. Mr. Jenison was in agreement with the discipline and number change, which was made during the meeting. Since no other concerns were raised, Mrs. Linda Harmon request a the formal approval of the course ENGL 101SL. Motion carried. A motion was made and seconded to approve the course content of 7b. Motion carried.

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

A motion was made and seconded to approve item 7c i, ii, iii HIST 107 and its online and hybrid components. Mr. Matthew Jaffe was present to discuss the course revisions, which were made in accordance with C-ID requirements. Motion carried without discussion. A motion was made and seconded to approve the course content of 7c i, ii, iii. Motion carried.

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

A motion was made and seconded to approve item 7c iv, v, vi HIST 108 and its online and hybrid components. Mr. Matthew Jaffe was present to discuss the course revisions, which were made in accordance with C-ID requirements. Motion carried without discussion. A motion was made and seconded to approve the course content of 7c iv, v, vi. Motion carried.

vii. MATH 102A, Intermediate Algebra-First Half with SAS

A motion was made and seconded to approve item 7c vii MATH 102A. Ms. Genie Trow was present to discuss the course revisions, which included hours, unit and LHE changes just to name a few. Ms. Trow expressed concerns with not offering this course as student do benefit from this format of completing the parent course MATH 102. Dr. Uhazy and Mr. Gordi did not feel that this course should continue as students already have the ability to complete this course via MATH 099 along with the MATH 102 parent course. It was also mentioned that the LHE assigned to this course offering was rather high and should be reevaluated before this committee reviews and approved the course. Motion failed.

viii. PHTC 205L, Documentary and Photojournalism Lab

A motion was made and seconded to table item 7cviii PHTC 205L, Documentary and Photojournalism Lab. Mrs. Linda Harmon indicated that the SLOs have not yet been approved. Motion carried.

A motion was made and seconded to add item 7c ix BIOL 101 hybrid as the course outline was already approved above. Motion carried.

ix. Hybrid: BIOL 101, 101L, General Biology

A motion was made and seconded to approve item 7c ix Hybrid: BIOL 101, 101L, General Biology course revisions. Dr. Les Uhazy and Dr. Anne Hemsley were present to discuss the revisions. Motion carried without discussion.

8. INFORMATIONAL ITEM

a. New Course Development (Needs SLO)

• PHTC 102L, Directed Photo Lab Studies

Mrs. Linda Harmon reminded Lisa Karlstein that SLOs must first be approved by the Outcomes Committee before AP&P can review and approve the COR.

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					

Dr. Cowell expressed concerns with the TMC listing for Agriculture Animal Sciences as this degree will not likely be developed by faculty. The committee requested Neal Wiesenberger to review the TMC information on c-id.net to determine if it would be appropriate to develop this degree.

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	Resubmitted
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
Language Arts				
COMM 215		None	Cannot schedule 14-15	<i>Submitted</i>
Math/Science				
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>
Social Science				
WE 197		None	Cannot schedule 14-15	
WE 199		Spring 13	Cannot schedule 14-15	
Technical Education				
AUTO 276		Fall 13	Cannot schedule 14-15	<i>Submitted</i>
Visual and Performing Arts				
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 24, 2014 AP&P Committee meeting at 4:45p.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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