

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO:

Beverly Beyer	Lisa Karlstein	LaDonna Trimble
Nancy Cholvin	Scott Lee	Les Uhazy
Maria Clinton	Cynthia Littlefield	Darcy Wiewall
De'Nean Coleman-Carew	Sharon Lowry	Sara Rothenberg, ASO voting
Maggie Drake	Rick Motawakel	TBD, ASO non-voting
Lee Grishman	David Newman	
Linda Harmon	Duane Rumsey	

Technical Review Committee – Linda Harmon, Scott Lee, and Nancy Cholvin

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: April 22, 2011

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, April 28, 2011, BE 323 (Computer Lab), 3:00-5:30pm

2010-2011
Academic Policies & Procedures Committee Meeting No. 10
AGENDA

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

3. APPROVAL OF MINUTES

- a. April 14, 2011

4. INFORMATIONAL ITEMS

- a. Technical Review Committee Member for 11-12 – Dr. Darcy Wiewall
- b. 11-12 AP&P Committee make-up

5. REPORT ITEMS

- a. Upper Division Units – (Maximum number of units allowed)
 - Business, Computers, and Economics
 - Health Sciences
 - Instructional Resources / Extended Services
 - Language Arts
 - Math & Engineering
 - Science
 - Physical Education and Athletics
 - Social Behavioral Sciences
 - Student Services/Counseling
 - Technical Education
 - Visual and Performing Arts
 - Students

6. ACTION ITEMS – Consent Items – Non-Substantial Course Revisions

- a. AUTO 102 Basic Automotive Practicum 1 units, 3 hours weekly
- b. AUTO 190 Automotive Parts Specialist 6 units, 6 hours weekly
- c. ENGR 185 Digital Logic and Design 5 units, 3 lec/3 lab hours weekly
- d. HIST 112 Contemporary U.S. History: Vietnam 3 units, 3 hours weekly
- e. MATH 115 Statistics 4 units, 4 hours weekly
- f. MATH 125 Math for Business & Economics 5 units, 5 hours weekly
- g. MUS 291 Applied Music 1 units, 1 hour weekly
- h. MUS 292 Applied Music Performance 1 units, 1 hour weekly

- i. PE 128 Beginning Golf 1 units, 3 hours weekly
- j. PE 210 Intercollegiate Women's Basketball 1 unit, 115 hours fall/60 hours spring
- k. PE 237 Intercollegiate Men's Golf 2 units, 10 hours weekly
- l. DM 113 Photoshop I 3 units, 4 hours weekly
- m. DM 213 Photoshop II 3 units, 4 hours weekly

7. ACTION ITEMS – Second Reading – Course Revisions

- a. CFE 168 ~~Foster Parenting the Medically Fragile Child~~ F Rate Pre-Service Training
- Faculty were asked to research and consider revising the course title. Faculty Changed to the title to “F Rate Pre-Service Training”
- b. BIOL 100, 100L Elementary Human Anatomy and Physiology 3 units, 2 lec/3 lab hours weekly
- Faculty were asked to consider revising the description. Revisions to the description were made.
- c. ED 141 Introduction to Special Education 3 units, 3 hours weekly
- Faculty were asked to consider adding a Limitation on Enrollment in lieu of mentioning the TB test in the description. Faculty removed the mention of the TB test instead.
- d. ED 145 Understanding and Educating the Learning Disabled 3 units, 3 hours weekly
- Faculty were asked to consider adding a Limitation on Enrollment in lieu of mentioning the TB test in the description. Faculty removed the mention of the TB test instead.
- e. GEOG 101L Physical Geography Lab: Earth's Surface Landscapes 1 units, 3 hours weekly
- Added Advisory
- Faculty were asked to include the textbook on this course from the lecture course.

8. ACTION ITEMS – First Reading – Course Revisions

Jeff Stephens (**Arriving at 3:00**)

- a. RCP 101, 101CL Fundamentals of Respiratory Care 6 units, 5 lec/3 lab hours weekly
- b. RCP 102 Clinical Preparation for Respiratory Care .5 units, 36 lec hours total
- c. RCP 103, 103CL Concepts in Respiratory Care 6 units, 5 lec/6 lab hours weekly
- d. RCP 104 Respiratory Care Pharmacology 3 units, 3 hours weekly
- e. RCP 105, 105CL Fundamental of Clinical Respiratory Care 5 units, 2 lec/9 lab hours weekly
- f. RCP 201 Neonatal and Pediatric Respiratory Care 3 units, 3 hours weekly
- g. RCP 202, 202CL Fundamentals of Intensive Respiratory Care 4 units, 2 lec/6 lab hours weekly
- h. RCP 203, 203CL Seminar and Practicum in Respiratory Care I 6 units, 2 lec/12 lab hours weekly
- i. RCP 204, 204CL Seminar and Practicum in Respiratory Care II 9 units, 2 lec/21 lab hours weekly

Rae Agahari (**Arriving at 3:45**)

- j. CCA - ART 101 History of Art, Prehistoric to Gothic 3 units, 3 hours weekly
- k. CCA - ART 102 History of Art, Renaissance to Modern 3 units, 3 hours weekly

Tim Lynskey (**Arriving at 4:00**)

- l. AJ 800 Peace Officer Intensive Basic Training 16 units, 452 lec/265 lab hours total

Matthew Rainbow on behalf of Jessica Harper (**Arriving at 4:00**)

- m. CCA - BIOL 110 General Molecular Cell Biology 5 units, 4 lec/3 lab hours weekly

Debra Anderson (**Arriving at 4:10**)

- n. Hybrid – MATH 130 College Algebra 4 units, 4 hours weekly
- COR approved 4/14/11

Luis Enriquez (**Arriving at 4:10**)

- o. Hybrid – MATH 060 Prealgebra 4 units, 4 hours weekly
- COR approved 4/14/11
- p. NEW Hybrid - MATH 115 Statistics 4 units, 4 hours weekly
- DEC Approval on 4/20/11

Lisa Karlstein

- q. NEW Online Only – PHOT 107 History of Photography 3 units, 3 hours weekly
- COR approved 3/24/11
- DEC Approval on 4/20/11

Matthew Jaffe (**Arriving at 4:15**)

- r. CCA - HIST 101 Western Civilization, From Human Beginnings Until 1750 3 units, 3 hours weekly
- s. CCA - HIST 102 Western Civilization, 1750-Present 3 units, 3 hours weekly
- t. CCA - HIST 109 Survey of U.S. History, 1607-Present 3 units, 3 hours weekly

Kenneth Shafer (**Arriving at 4:15**)

- u. Online Only – HIST 107 U.S. History, 1607-1877 3 units, 3 hours weekly
- COR approved 11/18/10
- v. Hybrid – HIST 107 U.S. History, 1607-1877 3 units, 3 hours weekly
- COR approved 11/18/10

- w. ITV – HIST 107 U.S. History, 1607-1877 3 units, 3 hours weekly
- COR approved 11/18/10
- Sandra Hughes (**Arriving at 4:15**)
- x. MOA 110 Beginning Medical Office Assisting Skills 4 units, 6 hours weekly
- y. CCA - MOA 111 Advanced Medical Office Assisting Skills 4 units, 6 hours weekly
- Added Advisory of Eligibility for College Level Reading, ENGL 099 and MATH 070
- Donna Meyer (**Arriving at 4:30**)
- z. BUS 121 Fundamentals of Investment and Personal Finance 3 units, 3 hours weekly
- Tom Graves (**Arriving at 4:45**)
- aa. COMM 214 Studies in Storytelling 3 units, 3 hours weekly
- Cynthia Kincaid (**Arriving at 4:40**)
- bb. CCA -DM 103 Graphic Design I 3 units, 4 hours weekly
- Added Prerequisite of Completion of DM 101
- Deleted Advisory of Completion of DM 101
- Instructional Material Fee increased from \$12.50 to \$20
- cc. CCA -DM 105 Flash Animation for Interactive Media 3 units, 4 hours weekly
- Title Change
- Deleted Advisory of Completion of ART 110 added Working knowledge of Adobe Photoshop strongly advised.
- dd. CCA -DM 115 Graphic Communications I 3 units, 4 hours weekly
- Added Prerequisite of Completion of DM 101
- Deleted Advisory of Completion of DM 101
- Instructional Material Fee increased from \$12.50 to \$20
- ee. CCA -DM 203 Graphic Design II 3 units, 4 hours weekly
- Deleted Advisory of Completion of DM 101
- Instructional Material Fee increased from \$12.50 to \$20
- ff. CCA -DM 205 Digital Illustration 3 units, 4 hours weekly
- Added Prerequisite of Completion of DM 101
- Changed Advisory from Completion of DM 101 to Completion of DM 113
- Instructional Material Fee increased from \$12.50 to \$20
- gg. CCA - DM 246 Portfolio and Job Search 3 units, 4 hours weekly
- Added Prerequisite of Completion of DM 113
- Instructional Material Fee decreased from \$23 to \$20
- Kathy Bingham (**Arriving at 4:30**)
- hh. CCA -PE 109 Intermediate/Advanced Hatha Yoga 1 unit, 3 hours weekly
- Course Number Change
- James Burns (**Arriving at 5:00**)
- ii. JOUR 123 Newspaper Production 3 units, 6 hours weekly
- Sandra Robinson (**Arriving at 5:00**)
- jj. NS 230 Professional Nursing III .5 units, .5 hours weekly
- Claude Gratton (**Arriving at 5:00**)
- kk. PHIL 101 Fundamental Reasoning Skills 3 units, 3 hours weekly
- ll. PHIL 201 Critical Thinking 3 units, 3 hours weekly
- Jerry Lewis (**Arriving at 5:15**)
- mm. ATH 100 Introduction to Athletic Training 3 units, 3 hours weekly

9. ACTION ITEMS – New Course Reading

- Claude Gratton (**Arriving at 5:00**)
- a. CCA - PHIL 109 World Religion 3 units, 3 hours weekly

11. ACTION ITEMS – Request to change Instructional Material Fee

- a. PE 191 – increased from \$6.00 to \$15.00 (**Jerry Lewis arriving at 5:15**)
- b. DM 103 – increased from \$12.50 to \$20.00 (**Cynthia Kincaid Arriving at 4:40**)
- c. DM 113 – increased from \$12.50 to \$20.00 (**Cynthia Kincaid Arriving at 4:40**)
- d. DM 115 – increased from \$12.50 to \$20.00 (**Cynthia Kincaid Arriving at 4:40**)
- e. DM 203 – increased from \$12.50 to \$20.00 (**Cynthia Kincaid Arriving at 4:40**)
- f. DM 205 – increased from \$12.50 to \$20.00 (**Cynthia Kincaid Arriving at 4:40**)
- g. DM 213 – increased from \$12.50 to \$20.00 (**Cynthia Kincaid Arriving at 4:40**)
- h. DM 246 – decreased from \$23 to \$20.00 (**Cynthia Kincaid Arriving at 4:40**)

**12. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P
Business and Computer Studies
CA 151 Microcomputer Operating System**

Health Sciences / FACE

CFE 116 Justice, Equity & Inclu in CFE – Submitted
CFE 168 Foster Parent Med Fagile Child – Agenda
CFE 211 Health Safety for Young Child – Submitted
EMT 101 Emergency Medical Tech I – Submitted
MOA 110 Beg Medical Office Assisting – Agenda
MOA 111 Adv Medical Office Assisting – Agenda
NS 230 Professional Nursing III – Agenda
RCP 102 Clinical Preparation for Respiratory Care – Agenda
RCP 103 Concepts in Respiratory Care – Agenda
RCP 104 Respiratory Care Pharmacology – Agenda
RCP 105 Fundamentals of Clinical Respiratory Care – Agenda
RCP 201 Neonatal and Pediatric Respiratory Care – Agenda
RCP 202 Fundamentals of Intensive Respiratory Care – Agenda
RCP 203 Seminar & Practicum in Respiratory Care I – Agenda
RCP 204 Seminar & Practicum in Respiratory Care II – Agenda

Instructional Resources

LAC 100 Intro to Tutoring – Submitted
LAC 200 Advanced Tutoring– Submitted

Language Arts

COMM 105 Intro to Mass Communication – Submitted
COMM 114 Art of Storytelling
COMM 116 Forensics – Submitted
COMM 214 Studies in Storytelling – Agenda
JOUR 121 Beginning Journalism – Submitted
JOUR 123 Newspaper Production – Agenda

Math and Engineering

MATH 060 Prealgebra – Agenda
MATH 115 Statistics – Agenda
MATH 125 Math for Business & Economics – Agenda
MATH 130 College Algebra – Agenda
MATH 140 Precalculus – Submitted
MATH 230 Intro Ordinary Diff Equations – Submitted
MATH 250 Calculus & Analytic Geometry – Submitted
ENGR 185 Digital Logic & Design – Agenda

Science

BIOL 100 Elem Human Anatomy & Physiology – Submitted
BIOL 101 General Biology – Submitted
BIOL 110 General Molecular Cell Biology – Agenda
CHEM 101 Introductory Chemistry – Submitted
GEOG 101L Phys Geog Lab: Earth's Surface Landscape – Agenda

Physical Education & Athletics

ATH 100 Intro to Athletic Training – Agenda
ATH 102L Practical Appl of Athletic Training I Lab – Submitted
ATH 102 Practical Appl of Athletic Training I – Submitted
ATH 103L Practical Appl of Athletic Training II Lab – Submitted
ATH 103 Practical Appl of Athletic Training II – Submitted
HE 101 Health Education – Submitted
PE 109 Hatha Yoga – Submitted
PE 128 Beginning Golf – Agenda
PE 128 Advanced Golf – Submitted
PE 135 Physical Conditioning – Submitted
PE 160 Beginning Tennis – Submitted
PE 160 Intermediate Tennis – Submitted
PE 160 Advanced Tennis – Submitted

PE 193 Officiating Fall Sports – Submitted
PE 194 Officiating Spring Sports – Submitted
PE 195 Sports Appreciation – Submitted
PE 210 Intercollegiate Women's Basketball – Submitted
PE 237 Intercollegiate Men's Golf – Agenda

Social & Behavioral Sciences

ED 140 Introduction to Education – Agenda
ED 141 Intro to Special Education – Submitted
ED 145 Understand & Ed Learn Disabled – Submitted
HIST 101 Western Civ, Human Begin Until 1750 – Submitted
HIST 102 Western Civ, from 1750-Present – Submitted
HIST 109 Survey U.S. History – Submitted
HIST 112 Contemp U.S. History: Vietnam – Submitted
PHIL 101 Fundamental Reasoning Skills – Agenda
PHIL 105 Ethics: Moral Issues in Soc – Submitted
PHIL 106 Intro to Philosophy – Agenda
PHIL 108 Philosophy of Religion – Submitted
PHIL 110 Introduction to Logic – Submitted
PHIL 201 Critical Thinking – Agenda
POLS 101 Amer Political Institutions – Submitted
POLS 203 The Judicial Process – Submitted
SOC 112 American Social Issues – Submitted

Technical Education

AJ 800 Peace Officer Intensive Basic Training – Agenda

Visual & Performing Arts

ART 101 History of Art: Prehistoric to Gothic – Agenda
ART 102 History of Art: Renaissance to Modern – Agenda
ART 110 Drawing – Submitted
ART 140 Watercolor – Submitted
ART 210 Advanced Drawing – Submitted
ART 222 L Computerized Life Drawing Lab – Submitted
ART 222 Computerized Life Drawing – Submitted
MUS 291 Applied Music – Agenda
MUS 292 Applied Music Performance – Agenda

13. ADDITIONAL INFORMATION – SLOs by Division that need to be submitted to the SLO Committee

Math/Science and Engineering

ENGR 185 Digital Logic & Design
MATH 099 Individualized Self-Study Math (Other Math Classes under this umbrella)

Physical Education & Athletics

PE 237 Intercollegiate Men's Golf

Technical Education

AUTO 198 Automotive Seminars

Visual & Performing Arts

DM 103L Graphic Design I Lab
DM 105L Interactive Media Lab
DM 113L Photoshop I Lab
DM 115L Graphic Communications I Lab
DM 128L Web Des & Prod II Lab
DM 133L Digital Printing I Lab
DM 203L Graphic Design II Lab
DM 205L Digital Illustration Lab
DM 213L Photoshop II Lab
DM 215L Graphic Communications II Lab
DM 233L Digital Printing II Lab
DM 246L Portfolio and Job Search Lab

FTV 155 Film Festival Analysis
FTV 215 Directing for Film & Video
FTV 251 Contemporary American Independent Film
PHOT 213L Life Photography Lab
PHTC 215L Photography Studio Practices Lab
THA 205 Advanced Acting Workshop

14.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 Mr. Christos Valiotis, 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

College Coordinating Council Committee Information Sheet

AP&P Committee 11-12

Committee Name

	Appointed By	Individual	Term	Expiration Date
Co-chair	Senate – Technical Education	Ms. Maria Clinton	3 of 3	June 30, 2012
Co-chair	V.P. of Academic Affairs	Mrs. Sharon Lowry	Standing	Standing Member
Member	Articulation Officer – Non Voting	Dr. Lee Grishman	Standing	Standing Member
Member	Senate – Business, Computers & Economic Development	Mrs. Beverly Beyer	1 of 3	June 30, 2011
Member	Senate – Health Sciences	Ms. Linda Harmon	3 of 3	June 30, 2012
Member	Senate – Instructional Resources / Extended Services	Dr. Scott Lee	Standing	Standing Member
Member	Senate – Language Arts	Ms. Jeffrie Ahmad	1 of 3	June 30, 2011
Member	Senate – Math & Engineering / DE Liaison	Dr. Nancy Cholvin	2 of 3	June 30, 2013
Member	Senate – Science	Dr. Richard Coffman	1 of 3	June 30, 2011
Member	Senate – Physical Education & Athletics	Ms. Cindy Littlefield	3 of 3	June 30, 2012
Member	Senate – Social Behavioral Sciences	Dr. Darcy Wiewall	2 of 3	June 30, 2013
Member	Senate – Student Services/Counseling	Dr. De'Nea Coleman-Carew	2 of 3	June 30, 2013
Member	Senate – Technical Education	Mr. Tom Hutchison	1 of 3	June 30, 2011
Member	Senate – Visual & Performing Arts	Ms. Lisa Karlstein-Francey	3 of 3	June 30, 2012
Member	Administrative Position – Dean	Mrs. Margaret Drake	3 of 3	June 30, 2012
Member	Administrative Position – Dean	Dr. Les Uhazy	2 of 3	June 30, 2013
Member	Administrative Position – Dean	Ms. LaDonna Trimble	2 of 3	June 30, 2013
Member	Student Representative	VACANT	1 of 1	June 30, 2011
Advisory	Student Representative	VACANT		

Type of Committee/Authority:

The Academic Senate standing committee.

Purpose:

The purpose of the Senate shall be to represent the faculty in the formation of policy on academic and professional matters. The Senate shall represent the faculty position on these matters and shall promote communication and mutual understanding within the framework of the college. This may include, but is not limited to policies and practices concerning: 1) Curriculum, including establishing prerequisite and policy courses within the disciplines; 2) Degree and certificate requirements; 3) Grading policies; 4) Educational program development; 5) Standards or policies regarding student preparation and success; 5) District and college governance structures as related to faculty roles; 7) Faculty roles and involvement in accreditation processes, including self-study and annual reports; 8) policies for faculty professional development activities; 9) Processes for program review; 10) Processes for institutional planning and budget development; 11) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate (Title 5 §53200)

Committee submits recommendations to:

(To whom does the committee submit recommendations?)

Academic Senate

Product:

Mutual agreements between Standing Committee and the Academic Senate related to Academic and Professional matters

Composition:

Vice President of Academic Affairs Co-chair

Articulation Officer – Non-voting Member

Faculty Co-chair (appointed by Academic Senate)

Eleven faculty representatives (one from each division/academic area)

Three Deans (transfer, vocation education, and student services - appointed by Administrative Council)

Two student representatives (appointed by the ASO) One voting/One Advisory

Terms:

Members will serve a three-year term, with the exception for appointed ASO representatives who will serve a 1-year term. Faculty Co-chair – 6 LHE (40%) reassigned time per semester for three-year term.

Quorum:

A simple majority of the committee's voting membership.

Meetings:

Meetings are held bi-monthly (2nd and 4th Thursday).

Minutes/Records:

Minutes are posted to the AP&P webpage.

Operations:

Prepared by: Gloria M. Kastner

Date: May 6, 2010
