

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: August 23, 2012
LOCATION: BE 321 – Computer Room
TIME: 3:06 p.m.

| MEMBERS PRESENT | | | MEMBERS ABSENT |
|-----------------------|---------------------|-----------------|----------------------------|
| Jeffrie Ahmad | Tom Hutchison | Elaine Tsai | Lee Grishman, Articulation |
| Richard Coffman | Lisa Karlstein | LaDonna Trimble | |
| De'Nean Coleman-Carew | Scott Lee | Les Uhazy | |
| Karen Cowell | Cynthia Littlefield | Denise Walker | |
| Tooraj Gordi | Sharon Lowry | Darcy Wiewall | |
| Linda Harmon | Donna Meyer | | |
| | | | |
| GUESTS PRESENT | | | |
| Gary Roggenstien | | | |

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

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the August 23, 2012 AP&P Committee Meeting to order at 3:06 p.m. Ms. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:06 p.m. Motion carried.

Ms. Harmon indicated the agenda need to be amended to add items 5g AP 4260, 5h AP 5031, and 5i AP 5075. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

a. Summer Update

Ms. Linda Harmon stated she attended the Curriculum Institute with Mrs. Sharon Lowry during the summer and the sessions predominantly emphasized repeatability. The new language is finalized and adopted, and local colleges are expected to implement the new language by fall of next year. Mrs. Linda Harmon also stated the AP&P handbook was finished over the summer with a few upgrades. Mrs. Lowry indicated the conversations at the Curriculum Institute revolved around the Transfer Modal Curriculum (TMC) and the expectation of local colleges. She stated that we received information today indicating that special topics courses are not repeatable regardless of if the content is a different content, per the state chair of curriculum, state chair of SACC and Barry Russell. Ms. Jeffrie Ahmad inquired if after a period of time the course could be repeated or if the course is not repeatable at all. Mrs. Lowry stated according to the new regulations the course is not repeatable at all. She stated that originally these courses were developed on an experimental basis in areas where technology is changing often. She also stated that the courses only transfer as elective and not as being part of the core curriculum in the major. Mrs. Elaine Tsai asked why the course is not transferable or recommended since she is enrolled in the course. Dr. Karen Cowell stated that after a period of time if the course is successful then the faculty should develop the course as a standing course. Mrs. Lowry stated that only after it is developed as a permanent course can articulation agreements be placed in Assist.org. Mrs. Tsai asked if students are notified that the course does not transfer as anything more than elective units. Mrs. Lowry stated that the students probably were not told unless they saw a counselor and asked that question specifically. Mrs. Lowry stated that English 299 is the only special topics course currently in the master schedule and asked if the topic itself was not a course already in the catalog. Ms. Jeffrie Ahmad stated that actually the topic being taught is already a course and when the faculty were reviewing the course in the TMC that course was one that was decided to be collapsed so they decided to offer it as a special topics not realizing the transfer issues. Mrs. Sharon Lowry stated that the discipline chair should know the transfer status of all courses in English.

3. APPROVAL OF MINUTES

a. April 26, 2012

A motion was made and seconded to approve item 3a. April 26, 2012 meeting minutes. Motion carried.

b. May 10, 2012

A motion was made and seconded to approve item 3b. May 10, 2012 meeting minutes. Mrs. Linda

Harmon stated corrections are needed to items 7a and 8a. These items were tabled during the meeting and the minutes need to reflect that motion. Motion carried as revised.

4. MANDATORY CHANCELLORS OFFICE TRAINING

a. Stand Alone Training

Ms. Linda Harmon stated that this is the sixth year of the mandatory stand-alone course training, which will allow us to approve courses locally. Ms. Linda Harmon presented a 28-slide PowerPoint presentation from the Chancellor's Office and discussed each slide as required along with the five mandatory handouts. Mrs. Lowry stated during the presentation that one of the three areas that we sometimes forget while approving courses is that the community colleges are supposed to offer first and second year courses only. If a course comes forward that is of a higher level, we should be careful to not approve. She also stated that having adequate resources to offer a new course is a concern and courses that are not tied to a degree or transferrable through general education credit should not be approved. She asked that a note regarding the course's program status be added to the agenda for any new courses so the committee can fully review the course. At the conclusion of the training Mrs. Linda Harmon stated that we are in compliance with Title 5 and all the requirements are already built into our forms. She will send the certification form up to the Chancellor's Office next week with all necessary original signatures and will be sure any person involved in course approval and is not present today, receives the necessary training.

5. INFORMATIONAL ITEMS

a. Technical Review Committee – Dr. Darcy Wiewall and Dr. Scott Lee

i. One more committee member needed

Mrs. Linda Harmon stated that the technical review committee is down a member and asked the committee representatives to consider assuming this role. Dr. Richard Coffman asked how much work this position would require in addition to his current role. Mrs. Linda Harmon and Dr. Darcy Wiewall stated that this committee is only responsible for reviewing new courses and programs, substantially revised course, and revised programs. Plus the amount of courses reviewed by this committee is split among the three members. Mrs. Melissa Jauregui stated that when courses arrive at this level, she assigns the courses to the participant and they are only required to review those courses, also the technical review member do not review courses at this level that they would have already reviewed as the AP&P representative. Dr. Richard Coffman asked to be a member of the technical review committee. Mrs. Linda Harmon, as well as the whole of the committee, thanked him for volunteering.

b. AP&P: Standards and Practices Handbook 12-13 – under construction

i. <http://www.avc.edu/administration/organizations/app/documents.html>

Mrs. Linda Harmon stated that a complete revision of the handbook was necessary with the implementation of CurricUNET and our new electronic approval process. The previous handbook was roughly 67 pages and the handbook is now 172 pages. A large number of committee members asked if they could be given a copy of the handbook since they reference this document often while working with faculty on curriculum. Mrs. Lowry requested the members to raise their hand if they wanted a copy of the handbook since it is very costly to make copies of such a large document. Since the whole committee raised their hand, Mrs. Lowry requested that the duplication office print the handbook.

c. 2012-13 Timeline/Meeting Dates

i. 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

ii. <http://www.avc.edu/administration/organizations/app/dates.html>

Mrs. Linda Harmon stated that this committee must approve all courses and programs no later than November 29, 2012 in order for them to be submitted to the Academic Senate, Board of Trustees, and Chancellor's Office for approval as well. She requested that the committee members meet with those faculty members who are responsible for the outdated courses and encourage them to edit the courses in CurricUNET and submit it no later than the end of September. She brought up the AP&P website and notified the AP&P representatives that all material necessary to develop a TMC can be found under the documents link in the left column. Other information available on the website is the new Program and Course Approval Handbook produced by the Chancellor's Office, Minimum Qualifications, Disciplines List, and the user guides if a person does not want to go through the whole handbook. She asked that the AP&P representatives notify faculty of all the useful information that is linked to our website.

d. CurricUNET – www.curricunet.com/avc

Mrs. Linda Harmon stated that our committee as a whole needs to be in CurricUNET more often moving courses and programs forward in the approval process. She asked that the committee members track the courses that are in their division and noted at the end of the agenda to be sure they are moving forward and if it is not moving, find out why and contact the responsible faculty member.

e. CORs that need to be revised this academic year – List at the end of the agenda

Mrs. Linda Harmon stated that at the end of the agenda is the list of all the courses that are due this year, which is 228 CORs and only 92 are submitted into the approval process. Mrs. Lowry reminded that committee that we use the consent agenda when the revision made to the COR are not substantial.

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

Mrs. Linda Harmon stated that the AP&P representatives need to work with the responsible faculty members to be sure these degrees are developed, entered into CurricUNET and submitted for AP&P review and approval. We are required to be at 80% compliance by the end of this academic year, which means the degrees must be approved by November 29, 2012. Mrs. Sharon Lowry asked the committee members to review this list and identify any change in status for the degrees listed. Mrs. Melissa Jauregui stated that the Administration of Justice degree is complete in CurricUNET but an error is being worked out with GoverNET so that the degree can be submitted tomorrow. Dr. Darcy Wiewall stated that the Political Sciences degree is also complete in CurricUNET and should be submitted shortly. Mrs. Linda Harmon stated that if your faculty are having trouble with this, please have them talk to Mr. Tom Graves who will be able to put them in the right direction, he can give you the step by step process so to get this done. Mrs. Lowry requested that the members report at every meeting the status of the program's development.

g. AP 4260: Prerequisites, Co-requisites, Advisories, and Limitation on Enrollment

h. AP 5031: Instructional Materials Fees

i. AP 5075: Course Adds and Drops

Mrs. Linda Harmon stated that copies of all these Administrative Policies have been provided and asked that the AP&P representatives present them to their faculty, gather comments and report back to this committee at our next meeting on September 13, 2012. Dr. Karen Cowell stated that the Vocation Nursing faculty had some trouble last semester trying to establish a class as a prerequisite due to the discipline not having an adequate number of student population for statistical validation. Since this AP policy is coming forward, how can we help this discipline under this current policy. Mrs. Harmon stated that since this discipline does not exist at the four-year institution, there is no way to pull courses at those universities. Mrs. Lowry indicated that these are coming forward because there have been changes at the state level allowing for a new content review policy, which this committee should review and determine how to proceed. Mrs. Lowry indicated that the representatives need to take this to their faculty and let them know that a new content review is possible for adaptation. Ms. Donna Meyer asked whether any changes are being recommended for content review of sequential courses. Mrs. Lowry stated that the process for establishing prerequisites within a discipline has not changed yet.

6. CONTINUING AP&P 11-12 AGENDA ITEMS

b. Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing

Mrs. Linda Harmon stated that the Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing were discussed last year and we did not take a formal action on this issue. Ms. Jeffrie Ahmad stated that she had sent memos forward for the committee's consideration and provided copies now for the next agenda. Mrs. Melissa Jauregui stated that she would notify the faculty when the item is placed on the agenda for consideration.

c. Repeatability of courses

Mrs. Linda Harmon stated that last semester several courses lost repeatability due to noncompliance with Title 5. The faculty were asked to revise the courses into activity courses with units and hours at the lab calculations. If faculty revised these courses and received AP&P approval on or before September 13, 2012, then repeatability would be added back to the course effective spring 2013. Mrs. Linda Harmon stated that unfortunately the courses are not moving through the process and encouraged the representatives to take action on the courses in CurricUNET. Ms. Lisa Karlstein asked if she logged into the system and moved the courses tomorrow, what the next step would be. Mrs. Sharon Lowry stated that the whole committee needs to review these courses. Mrs. Linda Harmon requested that after she takes action, to call the next person on the list to also log in and take action.

d. NEW Content Review and Course Validation Process for Prerequisites

Mrs. Linda Harmon stated that this was brought to the committee by Ms. Maria Clinton at the April 26, 2012 meeting. She stated that the changes at the state level may impact our current policies so this will return to the agenda at a later date.

e. Double counting for local degrees

Mrs. Sharon Lowry stated that years ago our committee decided that double counting was not ok but with the implementation of the TMC degrees which the state allows double counting so perhaps we should reconsider this policy. Mrs. Linda Harmon stated that this will appear on a later agenda for further discussion.

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)

Mrs. Linda Harmon asked the AP&P Representatives to encourage their faculty to attend one of these sessions so they can receive the help needed to navigate CurricUNET and enter their courses and programs for review and AP&P approval. Dr. Scott Lee asked if a PowerPoint or syllabus will be provided to the presenters. Mrs. Linda Harmon stated that the AP&P handbook would be the primary point of reference when working with the discipline faculty on their course and program revisions. Dr. Richard Coffman asked how many FLEX hours will be awarded to participants. Mrs. Linda Harmon stated that they receive their hours based on the sign-in sheet, so if they leave early that is fine just be sure they sign out.

b. Effects of not printing a class schedule – Dr. Scott Lee

Dr. Scott Lee stated that at the start of the semester students arrive at the library looking for the location of their next class, which starts in 10 minutes for example. He stated that the students wait for a computer or at the circulation desk for help and it might be easier and fast if several copies of the schedule are provided to the library for students to look over for information. Mrs. Lowry asked if Ms. Laura Snow still produces copies of the schedule. Mrs. Melissa Jauregui stated that the document Laura produces is usually distributed right after the schedule goes live on the Web, which becomes outdated shortly after printing when rooms are concerned. Mrs. Lowry suggested a SWRENRL, which is a Banner produced list of class

by division and then discipline. Mrs. Melissa Jauregui indicated that she would discuss it with Ms. Laura Snow and respond to Dr. Scott Lee with a solution.

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

| Area of Study | CurricUNET Status |
|------------------------------|--|
| 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&P Rep</i> |
| Sociology | Submitted – <i>Awaiting AP&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

| Course | Degree/Cert/GE Area | Scheduling Restrictions if not approved by 12/13/12 | Status |
|--|---------------------|---|--|
| Business, Computer Studies and Economic Development | | | |
| 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 | |
| Counseling/Student Services | | | |
| EOPS 060, Enrichment Class | | Cannot schedule 13-14 | Submitted – <i>Awaiting Dean and Rep</i> |
| Health Sciences | | | |
| 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 | |
| Instructional Resources/Extended Services | | | |
| LIB 101, Intro to Library Research | | Cannot schedule 13-14 | |
| LIB 105, Libraries and Information | | Cannot schedule 13-14 | |

| Language Arts | | | |
|---|--|-----------------------|-------------------------|
| 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 | |
| Mathematics & Engineering | | | |
| 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 | |
| Science | | | |
| ASTR 101L, Astronomy Laboratory | | Cannot schedule 13-14 | |

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| 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> |
| Kinesiology, Athletics and Dance | | | |
| 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 & AP&P Rep</i> |
| KIN 255, Intercollegiate Track | | Cannot schedule 13-14 | Submitted – <i>Dean</i> |
| Social and Behavioral Sciences | | | |
| 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&P Rep</i> |
| POLS 202, Ethnic Politics in America | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| PSY 236, Developmental Psychology | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| SOC 105, Mexican Amer Contemp Society | | Cannot schedule 13-14 | Submitted – <i>Awaiting Discipline/Div Fac, AP&P Rep & 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&P Rep & Dean</i> |

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| SOC 120, Drugs Society Human Behavior | | Cannot schedule 13-14 | Submitted – <i>Awaiting Discipline/Div Fac & AP&P Rep</i> |
| Technical Education | | | |
| 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&P Rep</i> |
| AUTO 126, Automotive Brakes | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| AUTO 127, Auto Suspension,Steering,Align | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| AUTO 128, Automotive Power Trains | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| AUTO 130, Basic Auto Trans/Transaxles | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| AUTO 150, Auto Electrical Systems | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| AUTO 151, Auto Chassis/Body Elect System | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| AUTO 152, Automotive Ignition Systems | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| AUTO 153, Auto Starting/Charging Systems | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| AUTO 175, Auto Fuel, Emissions, CA CIn Air | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| AUTO 176, Auto Carburetor Fuel Systems | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| AUTO 177, Electronic Fuel Injection | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| AUTO 198H, Adv. Emissions Diagnostics Trng Seminar | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&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&P Rep</i> |
| AUTO 232, Ford/Chrysler Auto Trans | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| AUTO 277, Elect Eng Controls-GM Systems | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&P Rep</i> |
| AUTO 278, Elect Eng Controls-Ford/Chrys | | Cannot schedule 13-14 | Submitted – <i>Awaiting AP&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 | |
| Visual and Performing Arts | | | |
| 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 | |

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| 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> |

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| 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

A motion was made and seconded to adjourn the 8/23/12 AP&P Committee meeting at 4:42 p.m. Mrs. Linda Harmon stated that there are 5 pages of courses that are due this academic year. She asked the members to log into CurricUNET and track the progress within the approval process to be sure they are moving along. If the courses or programs are sitting, be sure to get in contact with the person who can move it forward. Motion carried.

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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.