

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Jeffrie Ahmad Lisa Karlstein Deborah Sullivan-Ford
Jennifer Corona Scott Lee Mary Rose Toll
Karen Cowell Cynthia Lehman LaDonna Trimble
Luis Echeverria Cynthia Littlefield Les Uhazy
Tooraj Gordi Mark McGovern Denise Walker
Lee Grishman Joe Owens Darcy Wiewall
Maranatha Javines

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

FROM: Ms. Linda Harmon / Dr. Bonnie Suderman

DATE: May 11, 2015

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, May 14, 2015, BE 323 (Computer Lab), 3:00-5:30pm

2014-2015
Academic Policies & Procedures Committee Meeting No. 11
AGENDA

- 1. CALL TO ORDER AND ROLL CALL**
- 2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**
- 3. OPENING COMMENTS FROM THE PUBLIC**
- 4. APPROVAL OF MINUTES**
 - a. March 26, 2015 Minutes
 - b. April 23, 2015 Minutes
- 5. INFORMATIONAL ITEMS**
 - a. 2015-16 AP&P Deadline – Courses and Programs need to be approved by 12/11/2015 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
 - b. CurricUNET Workshop Schedule
 - 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

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

- IGETC
 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
 1. MATH 128
 2. SPAN 220SS
 3. THA 121A
 4. THA 121B
- CSU/GE
 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
- CSU Transferable
 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

6. DISCUSSION ITEM

- a. Associate Degrees for Transfer – CSU GE / IGETC
- b. SLOs on the Syllabus

7. REPORT ITEM

- a. AP 4231 - Grade Changes
- b. AP 5530 - Student Rights and Grievances (Melissa)

8. ACTION ITEM

- a. **AP 4231 - Grade Changes**
- b. **Consent Agenda: Non-Substantial Course Revision (COR Complete / SLO Complete)**
 - i. BUS 113, Business Communications
 - ii. JOUR 123, Newspaper Production
 - iii. KIN 210, Intercollegiate Women's Basketball
 - iv. MUS 105, World Music
- c. **First Reading: Substantial Course Revision (COR Complete / SLO Complete)**
 - i. AJ 101, Introduction to Administration of Justice
 - Minor edits Homework and Methods of Evaluation to comply with C-ID
 - ii. AJ 102, Criminal Law
 - Minor edits to the Objectives, Content and Textbooks to comply with C-ID
 - iii. AJ 201, Police in Society
 - Minor edits to the Title, Description, Objectives, and Content to comply with C-ID
 - iv. ANTH 102, Introduction to Cultural Anthropology
 - Minor edits to the Description, Objectives, Content, Methods of Evaluation and Textbook to comply with C-ID
 - v. ART 104, History of Modern and Contemporary Art in the 20th Century
 - Minor edits to the Prerequisites, Objectives, Content and Methods of Evaluation to comply with C-ID
 - vi. ART 216, Life Drawing
 - Minor edits to the Objectives, Content, Homework, and Textbook to comply with C-ID
 - vii. BIOL 202, General Human Physiology
 - Minor edits to the Description, Objectives, Content and Textbooks to comply with C-ID
 - viii. DA 111, Choreography
 - Minor Edits to Prerequisites to allow more students to enroll
 - ix. PHYS 101, Introductory Physics
 - Minor edits to the Objectives, Content and Methods of Evaluation to comply with C-ID
 - x. PHYS 102, Introductory Physics
 - Minor edits to Objectives, Content and Methods of Evaluation the to comply with C-ID

- d. First Reading: New Course Development (COR Complete / SLO Complete)**
- i. KIN 108A, Yoga Teacher Training 1—Yogic Lifestyle and Yoga as a Healing Practice
 - ii. KIN 108B, Yoga Teacher Training 2—Gross and Subtle Anatomy
 - iii. KIN 108C, Yoga Teacher Training 3—Pedagogy: The Art and Science of Teaching
 - iv. KIN 108D, Yoga Teacher Training 4—Social Applications of Yoga
- e. Second Reading: Substantial Course Revision (COR Complete / SLO Complete)**
- i. HIST 105, Introduction to World Civilizations, 1500-Present
 - Changes to objective and update textbooks to receive C-ID approval
- f. 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
- g. Corporate Community Services: New Course Developments**
- i. Jump Start Your Real Estate Career – How to Make Money in Real Estate – Rob Talbot
 - ii. Small Business Administration (SBA) for Entrepreneurs – Corbin Ingram
 - iii. Certificate Home Inspection Career Training – Online – Carson, Dunlop & Associates

9. INFORMATIONAL ITEM

a. Course Deactivations

- AJ 800, Peace Officer Intensive Basic Training
- AJ 810, Los Angeles County Sheriff’s Department (LASD) Custody Assistant Course

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	X				
4. Biology	X				In Progress; awaiting PHYS 110 and PHYS 120 COR revision to drop units
5. Chemistry	X				
6. Child and Adolescent Development	TBD				
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	X				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. Spanish

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

13. Economics

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	Submitted
AJ 102	AJ 120	CONDITIONAL	6/9/2015	Administration of Justice	Submitted
AJ 210	AJ 160	CONDITIONAL	6/9/2015	Administration of Justice	AJ 201 Submitted
ANTH 102	ANTH 120	CONDITIONAL	4/6/2016	Anthropology Communication Studies Art History Geography Political Science	Submitted
ART 104	ARTH 150	CONDITIONAL	5/13/2015	Studio Arts Art History	
ART 216	ARTS 200	CONDITIONAL	3/6/2016		Agenda
BIOL 201	BIOL 110B	CONDITIONAL	10/18/2015	Anthropology Kinesiology	Agenda
BIOL 202	BIOL 120B	CONDITIONAL	9/27/2015	Kinesiology	Agenda
CA 103	BUS 140	NOT APPROVED			
CIS 111	COMP 122	CONDITIONAL	5/11/2015		
CFE 101	ECE 120	CONDITIONAL	11/16/2015	Early Childhood Ed	Submitted
CFE 116	ECE 230	CONDITIONAL	4/29/2015	Early Childhood Ed	Submitted
CFE 211	ECE 220	CONDITIONAL	4/29/2015	Early Childhood Ed	Submitted
ERSC 101	GEOL 121	NOT APPROVED			
JOUR 123	JOUR 210	NOT APPROVED			Submitted
MATH 150 MATH 160	MATH 900S	CONDITIONAL	3/24/2016		
MUS 101	MUS 100	CONDITIONAL	1/20/2016		Submitted
PHYS 101 PHYS 102	PHYS 100S	NOT APPROVED			Submitted
PHYS 101	PHYS 105	NOT APPROVED		Kinesiology	Submitted
PHYS 102	PHYS 110	NOT APPROVED			Submitted

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
D5	KIN 210	Yes		Cannot schedule 15-16	Agenda
D5	PHOT 250	Yes		Cannot schedule 15-16	Deactivation Submitted

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	Submitted
D1	CA 153			Cannot schedule 16-17	Submitted
D1	CA 175			Cannot schedule 16-17	Submitted
D1	DRFT 125			Cannot schedule 16-17	Submitted
D1	DRFT 150			Cannot schedule 16-17	Submitted
D1	DRFT 230			Cannot schedule 16-17	Submitted
D1	ELTE 101			Cannot schedule 16-17	Submitted
D1	ELTE 110			Cannot schedule 16-17	Submitted
D1	ELTE 252			Cannot schedule 16-17	Submitted
D1	ELTE 254			Cannot schedule 16-17	Submitted
D1	ENGR 115			Cannot schedule 16-17	Submitted
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	Submitted
D1	MOA 110			Cannot schedule 16-17	Submitted
D1	MOA 111			Cannot schedule 16-17	Submitted
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	Submitted
D1	RADT 102			Cannot schedule 16-17	Submitted
D1	RADT 104			Cannot schedule 16-17	Submitted
D1	RADT 108			Cannot schedule 16-17	Submitted
D1	RADT 109			Cannot schedule 16-17	Submitted
D1	RADT 203			Cannot schedule 16-17	Submitted
D1	RADT 204			Cannot schedule 16-17	Submitted
D1	RADT 208			Cannot schedule 16-17	Submitted
D1	RADT 210			Cannot schedule 16-17	Submitted
D1	WELD 230			Cannot schedule 16-17	Submitted
D1	WELD 240			Cannot schedule 16-17	Submitted
D1	WELD 260			Cannot schedule 16-17	Submitted
D2	AGRI 102			Cannot schedule 16-17	Submitted
D2	AGRI 112			Cannot schedule 16-17	Submitted
D2	AGRI 130			Cannot schedule 16-17	Submitted
D2	AGRI 132			Cannot schedule 16-17	Submitted
D2	AGRI 153			Cannot schedule 16-17	Submitted
D2	AGRI 155			Cannot schedule 16-17	Submitted
D2	AGRI 210			Cannot schedule 16-17	Submitted
D2	AGRI 212			Cannot schedule 16-17	Submitted
D2	AGRI 220			Cannot schedule 16-17	Submitted
D2	AGRI 250			Cannot schedule 16-17	Submitted
D2	BIOL 103	Yes		Cannot schedule 16-17	Submitted
D2	BIOL 170			Cannot schedule 16-17	

D2	BIOL 202	Yes		Cannot schedule 16-17	Submitted
D2	MATH 020			Cannot schedule 16-17	Submitted
D2	MATH 021			Cannot schedule 16-17	Submitted
D2	MATH 120			Cannot schedule 16-17	
D3	COMM 214			Cannot schedule 16-17	Submitted
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	Submitted
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	Submitted
D5	DM 110			Cannot schedule 16-17	Submitted
D5	DM 112			Cannot schedule 16-17	Submitted
D5	HE 120			Cannot schedule 16-17	Submitted
D5	KIN 106			Cannot schedule 16-17	Submitted
D5	KIN 107			Cannot schedule 16-17	Submitted
D5	KIN 129	Yes		Cannot schedule 16-17	Submitted
D5	KIN 139			Cannot schedule 16-17	Submitted
D5	KIN 156			Cannot schedule 16-17	Submitted
D5	KIN 161			Cannot schedule 16-17	Submitted
D5	KIN 162			Cannot schedule 16-17	Submitted
D5	KIN 237			Cannot schedule 16-17	Submitted
D5	REC 101			Cannot schedule 16-17	
D5	REC 102			Cannot schedule 16-17	

10. 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 Dr. Edward Beyer, 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 26, 2015
LOCATION: BE 324 – Computer Room
TIME: 3:06 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Cynthia Lehman	Deborah Sullivan-Ford	Karen Cowell, CTE Dean Raul Curiel, ASO Rep Tooraj Gordi, Div. 2 Rep Lisa Karlstein, Div. 5 Rep Joe Owens, Div. 1 Rep Denise Walker, Div. 1 Rep
Jennifer Corona	Cynthia Littlefield	Mary Rose Toll	
Luis Echeverria	Mark McGovern	LaDonna Trimble	
Lee Grishman	Tom O’Niel, proxy	Les Uhazy	
Linda Harmon	Bonnie Suderman	Darcy Wiewall	
Scott Lee			
GUESTS PRESENT			
Ron Chapman	Kyle Jacobsen		

2014-2015
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 26, 2015 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, AP&P Cochair, informed the committee that the Corporate and Community Education meeting called by that department has been cancelled and a rescheduled date has not been determined.

3. APPROVAL OF MINUTES

- a. **November 13, 2014 Minutes**
- b. **February 26, 2015 Minutes**
- c. **March 12, 2015 Minutes**

A motion was made and seconded to approve the minutes noted above. Motion carried without revision.

4. INFORMATIONAL ITEMS

- a. **2015-16 AP&P Deadline – Courses and Programs need to be approved by 12/11/2015 for Fall 2015 inclusion**
 - a. **CORs due 2014-2015 academic year – List at the end of the agenda**
 - b. **CORs due 2015-2016 academic year – Handout**
 - c. **TMC Degrees that may need to be developed and brought to AP&P – List at the end of the agenda**
 - d. **C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda**

Mrs. Linda Harmon encouraged all representatives to work with their departments to revise the courses due this fall semester. The list of courses scheduled for revision has been provided to each representative and will be sent to the whole campus. She also reminded the committee that the C-ID courses listed at the end of the agenda must be revised and resubmitted for approval or the transfer degrees associated to the course will be suspended by the Chancellor’s Office. The college faculty only have the remainder of this semester’s AP&P meetings to receive approval in order to meet the Chancellor’s Office deadline of June 30, 2015.

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

- IGETC
 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
 1. MATH 128
 2. SPAN 220SS
 3. THA 121A
 4. THA 121B
- CSU/GE
 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
- CSU Transferable
 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

5. REPORT ITEM

a. Noncredit Course Development Conference (Linda)

Mrs. Linda Harmon, AP&P Cochair, gave a short report on the information gathered at the Noncredit Course Development Conference. In the 15-16 academic year, the funding for some noncredit courses (Career Development and College Preparation) will be equal to credit courses. Due to these funding changes, CTE initiatives and the restructuring of adult and continuing education, colleges will need to use this opportunity to examine their noncredit and credit courses and assess how they can best serve the needs of their students. Courses designated as noncredit must be in one of the 10 approved areas: English as a Second Language; Immigrant Education (including citizenship); Elementary and Secondary Basic Skills (including supervised tutoring); Health and Safety; Courses for Adults with Substantial Disabilities; Parenting; Home Economics; Courses for Older Adults; Short-Term Vocational (including apprenticeship); and Workforce Preparation. Mrs. Harmon indicated that we are currently working to move most of ESL over to noncredit however there is a potential to move lower level math and English courses to noncredit as well. Dr. Suderman indicated that at this time only ESL will be moved to noncredit. She also announced that union agreements have been made to pay noncredit faculty the same as credit faculty. Others in attendance from Antelope Valley College included Melissa Jauregui, Kyle Jacobsen, Scott Jenison, and Priscilla Jenison.

6. DISCUSSION ITEM

a. CurricUNET Workshop Schedule (Melissa)

Mrs. Melissa Jauregui reminded the committee members of the need to offer as many workshops as possible this spring semester to ensure courses due in the fall are submitted within CurricUNET now to meet the fall deadline. Many representatives thought the call for workshop dates was for the fall semester rather than for the current spring semester. Several representatives volunteered to look at their schedule and send an email of dates they are available.

b. Incomplete Grading Policy

The career technical division requested clarification on why a statement was removed from the original language which stated “A student may petition for an extension of time due to unusual circumstances before the time limit has passed.” Dean Trimble indicated that a year extension is already provided by giving the student an “I” (Incomplete). Any additional time due to another emergency situation would be excessive, however it would be up to this committee to allow even more time. After a brief moment, the committee agreed additional time would not be necessary. The Social and Behavioral Sciences faculty asked whether the request for an incomplete grade could be submitted online for those students who are strictly online only students. Dean Trimble responded that this question has been asked many times over the years whether an electronic signature could be provided. Dr. Suderman also acknowledged that online only students can not be required to come to the college campus for any service if not taking a face-to-face course in that semester. Dean Trimble suggested regular mail for those students. Dr. Les Uhazy requested clarification on why students enrolled in summer or intersession are required to successfully complete 85% of the class while full-term students only need to be in good standing for 75% of the class before being allowed to request an “I” (Incomplete). Dr. Suderman acknowledges the difference and would change the 85% to 75% to provide equity

to all students. Dr. Mark McGovern expressed concerns with fellow faculty denying students valid request for an “I” (Incomplete) due to the amount of work required. Dr. Suderman explained that a student who felt they were not treated fairly would meet with the dean over the discipline to evaluate the request. Additional meetings would likely occur with the faculty and dean to further discuss the particular student’s situation. Dr. Darcy Wiewall, who has approved “I” (Incomplete) notations, said so few students actually follow through with the work required to replace the grade and she often has to change the “I” (Incomplete) notation to the appropriately earned grade at the point they stopped completing the assignments. Dr. Suderman clarified that while the dean would step in if a student felt they were treated unfairly the issue would escalate to her level if the grade needed to be changed as a dean is never allowed to change a faculty given grade. Typically a grade change on her part is done if a mistake was made at the time the grade was entered. She did want to stress that this type of situation does not occur often. After more discussion, the committee requested “good standing” be changed to “satisfactory academic standing” and the last sentence changed to read, “The agreed upon terms and conditions must be satisfied no later than one year following the end of the academic term in which the “I” was assigned.” Mrs. Linda Harmon stated this item would return to the next meeting for additional reports and a formal approval.

7. ACTION ITEM

a. 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 7ai-xii substantial course revisions to the English as a Second Language discipline courses listed. After a brief moment, the committee requested the faculty member to attend to answer questions at the next meeting as they did not feel comfortable approving this type of change without the discipline faculty present. Motion failed.

b. Second Reading: Substantial Course Revision (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 7bi-ii substantial course revisions to the English as a Second Language discipline courses listed. After a brief moment, the committee requested the faculty member to attend to answer questions at the next meeting as they did not feel comfortable approving this type of change without the discipline faculty present. Many also indicated that validating the ESL assessment test would allow the courses to carry a prerequisite of that test score in addition to the non-credit course. Motion failed.

iii. **MATH 140, Precalculus**

- **Addition of a prerequisite: Completion of MATH 105**

				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	CONDITIONAL	2/13/2014		
PHYS 101	PHYS 105	CONDITIONAL	2/13/2014	Kinesiology	
PHYS 102	PHYS 110	CONDITIONAL	2/13/2014		
SOC 200	SOCI 120	CONDITIONAL	2/4/2015		

Mrs. Melissa Jauregui indicated that CHEM 110 has already been resubmitted for C-ID CHEM 110.

d. 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	AUTO 198			Cannot schedule 15-16	
D1	CA 221	Yes		Cannot schedule 15-16	Submitted
D2	MATH 130	Yes		Cannot schedule 15-16	Deactivation Submitted
D3	JOUR 123	Yes		Cannot schedule 15-16	Submitted
D4	AJ 201	Yes		Cannot schedule 15-16	
D4	AJ 800			Cannot schedule 15-16	
D4	AJ 810			Cannot schedule 15-16	
D4	HIST 112	Yes		Cannot schedule 15-16	Submitted
D5	KIN 210	Yes		Cannot schedule 15-16	Submitted
D5	PHOT 250	Yes		Cannot schedule 15-16	

9. ADJOURNMENT

A motion was made and seconded to adjourn the 3/26/15 AP&P Committee meeting at 4:14 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.

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 Dr. Edward Beyer, 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
COMMUNITY SERVICE OFFERING

Course No. PFBS.1415-001
Course Title: Jump Start Your Real Estate Career - How to Make Money in Real Estate

Instructor (print): Debra Mitchell-Adams

Division Faculty Review

Maaylene Holcomb
Faculty Review Signature

Business
Discipline

2/20/2015
Date

Approved Denied

Reason _____

[Signature]
Faculty Review Signature

Real Estate/Business
Discipline

3/03/2015
Date

Approved Denied

Reason _____

[Signature]
Faculty Review Signature

Business/Eng & Comp Sci
Discipline

3/10/2015
Date

Approved Denied

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

[Signature]
AP&P Representative Signature

3/10/2015
Date

Approved Denied

Reason _____

Karen W. Cowell
Division Dean Signature

2/24/15
Date

Approved Denied

Reason _____

[Signature]
C&CS Division Dean Signature

3.3.15
Date

Approved Denied

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office COMMUNITY SERVICE OFFERING

NUMBER: PFBS.1415-001

TITLE: Jump Start Your Real Estate Career - How to Make Money in Real Estate

INSTRUCTOR: Debra Mitchell-Adams

HOURS: 8

NUMBER OF MEETINGS: 4

ENROLLMENT FEE: \$65

MATERIALS/SUPPLIES FEE: \$50

Text / CDs / DVDs / Handouts

Materials provided for review: Y N

ENROLLMENT EXPECTED: 10 / 20

DESCRIPTION OF OFFERING: Target audience: Geared toward licensed and newly licensed Real Estate agents, those who have completed real estate Practices course, and those with an interest in a career in real estate.

Recommended advisories/pre-requisites/instructor approval: None

Course description: There are countless institutions that teach Real Estate Practices in the state of California, however unless a new licensee spends hours taking courses when they sign up for a new company they spend most of their first year lost and confused about how to best invest their time and money to get their businesses off the ground! This course will JUMP START both the new licensee and someone aspiring to change careers and get into the business of selling real estate and veteran agents who need a jump-start. The course includes: the nuts and bolts of getting your business up and running quickly; trade secrets of building a consistent and lasting business; how to invest time and money when first getting started; social media and branding; networking and building relationships; and the best technologies available for real estate in the present and future.

INSTRUCTOR BIOGRAPHY: Debra Mitchell-Adams has been in the real estate profession for over 10 years; starting her own company, Monumental Realty & Lending, in 2005. In 2009 she joined Keller Williams as a Broker Associate. Debra is also a singer/songwriter who was signed as a recording artist to Island Records and Warner Bros. Records in the 1990's. Debra now works as a songwriter and session singer, and writes for platinum-selling recording artists. She currently lives in Quartz Hill with her husband and two dogs. Debra loves serving her community as a Realtor and living her purpose, which is to write, sing and teach.

SPECIAL NEEDS:

Facilities: Class room
Audio/Video: Projector for PowerPoint
Other:
Need software installed:
ITS notified:

Date _____

Signature _____

ONLINE CLASS:

How offered? Independent study _____
Online instructor _____
Synchronous Only _____
Synchronous and Asynchronous _____
Number of required sessions _____
Hybrid _____
Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____ Open Y N

**ANTELOPE VALLEY COLLEGE
COMMUNITY SERVICES PROGRAM
Course Information Form**

Instructor Name or Contact Debra Mitchell-Adams	Organization Keller Williams AV	e-mail dmitchelladams@gmail.com
--	------------------------------------	------------------------------------

Mailing Address 41345 43 rd Street West	City Lancaster	State CA	Zip Code 93536
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Phone Number 661-373-7292	Fax Number 661-464-3004	Cell Number 661-373-7292
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Course Number	Course Title Jump Start Your Real Estate Career – How to Make Money In Real Estate
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Number of Meetings 10 4	Total Hours 10 8	Course Fee \$65	Material Fee \$50	Class Size 20
---------------------------------------	--------------------------------	--------------------	----------------------	------------------

PROVIDE A DETAILED COURSE DESCRIPTION

Please attach a document that includes the items listed below.
If the course description is already on file, do not submit unless you are updating information.
1) Target Audience 2) Prerequisites 3) Detailed Course Outline 4) Text or Materials Required

FACILITY REQUIREMENTS – PLEASE CHECK TYPE AND INDICATE ROOM NUMBER IF KNOWN

(x)	Type of Facility	Bldg/Room	(X)	Type of Facility	Bldg/Room
	Allied Health Lab		x	Computer Lab	
	Arts & Crafts Lab			Large Multipurpose Room	
	Athletic Facility			Music Lab	
	Class Room			Special Layout	Diagram
	Class Room With Open Space				

FACILITY REQUIREMENTS – PLEASE CHECK ALL THAT APPLY AND GIVE SPECIFICS

(x)	Type of Equipment	Description or Specifications
x	Computer/Software	Computer laptop (not essential – I can bring my own)
x	Projector/Screen	Equipped to show PowerPoint Presentations
	Sound Equipment	
	Television/VCR	
	Other (Describe)	

Date: 9/3/14	Instructor or Contractor Signature: 
--------------	--

**ANTELOPE VALLEY COLLEGE
COMMUNITY SERVICES PROGRAM**

Instructor Information Form

Instructor Name or Contact Debra Mitchell-Adams	Organization Keller Williams Realty	Cell phone # 661-373-7292	
Mailing Address 41345 43 rd Street West	City Lancaster	State CA	Zip Code 93536
Phone Number 661-373-7292	Fax Number 661-464-3004	E-mail dmitchelladams@gmail.com	

TYPE OF COMMUNITY SERVICES COURSES YOU WOULD LIKE TO INSTRUCT

Target Audience	Type of Courses
New Real Estate Agents	Real Estate Practices course. Geared toward instructing new agents or those interested in a career in real estate how to actually MAKE MONEY in their first year in real estate.
People who have completed real estate Practices course	
People with an interest in a career in real estate.	

RELATED EDUCATION

Institution	Degree, Certificate, or License
CA Bureau of Real Estate	Broker's License
Southern IL. University	Bachelor's Degree – Paralegal Studies

RELATED EXPERIENCE

Institution	Work Performed (Paid or Voluntary)
Keller Williams Realty	Broker Associate (5 years)
Monumental Realty	Broker Owner (5 years)

INSTRUCTIONAL REFERENCES – WITHIN PAST TWO YEARS

Institution	City/State	Contact Name	Phone Number
Keller Williams Realty	Palmdale CA	Rob Talbot	661-524-5151

9/3/2014

AV College	Lancaster CA	Elayne Davis	661-722-6300
GAVAR	Lancaster CA	Susan McGuire	661-726-9175

Date: 9/3/14	Instructor or Contractor Signature: 
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DEBRA MITCHELL-ADAMS

(661) 373-7292 ♦ dmitchelladams@gmail.com

Academic Credentials/Licensure/Certifications

UCLA Continuing Education – Technology Major
Bachelor of Science – Southern Illinois University
Broker – California Bureau of Real Estate
Department of Housing and Urban Development (HUD) Approved Broker

Affiliations/Public Service

- Member – California Commercial Alliance
- Member - Education/Technology Committee - GAVAR 2014
- Chair /Instructor - Real Estate Apps Committee for Android & Apple – GAVAR 2014
- Instructor - Keller Williams Realty AV – 2014 Property Radar
- Instructor - Keller Williams Realty AV – Realtor's Property Resource
- Agent Leadership Council 2012 – Keller Williams AV

Technology Proficiency

- Microsoft Office Professional (Word, Excel, Powerpoint, Outlook)
- iMovie, iPhoto, Adobe Illustrator, Avid Protools, Garageband
- Google Drive, Dropbox
- Mac, PC, iPad, iPhone, Android Phone & Tablets

Professional Writing

- Co-Author & Creator - "Real Estate Essentials – Real Estate Sales Training" - Workbook & DVD
- Featured Blogger, ActiveRain, WordPress, Realtor.com
- Author "Girlfriend, Fix Your Credit – A Guide to Your Financially Fabulous Future!"

Professional Experience

Keller Williams AV – Broker Associate

2009-Present

Monumental Realty & Lending – Broker Owner

2005-2009

- View properties; conduct market analysis and rental comparables in relation to purchase and sale of commercial and single family properties.
- Perform in-depth market studies and Broker's Price Opinions utilizing various Realtor tools such as, CMLS, Rapattoni MLS, Realtors Property Resource and Property Radar.
- Locate market rate comparables for listing presentations, offer negotiations and market analysis reports for lenders.
- Analyze economic factors affecting real estate values, such as, employment rates, average incomes, school rankings and crime levels.
- Draft, and negotiate real estate contracts including, vacant land, residential and commercial purchase, lease, and business referral agreements.
- Property management including, payment processing, document management, budgeting, forecasting and resident screening.
- Conduct agent education trainings on various topics including, utilizing technology in business, blogging and social media.
- Negotiate, problem-solve and coordinate complicated property sales including short sales and foreclosures.
- Collaborate with leadership and peers on various office and community related initiatives.
- Coordinate with escrow companies, lenders, home inspectors, and pest control operators to ensure the terms and conditions of purchase and/or finance agreements are met before closing dates.

Course Description
JUMP START YOUR REAL ESTATE CAREER!
How to Make Money in Real Estate

There are countless institutions that teach Real Estate Practices in the state of California, however unless a new licensee spends hours taking courses when they sign up for a new company they spend most of their first year lost and confused about how to best invest their time and money to get their businesses off the ground! This course will JUMP START both the new licensee and someone aspiring to change careers and get into the business of selling real estate and veteran agents who need a jump-start. I will teach the following:

- The nuts and bolts of getting up and running quickly;
- Trade secrets of building a consistent and lasting business;
- How to invest time and money when first getting started;
- Social media and branding;
- Networking and building relationships.
- Best technologies for real estate in the present and future.

Debra Mitchell-Adams

Biography

I have been in the real estate profession for over 10 years. I started with my own company, Monumental Realty & Lending in 2005. In 2009 I joined Keller Williams as a Broker Associate. I am also a singer/songwriter. In the 1990's I was signed as a recording artist to Island Records and to Warner Bros. Records. I now work as a songwriter and session singer and write for platinum- selling recording artists. I currently live in Quartz Hill with my husband Fred and my two doggies, Max and Marley. I love serving my community as a Realtor and living my purpose which is to write, sing and teach.



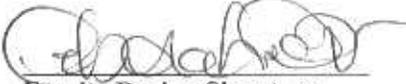
ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. PFBS.1415-002
Course Title: Small Business Administration (SBA) fro Entrepreneurs

Instructor (print): Corbin Ingram

Division Faculty Review


Faculty Review Signature

BUSINESS
4/23/15
Discipline

4/23/15
Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____


AP&P Representative Signature

4/20/15
Date

Approved Denied _____

Reason _____


Division Dean Signature

4/20/15
Date

Approved Denied _____

Reason _____


C&CS Division Dean Signature

4.23.15
Date

Approved Denied _____

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office

COMMUNITY SERVICE OFFERING

NUMBER: PFBS.1415-002

TITLE: Small Business Administration (SBA) For Entrepreneurs

INSTRUCTOR: Corbin W. Ingram

HOURS: 6 NUMBER OF MEETINGS: 1

ENROLLMENT FEE: \$65.00 MATERIALS/SUPPLIES FEE: \$35.00
Text / CDs / DVDs / Handouts
Materials provided for review: Y

ENROLLMENT EXPECTED: 5 / 25

DESCRIPTION OF OFFERING: Target audience: Those who are Entrepreneurial minded, Business persons, Recommended advisories/pre-requisites/instructor approval: None

Course description: A growing number of individuals are foregoing the traditional employment route and are turning to entrepreneurialism and small business ownership. Whether you are just starting out or retiring and looking to secure a second career, this course provides entrepreneurial information, education, resources, and tools to assist existing small businesses and new start-ups. Knowing the steps to set goals can better assure your business' success. The course will cover business types, Small Business Administration (SBA) qualifications, risk management, accounting principles, financial evaluation of a business, and funding sources.

INSTRUCTOR BIOGRAPHY: Corbin Ingram has over 30 years of experience in engineering of life cycle designs, verifications and validations. Mr. Ingram holds a Master of Science in Systems Architecture from the University of Southern California and a Master of Business Administration from the University of La Verne. He is currently working on his Doctorate of Business Administration with Grand Canyon University.

Corbin's experience has provided him capability to perform technical training, process guidance and audits of engineering techniques and methodologies for aerospace, avionics, military, medical, financial, educational and environmental disciplines. In several of these capacities he had the opportunity to develop proposals for government and commercial contracts, enabling familiarity with Federal Acquisition Regulations (FARs) and Defense Acquisition Regulations (DARs).

SPECIAL NEEDS:

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified:

Date

Signature

ONLINE CLASS:

How offered?

Independent study _____

Online instructor _____

Synchronous Only _____

Synchronous and Asynchronous _____

Number of required sessions _____

Hybrid _____

Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____

Open Y N

**ANTELOPE VALLEY COLLEGE
COMMUNITY SERVICES PROGRAM
Course Information Form**

Instructor Name or Contact Corbin W. Ingram	Organization The Centre for Grants, Contracts and Business, Inc.	e-mail corbin_ingram@verizon.net
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Mailing Address 44436 10th Street West	City Lancaster	State CA	Zip Code 93534
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Phone Number (661) 951-2492	Fax Number (661) 951-2489	Cell Number (661) 714-6554
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Course Number	Course Title Small Business Administration (SBA) for Entrepreneurs
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Number of Meetings 1	Total Hours 6	Course Fee \$65.00	Material Fee \$35.00	Class Size 20
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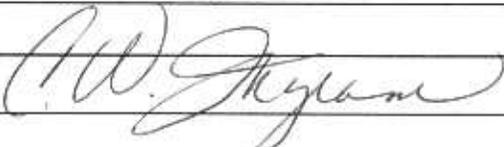
PROVIDE A DETAILED COURSE DESCRIPTION
Please attach a document that includes the items listed below.
If the course description is already on file, do not submit unless you are updating information.
1) Target Audience 2) Prerequisites 3) Detailed Course Outline 4) Text or Materials Required

FACILITY REQUIREMENTS – PLEASE CHECK TYPE AND INDICATE ROOM NUMBER IF KNOWN

(x)	Type of Facility	Bldg/Room	(X)	Type of Facility	Bldg/Room
	Allied Health Lab			Computer Lab	
	Arts & Crafts Lab			Large Multipurpose Room	
	Athletic Facility			Music Lab	
X	Class Room			Special Layout	Diagram
	Class Room With Open Space				

FACILITY REQUIREMENTS – PLEASE CHECK ALL THAT APPLY AND GIVE SPECIFICS

(x)	Type of Equipment	Description or Specifications
	Computer/Software	
X	Projector/Screen	Must have computer interface (HDMI, USB, ...)
	Sound Equipment	
	Television/VCR	
	Other (Describe)	

Date: 12 - 09 - 2014	Instructor or Contractor Signature: 
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**ANTELOPE VALLEY COLLEGE
COMMUNITY SERVICES PROGRAM**

Instructor Information Form

Instructor Name or Contact Corbin W. Ingram	Organization AVC	Cell phone # (661) 714-6554
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Mailing Address 44436 10th Street West	City Lancaster	State CA	Zip Code 93534
--	--------------------------	--------------------	--------------------------

Phone Number (661) 951-2492	Fax Number (661) 951-2489	E-mail corbin_ingram@verizon.net
---------------------------------------	-------------------------------------	--

TYPE OF COMMUNITY SERVICES COURSES YOU WOULD LIKE TO INSTRUCT

Target Audience	Type of Courses
Adults or Business Oriented Persons	Entrepreneurial Business Education, Management and Marketing
Mathematically and Scientifically Inclined	Software Systems Engineering

RELATED EDUCATION

Institution	Degree, Certificate, or License
University of Southern California	Master of Science Systems Architecture and Engineering (MSSAE)
University of La Verne	Master of Business Administration (MBA)
West Coast University	Bachelor of Science Industrial Engineering (BSIE)

RELATED EXPERIENCE

Institution	Work Performed (Paid or Voluntary)
Verocel (GE)	Software Systems Engineering
Rockwell Collins	Software Systems Engineering
Northrop Grumman	Management, Software Systems Engineering
Center for Grants, Contracts and	Business Owner

INSTRUCTIONAL REFERENCES – WITHIN PAST TWO YEARS

Institution	City/State	Contact Name	Phone Number
None			

Date: 12 - 09 - 2014	Instructor or Contractor Signature: 
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The Centre for Grants, Contracts and Business, Inc.

SMALL BUSINESS ADMINISTRATION (SBA) FOR ENTREPRENEURS

A growing number of individuals are for-going the traditional route in corporate America and even some over the age of 50 are turning to small business ownership for retirement. This could be due to finding a second career to creating cash flow for primary expenses. Whatever the case this course provides some of the entrepreneurial information and education, resources, and tools to assist business startups and existing small businesses in determining:

- type of business to start,
- qualifications types as a small business,
- risk management,
- accounting and finance principles of purchasing a business

WHY ATTEND

Businesses fall apart and fail due to just having an idea and not knowing the steps to set goals for avenues of success. If one has currently started a business and wants more input, is curious about starting a business or is contemplating the direction of an existing business endeavor, this course would be beneficial.

COURSE STRUCTURE

- Business Types
 - General Partnerships
 - Sole Proprietorship
 - Limited Liability Corporation
 - For profit Corporation (C, S)
 - Non Profit Corporation (501 c 3, 509, 170)
 - Financial Structure
 - Management Structure
- Small Business Administration (SBA) Qualifications
 - HubZone
 - 8(a)
 - GSA
 - Loans
 - Minority/Disabled



The Centre for Grants, Contracts and Business, Inc.

- SAMS Database
 - NAICS Codes
 - DUNS
 - EIN/TIN
 - Cage Code
 - AOR
- Risk Management
 - Strategic Management (Goal Setting)
 - Backup Plan
 - Single Point Failures
 - Time Utilization
 - EVMS
- Accounting Principles
 - Ledger
 - Balance Sheet
 - Income Statement
 - Statement of Cash Flows
 - 10K
- Financial Analysis – Evaluation of a Business
 - Ratios
 - Liquidity
 - Asset Management
 - Debt Management
 - Profitability
 - Market Value
- Funding Sources
 - Foundations and Commercial Funding
 - Federal, State and Local Government Funding
 - SBA Loans
- Additional Training
 - <http://www.sba.gov/training>
 - <http://www.sba.gov/content/50-entrepreneurs>
 - http://education-portal.com/articles/10_Places_to_Get_a_Free_Business_Education_Online.html



The Centre for Grants, Contracts and Business, Inc.

ABOUT THE INSTRUCTOR: CORBIN W. INGRAM

Education

- Master of Science in Systems Architecture and Engineering (MSSAE)
- Master of Business Administration (MBA)
- Bachelor of Science in Industrial Engineering (BSIE)

Experience

- Teaching
- Housing and Property Management
- Avionics, NASA and DOD Engineering
- FDA/Medical Engineering
- Financial and Environmental Engineering

Business Startups

- The Centre for Grants, Contracts and Business, Inc.
- CING Systems, Inc.
- The Ingram Politic, Inc.

CORBIN W. INGRAM

Entrepreneur

I have over 30+ years of experience in engineering of life cycle designs, verifications and validations. This experience provided me the capability to perform technical training, process guidance and audits of engineering techniques and methodologies for aerospace, avionics, military, medical, financial, educational and environmental disciplines. In several of these capacities I had the opportunity to develop proposals for government and commercial contracts, which enabled me to become familiar with Federal Acquisition Regulations (FARs) and Defense Acquisition Regulations (DARs).

EDUCATION/TRAINING

- **Grand Canyon University, Phoenix, AZ**
Doctor of Business Administration (DBA) -- in process
- **University of Southern California (USC), L.A., CA**
Master of Science in Systems Architecture and Engineering (MSSAE)
- **University of La Verne (ULV), La Verne, CA**
Master of Business Administration (MBA)
- **West Coast University (WCU), L.A., CA / University of Arkansas (UAPB), Pine Bluff, AR**
Bachelor of Science in Industrial Engineering (BSIE)/ Associate of Science in Applied Science
- **University of California at Los Angeles (UCLA) Extension, L.A., CA**
Seven Course Certificate Program (Hardware/Software Microprocessor Engineering)
Three Course Sequence Program (C and UNIX Programming)
Adult Education (w/Online Learning)
- **Carnegie Mellon University; SEI-CMMI Training**
- **Villanova University; Six Sigma Training -- Green Belt, Lean & Black Belt**
- **National Test Pilot School; Electro-Optic and Infrared (EOIR) Systems Training**
- **BQS, London England; ISO-9001 Lead Assessor Training**
- **Northrop Grumman Earned Value Management (EVMS) Training**
- **Telelogic (IBM Rational) DOORS Training**



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. OLFP.1415-001
Course Title: Certificate Home Inspection Career Training - Online

Instructor (print): Carson, Dunlop & Associates

Joseph Owens
Faculty Review Signature
Approved Denied

Division Faculty Review

ACCU (HVAC) Discipline
May 6th 2015 Date
Reason *will augment our ACCU program*

Faculty Review Signature
Approved Denied

Discipline
Date
Reason

Faculty Review Signature
Approved Denied

Discipline
Date
Reason

Faculty Review Signature
Approved Denied

Discipline
Date
Reason

Joseph Owens
AP&P Representative Signature
Approved Denied

May 6th 2015 Date
Reason *in advanced path for our completers!*

Liz McHenry
Division Dean Signature
For Dr. Karen Cowell
Approved Denied

05-07-2015 Date
Reason

Liz McHenry for Don O'Neil
C&CS Division Dean Signature
Approved Denied

05-07-2015 Date
Reason

February 20, 2015

Agreement for Online E-Learning Education

This Agreement between **Antelope Valley Community College District** (the "School") at 3041 W. Avenue K, Lancaster, CA 93536 and **Carson, Dunlop & Associates Ltd.**, ("CD") at 120 Carlton Street, Suite #407, Toronto, ON M5A 4K2, enter into this 23, day of February, 2015, is evidence of the parties intent to collaborate to offer an online e-learning certificate home inspection career training program. This Agreement shall be effective April 1, 2015, to June 30, 2018 and may be terminated by either party with a 30-day written notice.

CD will offer an online e-learning certificate home inspection career training program (the "Program" or "E-Learning Courses") in partnership with the School, as defined in this Agreement, in the School's local area (collectively the School's "Service Area").

The CD Courses are defined as a Home Inspection Career Training Program which is simply the name or brand of the CD E-Learning Courses.

CD will offer the Courses in partnership with the School subject to the School's approval.

I. CD Responsibilities

CD will perform the following:

- A. Provide the School's registered students with access to the E-Learning Courses listed in Section III.A. Each School student will have a six (6) month per course access to the E-Learning Course ("Course Access") open enrollment based at the time of registration.
- B. Provide the School's registered students with access to CO's Secure Student Portal/ Career Services website at no cost to the student or the School.
- C. CD will host these E-Learning Courses on CO's third party online platform at no cost to the School or students.
- D. Provide the School with course evaluations and students' grades (if applicable) for students who complete the Courses/Program.
- E. Upon approval by the School, CD will provide a remote link to the School at no cost to list the E-Learning Courses offered by the School and to direct students on information about the home inspection courses/program and all other pertinent information pertaining to home inspection training.
- F. Provide all course content and material (required student textbooks and other materials necessary to offer these courses)
- G. Provide all case studies, quizzes and testing online as part of the courses in the program.
- H. Provide online registration and collect student tuition for the School's students who register for the E-Learning Courses. CD will provide the School with a list of paid students who have enrolled in the E-Learning Courses.
- I. Reimburse the School for the School's revenue share for these E-Learning Courses. The School's revenue share for these Courses is outlined in Section III.B.
- J. Provide refunds to the students for the full cost of the E-Learning Course(s) up until the time books are shipped to the student. No refunds will be granted once books have been shipped.

II. School Responsibilities

School will perform the following:

- A. At the School's sole discretion, the School will list the Courses in the School's catalog,

- B. The School will issue a course completion certificate to any student successfully completing and passing an E-Learning Course. These courses will carry no college credit and/or units.

III. Program Fees and Program Courses

- A. The School has the option at its sole discretion to offer the following CD Courses:

Roofing	\$400
Structure	\$400
Electrical	\$400
Heating I	\$400
Heating II	\$400
Air Conditioning & Heat Pumps	\$400
Plumbing	\$400
Exterior	\$400
Insulation & Interiors	\$400
Communication & Prof. Practice	\$400

1. All prices include student textbooks and all necessary student materials.
2. The School may elect at its sole discretion to determine how the above Courses are priced. The above 10 courses totals 540 hours which make up a certificate home inspection career training program.

- B. The School's revenue share of the student tuition for the Courses are as follows; the cost to the School will be \$250 per course per student which includes a facilitator and all course material (required student textbooks and other materials necessary to offer the above courses) shipping of material is not included. Any revenues over and above the stated cost (\$250), is revenue for the School.

IV. Mutual Indemnification Clause

Each party to this agreement shall indemnify, defend and hold harmless the other party and its officers, agents and employees, against any and all claims, losses, damages, liabilities and related expenses (including attorney fees), arising out of the performance of this agreement, except that each party shall bear any liabilities or expenses arising in whole or in part from its own negligent acts or omissions or those of its officers, agents and employees.

V. Agreement Execution

This Agreement is acceptable to both parties.

Antelope Valley Community College
District:

Ed Knudson
AVC Superintendent/President

Date

Originator: Mink H. Stavenga, DBA
Department: School of CEEWD
Budget: 1-38835-681000-875

Carson Dunlop & Associates Ltd.
Carson, Dunlop & Associates Ltd.:



Alan Carson
President/Co-Founder

Date

Approved as to form by the office of the
Purchasing, Contracting & Central Service!
Director

Date: _____

AP 4231 -Grade Changes

Reference:

Education Code Section 76224, 76232; Title 5, Section 55025

Changing Grades

~~The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors. The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.~~

~~In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be reviewed by a three-faculty member peer review panel. The panel will consist of faculty who are outside the discipline area, examining methods of evaluations, making a determination on the correctness, good faith, and competency of the grade award by the instructor of the course, based on the Official Course of Record. If the panel determines that the process and criteria are fair and appropriate for the discipline and level of course, the grade stands. If the panel determines that the process and criteria were unfair and inappropriate for the discipline (instructor did not follow the Official Course of Record) then, the instructor will be asked to reevaluate the grade for all students enrolled in that term.~~

~~Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor.~~

~~In the case of discrimination, sexual harassment, or retaliation for a complaint about discrimination or sexual harassment, the student will be referred to the district's Compliance Officer. The Compliance Officer will investigate and make a determination whether discrimination, sexual harassment, or retaliation played a factor in the grade awarded. If so, the Compliance Officer will review the matter to the faculty peer review panel for a grade review.~~

~~In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be reviewed by the president. A final determination will be presented to the appropriate vice president. Student Request for Change of Grade~~

~~In all cases, the instructor who first awarded the grade will be given written notice of the change.~~

General Provisions

In any course of instruction in a California Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student. The determination of the student's grade by the instructor shall be final in the absence of bad faith, fraud, incompetence, or mistake (Education Code 72224). The legal definitions are as follows:

BAD FAITH. The opposite of "good faith", generally implying or involving actual or constructive fraud, or a design to mislead or deceive another, or a neglect or refusal to fulfill some duty or some contractual obligation, not prompted by an honest mistake as to one's rights or duties, but by some interested or sinister motive.

FRAUD. An intentional perversion of truth for the purpose of inducing another in reliance upon it to part with some valuable thing belonging to him or to surrender a legal right; a false_

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representation of a matter of fact, whether by words or by conduct, by false or misleading allegations, or by concealment of that which should have been disclosed, which deceives and is intended to deceive another so that he shall act upon it to his legal injury; any kind of artifice employed by one person to deceive another. A generic term, embracing all multifarious means which human ingenuity can devise, and which are resorted to by one individual to get advantage over another by false suggestions or by suppression of truth, and includes all surprise, trick, cunning, dissembling, and any unfair way by which another is cheated. "Bad faith" and "fraud" are synonymous, and also synonyms of dishonesty, infidelity, faithlessness, perfidy, unfairness, etc.

INCOMPETENCY. Lack of ability, legal qualification, or fitness to discharge the required duty.

MISTAKE. Some unintentional act, omission, or error arising from ignorance, surprise, imposition, or misplaced confidence.

~~DISCRIMINATION, SEXUAL HARASSMENT, RETALIATION. Refer to AP 3410 and AP 3430 for~~

~~definitions of discrimination and sexual harassment, respectively. Retaliation is defined as any action that could dissuade a reasonable person from making or supporting a charge of discrimination.~~ The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change. In all cases, the instructor who first awarded the grade will be given written notice of the change.

Appeal to Instructor

The student shall discuss the status of the grade with the instructor. When the student perceives a problem, it is essential that the student initiate discussion about the perceived problem with the instructor prior to the assignment of the final grade, if possible. At each time the instructor evaluates the student, the instructor must provide the opportunity for the student to know of the status of the grade. Both the student and instructor are encouraged to establish a mutually acceptable agreement. Either the student or instructor may seek information from the Dean of Admissions and Records.

If the instructor has already assigned a grade that the student believes is not valid, the student may initiate discussion about the assigned grade with the instructor in an effort to reach a mutually acceptable agreement.

Either the student or instructor may seek information from the Dean of Admissions and Records.

Students who wish to appeal a final grade must do so within one year from the date the final grade was issued.

Provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination or harassment complaint, if the instructor is not available, or where the district determines that it is possible that there may have been gross misconduct by the original instructor.

Appeal to the Dean

If the discussion with the instructor (~~.92 above~~) ends without a satisfactory resolution, and the student believes the assigned grade is still not valid, the student may appeal the grade status to the divisional dean.

A Student Request for Change of Grade shall be completed by the student and submitted to the dean.

The dean shall discuss the situation with the student, instructor, and witnesses either separately or together.

Whenever possible, after receipt of the written request, the dean will provide written recommendation(s) within five working days.

Appeal to the Vice President

If the dean's recommendations are not agreeable to the student or the instructor, either one may appeal in writing the decision to the ~~appropriate~~appropriate -vice president. ~~;~~

All written information shall be given by the dean to the ~~appropriate vice president~~appropriate vice president.

The vice president may discuss the situation with the student, instructor, or witnesses either separately or together.

Consultation from staff and students may be requested by the vice president.

Whenever possible after receipt of the written appeal, the vice president will provide written recommendations within five working days.

If the student is not satisfied with the recommendation from the appropriate vice president, the student may request a Grievance Hearing to dispute the final grade.

Refer to AP 5530 Student Rights and Grievances for the procedure to schedule Grievance Hearing.

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Appeal to the President

~~If the vice president's recommendations are not agreeable to the student or the instructor, either one may appeal in writing the decision to the President.~~

~~All written information shall be given by the vice president s or dean to the President.~~

~~The President may discuss the situation with the student, instructor, or witnesses either separately or together.~~

~~Consultation from staff and students may be requested by the President.~~

~~Whenever possible, after receipt of the written appeal, the President will provide written recommendations within five working days.~~

Appeal to the Board of Trustees

~~If the President's recommendations are not agreeable to the student or the instructor, either one may appeal in writing the decision to the Board of Trustees.~~

~~All the written information shall be given by the President to the Board of Trustees.~~

~~Upon receipt of the written appeal, the Board of Trustees will review the appeal during the next regularly scheduled Closed Session.~~

~~Whenever possible, the Board of Trustees will provide written recommendations by the next regularly scheduled Board meeting.~~

~~The Board of Trustees decision is final.~~

~~In all cases, the instructor who first awarded the grade will be given written notice of the change.~~

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade databases, locking mechanisms for computer stations from which student grade databases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

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Persons authorized to change grades shall be designated by the Dean of Enrollment Services.

No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

The Dean of Enrollment Services will periodically run a report to confirm that only authorized full-time employees of the District have changed grades.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Dean of Enrollment Services immediately. The Dean of Enrollment Services shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Also see BP 3310 Records Retention and Destruction and BP/AP 5040 Student Records.

2/6/06

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