

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

TO: Jeffrie Ahmad Tom Hutchison LaDonna Trimble  
Richard Coffman Lisa Karlstein Les Uhazy  
De'Nean Coleman-Carew Scott Lee Denise Walker  
Karen Cowell Cynthia Littlefield Darcy Wiewall  
Tooraj Gordi Sharon Lowry TBD, ASO non-voting  
Lee Grishman Donna Meyer  
Linda Harmon Elaine Tsai

Technical Review Committee – Darcy Wiewall, and Scott Lee

FROM: Ms. Linda Harmon / Mrs. Sharon Lowry

DATE: August 20, 2012

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting  
**Thursday, August 23, 2012, BE 321 (Computer Lab), 3:00-5:30pm**

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**2012-2013**  
**Academic Policies & Procedures Committee Meeting No. 1**  
**AGENDA**

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

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

- a. Summer Update

**3. APPROVAL OF MINUTES**

- a. April 26, 2012
- b. May 10, 2012

**4. MANDATORY CHANCELLORS OFFICE TRAINING**

- a. Stand Alone Training

**5. INFORMATIONAL ITEMS**

- a. Technical Review Committee – Dr. Darcy Wiewall and Dr. Scott Lee
  - One more committee member needed
- b. AP&P: Standards and Practices Handbook 12-13 – *under construction*
  - <http://www.avc.edu/administration/organizations/app/documents.html>
- c. 2012-13 Timeline/Meeting Dates
  - Courses and Programs need to be approved by 11/29/2012 in order to be included in the 2013/14 College Catalog and Fall 2013 class schedule
  - <http://www.avc.edu/administration/organizations/app/dates.html>
- d. CurricUNET – [www.curricunet.com/avc](http://www.curricunet.com/avc)
- e. CORs that need to be revised this academic year – List at the end of the agenda
- f. SB 1440 – 80% Compliance Required by CCCCO
  - 1. Administration of Justice – Faculty Discussion
  - 2. Art History
  - 3. Business Administration – Faculty Discussion
  - 4. Communication Studies – Done
  - 5. Early Childhood Education – Faculty Discussion
  - 6. Elementary Teacher Education – Faculty Discussion
  - 7. English – Faculty Discussion
  - 8. Geography – Faculty Discussion
  - 9. Geology – Faculty Discussion
  - 10. History
  - 11. Journalism
  - 12. Kinesiology – Entered in CurricUNET
  - 13. Mathematics – Done

14. Music
15. Physics – Entered in CurricUNET
16. Political Science
17. Psychology – Entered in CurricUNET
18. Sociology – Entered in CurricUNET
19. Studio Arts – Entered in CurricUNET
20. Theatre Arts – Entered in CurricUNET

**6. CONTINUING AP&P 11-12 AGENDA ITEMS**

- a. Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing
- b. Repeatability of courses
- c. NEW Content Review and Course Validation Process for Prerequisites
- d. Double counting for local degrees

**7. REPORTS (limited to 5 min. each)**

- a. CurricUNET Update – Linda Harmon
  - AP&P Representative as a Co-contributor
  - AP&P: Course Outline of Record, Degree or Certificate Revision Training using CurricUNET (FLEX) – FLEX credit for presenters is calculated at 1 hour presentation x 3 plus the remaining activity hours for the first training date. Then the repeat presentations are calculated at 1 hour presentation x 2 plus the remaining activity hours.
    1. Friday, August 31, 2012, 9:00-12:00p.m. – BE 321 (Darcy Wiewall)
    2. Friday, August 31, 2012, 1:00-4:00p.m. – BE 321 (Richard Coffman)
    3. Wednesday, September 5, 2012, 1:00-4:00p.m. – BE 321 (Richard Coffman)
    4. Thursday, September 6, 2012, 1:30-4:00p.m. – BE 321 (Richard Coffman)
    5. Monday, September 10, 2012, 9:00-12:00p.m. – BE 321 (Lisa Karlstein)
    6. Tuesday, September 11, 2012, 9:00-12:00p.m. – BE 311 (Denise Walker)
    7. Tuesday, September 11, 2012, 2:00-4:00p.m. – BE 321 (Denise Walker)
    8. Wednesday, September 12, 2012, 2:00-4:00p.m. – BE 321 (Lisa Karlstein)
    9. Thursday, September 13, 2012, 9:00-12:00p.m. – BE 311 (Linda Harmon)
    10. Friday, September 14, 2012, 9:00-12:00p.m. – BE 321 (Darcy Wiewall)
    11. Wednesday, September 19, 2012, 1:00-4:00p.m. – BE 321 (Scott Lee)
    12. Thursday, September 20, 2012, 1:30-4:00p.m. – BE 321 (Richard Coffman)
    13. Tuesday, September 25, 2012, 2:00-4:00p.m. – BE 321 (Linda Harmon)
    14. Wednesday, October 3, 2012, 2:00-4:00p.m. – BE 321 (Linda Harmon)
    15. Wednesday, October 17, 2012, 2:00-4:00p.m. – BE 321 (Linda Harmon)
- b. Effects of not printing a class schedule – Dr. Scott Lee

**8. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

<b>Area of Study</b>	<b>CurricUNET Status</b>
Administration of Justice	
Art History	
Business Administration	
Early Childhood Education	
Elementary Teacher Education	
English	
Geography	
Geology	
History	
Journalism	
Kinesiology	Submitted – <i>Tech Review</i>
Music	
Physics	Submitted – <i>Awaiting Dean and Rep</i>
Political Science	
Psychology	Submitted – <i>Awaiting AP&amp;P Rep</i>
Sociology	Submitted – <i>Awaiting AP&amp;P Rep</i>
Studio Arts	Submitted – <i>Agenda</i>
Theatre Arts	Submitted – <i>Tech Review</i>

**9. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P**

<b>Course</b>	<b>Degree/Cert/GE Area</b>	<b>Scheduling Restrictions if not approved by 12/13/12</b>	<b>Status</b>
<b>Business, Computer Studies and Economic Development</b>			
CA 107, Micro Hardware/Software Support		Cannot schedule 13-14	
CA 111, Word Processing-Microsoft Word		Cannot schedule 13-14	
CIS 157, Introduction to LINUX		Cannot schedule 13-14	
CIS 173, Intro to C++ Programming		Cannot schedule 13-14	
MGT 201, Small Business Management		Cannot schedule 13-14	
RE 101, Real Estate Principles		Cannot schedule 13-14	
RE 105, Real Estate Practices		Cannot schedule 13-14	
RE 111, Real Estate Finance		Cannot schedule 13-14	
RE 121, Legal Aspects of Real Estate		Cannot schedule 13-14	
RE 131, Real Estate Appraisal		Cannot schedule 13-14	
RE 141, Escrow Principles		Cannot schedule 13-14	
RE 161, Property Management		Cannot schedule 13-14	
<b>Counseling/Student Services</b>			
EOPS 060, Enrichment Class		Cannot schedule 13-14	Submitted – <i>Awaiting Dean and Rep</i>
<b>Health Sciences</b>			
CFE 150, Parenting: Infancy		Cannot schedule 13-14	
CFE 151, Parenting: Preschool Child		Cannot schedule 13-14	
CFE 152, Parenting: Elem Preadolescent		Cannot schedule 13-14	
CFE 155, Single Parenting		Cannot schedule 13-14	
CFE 156, Step-parenting Blended Family		Cannot schedule 13-14	
CFE 157, Parenting Exceptional Child		Cannot schedule 13-14	
NF 110, Sports Nutrition		Cannot schedule 13-14	
<b>Instructional Resources/Extended Services</b>			
LIB 101, Intro to Library Research		Cannot schedule 13-14	
LIB 105, Libraries and Information		Cannot schedule 13-14	
<b>Language Arts</b>			
CHIN 101, Elementary Chinese I		Cannot schedule 13-14	
CHIN 102, Elementary Chinese 2		Cannot schedule 13-14	
COMM 217, Gender and Communication		Cannot schedule 13-14	Submitted – <i>Dean</i>
DFST 101L, ASL I Skill Building Lab		Cannot schedule 13-14	
DFST 204, Struct of American Sign Lang		Cannot schedule 13-14	
DFST 205, Numbers, Fingerspelling, Classifiers		Cannot schedule 13-14	
DFST 206, Creative Signing		Cannot schedule 13-14	
ENGL 061, Grammar and Mechanics		Cannot schedule 13-14	
ENGL 062, Basic Writing		Cannot schedule 13-14	
ENGL 063, Vocabulary		Cannot schedule 13-14	
ENGL 064, Spelling		Cannot schedule 13-14	
ENGL 227, Engl Literature 1900-Present		Cannot schedule 13-14	
ENGL 230, Antiquity to Renaissance		Cannot schedule 13-14	
ENGL 231, Since the Renaissance		Cannot schedule 13-14	
ENGL 233, Bible as Lit-Old Testament		Cannot schedule 13-14	
ENGL 234, Bible as Lit-New Testament		Cannot schedule 13-14	
ENGL 240, Studies in Poetry		Cannot schedule 13-14	
ENGL 242, Studies in Fiction Short Story		Cannot schedule 13-14	
ENGL 244, Studies in Fiction The Novel		Cannot schedule 13-14	
ENGL 246, Survey of Drama (Beginnings to 1878)		Cannot schedule 13-14	
ENGL 248, Survey of Modern & Contemporary Drama (from 1879)		Cannot schedule 13-14	
ENGL 250, Cross-Cultural Lit in America		Cannot schedule 13-14	

ENGL 252, African American Literature 1746-1930		Cannot schedule 13-14	
ENGL 253, African American Literature 1930-Pres		Cannot schedule 13-14	
ENGL 260, Myths and Meanings		Cannot schedule 13-14	
ENGL 270, Literature and the Holocaust		Cannot schedule 13-14	
ENGL 274, Detective Fiction		Cannot schedule 13-14	
ENGL 279, Science Fict & Dystopic Literature		Cannot schedule 13-14	
FREN 101, Elementary French I		Cannot schedule 13-14	
FREN 102, Elementary French 2		Cannot schedule 13-14	
FREN 201, Intermediate French 1		Cannot schedule 13-14	
FREN 202, Intermediate French 2		Cannot schedule 13-14	
FREN 203, Advanced French		Cannot schedule 13-14	
GER 202, Intermediate German 2		Cannot schedule 13-14	
GER 203, Intermediate German 3		Cannot schedule 13-14	
INT 101, Prin of Sign Lang Interpreting		Cannot schedule 13-14	
LATN 101, Elementary Latin 1		Cannot schedule 13-14	
LATN 102, Elementary Latin 2		Cannot schedule 13-14	
LATN 201, Intermediate Latin		Cannot schedule 13-14	
SPAN 102HL, Elementary Spanish for Heritage Learners II		Cannot schedule 13-14	
<b>Mathematics &amp; Engineering</b>			
DRFT 250, Introduction 3-D Cad Drafting		Cannot schedule 13-14	
ENGR 110, Engr Orientation & Basic Skills		Cannot schedule 13-14	
ENGR 220L, Strength of Materials Lab		Cannot schedule 13-14	
ENGR 220PS, Strength of Materials PSS		Cannot schedule 13-14	
ENGR 220, Strength of Materials		Cannot schedule 13-14	
ENGR 230, Circuit Analysis		Cannot schedule 13-14	
<b>Science</b>			
ASTR 101L, Astronomy Laboratory		Cannot schedule 13-14	
BIOL 102, Human Biology		Cannot schedule 13-14	
CHEM 212, Organic Chemistry Support Laboratory		Cannot schedule 13-14	
ERSC 101 Introduction to Earth Sciences		Cannot schedule 13-14	
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 102, Phys Geog: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 221, Spatial Analysis in GIS		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
GEOG 298A, Special Studies in GIS		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty Revision</i>
GEOG 298B, Special Studies in GIS		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty Revision</i>
GEOG 298C, Special Studies in GIS		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty Revision</i>
GEOL 102, Historical Geology		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
<b>Kinesiology, Athletics and Dance</b>			
KIN 103, Aerobic Conditioning		Cannot schedule 13-14	
KIN 110, Advanced Baseball Techniques		Cannot schedule 13-14	
KIN 120, Advanced Football Techniques		Cannot schedule 13-14	
KIN 145, Adv Womens Fast-Pitch Softball		Cannot schedule 13-14	Submitted – <i>Dean</i>
KIN 150, Beginning Swimming		Cannot schedule 13-14	Submitted – <i>Agenda</i>
KIN 151, Intermediate Swimming		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
KIN 152, Fitness Swimming		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
KIN 157, Advanced Volleyball		Cannot schedule 13-14	Submitted – <i>Agenda</i>
KIN 165, Advanced Track Techniques		Cannot schedule 13-14	Submitted – <i>Dean</i>

KIN 170, Beginning Weight Lifting		Cannot schedule 13-14	Submitted – <i>Dean</i>
KIN 173, Intermediate Weight Lifting		Cannot schedule 13-14	Submitted – <i>Dean</i>
KIN 175, Adv Weight Training for Ath		Cannot schedule 13-14	
KIN 187, Yell/Song Leading, Sum or Fall		Cannot schedule 13-14	Course Deactivation
KIN 188, Pep Squad Leadership		Cannot schedule 13-14	Course Deactivation
KIN 189, Cheer Conditioning		Cannot schedule 13-14	Course Deactivation
KIN 191, First Aid&Emergency Care		Cannot schedule 13-14	
KIN 200, Intercollegiate Baseball		Cannot schedule 13-14	
KIN 215, Intercollegiate Cross Country		Cannot schedule 13-14	Submitted – <i>Dean</i>
KIN 220, Intercollegiate Football		Cannot schedule 13-14	
KIN 230, Intercollegiate Women's Soccer		Cannot schedule 13-14	
KIN 240, Intercollegiate Wmn's Softball		Cannot schedule 13-14	Submitted – <i>Awaiting Dean &amp; AP&amp;P Rep</i>
KIN 255, Intercollegiate Track		Cannot schedule 13-14	Submitted – <i>Dean</i>
<b>Social and Behavioral Sciences</b>			
ANTH 101, Intro Physical Anthropology		Cannot schedule 13-14	
ANTH 102, Intro Cultural Anthropology		Cannot schedule 13-14	
ANTH 103, Intro to Prehistory		Cannot schedule 13-14	
ANTH 112, Native North Americans		Cannot schedule 13-14	
ANTH 130, Field Archaeology in Latin America		Cannot schedule 13-14	
ANTH 140, Intro to Archaeology		Cannot schedule 13-14	
POLS 103, Comparative Government		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
POLS 202, Ethnic Politics in America		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
PSY 236, Developmental Psychology		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
SOC 105, Mexican Amer Contemp Society		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac, AP&amp;P Rep &amp; Dean</i>
SOC 111, Issues Concepts in Aging		Cannot schedule 13-14	
SOC 115, Marriage and Family Life		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac, AP&amp;P Rep &amp; Dean</i>
SOC 120, Drugs Society Human Behavior		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac &amp; AP&amp;P Rep</i>
<b>Technical Education</b>			
AJ 101, Intro to Admin of Justice		Cannot schedule 13-14	Submitted – <i>Agenda</i>
AJ 103, Criminal Evidence		Cannot schedule 13-14	Submitted – <i>Agenda</i>
AJ 203, Narcotics Control		Cannot schedule 13-14	Submitted – <i>Agenda</i>
AJ 204, Juvenile Procedures		Cannot schedule 13-14	Submitted – <i>Agenda</i>
AJ 207, Probation and Parole		Cannot schedule 13-14	Submitted – <i>Agenda</i>
AUTO 125, Automotive Chassis		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 126, Automotive Brakes		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 127, Auto Suspension,Steering,Align		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 128, Automotive Power Trains		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 130, Basic Auto Trans/Transaxles		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 150, Auto Electrical Systems		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 151, Auto Chassis/Body Elect System		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 152, Automotive Ignition Systems		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 153, Auto Starting/Charging Systems		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 175, Auto Fuel, Emissions, CA CIn Air		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 176, Auto Carburetor Fuel Systems		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 177, Electronic Fuel Injection		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 198H, Adv. Emissions Diagnostics Trng Seminar		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 198, Automotive Seminars		Cannot schedule 13-14	
AUTO 231, General Motors Auto Trans		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 232, Ford/Chrysler Auto Trans		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>

AUTO 277, Elect Eng Controls-GM Systems		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 278, Elect Eng Controls-Ford/Chrys		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
ELTE 105, Introduction to Robotics		Cannot schedule 13-14	Submitted – <i>Agenda</i>
FTEC 215, Rescue Practices		Cannot schedule 13-14	
FTEC 222, Wildland Fire Control		Cannot schedule 13-14	
<b>Visual and Performing Arts</b>			
ART 103, History of Non-Western Art		Cannot schedule 13-14	
ART 104, History of Modern and Contemporary Art in the 20th Century		Cannot schedule 13-14	
ART 145L, Design and Color Lab		Cannot schedule 13-14	
ART 145, Design and Color		Cannot schedule 13-14	
ART 160, Painting/Drawing Techniques		Cannot schedule 13-14	
ART 219, Intermediate Illustration		Cannot schedule 13-14	
ART 230, Human Figure Painting		Cannot schedule 13-14	
DM 113, Photoshop I		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty Revision</i>
FTV 101, Introduction to Film		Cannot schedule 13-14	
FTV 103, Intro to Television		Cannot schedule 13-14	
FTV 107, History of Film, Pre 1950		Cannot schedule 13-14	
FTV 108, History of Film, 1950-Present		Cannot schedule 13-14	
FTV 121, Introduction to Digital Filmmaking		Cannot schedule 13-14	
FTV 134, Intro to Screenwriting		Cannot schedule 13-14	
FTV 155, Film Festival Analysis		Cannot schedule 13-14	
FTV 201, Intercultural & Women's Film		Cannot schedule 13-14	
FTV 203, African-American Cinema		Cannot schedule 13-14	
FTV 215, Directing for Film & Video		Cannot schedule 13-14	
FTV 220, Advanced Screenwriting		Cannot schedule 13-14	
FTV 230, Digital Cinematography		Cannot schedule 13-14	
FTV 242, Writing and Pre-Production of the Short Film		Cannot schedule 13-14	
FTV 244, Production & Post-Production of the Short Film		Cannot schedule 13-14	
FTV 251, Contemporary American Independent Film		Cannot schedule 13-14	
FTV 261, Religion and Cinema		Cannot schedule 13-14	
MUS 121, Voice Class		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUS 131, Keyboard Skills I		Cannot schedule 13-14	
MUS 132, Keyboard Skills II		Cannot schedule 13-14	
MUS 142, Musical Theatre Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUS 153, Beginning Musicianship		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
MUS 164, String Ensemble		Cannot schedule 13-14	Submitted – <i>Dean</i>
MUS 165, Instrumental Ensemble - Guitar		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUS 166, Beginning Orchestra		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUS 167, Intermediate Orchestra		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUS 181, Master Chorale		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUS 183, Master Chorale Sectional		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUS 185, Concert Choir		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUS 186, Gospel Choir		Cannot schedule 13-14	Course Deactivation Submitted – <i>Agenda</i>
MUS 189, Keyboard Ensemble		Cannot schedule 13-14	Course Deactivation Submitted

MUS 191, Treble Choir-Children's Music		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUS 231, Keyboard Skills III		Cannot schedule 13-14	
MUS 232, Keyboard Skills IV		Cannot schedule 13-14	
MUS 253A, Intermediate Musicianship		Cannot schedule 13-14	
MUS 253B, Advanced Musicianship		Cannot schedule 13-14	
MUS 258, Composition		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUS 266, Advanced Orchestra		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUS 268, Musical Theatre Orchestra		Cannot schedule 13-14	Course Deactivation Submitted – <i>Agenda</i>
MUSC 102, History of Jazz		Cannot schedule 13-14	
MUSC 103, History of Rock 'n Roll		Cannot schedule 13-14	
MUSC 104, The Music Industry		Cannot schedule 13-14	
MUSC 107, History of Women in Rock Music		Cannot schedule 13-14	
MUSC 112, Commercial Music Theory		Cannot schedule 13-14	
MUSC 113, Writing Music for Songs		Cannot schedule 13-14	
MUSC 122, Stage Voice		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUSC 123, Stage Voice Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUSC 124, Jazz Improvisation		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUSC 133L, Studio Music Production I Lab		Cannot schedule 13-14	
MUSC 133, Studio Music Production I		Cannot schedule 13-14	
MUSC 134L, Studio Music Production II Lab		Cannot schedule 13-14	
MUSC 134, Studio Music Production II		Cannot schedule 13-14	
MUSC 141, Concert Attendance		Cannot schedule 13-14	Submitted – <i>Agenda</i>
MUSC 143, Live Sound Reinforcement		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUSC 173, Beginning Jazz Ensemble		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUSC 175, Beginning Rock Band		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUSC 176, Beginning Rock Band Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUSC 222, Popular Vocal Performance		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUSC 223, Popular Instrumental Performance		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUSC 224, Jazz Improvisation Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUSC 225, Commercial Music Ensemble		Cannot schedule 13-14	
MUSC 233L, Studio Music Production III Lab		Cannot schedule 13-14	
MUSC 233, Studio Music Production III		Cannot schedule 13-14	
MUSC 234L, Studio Music Production IV Lab		Cannot schedule 13-14	
MUSC 234, Studio Music Production IV		Cannot schedule 13-14	
MUSC 273, Intermediate Jazz Ensemble		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUSC 274, Advanced Jazz Ensemble		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
THA 101, Theatre Appreciation		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
THA 110, Fundamentals of Acting		Cannot schedule 13-14	Submitted – <i>Agenda</i>
THA 120A, Rehear&Perform: Drama		Cannot schedule 13-14	Submitted – <i>Agenda</i>
THA 120B, Rehear&Perform: Comedy		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 120C, Rehear&Perform: Musical Theatr		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 125, Intermediate Acting Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>

THA 130, Improvisation		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 133, Makeup for the Stage		Cannot schedule 13-14	
THA 205, Advanced Acting Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 215, Acting for the Camera		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 218, Audition Tech for the Actor		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 220, Fundamentals of Directing		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 239, Intercultural & Women's Theatre		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>

## 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 Ms. Maria Clinton, Academic Senate President, at (661) 622-6306 (weekdays between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.*

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: April 26, 2012  
LOCATION: BE 321 – Computer Room  
TIME: 3:08 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Jeffrie Ahmad, Faculty	Scott Lee, Faculty	Chris Dundee, ASO Student Tooraj Gordi, Faculty
Maria Clinton, Cochair	Cynthia Littlefield, Faculty	
Richard Coffman, Faculty	Mrs. Sharon Lowry, V. P. Academic Affairs	
De'Neen Coleman-Carew, faculty	Donna Meyer, Faculty	
Margaret Drake, Dean	LaDonna Trimble, Dean	
Lee Grishman, Articulation	Les Uhazy, Dean	
Linda Harmon, Faculty	Darcy Wiewall, Faculty	
Tom Hutchison, Faculty		
Lisa Karlstein, Faculty		
<u>GUESTS PRESENT</u>		
Rosa Onofre	Santi Tafferella	

2011-2012  
Academic Policies & Procedures Committee Meeting No. 12  
MINUTES

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

A motion was made and seconded to call the April 26, 2012 AP&P Committee Meeting to order at 3:08 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:08 p.m. Motion carried.

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

Ms. Maria Clinton stated that this is her last meeting at the AP&P cochair and thanked the committee members for their hard work and continued support over the last three years. She stated that there will be one action item for the following year, which is to review and refine the content review process, which Linda Harmon, as the new AP&P cochair will lead the committee through the process. This is an item that is coming down from the Chancellor's Office, encouraging colleges to look at their courses and establish prerequisites to courses so to promote student success. In addition to our current process of Course Validation Studies, we will need to develop a new content review process that examines possible prerequisites and the content and objectives of the two courses. After implementation of the prerequisite, potentially three years later a course validation study would be conducted to determine if students truly have a higher success rate having completed the prerequisite. The new content review process should run side-by-side with our Course Validation Study process. Also the TMC degrees are being pushed by the Chancellor's Office and Statewide Academic Senate. We need to adopt the degrees locally and later conduct studies on those degrees to make sure students are transferring.

**3. APPROVAL OF MINUTES**

a. **April 12, 2012**

A motion was made and seconded to approved item 3a, April 12, 2012 meeting minutes. Dr. Grishman stated that a type correction was necessary. Motion carried as revised.

**4. INFORMATIONAL ITEMS**

a. **CSUGE/IGETC Course Designation**

- IGETC
  1. ECON 100 – Area 4
  2. GEOG 101L – Area 5-C
  3. PHIL 109 – Area 3
  4. POLS 200 – Area 4
  5. SOC 200 – Area 4
- CSU/GE
  1. ART 150 – Area C1
  2. ECON 100 – Area D2
  3. PHIL 109 – Area C2
  4. POLS 200 – Area D8
  5. SOC 200 – Area D10

Dr. Grishman stated that the above list of courses have been requested but not yet approved to carry the general education designation. Once approved he will notify Academic Affairs so it can appear in the college catalog.

**b. Double Counting for Local Degrees**

Ms. Maria Clinton stated that this committee needs to further review this issue next academic year to potentially decide which programs could have double counting and which should not allow this option. De'Neen Coleman-Carew stated that she would be willing to discuss this with the discipline faculty to determine what the degree would look like if double counting were allowed. Ms. Clinton indicated that Linda Harmon will need to work with Dr. Coleman-Carew on this during the next academic year. Dr. Les Uhazy stated that the mathematics faculty are interested in allowing double counting in their local degree as a result of the adaptation of the TMC degree.

**c. HD 102 Memo attached**

Ms. Maria Clinton stated that the official request to pull the course approval was made by the discipline faculty. This memo was not received in time for the last meeting but she wanted the committee to know that it was sent in.

**5. REPORTS (limited to 5 min. each)**

**a. Credit by Exam list**

- Approved – Business, Computer Studies and Economic Development
- Approved – Health Sciences
- Instructional Resources/Extended Services
- Language Arts
- Approved – Math & Engineering
- Approved – Science
- Kinesiology, Athletics and Dance
- Approved – Social and Behavioral Sciences
- Approved – Student Services/Counseling
- Approved – Technical Education
- Visual and Performing Arts

Ms. Jeffrie Ahmad stated that the Deaf Studies area was fine, however, the foreign language faculty are reviewing their area and will potentially make some changes. She stated that once they have decided, she will submit a memo. Visual and Performing Arts, Social and Behavioral Sciences, Kinesiology, Athletics and Dance, and Instructional Resources/Extended Services will have their division meeting this next week, at which point those representatives will submit via email the response from the division.

**b. AP 5075 Course Adds and Drops – Report on the new language provided by Dean Trimble**

A motion was made and second to table item 5b. AP 5075 Course Adds and Drops. Ms. Maria Clinton stated that she was hoping Dean LaDonna Trimble would be present to discuss this item. She stated that Dean Trimble indicated at the last meeting that she would be discussing this with the Counselors on Tuesday but meant the Tuesday that just past rather than the one two weeks ago. As a result, the language is not ready for review by this committee. Motion carried.

**c. AP 4225 Course Repetition – Whether to allow for a fourth enrollment due to extenuating circumstances**

- Business, Computer Studies and Economic Development – 3 repeats only
- Health Sciences
- Instructional Resources/Extended Services
- Language Arts – 3 repeats only
- Math & Engineering – 3 repeats only
- Science – 3 repeats only
- Kinesiology, Athletics and Dance
- Social and Behavioral Sciences
- Student Services/Counseling
- Technical Education
- Visual and Performing Arts

Ms. Maria Clinton requested the division representatives to report on whether the faculty in their area would allow a student to enroll for a fourth attempt due to extenuating circumstances in a class that they have previously attempted 3 times and received a substandard grade. Several divisions reported however the remaining areas will bring their responses to the next meeting.

**d. AP 4100 Graduation Requirements for Degrees and Certificates (Reading Proficiency)**

- Approved – Business, Computer Studies and Economic Development
- Health Sciences
- Instructional Resources/Extended Services
- Approved – Language Arts
- Approved – Math & Engineering
- Approved – Science
- Kinesiology, Athletics and Dance
- Social and Behavioral Sciences
- Approved – Student Services/Counseling
- Approved – Technical Education
- Visual and Performing Arts

Ms. Maria Clinton stated that Melissa Jauregui sent out an email with the proposed language for the reading proficiency. Ms. Jeffrie Ahmad stated that Mr. Mark Hoffer reviewed that proposed language and felt the words “regionally accredited” was too broad and whether more time can be granted so that he can review this item further. Ms. Clinton stated that if this item is postponed further it will have to wait until next year and

will not be updated in the catalog that will be printed this summer, which will only hurt the students. A discussion occurred regarding the language in the current catalog which stated “READ 099 with a minimum grade of “C” (Credit) or “P” (Pass). Ms. Clinton stated that she will produce a memo with the exact language that will appear in the next catalog for the committees review and final approval via email.

e. **Mission Statement**

**NEW** – The mission of the Antelope Valley Community College District is to provide a comprehensive education to a diverse community of learners by placing student success and student-centered learning as our number one priority through high quality educational standards and innovative programs and services in a professional, team-driven environment.

**OLD** – The mission of the Antelope Valley Community College District is to serve the community by placing student success and student-centered learning as our number one priority through higher educational standards and innovative programs and services in a professional, team-driven environment.

- Approved – Business, Computer Studies and Economic Development
- Health Sciences
- Instructional Resources/Extended Services
- Approved – Language Arts
- Approved – Math & Engineering
- Approved – Science
- Approved – Kinesiology, Athletics and Dance
- Social and Behavioral Sciences
- Approved – Student Services/Counseling
- Approved – Technical Education
- Visual and Performing Arts

f. **Lapse of Time**

- Business, Computer Studies and Economic Development – 3years
- Health Sciences
- Instructional Resources/Extended Services – 5 years
- Language Arts – 3 years
- Math & Engineering – 5 years
- Science – 5 years
- Kinesiology, Athletics and Dance – 5 years
- Social and Behavioral Sciences
- Student Services/Counseling – 3 years
- Technical Education – 5 years
- Visual and Performing Arts

A motion was made and seconded to table item 5f. pending the response from the remaining divisions. Motion carried.

6. **ACTION ITEMS**

a. **Mission Statement**

A motion was made and seconded to approve the changes to the mission statement as noted. Motion carried.

b. **AP 5075 Course Adds and Drops**

A motion was made and seconded to table item 6b. Motion carried.

c. **AP 4225 Course Repetition**

A motion was made and seconded to table item 6c. Motion carried.

d. **AP 4100 Graduation Requirements for Degrees and Certificates (Reading Proficiency)**

A motion was made and seconded to approve changing AP 4100 reading proficiency to be the same as what currently appears in the catalog per the votes noted above. Motion carried.

e. **Credit by Exam list**

A motion was made and seconded to table item 6e. pending the response from the remaining divisions. Motion carried.

f. **SPAN 202, Course Status is Inactive, Request to be allowed to be scheduled in Fall 2012**

A motion was made and seconded to approved the request to offer SPAN 202, an inactive course, which is a course that has not been taught in the last two years. Ms. Clinton stated that on page 47 of our current AP&P handbook is a policy, related to inactive courses, that is required by the Chancellor’s Office, which is why we are reviewing these courses in this manner. Ms. Rosa Onofre was present to discuss the reason for not scheduling this course in the last two years. She stated that in the past she was allowed to offer the class as an independent study but in the last two years independent study offerings have not been allowed. Unfortunately, this course will be offered out of sequence but Ms. Onofre will teach the class if allowed. Ms. Clinton stated that offering the class out of sequence is a potential problem and suggested Ms. Onofre poll the students to determine if the students need this class in the Fall. Dr. Lee Grishman asked if this approval to offer the class would extend to the spring semester, which Ms. Clinton stated that yes the course approval would extend to the spring. Motion carried.

g. **ENGL 233, Course Status is Inactive, Request to be allowed to be scheduled in Fall 2012**

h. **ENGL 242, Course Status is Inactive, Request to be allowed to be scheduled in Fall 2012**

A motion was made and seconded to approve the request to offer 6g and 6h, which are inactive courses, courses that have not been taught in the last two years. Mr. Santi Tafarella was present to discuss the reason for not scheduling this course in the last two years. Dean Drake stated that she seems to have the same concern that other representatives are verbalizing which is how courses are chosen to be offered each semester. Mr. Tafarella stated that courses are being offered based on the AA degree in English and additional conversations are occurring on how to rotate the courses in the future so students are offered a variation of courses within English. Dean Drake

stated that course rotation is critical in any degree and should be evaluated often and later published so students are aware in the event a student does not pass the class. Dean Uhazy inquired as to whether this course fits into the TMC degree and if faculty are working to adopt the new degree locally. Mr. Tafarella stated that Mark Hoffer and Scott Covell have been working on that as well. Motion carried.

i. **Request to Remove Course Repeatability from ACCT 131, BUS 111, OT 101, OT 102, OT 103, and OT 105**

A motion was made and seconded to approve the request to remove the course repeatability for ACCT 131, BUS 111, OT 101, OT 102, OT 103, and OT 105. Motion carried

**7. ACTION ITEM – Request to Remove Courses from Credit by Exam List**

- a. **AERO 280, Aircraft General – Written Test Review**
- b. **AERO 281, Aircraft Airframe – Written Test Review**
- c. **AERO 282, Aircraft Powerplant – Written Test Review**
- d. **AFAB 115, Aircraft Structure – Distance Ed**

A motion was made and seconded to approve the request to remove course 7a-d from the credit by exam list. Motion carried.

**8. INFORMATIONAL ITEM – Request to Deactivate Courses**

- a. **AUTO 198J**

Ms. Maria Clinton stated that this is an informational item for Dr. Lee Grishman to investigate the impact of this requested change. It will return to the agenda as an action item at our next meeting.

**9. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P**

Course	Scheduling Restrictions if not approved by 12/8/11	Status
<b>Math and Engineering</b>		
MATH 070C,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070D,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070E,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070F,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
<b>MATH 099, Individualized Self-Study Math</b>	<b>Cannot schedule Spring 2013</b>	

**10. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P**

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 12/13/12	Status
<b>Business, Computer Studies and Economic Development</b>			
CA 107, Micro Hardware/Software Support		Cannot schedule 13-14	
CA 111, Word Processing-Microsoft Word		Cannot schedule 13-14	
CIS 157, Introduction to LINUX		Cannot schedule 13-14	
CIS 173, Intro to C++ Programming		Cannot schedule 13-14	
MGT 201, Small Business Management		Cannot schedule 13-14	
RE 101, Real Estate Principles		Cannot schedule 13-14	
RE 105, Real Estate Practices		Cannot schedule 13-14	
RE 111, Real Estate Finance		Cannot schedule 13-14	
RE 121, Legal Aspects of Real Estate		Cannot schedule 13-14	
RE 131, Real Estate Appraisal		Cannot schedule 13-14	
RE 141, Escrow Principles		Cannot schedule 13-14	
RE 161, Property Management		Cannot schedule 13-14	
<b>Counseling/Student Services</b>			
EOPS 060, Enrichment Class		Cannot schedule 13-14	
<b>Health Sciences</b>			
AH 101/101CL, Principles of Nursing Science		Cannot schedule 13-14	Course Deactivation
CFE 150, Parenting: Infancy		Cannot schedule 13-14	
CFE 151, Parenting: Preschool Child		Cannot schedule 13-14	
CFE 152, Parenting: Elem Preadolescent		Cannot schedule 13-14	
CFE 155, Single Parenting		Cannot schedule 13-14	
CFE 156, Step-parenting Blended Family		Cannot schedule 13-14	

CFE 157, Parenting Exceptional Child		Cannot schedule 13-14	
NF 110, Sports Nutrition		Cannot schedule 13-14	
<b>Instructional Resources/Extended Services</b>			
LIB 101, Intro to Library Research		Cannot schedule 13-14	
LIB 105, Libraries and Information		Cannot schedule 13-14	
<b>Language Arts</b>			
CHIN 101, Elementary Chinese I		Cannot schedule 13-14	
CHIN 102, Elementary Chinese 2		Cannot schedule 13-14	
COMM 217, Gender and Communication		Cannot schedule 13-14	
DFST 101L, ASL I Skill Building Lab		Cannot schedule 13-14	
DFST 204, Struct of American Sign Lang		Cannot schedule 13-14	
DFST 205, Numbers, Fingerspelling, Classifiers		Cannot schedule 13-14	
DFST 206, Creative Signing		Cannot schedule 13-14	
ENGL 061, Grammar and Mechanics		Cannot schedule 13-14	
ENGL 062, Basic Writing		Cannot schedule 13-14	
ENGL 063, Vocabulary		Cannot schedule 13-14	
ENGL 064, Spelling		Cannot schedule 13-14	
ENGL 227, Engl Literature 1900-Present		Cannot schedule 13-14	
ENGL 230, Antiquity to Renaissance		Cannot schedule 13-14	
ENGL 231, Since the Renaissance		Cannot schedule 13-14	
ENGL 233, Bible as Lit-Old Testament		Cannot schedule 13-14	
ENGL 234, Bible as Lit-New Testament		Cannot schedule 13-14	
ENGL 240, Studies in Poetry		Cannot schedule 13-14	
ENGL 242, Studies in Fiction Short Story		Cannot schedule 13-14	
ENGL 244, Studies in Fiction The Novel		Cannot schedule 13-14	
ENGL 246, Survey of Drama (Beginnings to 1878)		Cannot schedule 13-14	
ENGL 248, Survey of Modern & Contemporary Drama (from 1879)		Cannot schedule 13-14	
ENGL 250, Cross-Cultural Lit in America		Cannot schedule 13-14	
ENGL 252, African American Literature 1746-1930		Cannot schedule 13-14	
ENGL 253, African American Literature 1930-Pres		Cannot schedule 13-14	
ENGL 260, Myths and Meanings		Cannot schedule 13-14	
ENGL 270, Literature and the Holocaust		Cannot schedule 13-14	
ENGL 274, Detective Fiction		Cannot schedule 13-14	
ENGL 279, Science Fict & Dystopic Literature		Cannot schedule 13-14	
FREN 101, Elementary French I		Cannot schedule 13-14	
FREN 102, Elementary French 2		Cannot schedule 13-14	
FREN 201, Intermediate French 1		Cannot schedule 13-14	
FREN 202, Intermediate French 2		Cannot schedule 13-14	
FREN 203, Advanced French		Cannot schedule 13-14	
GER 202, Intermediate German 2		Cannot schedule 13-14	
GER 203, Intermediate German 3		Cannot schedule 13-14	
INT 101, Prin of Sign Lang Interpreting		Cannot schedule 13-14	
LATN 101, Elementary Latin 1		Cannot schedule 13-14	
LATN 102, Elementary Latin 2		Cannot schedule 13-14	
LATN 201, Intermediate Latin		Cannot schedule 13-14	
SPAN 102HL, Elementary Spanish for Heritage Learners II		Cannot schedule 13-14	
<b>Mathematics &amp; Engineering</b>			
ENGR 110, Engr Orientation & Basic Skills		Cannot schedule 13-14	
ENGR 220L, Strength of Materials Lab		Cannot schedule 13-14	
ENGR 220PS, Strength of Materials PSS		Cannot schedule 13-14	

ENGR 220, Strength of Materials		Cannot schedule 13-14	
ENGR 230, Circuit Analysis		Cannot schedule 13-14	
<b>Science</b>			
ASTR 101L, Astronomy Laboratory		Cannot schedule 13-14	
BIOL 102, Human Biology		Cannot schedule 13-14	
CHEM 212, Organic Chemistry Support Laboratory		Cannot schedule 13-14	
DRFT 250, Introduction 3-D Cad Drafting		Cannot schedule 13-14	
ERSC 101 Introduction to Earth Sciences		Cannot schedule 13-14	
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 102, Phys Geog: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 221, Spatial Analysis in GIS		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
GEOG 298A, Special Studies in GIS		Cannot schedule 13-14	
GEOG 298B, Special Studies in GIS		Cannot schedule 13-14	
GEOG 298C, Special Studies in GIS		Cannot schedule 13-14	
GEOL 102, Historical Geology		Cannot schedule 13-14	Submitted – <i>Awaiting Dean</i>
<b>Kinesiology, Athletics and Dance</b>			
KIN 103, Aerobic Conditioning		Cannot schedule 13-14	
KIN 110, Advanced Baseball Techniques		Cannot schedule 13-14	
KIN 120, Advanced Football Techniques		Cannot schedule 13-14	
KIN 145, Adv Womens Fast-Pitch Softball		Cannot schedule 13-14	
KIN 150, Beginning Swimming		Cannot schedule 13-14	
KIN 151, Intermediate Swimming		Cannot schedule 13-14	
KIN 152, Fitness Swimming		Cannot schedule 13-14	
KIN 157, Advanced Volleyball		Cannot schedule 13-14	
KIN 165, Advanced Track Techniques		Cannot schedule 13-14	
KIN 170, Beginning Weight Lifting		Cannot schedule 13-14	
KIN 173, Intermediate Weight Lifting		Cannot schedule 13-14	
KIN 175, Adv Weight Training for Ath		Cannot schedule 13-14	
KIN 187, Yell/Song Leading, Sum or Fall		Cannot schedule 13-14	
KIN 188, Pep Squad Leadership		Cannot schedule 13-14	
KIN 189, Cheer Conditioning		Cannot schedule 13-14	
KIN 191, First Aid&Emergency Care		Cannot schedule 13-14	
KIN 200, Intercollegiate Baseball		Cannot schedule 13-14	
KIN 215, Intercollegiate Cross Country		Cannot schedule 13-14	
KIN 220, Intercollegiate Football		Cannot schedule 13-14	
KIN 230, Intercollegiate Women's Soccer		Cannot schedule 13-14	
KIN 240, Intercollegiate Wmn's Softball		Cannot schedule 13-14	
KIN 255, Intercollegiate Track		Cannot schedule 13-14	
<b>Social and Behavioral Sciences</b>			
ANTH 101, Intro Physical Anthropology		Cannot schedule 13-14	
ANTH 102, Intro Cultural Anthropology		Cannot schedule 13-14	
ANTH 103, Intro to Prehistory		Cannot schedule 13-14	
ANTH 112, Native North Americans		Cannot schedule 13-14	
ANTH 130, Field Archaeology in Latin America		Cannot schedule 13-14	
ANTH 140, Intro to Archaeology		Cannot schedule 13-14	
POLS 103, Comparative Government		Cannot schedule 13-14	
POLS 202, Ethnic Politics in America		Cannot schedule 13-14	
PSY 236, Developmental Psychology		Cannot schedule 13-14	
SOC 105, Mexican Amer Contemp Society		Cannot schedule 13-14	
SOC 111, Issues Concepts in Aging		Cannot schedule 13-14	
SOC 115, Marriage and Family Life		Cannot schedule 13-14	

SOC 120, Drugs Society Human Behavior		Cannot schedule 13-14	
<b>Technical Education</b>			
AERO 280, Aircraft Gen-Written Test Rev		Cannot schedule 13-14	Course Deactivation
AERO 282, Aircraft Pwrpl-Written Test Rev		Cannot schedule 13-14	Course Deactivation
AJ 101, Intro to Admin of Justice		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
AJ 103, Criminal Evidence		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
AJ 203, Narcotics Control		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
AJ 204, Juvenile Procedures		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
AJ 207, Probation and Parole		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
AUTO 105, Auto Principles & Practices		Cannot schedule 13-14	Course Deactivation
AUTO 125, Automotive Chassis		Cannot schedule 13-14	
AUTO 126, Automotive Brakes		Cannot schedule 13-14	
AUTO 127, Auto Suspension,Steering,Align		Cannot schedule 13-14	
AUTO 128, Automotive Power Trains		Cannot schedule 13-14	
AUTO 130, Basic Auto Trans/Transaxles		Cannot schedule 13-14	
AUTO 150, Auto Electrical Systems		Cannot schedule 13-14	
AUTO 151, Auto Chassis/Body Elect System		Cannot schedule 13-14	
AUTO 152, Automotive Ignition Systems		Cannot schedule 13-14	
AUTO 153, Auto Starting/Charging Systems		Cannot schedule 13-14	
AUTO 175, Auto Fuel, Emissions, CA Cln Air		Cannot schedule 13-14	
AUTO 176, Auto Carburetor Fuel Systems		Cannot schedule 13-14	
AUTO 177, Electronic Fuel Injection		Cannot schedule 13-14	
AUTO 198A, Anti-Lock Braking Systems (ABS)		Cannot schedule 13-14	Course Deactivation
AUTO 198C, Electrical/Electronic Systems Training Seminar		Cannot schedule 13-14	Course Deactivation
AUTO 198D, Engine Performance Training Seminar		Cannot schedule 13-14	Course Deactivation
AUTO 198E, Advanced Engine/Emission Sys Diagnosis & Repair		Cannot schedule 13-14	Course Deactivation
AUTO 198F, Gaseous Fueled Vehicles Training Seminar		Cannot schedule 13-14	Course Deactivation
AUTO 198H, Adv. Emissions Diagnostics Trng Seminar		Cannot schedule 13-14	
AUTO 198N, Electronic Transmissions & Transaxles Seminar		Cannot schedule 13-14	Course Deactivation
AUTO 198, Automotive Seminars		Cannot schedule 13-14	
AUTO 200, Auto Air Conditioning		Cannot schedule 13-14	Course Deactivation
AUTO 210, Auto Specialization Lab		Cannot schedule 13-14	Course Deactivation
AUTO 231, General Motors Auto Trans		Cannot schedule 13-14	
AUTO 232, Ford/Chrysler Auto Trans		Cannot schedule 13-14	
AUTO 277, Elect Eng Controls-GM Systems		Cannot schedule 13-14	
AUTO 278, Elect Eng Controls-Ford/Chrys		Cannot schedule 13-14	
ELTE 105, Introduction to Robotics		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
FTEC 215, Rescue Practices		Cannot schedule 13-14	
FTEC 222, Wildland Fire Control		Cannot schedule 13-14	
<b>Visual and Performing Arts</b>			
ART 103, History of Non-Western Art		Cannot schedule 13-14	
ART 104, History of Modern and Contemporary Art in the 20th Century		Cannot schedule 13-14	
ART 145L, Design and Color Lab		Cannot schedule 13-14	
ART 145, Design and Color		Cannot schedule 13-14	
ART 160, Painting/Drawing Techniques		Cannot schedule 13-14	
ART 219, Intermediate Illustration		Cannot schedule 13-14	
ART 230, Human Figure Painting		Cannot schedule 13-14	
DM 113, Photoshop I		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty Revision</i>

FTV 101, Introduction to Film		Cannot schedule 13-14	
FTV 103, Intro to Television		Cannot schedule 13-14	
FTV 107, History of Film, Pre 1950		Cannot schedule 13-14	
FTV 108, History of Film, 1950-Present		Cannot schedule 13-14	
FTV 121, Introduction to Digital Filmmaking		Cannot schedule 13-14	
FTV 134, Intro to Screenwriting		Cannot schedule 13-14	
FTV 155, Film Festival Analysis		Cannot schedule 13-14	
FTV 201, Intercultural & Women's Film		Cannot schedule 13-14	
FTV 203, African-American Cinema		Cannot schedule 13-14	
FTV 215, Directing for Film & Video		Cannot schedule 13-14	
FTV 220, Advanced Screenwriting		Cannot schedule 13-14	
FTV 230, Digital Cinematography		Cannot schedule 13-14	Submitted – Awaiting response from faculty on requisites
FTV 242, Writing and Pre-Production of the Short Film		Cannot schedule 13-14	
FTV 244, Production & Post-Production of the Short Film		Cannot schedule 13-14	
FTV 251, Contemporary American Independent Film		Cannot schedule 13-14	
FTV 261, Religion and Cinema		Cannot schedule 13-14	
MUS 121, Voice Class		Cannot schedule 13-14	
MUS 131, Keyboard Skills I		Cannot schedule 13-14	
MUS 132, Keyboard Skills II		Cannot schedule 13-14	
MUS 142, Musical Theatre Workshop		Cannot schedule 13-14	
MUS 153, Beginning Musicianship		Cannot schedule 13-14	Submitted – Awaiting Faculty
MUS 164, String Ensemble		Cannot schedule 13-14	Submitted – Awaiting Faculty Revision
MUS 165, Instrumental Ensemble - Guitar		Cannot schedule 13-14	
MUS 166, Beginning Orchestra		Cannot schedule 13-14	
MUS 167, Intermediate Orchestra		Cannot schedule 13-14	
MUS 181, Master Chorale		Cannot schedule 13-14	
MUS 183, Master Chorale Sectional		Cannot schedule 13-14	
MUS 185, Concert Choir		Cannot schedule 13-14	
MUS 186, Gospel Choir		Cannot schedule 13-14	Course Deactivation
MUS 189, Keyboard Ensemble		Cannot schedule 13-14	
MUS 191, Treble Choir-Children's Music		Cannot schedule 13-14	
MUS 231, Keyboard Skills III		Cannot schedule 13-14	
MUS 232, Keyboard Skills IV		Cannot schedule 13-14	
MUS 253A, Intermediate Musicianship		Cannot schedule 13-14	
MUS 253B, Advanced Musicianship		Cannot schedule 13-14	
MUS 258, Composition		Cannot schedule 13-14	
MUS 266, Advanced Orchestra		Cannot schedule 13-14	
MUS 268, Musical Theatre Orchestra		Cannot schedule 13-14	Course Deactivation
MUSC 102, History of Jazz		Cannot schedule 13-14	
MUSC 103, History of Rock 'n Roll		Cannot schedule 13-14	
MUSC 104, The Music Industry		Cannot schedule 13-14	
MUSC 107, History of Women in Rock Music		Cannot schedule 13-14	
MUSC 112, Commercial Music Theory		Cannot schedule 13-14	
MUSC 113, Writing Music for Songs		Cannot schedule 13-14	
MUSC 122, Stage Voice		Cannot schedule 13-14	
MUSC 123, Stage Voice Workshop		Cannot schedule 13-14	
MUSC 124, Jazz Improvisation		Cannot schedule 13-14	

MUSC 133L, Studio Music Production I Lab		Cannot schedule 13-14	
MUSC 133, Studio Music Production I		Cannot schedule 13-14	
MUSC 134L, Studio Music Production II Lab		Cannot schedule 13-14	
MUSC 134, Studio Music Production II		Cannot schedule 13-14	
MUSC 141, Concert Attendance		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty Revision</i>
MUSC 143, Live Sound Reinforcement		Cannot schedule 13-14	
MUSC 173, Beginning Jazz Ensemble		Cannot schedule 13-14	
MUSC 175, Beginning Rock Band		Cannot schedule 13-14	
MUSC 176, Beginning Rock Band Workshop		Cannot schedule 13-14	
MUSC 222, Popular Vocal Performance		Cannot schedule 13-14	
MUSC 223, Popular Instrumental Performance		Cannot schedule 13-14	
MUSC 224, Jazz Improvisation Workshop		Cannot schedule 13-14	
MUSC 225, Commercial Music Ensemble		Cannot schedule 13-14	
MUSC 233L, Studio Music Production III Lab		Cannot schedule 13-14	
MUSC 233, Studio Music Production III		Cannot schedule 13-14	
MUSC 234L, Studio Music Production IV Lab		Cannot schedule 13-14	
MUSC 234, Studio Music Production IV		Cannot schedule 13-14	
MUSC 273, Intermediate Jazz Ensemble		Cannot schedule 13-14	
MUSC 274, Advanced Jazz Ensemble		Cannot schedule 13-14	
THA 101, Theatre Appreciation		Cannot schedule 13-14	
THA 110, Fundamentals of Acting		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 120A, Rehear&Perform: Drama		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 120B, Rehear&Perform: Comedy		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 120C, Rehear&Perform: Musical Theatr		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 125, Intermediate Acting Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 130, Improvisation		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 133, Makeup for the Stage		Cannot schedule 13-14	
THA 205, Advanced Acting Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 215, Acting for the Camera		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 218, Audition Tech for the Actor		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 220, Fundamentals of Directing		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 239, Intercultural & Women's Theatre		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>

## 11. ADJOURNMENT

A motion was made and seconded to adjourn the 4/26/12 AP&P Committee meeting at 4:07 p.m. 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 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  
Academic Affairs Office

DATE: May 10, 2012  
LOCATION: BE 321 – Computer Room  
TIME: 3:09 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Jeffrie Ahmad, Faculty	Lisa Karlstein, Faculty	Maria Clinton, Cochair Les Uhazy, Dean
Richard Coffman, Faculty	Scott Lee, Faculty	
De'Neen Coleman-Carew	Cynthia Littlefield, Faculty	
Margaret Drake, Dean	Mrs. Sharon Lowry, V. P. Academic Affairs	
Chris Dundee, ASO Student	Donna Meyer, Faculty	
Tooraj Gordi, Faculty	LaDonna Trimble, Dean	
Lee Grishman, Articulation	Denise Walker, proxy Health Sciences	
Linda Harmon, Faculty	Darcy Wiewall, Faculty	
Tom Hutchison, Faculty		
<u>GUESTS PRESENT</u>		
Newton Chelette	Berkley Price	
David Newby		

**2011-2012**  
**Academic Policies & Procedures Committee Meeting No. 13**  
**MINUTES**

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

A motion was made and seconded to call the May 10, 2012 AP&P Committee Meeting to order at 3:09 p.m. Ms. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:09 p.m. and requested an amendment to the meeting to add Opening Comments from the Public, table item 3a, and add action items 8b-r and 9a-d. Motion carried.

**2. OPENING COMMENTS FROM THE PUBLIC**

Dr. David Newby and Mr. Berkley Price were present to express their concerns with the removal of the repeatability for the courses listed under Action Item 7c. Mr. Price stated that he has been scrambling to find information online which states the legislature's and Chancellor's Office stance on this topic. He stated that it is not the recommendation of the Chancellor's Office to remove repeatability for all the courses listed under 7c. In fact what the Chancellor's Office has stated is the need to belt-tighten but with a few exceptions being made with athletics, music and all these other areas. Mr. Price continued to state that his suggestion to this committee is to take time to review all these courses or areas of courses and make the necessary changes. He serves on the Academic Senate and they expect that those recommendations be brought to them for approval. He also stated that he would like the time to review these courses in accordance with the Chancellor's Office requirements, who allow exceptions for athletics, band, orchestra, choir, etc. He stated that they have a new music degree for transfer that includes the courses in band, orchestra, and choir. Mrs. Lowry stated that there are two separate issues in the items outlined by Mr. Price. The first is that there are repeatability changes going to the state to be approved by the Board of Governors, which is not the issue being discussed today. This committee is addressing the compliance issue related to the existing legislation on repeatability in Title 5 so that if the college is audited on repeatability we will not be asked to pay back apportionment funds for those students who repeated a non-repeatable course. Mrs. Lowry continued to state that Mr. Price and Dr. Newby are correct that repeatability is applicable to some of their courses, however there are other courses in other areas that do not qualify for repeatability and are designated incorrectly. If those courses are left to maintain their repeatability and we are audited, we will be held responsible for paying back apportionment received for those students who repeated the course, which would be devastating to this district. Mr. Price agreed that clean-up is needed however all the courses are listed on the agenda as an action item so he is here to plead on a course by course basis for those courses in his area. Mrs. Lowry stated that she had a conversation with Dean Chelette yesterday indicating the need to justify the maintenance of repeatability for those courses that qualify. Ms. Ahmad asked that if this body approved repeatability for these courses, isn't that enough to maintain their repeatability. Mrs. Lowry stated that perhaps the right word is incorrectly approved, which she takes responsibility for those courses approved since she became co-chair, however if we do nothing, we will be held responsible to pay back the apportionment received for any course that was repeated by a student but is not eligible. She stated that dialogue on this topic is occurring at the State level and we are not the only college that is out of compliance on this issue. However, locally the dialogue started last fall in regards to our clean-up efforts and if faculty were given over six months to look at their repeatability and prepare justification to maintain, then perhaps our faculty would have evaluated

their courses in a timely manner. Perhaps certain areas felt that their courses were legitimately approved to have repeatability so faculty thought they were ok but this committee requested proof be brought here for approval in the way of a memo. Dr. Newby requested to clarify that faculty are supposed to go through that big list and determine which course is appropriate to have repeatability and others are ok to not have repeatability. Mrs. Lowry stated that yes, simply write up a memo that justifies the repeatability but we have found out that some courses in our catalog have repeatability but are not approved as an activity, they are approved with more lecture. She also stated that if it is an activity course and thus qualifies to be repeatable then we also need to establish the repeats to be across a series of like courses, which is done correctly in Dance and Tennis, Kinesiology. Ms. Littlefield stated that last year, Dance cleaned up their course repeatability last year so that students who take a series of like courses, beginning, intermediate, and advance, are only allowed a total 4 enrollments across the three courses. Ms. Ahmad stated that she is still looking for a little wiggle room for that one course, forensics, since so much energy has gone into the success of this course and pedagogically the students are going to suffer. Mrs. Lowry stated that actually this course is an example of a course that is built as a lecture course, it is not approved currently as an activity, so it is not qualified to carry repeatability. The faculty will need to revise the course to make it an activity course and add it to a degree, which will allow it to be repeatable. Ms. Ahmad stated that the Communication Studies degree is submitted in CurricUNET for approval to add forensics to the degree. Mrs. Lowry stated but it has not been approved yet by AP&P. Dean Chelette stated that it was his understanding that this issue would not be implemented until Fall 2013. Mrs. Lowry stated that we are not concerned at this time about the rules being vetted now for implementation in Fall 2013, we are trying to be in compliance with the current law since in some areas we are not following the law. Ms. Ahmad asked if her area were to find other colleges that allow repeatability for forensics as a lecture class if that would allow our class to be repeatable to which Mrs. Lowry reminded her that it is against Title 5 to allow repeatability for lecture courses. She also stated that at the State level they are making a change to Title 5 to allow repeatability for Forensics and MUN in the future but at this time they do not qualify. Dean Trimble stated that last year when we were audited the State asked all the Community Colleges to provide a set of data related to our courses, more data elements than the previous audit, and in 5 years they have added 3 additional components that were not previously required. The State know everything about our courses, they know how we offer our courses, not only because it is in the State database but because of these audits and everyone in the State knows that repeatability will be part of the next audit. If when that audit occurs they find that we have not made an effort to be in compliance with Title 5 as it is currently written then they will calculate the amount that we received that we shouldn't have and we will be responsible to remit that amount. Mr. Price stated that we as the faculty would be happy to review our courses and remove repeatability for those courses that do not qualify but would like the opportunity to maintain repeatability for the courses that do qualify. He continued that the language in the agenda is rather harsh and read the proposed Title 5 language on repeatability, to which Mrs. Lowry reminded him that the language has not yet been vetted and is not approved so we have to become compliant with the language as it is currently approved. Mrs. Lowry stated that she has already mentioned that there is hope for Forensics and Model United Nations in the future with the new language if adopted by Title 5. She also stated that the language in the agenda had to be written this way because the request to faculty to provide justification to maintain their repeatability was sent out on February 23 and several areas did not comply with AP&P's request. Mr. Price stated that he was not aware that a request was made. Dean Drake stated that yes a request was made by this committee and Technical Education division complied with the request and in that review decided that some courses do not qualify after all. It was mentioned that Business Administration, Computer Studies and Economic Development division also complied with AP&P's request. Mr. Price stated that he believes that a request was made however he was not made aware of the request in this way, that a memo was need, to which Ms. Littlefield also stated that she misunderstood the request as well. Ms. Ahmad asked that there clearly was a misunderstanding and if there is a window of time that can be allowed for this review of the courses. Dr. Lee asked if a vote can be done via email. Dr. Grishman stated that a meeting is absolutely needed so that we can help to inform each other and so that the experts can be here to discuss their courses. Mrs. Melissa Jauregui stated that this is the last meeting of the semester. Mrs. Lowry stated that she does not mind allow a week for the faculty to review their courses, submit their recommendations, and allow our technical review committee along with Dr. Grishman to go over the list and decide which are questionable. Once a list of questionable courses is created then the instructors can be asked to clarify those courses only but all of this would need to be approved by this committee to allow. Dean Chelette stated that he has no problem submitting the memo for Kinesiology because those courses are clear but he does not feel comfortable approving VAPA since he still needs to meet with 6 different discipline faculty groups.

**3. ACTION ITEM**

- a. Remove Course Repeatability for the following:

CFE 168	F Rate Pre-Service Training
CFE 177	ILS for Foster Youth
ATH 102L	Prac App of Ath Train I Lab
ATH 103L	Prac App of Ath Train II Lab
DA 102	Beg Ballet

DA 103	Beg Modern Dance
DA 104	Beg Jazz Dance
DA 105	Beg Tap Dance
DA 106	Ballroom Dance
DA 107A	Dance Performance
DA 107B	Dance Performance
DA 107C	Dance Performance
DA 108	Dance Ensemble
DA 113	World Dance-Ethnic Forms
DA 115	Dance Repertory
DA 116	Dance Improvisation
DA 122	Int Ballet
DA 123	Int Modern Dance
DA 124	Int Jazz Dance
DA 125	Int Tap Dance
DA 202	Adv Ballet
DA 203	Adv Modern Dance
DA 204	Adv Jazz Dance
DA 205	Adv Tap Dance
PE 101	Adaptive Physical Education
PE 102	Water Aerobics
PE 103	Aerobic Conditioning
PE 106	Int/Adv Hatha Yoga
PE 107	Hatha Yoga
PE 110	Advanced Baseball Techniques
PE 111	Advanced Tennis Techniques
PE 112A	Beginning Soccer
PE 112B	Intermediate Soccer
PE 113	Advanced Soccer Techniques
PE 115	Advanced Basketball Techniques
PE 120	Advanced Football Techniques
PE 128	Beginning Golf
PE 129	Advanced Golf
PE 135	Physical Conditioning
PE 139	Team Sport Fundamentals
PE 140	Pre-Season Sport Conditioning
PE 145	Adv Womens Fast-Pitch Softball
PE 150	Beginning Swimming
PE 151	Intermediate Swimming
PE 152	Fitness Swimming
PE 155	Beginning Volleyball
PE 156	Intermediate Volleyball
PE 157	Advanced Volleyball
PE 160	Beginning Tennis
PE 161	Intermediate Tennis
PE 162	Advanced Tennis
PE 165	Advanced Track Techniques
PE 170	Beginning Weight Lifting
PE 173	Intermediate Weight Lifting
PE 175	Adv Weight Training for Ath
PE 180	Advanced Volleyball Techniques
PE 187	Yell and Song Leading
PE 188	Pep Squad Leadership
PE 189	Cheer Conditioning
PE 196	Water Safety Instructor
PE 197	Lifeguard Training
PE 200	Intercollegiate Baseball
PE 205	Intercoll Men's Basketball
PE 210	Intercoll Women's Basketball
PE 215	Intercollegiate Cross Country
PE 220	Intercollegiate Football
PE 225	Intercollegiate Women's Tennis
PE 230	Intercollegiate Women's Soccer
PE 237	Intercollegiate Men's Golf
PE 240	Intercollegiate Wmn's Softball
PE 255	Intercollegiate Track

PE 265	Intercollegiate Wmn's Volleyball
COMM 116	Forensics
DFST 101L	American Sign Language (ASL I) Lab
DFST 102L	American Sign Language (ASL II) Lab
DFST 201L	American Sign Language (ASL III/IV) Lab
DFST 205	Numbers, Fingerspelling and Classifiers
DFST 206	Creative Signing
JOUR 123	Newspaper Production
DRFT 150	Intermediate 2-D AutoCAD
DRFT 250	Introduction 3-D CAD Drafting
ENGR 120	Introduction 2-D AutoCAD
GEOG 298A	Special Studies in GIS
GEOG 298B	Special Studies in GIS
GEOG 298C	Special Studies in GIS
GEOG 299	Special Topics-Field Geography
LAC 900	Supervised Tutoring
LAC 901	Supervised Learning Assistance
POLS 120	International Organizations
ART 110	Drawing
ART 113	Painting
ART 116	Illustration
ART 121	Intro to Computer Drawing
ART 121L	Intro to Computer Drawing Lab
ART 130	Ceramics
ART 131	Advanced Ceramics
ART 132	Intro to Ceramics Hand Bldg
ART 140	Watercolor
ART 145	Design and Color
ART 145L	Design and Color Lab
ART 160	Painting/Drawing Techniques
ART 210	Advanced Drawing
ART 213	Advanced Painting
ART 216	Life Drawing
ART 219	Intermediate Illustration
ART 222	Computerized Life Drawing
ART 222L	Computerized Life Drawing Lab
ART 223	Advanced Computerized Drawing
ART 223L	Adv Computerized Drawing Lab
ART 225	Adv Computerized Life Drawing
ART 225L	Adv Computerized Life Draw Lab
ART 230	Human Figure Painting
ART 298	Special Studies in Art
DM 101	Digital Media Arts
DM 101L	Digital Media Arts Lab
DM 103	Graphic Design I
DM 103L	Graphic Design I Lab
DM 105	Flash Animat Interactive Media
DM 105L	Interactive Media Lab
DM 106	Video Design & Prod I
DM 106L	Video Des & Prod I Lab
DM 110	Motion Graphics
DM 110L	Motion Graphics Lab
DM 112	Experimental Digital Video
DM 112L	Experimental Digital Video Lab
DM 113	Photoshop I
DM 113L	Photoshop I Lab
DM 115	Graphic Communications I
DM 115L	Graphic Communications I Lab
DM 127	Web Design and Production I
DM 127L	Web Design and Prod I Lab
DM 128	Web Design and Production II
DM 128L	Web Design and Prod II Lab
DM 133	Digital Printing I
DM 133L	Digital Printing I Lab
DM 143	Computer 2-D Animation
DM 143L	Computer 2-D Animation Lab

DM 145	Computer 3-D Animation
DM 145L	Computer 3-D Animation Lab
DM 203	Graphic Design II
DM 203L	Graphic Design II Lab
DM 205	Digital Illustration
DM 205L	Digital Illustration Lab
DM 206	Video Des & Prod II
DM 206L	Video Des & Prod II Lab
DM 213	Photoshop II
DM 213L	Photoshop II Lab
DM 215	Graphic Communications II
DM 215L	Graphic Comm II Lab
DM 233	Digital Printing II
DM 233L	Digital Printing II Lab
DM 246	Portfolio and Job Search
DM 246L	Portfolio and Job Search Lab
DM 298	Special Studies Digital Media
DM 298L	Special Studies in DM Lab
FTV 134	Intro to Screenwriting
FTV 155	Film Festival Analysis
FTV 215	Directing for Film and Video
FTV 220	Advanced Screenwriting
FTV 230	Digital Cinematography
MUS 121	Voice Class
MUS 126	Classical Guitar
MUS 142	Musical Theatre Workshop
MUS 160	Symphonic Band
MUS 161	Instrumental Ensemble - Wood
MUS 162	Beginning Clarinet Choir
MUS 163	Instrumental Ensemble - Brass
MUS 164	String Ensemble
MUS 165	Instrumental Ensemble - Guitar
MUS 166	Beginning Orchestra
MUS 167	Intermediate Orchestra
MUS 168	Intermediate Clarinet Choir
MUS 170	Beginning Flute Choir
MUS 171	Intermediate Flute Choir
MUS 181	Master Chorale
MUS 183	Master Chorale Sectional
MUS 185	Concert Choir
MUS 186	Gospel Choir
MUS 189	Keyboard Ensemble
MUS 191	Treble Choir-Children's Music
MUS 260	Concert Band
MUS 262	Advanced Clarinet Choir
MUS 266	Advanced Orchestra
MUS 268	Musical Theatre Orchestra
MUS 270	Advanced Flute Choir
MUS 291	Applied Music
MUS 292	Applied Music Performance
MUSC 113	Popular Song Writing
MUSC 122	Stage Voice
MUSC 123	Stage Voice Workshop
MUSC 124	Jazz Improvisation
MUSC 141	Concert Attendance
MUSC 143	Live Sound Reinforcement
MUSC 173	Beginning Jazz Ensemble
MUSC 175	Beginning Rock Band
MUSC 176	Beg Rock Band Workshop
MUSC 222	Popular Vocal Performance
MUSC 223	Popular Instrumental Perform
MUSC 224	Jazz Improvisation Workshop
MUSC 225	Commercial Music Ensemble
MUSC 273	Intermediate Jazz Ensemble
MUSC 274	Advanced Jazz Ensemble
PHOT 213	Life Photography

PHOT 213L	Life Photography Lab
PHOT 250	Advanced Color Photography
PHTC 101	Beg Black and White Photo
PHTC 101L	Beg Black and White Photo Lab
PHTC 125	Beginning Digital Photography
PHTC 125L	Beg Digital Photography Lab
PHTC 150	Beginning Color Photography
PHTC 150L	Beg Color Photography Lab
PHTC 201	Adv Black and White Photo
PHTC 201L	Adv Black and White Photo Lab
PHTC 203	Cameras & Composition
PHTC 203L	Cameras & Composition Lab
PHTC 205	Document&Landscape Photo
PHTC 205L	Document&Landscape Photo Lab
PHTC 211	Wedd, Port & Event Photo
PHTC 211L	Wedd, Port & Event Photo Lab
PHTC 215	Photography Studio Practices
PHTC 215L	Photo Studio Practices Lab
PHTC 275	Advanced Digital Photography
PHTC 275L	Advanced Digital Photo Lab
PHTC 298	Special Studies in Photography
PHTC 298L	Spec Studies in Photo Lab
THA 102	Introduction to Stagecraft
THA 103	Intro to Stage Lighting
THA 110	Fundamentals of Acting
THA 120A	Rehear&Perform: Drama
THA 120B	Rehear&Perform: Comedy
THA 120C	Rehear&Perform: Musical Theatr
THA 120D	Rehear&Perform: Child's Theatr
THA 125	Intermediate Acting Workshop
THA 130	Improvisation
THA 133	Makeup for the Stage
THA 150	Physical Performance Styles
THA 205	Advanced Acting Workshop
THA 215	Acting for the Camera
THA 218	Audition Tech for the Actor
THA 220	Fundamentals of Directing
THA 298A	Spec Studies in Theatre
THA 298B	Spec Studies in Theatre
THA 298C	Spec Studies in Theatre

A motion was made and seconded to move this item up on the agenda. Motion carried with one abstention. Dean Drake stated that her concern is for the catalog deadline and this is the last meeting. She stated that all divisions should have been allowed the same amount of time to get this done and some got it done while others did not but at some point in time the catalog needs to be printed. She stated that if we have courses that have been admittedly, mistakenly approved outside of Title 5, then we need to know that they are tightening up and they are examining Title 5 to see what else can be changed. Dr. Grishman asked then if the committee will be adding a meeting next week. Dr. Newby stated that most of the music courses have not been mistakenly approved and they do qualify because the courses are very different each time they are offered. Ms. Karlstein stated that the same thing could be said for Digital Media because technology changes. Mrs. Lowry and Dean Drake both stated that Digital Media does not qualify to be repeatable because they are lecture courses and they are similar to the computer courses which the state has said are not repeatable, which came from the Chancellor's Office after much discussion. Mrs. Lowry stated that as always the only group that suffers by our faculty not submitting the information in a timely matter, are the students. Professor Ahmad stated that if we do remove repeatability from these courses then the students will suffer, as well. Mrs. Lowry stated that it is not the intent of this committee to hinder students but the faculty were asked to submit the justification to maintain the repeatability by April 26, 2012. Ms. Littlefield asked if her memo could be reviewed so that if additional changes are needed she can make the necessary revisions. The committee discussed whether another meeting can be scheduled for AP&P so that this item can be reviewed if all required paperwork has been completed and submitted by May 18, 2012. A motion was made and seconded to schedule another AP&P meeting on May 24, 2012 at 3:00p.m. Motion carried with DeNean Coleman-Carew being opposed. Mr. Price requested information on how this item would be communicated to those faculty who are affected as well and not present today. Ms. Karlstein stated that she would contact them as soon as this meeting ends by email. He asked how the AP&P representative plans to proceed if a faculty members email is over quota. Dean Chelette stated that he will be contacting them personally and a meeting will be conducted similar to the scheduling process. Mrs. Lowry requested that the February 23 minutes and March 16 memo that

covered repeatability be sent out to all AP&P members and affected discipline faculty. The committee continued to discuss whether quorum will be reached if the meeting will occur. It was realized that quorum will not be reached and therefore an email vote will occur in lieu of a meeting for those courses that will have repeatability removed. Dean Drake requested that once the email vote has complete, an email be sent with the results of this item. It was agreed that an email will be sent with the final decision on this subject.

#### 4. APPROVAL OF MINUTES

##### a. April 26, 2012

Tabled per motion above.

#### 5. INFORMATIONAL ITEMS

##### a. CSUGE/IGETC Course Designation

- IGETC
  1. ECON 100 – Area 4
  2. GEOG 101L – Area 5-C
  3. PHIL 109 – Area 3
  4. POLS 200 – Area 4
  5. SOC 200 – Area 4
- CSU/GE
  1. ART 150 – Area C1
  2. ECON 100 – Area D2
  3. PHIL 109 – Area C2
  4. POLS 200 – Area D8
  5. SOC 200 – Area D10

Dr. Grishman reviewed this item and stated that there are not any changes so far.

##### b. New Representatives needed

- Visual and Performing Arts - Faculty
- Kinesiology, Athletics and Dance – Faculty
- Career Technical – Dean

Ms. Linda Harmon stated that these individuals have completed their terms and therefore a replacement needs to be identified. Ms. Cindy Littlefield stated that she asked her division to identify a replacement but however no one has stepped up so she may sign up for a new term. Ms. Lisa Karlstein stated that she sent an email requesting another faculty to step forward to serve on this committee however she has not received a response. Mrs. Sharon Lowry stated that Dean Karen Cowell will be the new career technical dean.

#### 6. DISCUSSION ITEMS

##### a. Math Proficiency Changes – Tooraj Gordi

Mr. Tooraj Gordi was present to speak to this topic, stating that the mathematics faculty would like to add language to the proficiency requirements. He indicated that it is necessary to add “or placement by assessment into a collegiate level math course.” Dr. DeNeen Coleman-Carew stated that we needed to better define what collegiate level means since most students think that MATH 102 is collegiate level when in fact it is not. Dr. Richard Coffman asked whether it could be rewritten to state “or a higher level math class.” Mr. Tooraj Gordi stated that it is not right for students to be required to take MATH 102 in order to graduate. Ms. LaDonna Trimble stated that the reason this is being brought forward is because the math department has a new math course called SMAP which allows a high school student the option of a two plus two situation. This allows the student to take a new course in high school that will transfer to our school as having met the requirements of MATH 102. Mrs. Lowry stated that she has an issue with an assessment test indicating a student can be successful in a course. Mr. Tooraj Gordi stated that Title 5 allows colleges to establish assessment tests as having met proficiency requirements. Mrs. Lowry stated after having reviewed the Title 5 language she suggests that we copy the language right from Title 5 and insert our courses where necessary. She continued to state that another issue is whether a student can fulfill this requirement by receiving a pass grade option since the course in the catalog indicates students can enroll without receiving a grade. Mr. Gordi stated that why would we revise the language to allow students to receive a pass notation on their transcripts. Dean Drake stated that if the faculty allow students to receive a pass or no pass notation on transcripts then students will need to be specifically told that a pass notation will not satisfy this requirement. Additional discussion took place regarding why students are even allowed to receive a pass if it does not fulfill the requirements for graduation. Dean Trimble stated that typically students get accepted to four-year universities based on their grade and for transferring purposes, students typically receive a letter grade. Mrs. Lowry stated that this item should come back with the other voting item and implemented in the 12-13 college catalog. She stated that the English faculty may also want to evaluate the writing proficiency to determine if revisions are necessary. Dean Drake requested clarity on the pass or no pass option, whether a situation has occurred where a student has enrolled and received a pass notation, then are told they need a letter grade to fulfill the

graduation requirement but can not reenroll because of the repeatability rule. Dean Trimble stated that issue has happened, three times in five years. It was stated that both the Math and Writing proficiency revisions would need to be sent forward for approval by May 17th after division discussions have occurred for vetting purposes.

**7. REPORTS (limited to 5 min. each)**

a. **AP 5075 Course Adds and Drops – Report on the new language provided by Dean Trimble**

Dean LaDonna Trimble stated this language is still being worked out but she will be submitting the final language to the president's office based on the following items and the committee's decisions.

b. **AP 4225 Course Repetition – Whether to allow for a fourth enrollment due to extenuating circumstances**

- Business, Computer Studies and Economic Development - No
- Health Sciences - No
- Instructional Resources/Extended Services
- Language Arts - No
- Math & Engineering - No
- Science - No
- Kinesiology, Athletics and Dance
- Social and Behavioral Sciences - No
- Student Services/Counseling - No
- Technical Education - Yes
- Visual and Performing Arts

Dean LaDonna Trimble stated that the Chancellor's Office will now allow colleges to claim apportionment for the fourth enrollment due to extenuating circumstances. After a short discussion, the committee decided that they would prefer only serious students to enroll in courses and not those students who have attempted the class three times and have not been successful. Dean Drake and Dr. Scott Lee both stated that they would prefer to not send this out by email due to the fact that this item has already been discussed in a previous meeting. Mrs. Lowry stated that all but on division decided to not allow for a fourth enrollment regardless of apportionment.

c. **Lapse of Time**

- Business, Computer Studies and Economic Development – 3 yrs
- Health Sciences – 5 yrs
- Instructional Resources/Extended Services – 5 yrs
- Language Arts – 3 yrs
- Math & Engineering – 5 yrs
- Science – 5 yrs
- Kinesiology, Athletics and Dance – 5 yrs
- Social and Behavioral Sciences – 3 yrs
- Student Services/Counseling – 3 yrs
- Technical Education – 5 yrs
- Visual and Performing Arts

**8. ACTION ITEMS**

a. **AP 5075 Course Adds and Drops**

Dean LaDonna Trimble stated this language is still being worked out but she will be submitting the final language to the president's office based on the following items and the committee's decisions.

b. **AP 4225 Course Repetition**

A motion was made and seconded to approve not allowing students a fourth enrollment due to extenuating circumstances. Motion carried per vote noted above.

c. **Lapse of Time**

A motion was made and seconded to approve setting the lapse of time limit as 5 years. Motion carried per vote noted above.

**9. ACTION ITEM – Request to Deactivate Courses**

- a. **AUTO 198J**
- b. **AERO 101**
- c. **AERO 280**
- d. **AERO 281**
- e. **AERO 282**
- f. **AH 101/101CL**
- g. **AUTO 105**
- h. **AUTO 190**
- i. **AUTO 198A**
- j. **AUTO 198C**
- k. **AUTO 198D**
- l. **AUTO 198E**
- m. **AUTO 198F**
- n. **AUTO 198N**
- o. **AUTO 200**
- p. **AUTO 210**

q. **FTEC 139**

r. **RCP 199**

A motion was made and second to approve the course deactivation of items 9a-9r. Motion carried.

**10. ACTION ITEM – Second Reading: Course Approval from December 8, 2011 Meeting**

a. **MATH 070C**

b. **MATH 070D**

c. **MATH 070E**

d. **MATH 070F**

A motion was made and second to approve the course revisions of items 10a-10d. Ms. Linda Harmon stated that all requested changes have been made. Motion carried.

**11. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P**

Course	Scheduling Restrictions if not approved by 12/8/11	Status
<b>Math and Engineering</b>		
MATH 070C,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070D,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070E,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070F,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 099, Individualized Self-Study Math	Cannot schedule Spring 2013	

**12. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P**

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 12/13/12	Status
<b>Business, Computer Studies and Economic Development</b>			
CA 107, Micro Hardware/Software Support		Cannot schedule 13-14	
CA 111, Word Processing-Microsoft Word		Cannot schedule 13-14	
CIS 157, Introduction to LINUX		Cannot schedule 13-14	
CIS 173, Intro to C++ Programming		Cannot schedule 13-14	
MGT 201, Small Business Management		Cannot schedule 13-14	
RE 101, Real Estate Principles		Cannot schedule 13-14	
RE 105, Real Estate Practices		Cannot schedule 13-14	
RE 111, Real Estate Finance		Cannot schedule 13-14	
RE 121, Legal Aspects of Real Estate		Cannot schedule 13-14	
RE 131, Real Estate Appraisal		Cannot schedule 13-14	
RE 141, Escrow Principles		Cannot schedule 13-14	
RE 161, Property Management		Cannot schedule 13-14	
<b>Counseling/Student Services</b>			
EOPS 060, Enrichment Class		Cannot schedule 13-14	
<b>Health Sciences</b>			
AH 101/101CL, Principles of Nursing Science		Cannot schedule 13-14	Course Deactivation
CFE 150, Parenting: Infancy		Cannot schedule 13-14	
CFE 151, Parenting: Preschool Child		Cannot schedule 13-14	
CFE 152, Parenting: Elem Preadolescent		Cannot schedule 13-14	
CFE 155, Single Parenting		Cannot schedule 13-14	
CFE 156, Step-parenting Blended Family		Cannot schedule 13-14	
CFE 157, Parenting Exceptional Child		Cannot schedule 13-14	
NF 110, Sports Nutrition		Cannot schedule 13-14	
<b>Instructional Resources/Extended Services</b>			
LIB 101, Intro to Library Research		Cannot schedule 13-14	
LIB 105, Libraries and Information		Cannot schedule 13-14	
<b>Language Arts</b>			
CHIN 101, Elementary Chinese I		Cannot schedule 13-14	
CHIN 102, Elementary Chinese 2		Cannot schedule 13-14	

COMM 217, Gender and Communication		Cannot schedule 13-14	
DFST 101L, ASL I Skill Building Lab		Cannot schedule 13-14	
DFST 204, Struct of American Sign Lang		Cannot schedule 13-14	
DFST 205, Numbers, Fingerspelling, Classifiers		Cannot schedule 13-14	
DFST 206, Creative Signing		Cannot schedule 13-14	
ENGL 061, Grammar and Mechanics		Cannot schedule 13-14	
ENGL 062, Basic Writing		Cannot schedule 13-14	
ENGL 063, Vocabulary		Cannot schedule 13-14	
ENGL 064, Spelling		Cannot schedule 13-14	
ENGL 227, Engl Literature 1900-Present		Cannot schedule 13-14	
ENGL 230, Antiquity to Renaissance		Cannot schedule 13-14	
ENGL 231, Since the Renaissance		Cannot schedule 13-14	
ENGL 233, Bible as Lit-Old Testament		Cannot schedule 13-14	
ENGL 234, Bible as Lit-New Testament		Cannot schedule 13-14	
ENGL 240, Studies in Poetry		Cannot schedule 13-14	
ENGL 242, Studies in Fiction Short Story		Cannot schedule 13-14	
ENGL 244, Studies in Fiction The Novel		Cannot schedule 13-14	
ENGL 246, Survey of Drama (Beginnings to 1878)		Cannot schedule 13-14	
ENGL 248, Survey of Modern & Contemporary Drama (from 1879)		Cannot schedule 13-14	
ENGL 250, Cross-Cultural Lit in America		Cannot schedule 13-14	
ENGL 252, African American Literature 1746-1930		Cannot schedule 13-14	
ENGL 253, African American Literature 1930-Pres		Cannot schedule 13-14	
ENGL 260, Myths and Meanings		Cannot schedule 13-14	
ENGL 270, Literature and the Holocaust		Cannot schedule 13-14	
ENGL 274, Detective Fiction		Cannot schedule 13-14	
ENGL 279, Science Fict & Dystopic Literature		Cannot schedule 13-14	
FREN 101, Elementary French I		Cannot schedule 13-14	
FREN 102, Elementary French 2		Cannot schedule 13-14	
FREN 201, Intermediate French 1		Cannot schedule 13-14	
FREN 202, Intermediate French 2		Cannot schedule 13-14	
FREN 203, Advanced French		Cannot schedule 13-14	
GER 202, Intermediate German 2		Cannot schedule 13-14	
GER 203, Intermediate German 3		Cannot schedule 13-14	
INT 101, Prin of Sign Lang Interpreting		Cannot schedule 13-14	
LATN 101, Elementary Latin 1		Cannot schedule 13-14	
LATN 102, Elementary Latin 2		Cannot schedule 13-14	
LATN 201, Intermediate Latin		Cannot schedule 13-14	
SPAN 102HL, Elementary Spanish for Heritage Learners II		Cannot schedule 13-14	
<b>Mathematics &amp; Engineering</b>			
ENGR 110, Engr Orientation & Basic Skills		Cannot schedule 13-14	
ENGR 220L, Strength of Materials Lab		Cannot schedule 13-14	
ENGR 220PS, Strength of Materials PSS		Cannot schedule 13-14	
ENGR 220, Strength of Materials		Cannot schedule 13-14	
ENGR 230, Circuit Analysis		Cannot schedule 13-14	
<b>Science</b>			
ASTR 101L, Astronomy Laboratory		Cannot schedule 13-14	
BIOL 102, Human Biology		Cannot schedule 13-14	
CHEM 212, Organic Chemistry Support Laboratory		Cannot schedule 13-14	
DRFT 250, Introduction 3-D Cad Drafting		Cannot schedule 13-14	

ERSC 101 Introduction to Earth Sciences		Cannot schedule 13-14	
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 102, Phys Geog: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 221, Spatial Analysis in GIS		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
GEOG 298A, Special Studies in GIS		Cannot schedule 13-14	
GEOG 298B, Special Studies in GIS		Cannot schedule 13-14	
GEOG 298C, Special Studies in GIS		Cannot schedule 13-14	
GEOL 102, Historical Geology		Cannot schedule 13-14	Submitted – <i>Awaiting Dean</i>
<b>Kinesiology, Athletics and Dance</b>			
KIN 103, Aerobic Conditioning		Cannot schedule 13-14	
KIN 110, Advanced Baseball Techniques		Cannot schedule 13-14	
KIN 120, Advanced Football Techniques		Cannot schedule 13-14	
KIN 145, Adv Womens Fast-Pitch Softball		Cannot schedule 13-14	
KIN 150, Beginning Swimming		Cannot schedule 13-14	
KIN 151, Intermediate Swimming		Cannot schedule 13-14	
KIN 152, Fitness Swimming		Cannot schedule 13-14	
KIN 157, Advanced Volleyball		Cannot schedule 13-14	
KIN 165, Advanced Track Techniques		Cannot schedule 13-14	
KIN 170, Beginning Weight Lifting		Cannot schedule 13-14	
KIN 173, Intermediate Weight Lifting		Cannot schedule 13-14	
KIN 175, Adv Weight Training for Ath		Cannot schedule 13-14	
KIN 187, Yell/Song Leading, Sum or Fall		Cannot schedule 13-14	
KIN 188, Pep Squad Leadership		Cannot schedule 13-14	
KIN 189, Cheer Conditioning		Cannot schedule 13-14	
KIN 191, First Aid&Emergency Care		Cannot schedule 13-14	
KIN 200, Intercollegiate Baseball		Cannot schedule 13-14	
KIN 215, Intercollegiate Cross Country		Cannot schedule 13-14	
KIN 220, Intercollegiate Football		Cannot schedule 13-14	
KIN 230, Intercollegiate Women's Soccer		Cannot schedule 13-14	
KIN 240, Intercollegiate Wmn's Softball		Cannot schedule 13-14	
KIN 255, Intercollegiate Track		Cannot schedule 13-14	
<b>Social and Behavioral Sciences</b>			
ANTH 101, Intro Physical Anthropology		Cannot schedule 13-14	
ANTH 102, Intro Cultural Anthropology		Cannot schedule 13-14	
ANTH 103, Intro to Prehistory		Cannot schedule 13-14	
ANTH 112, Native North Americans		Cannot schedule 13-14	
ANTH 130, Field Archaeology in Latin America		Cannot schedule 13-14	
ANTH 140, Intro to Archaeology		Cannot schedule 13-14	
POLS 103, Comparative Government		Cannot schedule 13-14	
POLS 202, Ethnic Politics in America		Cannot schedule 13-14	
PSY 236, Developmental Psychology		Cannot schedule 13-14	
SOC 105, Mexican Amer Contemp Society		Cannot schedule 13-14	
SOC 111, Issues Concepts in Aging		Cannot schedule 13-14	
SOC 115, Marriage and Family Life		Cannot schedule 13-14	
SOC 120, Drugs Society Human Behavior		Cannot schedule 13-14	
<b>Technical Education</b>			
AERO 280, Aircraft Gen-Written Test Rev		Cannot schedule 13-14	Course Deactivation
AERO 282, Aircrft Pwrpl-Written Test Rev		Cannot schedule 13-14	Course Deactivation
AJ 101, Intro to Admin of Justice		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
AJ 103, Criminal Evidence		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
AJ 203, Narcotics Control		Cannot schedule 13-14	Submitted – <i>Tech Review</i>

AJ 204, Juvenile Procedures		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
AJ 207, Probation and Parole		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
AUTO 105, Auto Principles & Practices		Cannot schedule 13-14	Course Deactivation
AUTO 125, Automotive Chassis		Cannot schedule 13-14	
AUTO 126, Automotive Brakes		Cannot schedule 13-14	
AUTO 127, Auto Suspension,Steering,Align		Cannot schedule 13-14	
AUTO 128, Automotive Power Trains		Cannot schedule 13-14	
AUTO 130, Basic Auto Trans/Transaxles		Cannot schedule 13-14	
AUTO 150, Auto Electrical Systems		Cannot schedule 13-14	
AUTO 151, Auto Chassis/Body Elect System		Cannot schedule 13-14	
AUTO 152, Automotive Ignition Systems		Cannot schedule 13-14	
AUTO 153, Auto Starting/Charging Systems		Cannot schedule 13-14	
AUTO 175, Auto Fuel, Emissions, CA CIn Air		Cannot schedule 13-14	
AUTO 176, Auto Carburetor Fuel Systems		Cannot schedule 13-14	
AUTO 177, Electronic Fuel Injection		Cannot schedule 13-14	
AUTO 198A, Anti-Lock Braking Systems (ABS)		Cannot schedule 13-14	Course Deactivation
AUTO 198C, Electrical/Electronic Systems Training Seminar		Cannot schedule 13-14	Course Deactivation
AUTO 198D, Engine Performance Training Seminar		Cannot schedule 13-14	Course Deactivation
AUTO 198E, Advanced Engine/Emission Sys Diagnosis & Repair		Cannot schedule 13-14	Course Deactivation
AUTO 198F, Gaseous Fueled Vehicles Training Seminar		Cannot schedule 13-14	Course Deactivation
AUTO 198H, Adv. Emissions Diagnostics Trng Seminar		Cannot schedule 13-14	
AUTO 198N, Electronic Transmissions & Transaxles Seminar		Cannot schedule 13-14	Course Deactivation
AUTO 198, Automotive Seminars		Cannot schedule 13-14	
AUTO 200, Auto Air Conditioning		Cannot schedule 13-14	Course Deactivation
AUTO 210, Auto Specialization Lab		Cannot schedule 13-14	Course Deactivation
AUTO 231, General Motors Auto Trans		Cannot schedule 13-14	
AUTO 232, Ford/Chrysler Auto Trans		Cannot schedule 13-14	
AUTO 277, Elect Eng Controls-GM Systems		Cannot schedule 13-14	
AUTO 278, Elect Eng Controls-Ford/Chrys		Cannot schedule 13-14	
ELTE 105, Introduction to Robotics		Cannot schedule 13-14	Submitted – <i>Tech Review</i>
FTEC 215, Rescue Practices		Cannot schedule 13-14	
FTEC 222, Wildland Fire Control		Cannot schedule 13-14	
<b>Visual and Performing Arts</b>			
ART 103, History of Non-Western Art		Cannot schedule 13-14	
ART 104, History of Modern and Contemporary Art in the 20th Century		Cannot schedule 13-14	
ART 145L, Design and Color Lab		Cannot schedule 13-14	
ART 145, Design and Color		Cannot schedule 13-14	
ART 160, Painting/Drawing Techniques		Cannot schedule 13-14	
ART 219, Intermediate Illustration		Cannot schedule 13-14	
ART 230, Human Figure Painting		Cannot schedule 13-14	
DM 113, Photoshop I		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty Revision</i>
FTV 101, Introduction to Film		Cannot schedule 13-14	
FTV 103, Intro to Television		Cannot schedule 13-14	
FTV 107, History of Film, Pre 1950		Cannot schedule 13-14	
FTV 108, History of Film, 1950-Present		Cannot schedule 13-14	
FTV 121, Introduction to Digital Filmmaking		Cannot schedule 13-14	
FTV 134, Intro to Screenwriting		Cannot schedule 13-14	
FTV 155, Film Festival Analysis		Cannot schedule 13-14	

FTV 201, Intercultural & Women's Film		Cannot schedule 13-14	
FTV 203, African-American Cinema		Cannot schedule 13-14	
FTV 215, Directing for Film & Video		Cannot schedule 13-14	
FTV 220, Advanced Screenwriting		Cannot schedule 13-14	
FTV 230, Digital Cinematography		Cannot schedule 13-14	Submitted – Awaiting response from faculty on requisites
FTV 242, Writing and Pre-Production of the Short Film		Cannot schedule 13-14	
FTV 244, Production & Post-Production of the Short Film		Cannot schedule 13-14	
FTV 251, Contemporary American Independent Film		Cannot schedule 13-14	
FTV 261, Religion and Cinema		Cannot schedule 13-14	
MUS 121, Voice Class		Cannot schedule 13-14	
MUS 131, Keyboard Skills I		Cannot schedule 13-14	
MUS 132, Keyboard Skills II		Cannot schedule 13-14	
MUS 142, Musical Theatre Workshop		Cannot schedule 13-14	
MUS 153, Beginning Musicianship		Cannot schedule 13-14	Submitted – Awaiting Faculty
MUS 164, String Ensemble		Cannot schedule 13-14	Submitted – Awaiting Faculty Revision
MUS 165, Instrumental Ensemble - Guitar		Cannot schedule 13-14	
MUS 166, Beginning Orchestra		Cannot schedule 13-14	
MUS 167, Intermediate Orchestra		Cannot schedule 13-14	
MUS 181, Master Chorale		Cannot schedule 13-14	
MUS 183, Master Chorale Sectional		Cannot schedule 13-14	
MUS 185, Concert Choir		Cannot schedule 13-14	
MUS 186, Gospel Choir		Cannot schedule 13-14	Course Deactivation
MUS 189, Keyboard Ensemble		Cannot schedule 13-14	
MUS 191, Treble Choir-Children's Music		Cannot schedule 13-14	
MUS 231, Keyboard Skills III		Cannot schedule 13-14	
MUS 232, Keyboard Skills IV		Cannot schedule 13-14	
MUS 253A, Intermediate Musicianship		Cannot schedule 13-14	
MUS 253B, Advanced Musicianship		Cannot schedule 13-14	
MUS 258, Composition		Cannot schedule 13-14	
MUS 266, Advanced Orchestra		Cannot schedule 13-14	
MUS 268, Musical Theatre Orchestra		Cannot schedule 13-14	Course Deactivation
MUSC 102, History of Jazz		Cannot schedule 13-14	
MUSC 103, History of Rock 'n Roll		Cannot schedule 13-14	
MUSC 104, The Music Industry		Cannot schedule 13-14	
MUSC 107, History of Women in Rock Music		Cannot schedule 13-14	
MUSC 112, Commercial Music Theory		Cannot schedule 13-14	
MUSC 113, Writing Music for Songs		Cannot schedule 13-14	
MUSC 122, Stage Voice		Cannot schedule 13-14	
MUSC 123, Stage Voice Workshop		Cannot schedule 13-14	
MUSC 124, Jazz Improvisation		Cannot schedule 13-14	
MUSC 133L, Studio Music Production I Lab		Cannot schedule 13-14	
MUSC 133, Studio Music Production I		Cannot schedule 13-14	
MUSC 134L, Studio Music Production II Lab		Cannot schedule 13-14	
MUSC 134, Studio Music Production II		Cannot schedule 13-14	
MUSC 141, Concert Attendance		Cannot schedule 13-14	Submitted – Awaiting Faculty Revision
MUSC 143, Live Sound Reinforcement		Cannot schedule 13-14	

MUSC 173, Beginning Jazz Ensemble		Cannot schedule 13-14	
MUSC 175, Beginning Rock Band		Cannot schedule 13-14	
MUSC 176, Beginning Rock Band Workshop		Cannot schedule 13-14	
MUSC 222, Popular Vocal Performance		Cannot schedule 13-14	
MUSC 223, Popular Instrumental Performance		Cannot schedule 13-14	
MUSC 224, Jazz Improvisation Workshop		Cannot schedule 13-14	
MUSC 225, Commercial Music Ensemble		Cannot schedule 13-14	
MUSC 233L, Studio Music Production III Lab		Cannot schedule 13-14	
MUSC 233, Studio Music Production III		Cannot schedule 13-14	
MUSC 234L, Studio Music Production IV Lab		Cannot schedule 13-14	
MUSC 234, Studio Music Production IV		Cannot schedule 13-14	
MUSC 273, Intermediate Jazz Ensemble		Cannot schedule 13-14	
MUSC 274, Advanced Jazz Ensemble		Cannot schedule 13-14	
THA 101, Theatre Appreciation		Cannot schedule 13-14	
THA 110, Fundamentals of Acting		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 120A, Rehear&Perform: Drama		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 120B, Rehear&Perform: Comedy		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 120C, Rehear&Perform: Musical Theatr		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 125, Intermediate Acting Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 130, Improvisation		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 133, Makeup for the Stage		Cannot schedule 13-14	
THA 205, Advanced Acting Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 215, Acting for the Camera		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 218, Audition Tech for the Actor		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 220, Fundamentals of Directing		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 239, Intercultural & Women's Theatre		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>

### 13. ADJOURNMENT

A motion was made and seconded to adjourn the 5/10/12 AP&P Committee meeting at 4:33 p.m. Mrs. Lowry stated that if your division has courses ready for review and revision, please have the appropriate faculty member log into CurricUNET and complete the necessary steps. 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 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.*

**Title 5, Chapter 6, Subchapter 2, Article 1. Approval of Credit Educational Programs**  
**§ 55100. Course Approval.**

- (a) The governing board of each community college district shall establish policies for, and may approve individual degree-applicable credit courses which are offered as part of an educational program approved by the Chancellor pursuant to section 55130. Such courses need not be separately approved by the Chancellor.
- (b) Effective for courses to be offered beginning in Fall 2007, a community college district may, until December 31, 2012, approve and offer nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program without separate approval by the Chancellor, provided that the district continuously complies with the following requirements:
  - (1) the college curriculum committee and district governing board have approved each such course pursuant to section 55002;
  - (2) the district submits a certification by September 30th of each year verifying that the persons who will serve on the curriculum committee and others who will be involved in the curriculum approval process at each college within the district for that academic year have received training consistent with guidelines prescribed by the Chancellor on the review and approval of courses not part of educational programs;
  - (3) no course which has previously been denied separate approval by the Chancellor or is part of a program that has been disapproved by the Chancellor may be offered pursuant to this subdivision unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the college curriculum committee and district governing board;
  - (4) no group of courses approved pursuant to this subdivision which total 18 or more semester units or 27 or more quarter units in a single four-digit Taxonomy of Programs code may be linked to one another by means of prerequisites or corequisites;
  - (5) no student may be permitted to count 18 or more semester units or 27 or more quarter units of coursework approved pursuant to this subdivision toward satisfying the requirements for a certificate or other document evidencing completion of an educational program or towards a major for completion of an associate degree; and
  - (6) the district promptly reports all courses approved pursuant to this subdivision to the Chancellor through the Chancellor's Office Management Information System.
- (c) The Chancellor may, at any time, terminate the ability of a district to offer courses pursuant to subdivision (b) if he or she determines that a district has failed to comply with all of the conditions set forth in that subdivision. In that event, the district will become immediately subject to the requirements of subdivision (d).
- (d) Effective January 1, 2013, or earlier if so required by subdivision (c), the governing board of each community college district shall separately submit for approval by the Chancellor all nondegree-applicable credit courses and individual degree-applicable credit courses which are not part of any approved educational program.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, Education Code.

**Assembly Bill No. 1029**

CHAPTER 112

An act to amend Sections 70901 and 70902 of the Education Code, relating to community colleges.

[Approved by Governor July 25, 2011. Filed with Secretary of State July 25, 2011.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1029, Lara. Community colleges: course approval.

Existing law establishes the California Community Colleges under the administration of the Board of Governors of the California Community Colleges. Existing law, until January 1, 2013, deletes a requirement that the board of governors review and approve courses of instruction that are not offered as part of an educational program approved by the board of governors.

This bill would extend the date of deletion of this requirement to January 1, 2014.

Existing law establishes community college districts, and requires each district to be under the control of a governing board. Existing law, until January 1, 2013, authorizes a community college district governing board to offer credit courses of instruction without the approval of the board of governors only under conditions authorized by regulations adopted by the board of governors.

This bill would extend that authorization to January 1, 2018.

Existing law requires the Chancellor of the California Community Colleges, on or before January 1, 2012, to prepare and submit a report to the chairpersons of the appropriate policy and fiscal committees of the Legislature describing the results of the monitoring of these courses undertaken pursuant to regulations developed by the board of governors under the law and the extent to which community college districts have complied with those regulations.

This bill would, instead, require the chancellor to prepare and submit this report by January 1, 2013.

*The people of the State of California do enact as follows:*

SECTION 1. Section 70901 of the Education Code, as amended by Section 2 of Chapter 817 of the Statutes of 2006, is amended to read:

70901. (a) The Board of Governors of the California Community Colleges shall provide leadership and direction in the continuing development of the California Community Colleges as an integral and

## Ch. 112

— 2 —

effective element in the structure of public higher education in the state. The work of the board of governors shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local authority and control in the administration of the California Community Colleges.

(b) Subject to, and in furtherance of, subdivision (a), and in consultation with community college districts and other interested parties as specified in subdivision (e), the board of governors shall provide general supervision over community college districts, and shall, in furtherance thereof, perform the following functions:

(1) Establish minimum standards as required by law, including, but not limited to, the following:

(A) Minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal, and readmission policies.

(B) Minimum standards for the employment of academic and administrative staff in community colleges.

(C) Minimum standards for the formation of community colleges and districts.

(D) Minimum standards for credit and noncredit classes.

(E) Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(2) Evaluate and issue annual reports on the fiscal and educational effectiveness of community college districts according to outcome measures cooperatively developed with those districts, and provide assistance when districts encounter severe management difficulties.

(3) Conduct necessary systemwide research on community colleges and provide appropriate information services, including, but not limited to, definitions for the purpose of uniform reporting, collection, compilation, and analysis of data for effective planning and coordination, and dissemination of information.

(4) Provide representation, advocacy, and accountability for the California Community Colleges before state and national legislative and executive agencies.

(5) Administer state support programs, both operational and capital outlay, and those federally supported programs for which the board of governors has responsibility pursuant to state or federal law. In so doing, the board of governors shall do the following:

(A) (i) Annually prepare and adopt a proposed budget for the California Community Colleges. The proposed budget shall, at a minimum, identify the total revenue needs for serving educational needs within the mission, the amount to be expended for the state general apportionment, the amounts

requested for various categorical programs established by law, the amounts requested for new programs and budget improvements, and the amount requested for systemwide administration.

(ii) The proposed budget for the California Community Colleges shall be submitted to the Department of Finance in accordance with established timelines for development of the annual Budget Bill.

(B) To the extent authorized by law, establish the method for determining and allocating the state general apportionment.

(C) Establish space and utilization standards for facility planning in order to determine eligibility for state funds for construction purposes.

(6) Establish minimum conditions entitling districts to receive state aid for support of community colleges. In so doing, the board of governors shall establish and carry out a periodic review of each community college district to determine whether it has met the minimum conditions prescribed by the board of governors.

(7) Coordinate and encourage interdistrict, regional, and statewide development of community college programs, facilities, and services.

(8) Facilitate articulation with other segments of higher education with secondary education.

(9) Review and approve comprehensive plans for each community college district. The plans shall be submitted to the board of governors by the governing board of each community college district.

(10) (A) Review and approve all educational programs offered by community college districts. The board of governors shall adopt regulations defining the conditions under which a community college district may offer, without the need for approval by the board of governors, a credit course that is not part of an approved educational program. Regulations adopted under this paragraph shall ensure that appropriate safeguards involving training and monitoring are in place, and shall ensure that the authority to offer credit courses that are not part of an approved educational program does not have the effect of permitting community college districts to operate educational programs without the approval of the board of governors.

(B) In a manner that is consistent with the regulations adopted by the board of governors under this paragraph, the chancellor shall monitor courses approved pursuant to the act that adds this subparagraph. The chancellor shall prepare and submit a report to the chairpersons of the appropriate policy and fiscal committees of the Legislature on or before January 1, 2013. This report shall include, but not necessarily be limited to, a description of the results of the monitoring and the extent to which community college districts have complied with applicable regulations of the board of governors.

(11) Exercise general supervision over the formation of new community college districts and the reorganization of existing community college districts, including the approval or disapproval of plans therefor.

(12) Notwithstanding any other provision of law, be solely responsible for establishing, maintaining, revising, and updating, as necessary, the uniform budgeting and accounting structures and procedures for the California Community Colleges.

## Ch. 112

— 4 —

(13) Establish policies regarding interdistrict attendance of students.

(14) Advise and assist governing boards of community college districts on the implementation and interpretation of state and federal laws affecting community colleges.

(15) Contract for the procurement of goods and services, as necessary.

(16) Carry out other functions as expressly provided by law.

(c) Subject to, and in furtherance of, subdivision (a), the board of governors shall have full authority to adopt rules and regulations necessary and proper to execute the functions specified in this section as well as other functions that the board of governors is expressly authorized by statute to regulate.

(d) Wherever in this section or any other statute a power is vested in the board of governors, the board of governors, by a majority vote, may adopt a rule delegating that power to the chancellor, or any officer, employee, or committee of the California Community Colleges, or community college district, as the board of governors may designate. However, the board of governors shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of delegation.

(e) In performing the functions specified in this section, the board of governors shall establish and carry out a process for consultation with institutional representatives of community college districts so as to ensure their participation in the development and review of policy proposals. The consultation process shall also afford community college organizations, as well as interested individuals and parties, an opportunity to review and comment on proposed policy before it is adopted by the board of governors.

(f) This section shall remain in effect only until January 1, 2014, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2014, deletes or extends that date.

SEC. 2. Section 70901 of the Education Code, as added by Section 3 of Chapter 817 of the Statutes of 2006, is amended to read:

70901. (a) The Board of Governors of the California Community Colleges shall provide leadership and direction in the continuing development of the California Community Colleges as an integral and effective element in the structure of public higher education in the state. The work of the board of governors shall at all times be directed to maintaining and continuing, to the maximum degree permissible, local authority and control in the administration of the California Community Colleges.

(b) Subject to, and in furtherance of, subdivision (a), and in consultation with community college districts and other interested parties as specified in subdivision (e), the board of governors shall provide general supervision over community college districts, and shall, in furtherance of those purposes, perform the following functions:

(1) Establish minimum standards as required by law, including, but not limited to, the following:

(A) Minimum standards to govern student academic standards relating to graduation requirements and probation, dismissal, and readmission policies.

(B) Minimum standards for the employment of academic and administrative staff in community colleges.

(C) Minimum standards for the formation of community colleges and districts.

(D) Minimum standards for credit and noncredit classes.

(E) Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(2) Evaluate and issue annual reports on the fiscal and educational effectiveness of community college districts according to outcome measures cooperatively developed with those districts, and provide assistance when districts encounter severe management difficulties.

(3) Conduct necessary systemwide research on community colleges and provide appropriate information services, including, but not limited to, definitions for the purpose of uniform reporting, collection, compilation, and analysis of data for effective planning and coordination, and dissemination of information.

(4) Provide representation, advocacy, and accountability for the California Community Colleges before state and national legislative and executive agencies.

(5) Administer state support programs, both operational and capital outlay, and those federally supported programs for which the board of governors has responsibility pursuant to state or federal law. In so doing, the board of governors shall do the following:

(A) (i) Annually prepare and adopt a proposed budget for the California Community Colleges. The proposed budget shall, at a minimum, identify the total revenue needs for serving educational needs within the mission, the amount to be expended for the state general apportionment, the amounts requested for various categorical programs established by law, the amounts requested for new programs and budget improvements, and the amount requested for systemwide administration.

(ii) The proposed budget for the California Community Colleges shall be submitted to the Department of Finance in accordance with established timelines for development of the annual Budget Bill.

(B) To the extent authorized by law, establish the method for determining and allocating the state general apportionment.

(C) Establish space and utilization standards for facility planning in order to determine eligibility for state funds for construction purposes.

(6) Establish minimum conditions entitling districts to receive state aid for support of community colleges. In so doing, the board of governors shall

establish and carry out a periodic review of each community college district to determine whether it has met the minimum conditions prescribed by the board of governors.

(7) Coordinate and encourage interdistrict, regional, and statewide development of community college programs, facilities, and services.

(8) Facilitate articulation with other segments of higher education with secondary education.

(9) Review and approve comprehensive plans for each community college district. The plans shall be submitted to the board of governors by the governing board of each community college district.

(10) Review and approve all educational programs offered by community college districts, and all courses that are not offered as part of an educational program approved by the board of governors.

(11) Exercise general supervision over the formation of new community college districts and the reorganization of existing community college districts, including the approval or disapproval of plans therefor.

(12) Notwithstanding any other provision of law, be solely responsible for establishing, maintaining, revising, and updating, as necessary, the uniform budgeting and accounting structures and procedures for the California Community Colleges.

(13) Establish policies regarding interdistrict attendance of students.

(14) Advise and assist governing boards of community college districts on the implementation and interpretation of state and federal laws affecting community colleges.

(15) Contract for the procurement of goods and services, as necessary.

(16) Carry out other functions as expressly provided by law.

(c) Subject to, and in furtherance of, subdivision (a), the board of governors shall have full authority to adopt rules and regulations necessary and proper to execute the functions specified in this section as well as other functions that the board of governors is expressly authorized by statute to regulate.

(d) Wherever in this section or any other statute a power is vested in the board of governors, the board of governors, by a majority vote, may adopt a rule delegating that power to the chancellor, or any officer, employee, or committee of the California Community Colleges, or community college district, as the board of governors may designate. However, the board of governors shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of delegation.

(e) In performing the functions specified in this section, the board of governors shall establish and carry out a process for consultation with institutional representatives of community college districts so as to ensure their participation in the development and review of policy proposals. The consultation process shall also afford community college organizations, as well as interested individuals and parties, an opportunity to review and comment on proposed policy before it is adopted by the board of governors.

(f) This section shall become operative on January 1, 2014.

SEC. 3. Section 70902 of the Education Code, as amended by Section 4 of Chapter 817 of the Statutes of 2006, is amended to read:

70902. (a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the “governing board.” The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program or activity, or may otherwise act, in any manner that is not in conflict with, inconsistent with, or preempted by, any law, and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs, and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) (A) Establish policies for and approve credit courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. A credit course of instruction that is not offered in an approved educational program may be offered without the approval of the board of governors only under conditions authorized by regulations adopted by the board of governors.

(B) The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

(3) Establish academic standards, probation, dismissal, and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors, and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district’s operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures, and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students

Ch. 112

— 8 —

the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.

(12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire, by eminent domain, any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall remain in effect only until January 1, 2014, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2014, deletes or extends that date.

SEC. 4. Section 70902 of the Education Code, as added by Section 5 of Chapter 817 of the Statutes of 2006, is amended to read:

70902. (a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district's operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.

Ch. 112

— 10 —

(12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall become operative on January 1, 2014.

1. When will the change take effect?

After the certification form is received and validated at the Chancellor's Office, the college is certified to approve new stand-alone credit courses. The college will be notified and a unique user name and password will be sent to the college's CIO and CISO.

### **Training**

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2. Who specifically must be trained: Voting members or non-voting members of the curriculum committee? Staff who attend in order to take notes?

All voting members of the curriculum committee must be trained. Staff and administrators who attend curriculum meetings, but do not vote, should also be trained. The chief instructional officer of the college may determine whether or not administrators will be required to complete training.

3. Do people who serve on the curriculum committee for many years need to be trained annually?

The certification that curriculum committee members have been trained must be processed annually, but continuing members do not have to be trained every year, unless there are changes to the regulations and processes that require new training. The college curriculum committee chair is responsible to be aware of changes that require new training.

4. If curriculum committee members are replaced mid-year, does the college have to be re-certified after new members are trained?

No, the new members should be trained but certification is only required once during an academic year.

### **Certification**

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5. Does the local governing board need to certify the colleges for local approval of stand-alone credit courses?

The Chief Executive Officer of the district certifies the college. In multi-college districts, the college President and the district CEO both sign the form. Board approval is not required.

6. If one college in a multi-college district fails to comply with all requirements, will all colleges within the district be penalized?

No, each college is certified separately from other colleges in the district because curriculum is approved for each college, not for all colleges in the district.

7. What happens if a college is not certified by September 30<sup>th</sup>?

If a college is not certified, then new stand-alone credit courses must be submitted to the Chancellor's Office for approval, using the existing form and instructions as described in the Program and Course Approval Handbook, 4<sup>th</sup> Edition, March 2012, until it is revised.

### **Courses**

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8. When will noncredit courses get course control numbers?

All noncredit courses must be submitted to the Chancellor's Office for approval. When approved, the Chancellor's Office will notify the college that the course is approved and provide the course control number.

9. Can “restricted electives” be fairly open-ended, such as: “9 units of coursework selected from Agriculture courses #1-50,” or must specific courses be listed as in “9 units selected from AGR 1 or AGR 2 or AGR 4 etc.”?

Specific courses must be listed in order to be considered program-applicable. If they are not listed, then the courses are not applicable to this program. They may be applicable to another program, however.

10. Are groups of courses referred to as a block (e.g. “all Aviation courses numbered 100 to 150”) considered “restricted electives” when listed as a requirement to fulfill the degree or certificate?

No. See previous answer.

11. Are courses that meet GE – IGETC/CSU, but not local GE requirements, considered “program-applicable”?

Courses that have been approved to fulfill local GE requirements are program-applicable. Other courses that only fulfill GE requirements at other institutions, including CSU and UC, are not program-applicable.

12. What if a course is approved as a stand-alone and then is added to a program later? Will the course need to be approved again?

The course does not need to be reported again. At the end of the semester when it is approved as program-applicable, you will need to work with MIS to change the data element CB24 from 2 to 1 and identify the program by unique code. Ask the MIS staff on the campus or at the district office for information about the Master Course File Maintenance process.

13. When revising a previously approved stand-alone course, what data elements can change without the need to submit the course as “new” for the purpose of reporting it to the Chancellor’s Office?

The discussion about which data elements can change from term to term is still ongoing. Currently, the following list of course basic (CB) elements cannot change without generating a new course control number, for purposes of reporting enrollments to the Chancellor’s Office. CB03 – TOP Code; CB04 – Credit Status (D to C or C to D allowed); CB06 – Maximum Units; CB07 – Minimum Units; CB08 – Basic Skills Status; CB09 – SAM Code; CB21 – Prior to College Level; CB22 – Noncredit Category; CB23 – Funding Agency Category. This list is subject to change.

14. Courses already approved as stand-alone don’t need to be submitted when they are revised. When the course is substantively changed, does it need to be re-submitted in order to get a new control number?

A previously approved course that is substantively changed will require a new control number. See the response for question 13 above.

15. Does the local governing board have to approve a new credit course before it can be offered?

Yes, the new course may be offered in **the next term that starts after** the board approval date. District policy on scheduling courses may impose additional requirements.

16. What if the board approves all curricula only once every year, for example in June? If a course is approved by the curriculum committee in the previous fall, can the course be offered before the board approves it in June?

No, the board must approve the course **prior to** the beginning of the first term in which it is offered. In this example where the board approves all curriculum in June, then new courses may not be offered until July or later, depending on the beginning date of the next term.

17. Can a college offer a course prior to obtaining a control number from the Chancellor's Office?

Yes, if the local governing board has approved the course. The control number will be obtained at the end of the first term in which the course is offered.

18. Could a certificate (less than 18 semester units) be composed of stand-alone courses?

Certificates of less than 18 semester units that are not approved by the Chancellor's Office include courses that are considered stand-alone. When the certificate of 12 to less than 18 units is approved by the Chancellor's Office, then all required courses and restricted electives for the approved certificate become program-applicable courses.

19. If a new course is added to a certificate under 18 semester units, is the new course stand-alone, and is it necessary to report it to the Chancellor's Office?

Courses required in certificates under 18 semester units that are not approved by the Chancellor's Office are stand-alone, including any courses that are added to the certificate requirements. Courses required in any certificate that is approved by the Chancellor's Office are program-applicable, including new courses that are added to the certificate requirements. However, colleges need to report approval of all new courses in order to obtain course control numbers.

20. Suppose a 17-unit certificate with 11 units is developed from existing, approved credit courses and 6 units from 2 new courses designed solely for this certificate. Can the local process for stand-alone courses be used to approve the 2 new courses?

Yes, the new courses are stand-alone courses that do not require Chancellor's Office approval, which becomes necessary only if the requirements are changed to 18 or more semester units or if the 17-unit certificate is approved by the Chancellor's Office.

21. Can 18 units of stand-alone courses be a major or an area of emphasis?

No, because when the group or sequence of courses is 18 or more units, then the program must be approved by the Chancellor's Office. The status of such courses is changed to program-applicable.

22. CCR, title 5, §55100 part (b)(4) is confusing. Provide an example that will illustrate how stand-alone courses may be "linked together" and considered to be a program that requires Chancellor's Office approval?

This part of the regulation is intended to guard against creating a group of stand-alone courses that are linked into a sequence of courses. For example, the college could approve three stand-alone courses that are prerequisite to each other, such as ACCT 100 Introduction to Accounting, ACCT 110 Principles of Accounting and ACCT 120 Computer Applications for Accounting. ACCT 100 is prerequisite to ACCT 110, which is prerequisite to ACCT 120. These three stand-alone courses are required for a 10-unit Skills Certificate in Accounting. At this point, the college is in compliance and can offer these courses and the certificate without Chancellor's Office approval.

Two years later, however, the college approves some new stand-alone courses in Tax Studies, including ACCT 200 Introduction to Tax Law (3 units), ACCT 201 Tax Preparation (3 units) and ACCT 202 Tax Planning (3 units). The course ACCT 120 is a prerequisite to ACCT 200, which is prerequisite to ACCT 201 and corequisite to ACCT 202. Now there is a sequence of 19 units of stand-alone courses that are linked together by prerequisites and corequisites. Approval of all the listed Accounting courses as a program is now required, after which the status of these courses changes to “program-applicable.”

23. Will MIS submission and course reporting be done at separate times? How often is the college expected to report to the Chancellor’s Office: every time there is an approval?

MIS submission of enrollment data will only occur after the end of the term when the course has been offered. Course reporting may occur separately, at any time after the board approval date. The district and college may develop their own schedule for reporting new credit courses in order to obtain course control numbers. Refer to the instructions for the Master Course File Maintenance process.

Examples of denied credit stand-alone courses submitted prior to Fall 2007

DENIED COURSE	REASON
Chemistry course for nursing students in CSU Chico nursing program	<p>Mission – Inappropriate population. A program or course must be directed at the appropriate level for community colleges; ... it must not be directed either at a level beyond the associate degree or the first two years of college.</p> <p>Compliance – Violates open course regulations.</p>
Course designed to provide counseling services (without reading, writing, body of knowledge, or instructional outcomes)	<p>Quality – A Course Outline of Record for each course must meet all the requirements of title 5.</p> <p>Mission - A course must provide distinct instructional content and specific instructional objectives. It must not provide only an activity or service, without instructional content (e.g., assistive or therapeutic activity, use of college facilities or resources without specific instructional objectives, or assessment testing).</p>
Course designed and scheduled to provide testing activity (e.g. time spent taking test for national paramedic registry)	<p>Quality – A Course Outline of Record for each course must meet all the requirements of title 5.</p> <p>Mission - No distinct instructional content and specific instructional objectives.</p>
Course designed as in-service training for faculty (usually pedagogy, but in one case training for computer faculty in how to teach Cisco academy)	Mission – Inappropriate population.
Course designed to circumvent limitation on four semesters for a given activity, such as Physical Fitness	Compliance – Violates course repeatability regulations
Course consists only of taking a learning disability assessment; no instructional content	<p>Quality - Outlines of Record for each course must meet all the requirements of title 5.</p> <p>Mission - No distinct instructional content and specific instructional objectives.</p>
Inappropriate use of credit nondegree-applicable status for recreational course (musical theatre and chorus without college-level rigor)	Mission - A program or course must address a valid transfer, occupational or basic skills purpose. It must not be primarily avocational or recreational.

DENIED COURSE	REASON
Tutoring course	Compliance - Title 5, §58170 mandates that tutoring must be noncredit.
Intended specifically for school-age children (youth symphony, high school theatre competition)	Mission – Inappropriate population. A program or course must be directed at the appropriate level for community colleges.
Course specifically for professionals already working in field high above associate degree level (architecture, advanced molecular biology techniques)	Mission – Inappropriate population.
Too many units awarded for hours of work (geology, one weekend field trip)	Defined by title 5, §55002.5 sets a minimum of 48 hours of study for each unit of credit. Compliance – Must revise number of units to be compliant.
Degree-applicable status placed on basic math (below elementary algebra)	Mission – Inappropriate population. Course not taught at the college level.
Restricted to U.S. military personnel only	Compliance – Violates open course regulations.

**California Education Code****§ 55002. Standards and Criteria for Courses.**

(a) Degree-Applicable Credit Course. A-degree-applicable credit course is a course which has been designated as appropriate to the associate degree in accordance with the requirements of section 55062, and which has been recommended by the college and/or district curriculum committee and approved by the district governing board as a collegiate course meeting the needs of the students.

- (1) Curriculum Committee. The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.
- (2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course for associate degree credit if it meets the following standards:
  - (A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students
  - (B) Units. The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course also requires a minimum of three hours of student work per week, including class time for each unit of credit, prorated for short-term, extended term, laboratory and/or activity courses.
  - (C) Intensity. The course treats subject matter with a scope and intensity that requires students to study independently outside of class time.
  - (D) Prerequisites and Corequisites. When the college and/or district curriculum committee determines, based on a review of the course outline of record, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites that are established, reviewed, and applied in accordance with the requirements of this article.
  - (E) Basic Skills Requirements. If success in the course is dependent upon communication or computation skills, then the course shall require, consistent with the provisions of this article, as prerequisites or corequisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively.
  - (F) Difficulty. The course work calls for critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level.
  - (G) Level. The course requires learning skills and a vocabulary that the curriculum committee deems appropriate for a college course.
- (3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value; the expected number of contact hours for the course as a whole, the prerequisites, corequisites or advisories on recommended preparation (if any) for the course, the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met by students.
- (4) Conduct of Course. Each section of the course is to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.

(5) Repetition. Repeated enrollment is allowed only in accordance with provisions of sections 51002, 55040-55043 and 58161.

(b) Nondegree-Applicable Credit Course. A credit course designated by the governing board as not applicable to the associate degree is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and is approved by the district governing board.

- (1) Types of Courses. Nondegree-applicable credit courses are:
  - (A) nondegree-applicable basic skills courses as defined in subdivision (j) of section- 55000;
  - (B) courses designed to enable students to succeed in degree-applicable credit courses (including, but not limited to, college orientation and guidance courses, and discipline-specific preparatory courses such as biology, history, or electronics) that integrate basic skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills;
  - (C) precollegiate career technical preparation courses designed to provide foundation skills for students preparing for entry into degree-applicable credit career technical courses or programs;
  - (D) essential career technical instruction for which meeting the standards of -subdivision (a) is neither necessary nor required.
- (2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course on the basis of the standards which follow.
  - (A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.
  - (B) Units. The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency, for each unit of credit, prorated for short-term, extended term, laboratory, and/or activity courses.
  - (C) Intensity. The course provides instruction in critical thinking and generally treats subject matter with a scope and intensity that prepares students to study independently outside of class time and includes reading and writing assignments and homework. In particular, the assignments will be sufficiently rigorous that students successfully completing each such course, or sequence of required courses, will have acquired the skills necessary to successfully complete degree-applicable work.
  - (D) Prerequisites and corequisites. When the college and/or district curriculum committee deems appropriate, the course may require prerequisites or corequisites for the course that are established, reviewed, and applied in accordance with this article.
- (3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours for the course as a whole, the prerequisites, corequisites or advisories on recommended preparation (if any) for the course, the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met by students. Taken together, these course specifications shall be such as to typically enable any student who

successfully completes all of the assigned work prescribed in the outline of record to successfully meet the course objectives.

- (4) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.
- (5) Repetition. Repeated enrollment is allowed only in accordance with provisions of sections 51002, 55040-55043 and 58161.
- (c) Noncredit Course. A noncredit course is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and approved by the district governing board as a course meeting the needs of enrolled students.
  - (1) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for the enrolled students. In order to be eligible for state apportionment, such courses must be approved by the Chancellor pursuant to article 2 (commencing with section 55150) of subchapter 2 of this chapter and satisfy the requirements of section 58160 and other applicable provisions of chapter 9 (commencing with section 58000) of this division.
  - (2) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the number of contact hours normally required for a student to complete the course, the catalog description, the objectives, contents in terms of a specific body of knowledge, instructional methodology, examples of assignments and/or activities, and methods of evaluation for determining whether the stated objectives have been met.
  - (3) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with the set of objectives and other specifications defined in the course outline of record.
  - (4) Repetition. Repeated enrollment is allowed only in accordance with provisions of section 58161.
- (d) Community Services Offering. A community services offering must meet the following minimum requirements:
  - (1) is approved by the district governing board;
  - (2) is designed for the physical, mental, moral, economic, or civic development of persons enrolled therein;
  - (3) provides subject matter content, resource materials, and teaching methods which the district governing board deems appropriate for the enrolled students;
  - (4) is conducted in accordance with a predetermined strategy or plan;
  - (5) is open to all members of the community willing to pay fees to cover the cost of the offering; and
  - (6) may not be claimed for apportionment purposes.

**Note:** Authority cited: Sections 66700 and 70901, Education Code.

Reference: Section 70901, Education Code.