

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO:

Jeffrie Ahmad	Lee Grishman	LaDonna Trimble
Beverly Beyer	Linda Harmon	Les Uhazy
Nancy Cholvin	Tom Hutchison	Darcy Wiewall
Maria Clinton	Lisa Karlstein	Rieana Paul, ASO voting
Richard Coffman	Scott Lee	TBD, ASO non-voting
De'Nean Coleman-Carew	Cynthia Littlefield	
Maggie Drake	Sharon Lowry	

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

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: August 22, 2011

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, August 25, 2011, BE 321 (Computer Lab), 3:00-5:30pm

2011-2012
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. May 26, 2011

4. MANDATORY CHANCELLORS OFFICE TRAINING

- a. Stand Alone Training

5. INFORMATIONAL ITEMS

- a. Technical Review Committee – Dr. Darcy Wiewall, Ms. Linda Harmon, Dr. Scott Lee, Ms. Nancy Cholvin
- b. AP&P Handbook – *under construction*
 - <http://www.avc.edu/administration/organizations/app/documents.html>
- c. 2011-12 Timeline/Meeting Dates
 - Courses need to be approved by 12/8/2011 in order to be included in the 2012/13 College Catalog and class schedule
 - <http://www.avc.edu/administration/organizations/app/dates.html>
- d. CurricUNET – www.curricunet.com/avc
- e. CORs that need to be revised this academic year – List at the end of the agenda
- f. SB 1440
- g. Credit by Exam List

6. CONTINUING AP&P 11-12 AGENDA ITEMS

- a. Upper Division Course Units Procedures
- b. IB Examinations
- c. Mission Statement
- d. Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing Proficiency levels
- e. Repeatable and Repeatability of courses

7. REPORTS (limited to 5 min. each)

- a. CurricUNET Update
 - On-Site Training – 2 hour blocks
 - 1. Thursday, September 15, 2011 – (Computer Lab)

- 3:00-5:00 p.m.
- 2. Tuesday, September 27, 2011 – (Computer Lab)
 - 3:00-5:00 p.m.
- 3. Tuesday, October 4, 2011
 - 9:00-11:00 a.m.
- 4. Thursday, October 20, 2011
 - 5:00-7:00 p.m.

8. Courses needing update from 10-11

Instructional Resources

LAC 200 Advanced Tutoring – Awaiting Course Author Revision

Language Arts

COMM 114 Art of Storytelling - Cannot be schedule 12-13

Physical Education & Athletics

PE 128 Advanced Golf – Submitted New number 129 – Awaiting Course Author Revision

Social & Behavioral Sciences

ED 140 Introduction to Education - Cannot be schedule 12-13

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
Business and Computer Studies	
ACCT 115, Payroll Bookkeeping	No scheduling restrictions
ACCT 131, Introduction to Income Tax	No scheduling restrictions
BUS 203, Business Law	No scheduling restrictions
CA 103L, Intro to Microcomputers Lab	No scheduling restrictions
CA 132, Oracle SQL Database Mgt	No scheduling restrictions
CA 175, Admin Windows 2003 Server	No scheduling restrictions
CIS 101L, Intro to CIS Lab	No scheduling restrictions
CIS 161, Introduction to C Programming	No scheduling restrictions
MGT 105, Elements of Supervision	No scheduling restrictions
MGT 115, Human Behavior in Organization	No scheduling restrictions
MGT 212, Mgt Responsibility to Minority	No scheduling restrictions
MKTG 121, Salesmanship	No scheduling restrictions
OT 103, Advanced Computer Keyboarding	No scheduling restrictions
OT 121, Spreadsheets for the Office	No scheduling restrictions
OT 150, Basic Prin Coding Med Ofc	No scheduling restrictions
OT 152, Beg Medical Insurance	No scheduling restrictions
OT 205, Medical Office Procedures	No scheduling restrictions
OT 207, Legal Office Procedures I	No scheduling restrictions
Health Sciences	
CFE 102, The Developing Child	Cannot be scheduled 12-13
CFE 120, Infant/Toddler Development	No scheduling restrictions
CFE 177, ILP for Foster Youth	No scheduling restrictions
NS 200, Nursing Transition	Cannot be schedule Spring 2013
RADT 101, Introduction to Radiologic Technology	No scheduling restrictions
RADT 102, Patient Care in Radiology	No scheduling restrictions
RADT 103, Radiographic Positioning and Procedures I	No scheduling restrictions
RADT 104, Radiographic Principles I	No scheduling restrictions
RADT 106, Radiographic Clinical Practicum IA	No scheduling restrictions
RADT 107, Radiographic Positioning and Procedures II	No scheduling restrictions
RADT 108, Advanced Principles of Exposure	No scheduling restrictions
RADT 109, Radiation Physics	No scheduling restrictions
RADT 201, Radiologic Tech Clinical Practicum III	No scheduling restrictions
RADT 202, Radiographic Pathology	No scheduling restrictions
RADT 203, Flourosopic Imaging & Radiation Protect	No scheduling restrictions
RADT 204, Princ & Appl of Cross-Secl Anat in Imaging	No scheduling restrictions

RADT 207, Advanced Radiographic Procedures	No scheduling restrictions
RADT 208, Radiographic Certification Preparation	No scheduling restrictions
RADT 210, Principles of Venipunctures for Radiology	No scheduling restrictions
Instructional Resources	
LAC 100, Intro to Tutoring	Cannot be scheduled 12-13
LAC 200, Advanced Tutoring	Cannot be scheduled 12-13
Language Arts	
ENGL 235, Shakespeare: Tragedy & History	Cannot be schedule Spring 2013
ENGL 236, Shakespeare: Comedy, Romance	Cannot be schedule Spring 2013
ENGL 272, Literature of the Amer West	Cannot be schedule Spring 2013
SPAN 101HL, Elem Spanish for Heritage Learners I	No scheduling restrictions
Math and Engineering	
DRFT 125, Mechanical Drafting	Cannot be scheduled Spring 2013
DRFT 150, Intermediate 2-D Autocad	Cannot be scheduled Spring 2013
DRFT 230, Architectural Drafting II	Cannot be scheduled Spring 2013
ENGR 115, Basic Engineering Drawing	Cannot be scheduled Spring 2013
ENGR 120, Introduction 2-D Autocad	Cannot be scheduled Spring 2013
MATH 050C,	
MATH 050D,	
MATH 050E,	
MATH 050F,	
MATH 060C,	
MATH 060D,	
MATH 060E,	
MATH 060F,	
MATH 070C,	
MATH 070D,	
MATH 070E,	
MATH 070F,	
MATH 080C,	
MATH 080D,	
MATH 080E,	
MATH 080F,	
MATH 102C,	
MATH 102D,	
MATH 102E,	
MATH 102F,	
MATH 130C,	
MATH 130D,	
MATH 130E,	
MATH 130F,	
MATH 135C,	
MATH 135D,	
MATH 135E,	
MATH 140C,	
MATH 140D,	
MATH 140E,	
MATH 140F,	
MATH 140G,	
MATH 120, Math for Teachers	Cannot be scheduled 12-13
MATH 099, Individualized Self-Study Math	Cannot be scheduled Spring 2013
MATH 070, Elementary Algebra	Cannot be scheduled Spring 2013
MATH 070A, Elementary Algebra-1st Half	Cannot be scheduled Spring 2013
MATH 050A, Arithmetic - 1st Half	Cannot be scheduled Spring 2013
MATH 050B, Arithmetic - 2nd Half	Cannot be scheduled Spring 2013

Science	
BIOL 170, Tropical Biology	Cannot be scheduled 12-13
BIOL 202, General Human Physiology	Cannot be scheduled 12-13
BIOL 103, Introduction to Botany	Cannot be schedule Spring 2013
PHYS 211, General Physics	Cannot be scheduled 12-13
Physical Education & Athletics	
REC 101, Intro to Rec and Leisure	Cannot be schedule Spring 2013
REC 102, Recreational Leadership	Cannot be schedule Spring 2013
Social & Behavioral Sciences	
POLS 120, International Organizations	Cannot be schedule Spring 2013
PSY 211, Intro Chicano Psychology	Cannot be schedule Spring 2013
Technical Education	
AGRI 100, Fruit and Nut Production	Cannot be schedule Spring 2013
AGRI 102, Plant Pest Control	Cannot be schedule Spring 2013
AGRI 104, Nursery Practices	Cannot be schedule Spring 2013
AGRI 110, Basic Landscape Design	Cannot be schedule Spring 2013
AGRI 112, Plant and Landscape Maint	Cannot be schedule Spring 2013
AGRI 130, Environmental Gardening	Cannot be schedule Spring 2013
AGRI 132, Turf and Landscape Maint	Cannot be schedule Spring 2013
AGRI 134, Plant Identification I	Cannot be schedule Spring 2013
AGRI 153, Lands Const- Contrete/Masonry	Cannot be schedule Spring 2013
AGRI 155, Lands Const- Wood/Lighting	Cannot be schedule Spring 2013
AGRI 210, Advanced Landscape Design	Cannot be schedule Spring 2013
AGRI 212, Interior Plantscape	Cannot be schedule Spring 2013
AGRI 220, Landscape Irrigation	Cannot be schedule Spring 2013
AGRI 230, Soils and Plant Nutrition	Cannot be schedule Spring 2013
AGRI 234, Plant Identification II	Cannot be schedule Spring 2013
AGRI 250, Landscape Management	Cannot be schedule Spring 2013
AJ 209, Public Safety Communications	Cannot be scheduled 12-13
ELTE 110, Electronic Mathematics	No scheduling restrictions
ELTE 252, Introduction to Avionics	No scheduling restrictions
ELTE 254, Radio Telephone License	No scheduling restrictions
ELTE 101, Survey of Electronics	Cannot be schedule Spring 2013
Visual & Performing Arts	
ART 216, Life Drawing	Cannot be scheduled 12-13
ART 298, Special Studies in Art	Cannot be scheduled 12-13
ART 116, Illustration	No scheduling restrictions
ART 213, Advanced Painting	No scheduling restrictions
ART 223L, Advanced Computerized Drawing Lab	No scheduling restrictions
ART 223, Advanced Computerized Drawing	No scheduling restrictions
ART 225L, Adv Computerized Life Drawing Lab	No scheduling restrictions
ART 225, Adv Computerized Life Drawing	No scheduling restrictions
ART 130, Ceramics	Cannot be schedule Spring 2013
ART 131, Ceramics	Cannot be schedule Spring 2013
ART 132, Intro to Ceramics Hand Bldg	Cannot be schedule Spring 2013
ART 100, Art Appreciation	Cannot be schedule Spring 2013
ART 121L, Intro to Computer Drawing Lab	Cannot be schedule Spring 2013
ART 121, Intro to Computer Drawing	Cannot be schedule Spring 2013
THA 121, Theatre Production	Cannot be scheduled 12-13

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

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: May 26, 2011
LOCATION: BE 323 – Computer Room
TIME: 3:05 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Beverly Beyer, faculty	Rick Motawakel, Faculty	Linda Harmon, Faculty
Nancy Cholvin, faculty	David Newman, Faculty	Mrs. Sharon Lowry, V. P.
Maria Clinton, Cochair	Reaenna Paul, proxy	Academic Affairs
De'Neen Coleman-Carew	Mike Rios, proxy	Sarah Rothenberg, ASO Student
Margaret Drake, Dean	Duane Rumsey, Faculty	
Lee Grishman, Articulation	Marianne Stewart, proxy	
Lisa Karlstein, Faculty	LaDonna Trimble, Dean	
Scott Lee, Faculty	Les Uhazy, Dean	
Cynthia Littlefield, Faculty	Darcy Wiewall, Faculty	
<u>GUESTS PRESENT</u>		
Ron Chapman	Jerry Lewis	
Dr. Karen Cowell	Harish Rao	
Diane Flores-Kagan	Andy Sanders	
Cynthia Kincaid	Bradley Smith	

2010-2011
Academic Policies & Procedures Committee Meeting No. 14
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the May 26, 2011 AP&P Committee Meeting to order at 3:05 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:05 p.m. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Ms. Maria Clinton stated that she did not have any comments for this section.

3. APPROVAL OF MINUTES

- a. **April 28, 2011**
- b. **May 12, 2011**

A motion was made and seconded to approve items 3a-b Approval of Minutes: April 28, 2011 and May 12, 2011. Duane Rumsey requested that the April 28, 2011 meeting minutes reflect that he was present. Motion carried as revised.

4. INFORMATIONAL ITEMS

- a. **6 new AA-T and AS-T: Administration of Justice/Criminal Justice, Early Childhood Education, Geology, Physics, Theatre, and History. Check www.c-id.org for the development documentation.**
Ms. Maria Clinton stated that the Chancellor's Office has approved six new transfer degrees and we will work in the fall to develop these degrees for incorporation in the 12-13 College Catalog.

- b. **Course Outlines of Record that will expire next year before implementation of new Course Outlines of Record**

Ms. Maria Clinton stated that the original AP&P deadline for revisions and new course implementation, which was February 24, 2011, has been extended by Mrs. Sharon Lowry to May 12, 2011 due confusion among the faculty as to the difference between submitted and approved. She also stated that scheduling restrictions apply to any course that will expire during the next academic year prior to implementation of the newly approved course outline of record, which will be sent by email in the next day or so. Ms. Clinton continued that the list of outdated course outlines of records for the 11-12 academic year has been posted to the website for each division. This list will only change if a course that was scheduled to expire this year did not come through the approval process. She encouraged the AP&P Representatives to notify their faculty of the deadline for course approvals, which is set for December 8, 2011. She also reminded that the representatives that the approval process in CurricUNET takes roughly 2 months for a course to run the full cycle so the faculty should submit their course revisions in September in hopes that the course will reach an AP&P agenda in time for the approval deadline.

5. ACTION ITEMS

a. Mission Statement – 7 out of 11 division representative approved the mission as is

Ms. Maria Clinton stated that she realizes that several AP&P representatives reported that revisions to the Mission Statement was necessary but unfortunately there is not enough time to implement those revisions. She stated that she would bring this back in the fall and present those recommended changes to the committee at that time. She requested a motion to approve the Mission Statement as is with a majority vote. A motion was made and seconded to approve the Mission Statement without revision. Motion carried.

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

- a. **CCA - MATH 140 Precalculus** **5 units, 5 hours weekly**
- b. **CCA - MATH 250 Calculus and Analytic Geometry** **5 units, 5 hours weekly**
- c. **DM 133L Digital Printing I Lab** **.5 units, 24 hours total**

Ms. Maria Clinton requested a motion to approve items 6a-c Consent Items for Non-Substantial course revisions. A motion was made and seconded to approve items 6a-c. Motion carried. Mrs. Melissa Jauregui requested to clarify the implementation date for these approval, which would be in the 12-13 academic year and college catalog. Dr. Les Uhazy wished it be in the minutes that this action hurts students. Ms. Nancy Cholvin requested clarification on why these courses could not be implemented sooner since they were entered in CurricUNET months ago. She also stated that the faculty completed all necessary revisions in the paper format prior to the deadline for the use of CurricUNET. Mrs. Melissa Jauregui brought up the timeline for MATH 140 and stated that it was entered in CurricUNET and submitted on March 4, 2011, which was past the AP&P approval deadline and the course went back and forth between the instructor and the technical review committee because requested changes were not made by the instructor. It was also stated that paper copies were not submitted to AP&P by the September 15, 2010 deadline nor was any mention made that paper documents were in the process. A lengthy discussion took place, at which point Ms. Maria Clinton stated that the deadline had already been extended from February 24, 2011 to May 12, 2011 which in her opinion was already very generous and unfortunately, the catalog is done and additional revisions can not be made. A second motion was made and seconded to approve the content for 6a-b. Motion carried.

7. ACTION ITEMS – Second Reading – Course Revisions (AP&P requested faculty attendance)

Harish Rao will arrive at 3:30

- a. **CCA - COMM 116 Forensics** **3 units, 3 hours weekly**

- Content has been corrected and units and hours have been adjusted per AP&P recommendation

A motion was made and seconded to approve the course revisions made to COMM 116 Forensics. Mr. Harish Rao was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET regarding whether the field trips were mandatory. Mr. Rao stated that students are aware that the field trips are mandatory. Motion carried.

Wendy Williams will arrive at 3:30

- b. **CCA - FTV 230 Digital Cinematography** **4 units, 6 hours weekly**

- AP&P requested revisions to the homework hours and to correct a typo in the methods of instruction

A motion was made and seconded to approve the course revisions made to FTV 230 Digital Cinematography.

Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET regarding a possible misspelling in the methods of instruction and the excessive hours for homework, which were all addressed during the last meeting. Motion carried as revised. A second motion was made and seconded to approve the course content for FTV 230 Digital Cinematography. Motion carried.

8. ACTION ITEMS – First Reading – Course Revisions

Mark Covert will arrive at 3:35

- a. **PE 135 Physical Conditioning** **.5-1 units, 1.5-3 hours weekly**

A motion was made and seconded to approve the course revisions made to PE 135 Physical Conditioning. Ms. Cindy Littlefield was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET regarding a misspelling in the homework section and the use of a verb to start each objective, which were corrected during the meeting with the approval of the instructor. Dr. Lee Grishman requested the rationale for the use of an older book be revised so that it reads in complete sentences. Motion carried as revised. A second motion was made and seconded to approve the course content for PE 135 Physical Conditioning. Motion carried.

Adrienne King will arrive at 3:40

- b. **CCA - DM 115 Graphic Communications** **3 units, 4 hours weekly**

- Added Prerequisite of Completion of DM 101

- Deleted Advisory of Completion of DM 101

- Instructional Material Fee increased from \$12.50 to \$20

A motion was made and seconded to approve the course revisions made to DM 115 Graphic Communications. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET regarding the use of an “a” and not a “b” in the course content, which was corrected during the meeting with the approval of the instructor. Motion carried as revised. A second motion was made and seconded to approve the course content for DM 115 Graphic Communications. Motion carried.

Bradley Smith will arrive at 3:40

c. CCA - DM 133 Digital Printing I 3 units, 4 hours weekly

- Added Prerequisite of Completion of DM 101
- Deleted Advisory of Completion of DM 101
- Instructional Material Fee decreased from \$16.50 to \$15.00

A motion was made and seconded to approve the course revisions made to DM 133 Digital Printing I. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried. A second motion was made and seconded to approve the course content for DM 133 Digital Printing I. Motion carried.

d. DM 233 Digital Printing II 3 units, 4 hours weekly

- Instructional Material Fee decreased from \$15.00 to \$12.50

A motion was made and seconded to approve the course revisions made to DM 233 Digital Printing II. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET regarding internet searches in the homework section. Mr. Bradley Smith was also present to clarify this question and stated that the internet homework searches are two separate items. Motion carried.

e. DM 233L Digital Printing II Lab .5 units, 24 hours total

A motion was made and seconded to approve the course revisions made to DM 233L Digital Printing II Lab. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET regarding the textbook for the course. Mr. Bradley Smith was also present to clarify this question and stated that the lab is used for all DM courses and the book used crosses over all DM courses. It was suggested that the parent course text be listed here. Motion carried pending revisions being made and sent back by May 27, 2011 at 4:30p.m.

Wendy Williams will arrive at 3:40

f. DM 110 Motion Graphics 3 units, 4 hours weekly

- Added Prerequisite of Completion of DM 106
- Deleted Advisory of Completion of DM 101
- Instructional Material Fee increased from \$18.50 to \$20.00

A motion was made and seconded to approve the course revisions made to DM 110 Motion Graphics. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET regarding need to capitalize “before enrolling” in the course description, which was corrected during the meeting. Motion carried. A second motion was made and seconded to approve the course content for DM 110 Motion Graphics. Motion carried.

g. DM 112 Experimental Digital Video 3 units, 4 hours weekly

- Added Prerequisite of Completion of DM 106
- Deleted Advisory of Completion of DM 101
- Instructional Material Fee increased from \$18.50 to \$20.00

A motion was made and seconded to approve the course revisions made to DM 112 Experimental Digital Video. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET regarding need for a rationale for the use of an older textbook but since we were on the cusp of the five years, this is not needed at this time. Motion carried. A second motion was made and seconded to approve the course content for DM 112 Experimental Digital Video. Motion carried.

Dorothy Williams and Diane Flores-Kagan will arrive at 3:50

h. LAC 100 Introduction to Tutoring 3 units, 3 hours weekly

A motion was made and seconded to approve the course revisions made to LAC 100 Introduction to Tutoring. Ms. Diane Flores-Kagan was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET regarding a misspelling in the course description, which was corrected during the meeting with the approval of the instructor. Dr. Lee Grishman requested the rationale for the use of an older book be revised so that it reads in complete sentences. Motion carried as revised.

i. **New Hybrid DE - LAC 100 Introduction to Tutoring** **3 units, 3 hours weekly**

- DEC reviewed and made recommendations for revision on 4/20/11

A motion was made and seconded to approve the new distance education course of LAC 100 Introduction to Tutoring. Ms. Diane Flores-Kagan was present to discuss the new course distance education. Ms. Maria Clinton stated that the use of specific product names in the distance education needs to be removed, which was corrected during the meeting with the approval of the instructor. An additional conversation took place regarding the appropriateness of the accessibility statement number three and the end result was to add the OSD acronym so to avoid confusion. Motion carried as revised.

Mr. Duane Rumsey requested that an email notification be sent to the division and faculty regarding the course scheduling restrictions for the 2011-2012 academic year because Mr. Rao was not aware that his course was affected. Ms. Maria Clinton stated that Mr. Rao was notified over a month ago that COMM 116 would have scheduling restrictions if not approved by May 12, 2011. She continued to state that the Deans were notified also of the courses affected with scheduling restrictions. An email though will also be sent to the AP&P representatives later this week with that list attached.

Andy Sanders will arrive at 3:50 (Dr. Karen Cowell will also attend meeting)

j. **CCA - CFE 116 Diversity in Early Childhood Education** **3 units, 3 hours weekly**

- Title change

A motion was made and seconded to approve the course revisions made to CFE 116 Diversity in Early Childhood Education. Ms. Andy Sanders was present to discuss the changes made to the course. Ms. Maria Clinton stated that two comments were noted in CurricUNET regarding a misspelling in the homework and content. An additional comment was made that New York should be capitalized in the textbook section and a limitation on enrollment should be added to the course along with the notation regarding transferability. Motion carried with all revisions made during the meeting with the approval of the instructor. A second motion was made and seconded to approve the course content for CFE 116 Diversity in Early Childhood Education. Motion carried.

k. **CCA - CFE 211 Health, Safety and Nutrition for the Young Child** **3 units, 3 hours weekly**

- Title change

A motion was made and seconded to approve the course revisions made to CFE 211 Health, Safety and Nutrition for the Young Child. Ms. Andy Sanders was present to discuss the changes made to the course. Ms. Maria Clinton stated that a limitation on enrollment should be added to the course along with the notation regarding transferability. Motion carried with all revisions made during the meeting with the approval of the instructor. A second motion was made and seconded to approve the course content for CFE 211 Health, Safety and Nutrition for the Young Child. Motion carried.

Angela Davis will arrive at 4:10

l. **CCA - SOC 112 American Social Issues: Problems and Challenges** **3 units, 3 hours weekly**

A motion was made and seconded to approve the course revisions made to SOC 112 American Social Issues: Problems and Challenges. Mr. Ron Chapman was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET regarding objective number three and the use of the word underemployment. Mr. Chapman stated that the word was carried over from the previous course outline of record, Dr. Wiewall felt the word was fine. Dr. Newman also had a comment regarding the other homework assignments and recommended that the words "preparation for" precede the oral presentation statement. Requested changes were made during the meeting with the approval of Mr. Chapman. Motion carried as revised. A second motion was made and seconded to approve the course content for SOC 112 American Social Issues: Problems and Challenges. Motion carried.

Cynthia Kincaid will arrive at 4:40

m. **CCA - DM 103 Graphic Design I** **3 units, 4 hours weekly**

- Added Prerequisite of Completion of DM 101
- Deleted Advisory of Completion of DM 101
- Instructional Material Fee increased from \$12.50 to \$20

A motion was made and seconded to approve the course revisions made to DM 103 Graphic Design I. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Dr. Lee Grishman stated that the textbook rationale needs to be revised to use the words "still current." Mr. Rios stated that the descriptions for these courses were not consistent with their use of Mac OS and Mac Operating System. Ms. Kincaid stated that Mac OS was appropriate to use through out the descriptions. Motion carried with requested changes made during the meeting with the approval of the instructor. A second motion was made and seconded to approve the course content for DM 103 Graphic Design I. Motion carried.

- n. **CCA - DM 105 Flash Animation for Interactive Media** **3 units, 4 hours weekly**
 - Title Change
 - Deleted Advisory of Completion of ART 110 added Working knowledge of Adobe Photoshop strongly advised. A motion was made and seconded to approve the course revisions made to DM 105 Flash Animation for Interactive Media. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET regarding the advisory statement. Mrs. Beverly Beyer stated that the statement regarding Adobe knowledge should be placed in the description. Motion carried with requested changes made during the meeting with the approval of the instructor. A second motion was made and seconded to approve the course content for DM 105 Flash Animation for Interactive Media. Motion carried.
- o. **CCA - DM 203 Graphic Design II** **3 units, 4 hours weekly**
 - Deleted Advisory of Completion of DM 101
 - Instructional Material Fee increased from \$12.50 to \$20
 A motion was made and seconded to approve the course revisions made to DM 203 Graphic Design II. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried. A second motion was made and seconded to approve the course content for DM 203 Graphic Design II. Motion carried.
- p. **CCA - DM 205 Digital Illustration** **3 units, 4 hours weekly**
 - Added Prerequisite of Completion of DM 101
 - Changed Advisory from Completion of DM 101 to Completion of DM 113
 - Instructional Material Fee increased from \$12.50 to \$20
 A motion was made and seconded to approve the course revisions made to DM 205 Digital Illustration. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried. A second motion was made and seconded to approve the course content for DM 205 Digital Illustration. Motion carried.
- q. **CCA - DM 246 Portfolio and Job Search** **3 units, 4 hours weekly**
 - Added Prerequisite of Completion of DM 113
 - Instructional Material Fee decreased from \$23 to \$20
 A motion was made and seconded to approve the course revisions made to DM 246 Portfolio and Job Search. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET indicating that the word resume is used with and without the accent, it was requested that the accent be removed. Motion carried with revisions made during the meeting with the approval of the instructor. A second motion was made and seconded to approve the course content for DM 246 Portfolio and Job Search. Motion carried.

Jerry Lewis will arrive at 5:15

- r. **ATH 102 Practical Applications of Athletic Training I** **3 units, 3 hours weekly**
 A motion was made and seconded to approve the course revisions made to ATH 102 Practical Applications of Athletic Training I. Mr. Jerry Lewis was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that homework hours were noted for other assignments without homework in the field, the methods of evaluation listed the linked objectives twice, HIPAA should be one word, and the second line in the writing assignments should be corrected. Motion carried with revisions made during the meeting with the approval of the instructor.

9. ACTION ITEMS – New Course Reading – Second Reading

- a. **PHIL 109 World Religion** **3 units, 3 hours weekly**
 A motion was made and seconded to approve the new course development of PHIL 109 World Religion. Motion carried.

10. ACTION ITEMS – Request to change Instructional Material Fee

- a. **DM 115 – increased from \$12.50 to \$20.00 (Adrienne King Arriving at 3:40)**
 b. **DM 133 – decreased from \$16.50 to \$15.00 (Bradley Smith Arriving at 3:40)**
 c. **DM 233 – decreased from \$15.00 to \$12.50 (Bradley Smith Arriving at 3:40)**
 d. **DM 110 – increased from \$18.50 to \$20.00 (Wendy Williams Arriving at 3:40)**
 e. **DM 112 – increased from \$18.50 to \$20.00 (Wendy Williams Arriving at 3:40)**
 f. **DM 103 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**
 g. **DM 113 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**
 h. **DM 203 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**
 i. **DM 205 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**
 j. **DM 213 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**

k. **DM 246 – decreased from \$23 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**

A motion was made and seconded to approve increasing the material fee for 10a-k. Cynthia Kincaid was present to discuss the increases and was asked to verify that the material fee for DM 133, DM 233 and DM 246 is in fact being decreased. Professor Kincaid confirmed that the materials fees for DM 133, DM 233 and DM 246 are being decreased. Motion carried.

11. ACTION ITEMS – Obsolete Memo Requests

- a. **PHIL 106 ITV**
- b. **HIST 107 ITV**
- c. **HIST 108 ITV**

A motion was made and seconded to approve designating the above distance education courses as obsolete. Motion carried.

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

Health Sciences / FACE

- CFE 116 Justice, Equity & Inclu in CFE – Agenda*
- CFE 211 Health Safety for Young Child – Agenda*

Instructional Resources

- LAC 100 Intro to Tutoring – Agenda*
- LAC 200 Advanced Tutoring – Awaiting Course Author Revision*

Language Arts

- COMM 114 Art of Storytelling**
- COMM 116 Forensics – Agenda*

Math and Engineering

- MATH 140 Precalculus – Agenda*
- MATH 250 Calculus & Analytic Geometry – Agenda*

Physical Education & Athletics

- ATH 102 Practical Appl of Athletic Training I – Agenda*
- PE 128 Advanced Golf – Submitted New number 129 – Awaiting Course Author Revision*
- PE 135 Physical Conditioning – Agenda*

Social & Behavioral Sciences

- ED 140 Introduction to Education*
- SOC 112 American Social Issues – Agenda*

13. ADJOURNMENT

A motion was made and seconded to adjourn the 5/26/11 AP&P Committee meeting at 5:34 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.

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ANTELOPE VALLEY COLLEGE
Office of the Dean of Enrollment Services

**PETITION FOR CREDIT BY EXAMINATION
INFORMATION, CONDITIONS AND RESTRICTIONS**

INFORMATION:

A currently enrolled student may challenge certain courses offered by the College for any of the following purposes:

- Satisfying prerequisites.
- Meeting graduation unit requirements.
- Obtaining course credit for equivalent experience or competency.

Students **MAY NOT** be registered for the course being challenged.

Students may be permitted to obtain credit by examination in selected subjects designated by a division in which the course is taught. A fee is charged for each examination. Students must be qualified to challenge a course by examination through satisfaction of prerequisites for the course or previous experience or training. The grade and credits received after satisfactory completion of examinations will be entered on the student's permanent record. The student's academic record shall be clearly annotated to reflect that the credit was earned by examination.

The results of the examination will be entered on the student's record. At the time a request is submitted, students must indicate whether they wish a letter grade, or a grade of "Pass/No Pass" (if allowed).

One year must elapse before a request for re-examination will be considered.

CONDITIONS AND RESTRICTIONS:

1. Students must be currently enrolled at AVC.
2. Students must submit challenge forms within the first four weeks of the semester.
3. Students challenging a course must complete the examination by Friday of the seventh week of the semester.
4. Students may challenge a maximum of four courses during their enrollment at AVC.
5. Challenge forms are available only in the fall and spring semesters. Summer forms are available only with the written permission of the instructor.
6. The units received by examination may not be used to satisfy the college's residency requirements.
7. Credit received is not applicable for financial aid, veteran's pay, or athletic eligibility.

**PETITION FOR CREDIT BY EXAMINATION
REQUEST PROCEDURE**

PROCEDURE:

1. Students requesting credit by examination must be currently registered at AVC and actively participating in course (s). Students MAY NOT be enrolled in the course they are challenging.
2. A student wishing to challenge a course must submit the completed Petition for Credit by Examination form to Admission and Records within the first four weeks of the semester. The form shall indicate if the course is to be challenged for grade or "Pass/No Pass".
3. Students whose form has been approved by Admissions & Records will be required to pay the current per-unit enrollment fee to the Cashier's Office.
4. The student then submits the form to the appropriate Division Dean and instructor for approval. It is the student's responsibility to make the necessary arrangements with the instructor.
5. The student should request a copy of the completed Petition for Credit by Examination form from the Division.
6. The form is forwarded to Admissions & Records by the Division Office with the final grade.
7. The grade will be posted to the record at the end of the semester.
8. The student is notified that a change has been made to their academic record by email.

ANTELOPE VALLEY COLLEGE
Office of Academic Affairs

CREDIT BY EXAMINATION COURSE LIST
(Challenge List)

BUSINESS, COMPUTER STUDIES AND ECONOMIC DEVELOPMENT

ACCT 111, 113	Bookkeeping, II
ACCT 121	Microcomputer Accounting
ACCT 201	Financial Accounting
ACCT 205	Managerial Accounting
BUS 101	Introduction to Business
BUS 105	Business Mathematics
BUS 111	Business English
BUS 201	Business Law
CA 103	Introduction to Microcomputers
CA 111	Word Processing – Microsoft Word
CA 121	Microcomputer Spreadsheets
CA 171	Introduction to Networking
CA 173	Novell Netware System Administration
CA 175	Administering Windows 2003 Server
CA 176	Windows 2003 Networking
CA 221	Computer Concepts and Applications in Business
CIS 101	Introduction to Computer Information Science
CIS 121	Computer Mathematics
MGT 101	Management Principles
MGT 105	Elements of Supervision
MGT 115	Human Behavior in Organizations
MGT 121	Human Resources Management
MGT 201	Small Business Management
MKTG 101	Principles of Marketing
MKTG 112	Introduction to Advertising
MKTG 121	Salesmanship
OT 101	Beginning Computer Keyboarding
OT 102	Intermediate Computer Keyboarding
OT 103	Advanced Computer Keyboarding
OT 121	Spreadsheets for the Office
OT 152	Beginning Medical Insurance
RE 111	Real Estate Finance
RE 121	Legal Aspects of Real Estate
RE 141	Escrow Principles
RE 161	Property Management

HEALTH SCIENCES

MOA 101	Beginning Medical Terminology
MOA 102	Advanced Medical Terminology
NS 110	Professional Nursing I
NS 111	Fundamentals of Nursing Science
NS 120	Professional Nursing II
NS 121	Obstetrical, Neonatal, and Women's Health

NS 122	Medical/Surgical Nursing I
NS 230	Professional Nursing III
NS 231	Pediatric/Community Health Nursing
NS 232	Psychiatric/Geriatric/Community Health Nursing
NS 240	Professional Nursing IV
NS 241	Medical/Surgical Nursing II

VN 101A	Fundamentals of Patient Care for Vocational Nurses
VN 101	Self Care: Fundamentals and Pharmacology
VN 102	Nursing to Promote Self-Care Agency in the Adult Patient and the Child-Bearing Family
VN 103	Nursing to Promote Self-Care Agency in the Adult, the Child, and the Dependent-Care Agent

LANGUAGE ARTS

CHIN 101, 102	Elementary Chinese 1, 2
DFST 101, 102	American Sign Language I, II
FREN 101, 102	Elementary French 1, 2
GER 101, 102	Elementary German 1, 2
LATN 101, 102	Elementary Latin 1, 2
SPAN 101, 102	Elementary Spanish

MATH, SCIENCE AND ENGINEERING

ASTR 101	Astronomy
BIOL 104	Environmental Biology
ENGR 110	Engineering Orientation and Basic Skills
ENGR 115	Basic Engineering Drawing
ENGR 120	Introduction to 2-D Autocad
ENGR 185	Digital Logic and Design
GEOG 101	Physical Geography: Earth's Surface Landscapes
GEOL 101	Physical Geology
MATH 050	Arithmetic
MATH 060	Prealgebra
MATH 070	Elementary Algebra
MATH 080	Plane Geometry
MATH 102	Intermediate Algebra
MATH 115	Statistics
MATH 125	Math for Business and Economics
MATH 130	College Algebra
MATH 135	Plane Trigonometry
MATH 140	Precalculus
MATH 150, 160, 250	Calculus and Analytic Geometry
MATH 210	Discrete Mathematics
MATH 220	Linear Algebra
MATH 230	Introduction to Ordinary Differential Equations

PHYSICAL EDUCATION

ATH 100	Introduction to Athletic Training
HE 101	Health Education

PE 190	Introduction to Physical Education
PE 191	First Aid and Emergency Care
PE 193, 194	Officiating-Fall Sports, Spring Sports
PE 195	Sports Appreciation

SOCIAL AND BEHAVIORAL SCIENCES

ANTH 101	Introduction to Physical Anthropology
ANTH 102	Introduction to Cultural Anthropology
ANTH 103	Introduction to Prehistory

TECHNICAL EDUCATION

ABDY 112, 113, 115	Basic Auto Body Repair
ABDY 122, 125	Basic Automotive Refinishing
ABDY 123	Automotive Refinishing
ABDY 212, 213	Advanced Automotive Collision Repair I, II
ABDY 215	Advanced Automotive Collision Repair
ABDY 222, 223	Advanced Automotive Refinishing I, II
ABDY 225	Advanced Automotive Refinishing
ACRV 112	Basic Refrigeration Systems
ACRV 113	Basic Refrigeration Controls
ACRV 122	Residential Air Conditioning Systems
ACRV 123	Residential Air Conditioning Controls
ACRV 212	Commercial Refrigeration Systems
ACRV 213	Commercial Refrigeration Controls
ACRV 222	Commercial Air Conditioning Controls
ACRV 223	Commercial Air Conditioning Systems
AERO 280	Aircraft General – Written Test Review
AERO 281	Aircraft Airframe – Written Test Review
AERO 282	Aircraft Powerplant – Written Test Review
AFAB 110	Basic Blueprint Interpretation
AFAB 115	Aircraft Structure
AFAB 130	Aerospace Workplace Issues and Ethics
AGRI 102	Plant Pest Control
AGRI 104	Nursery Practices
AGRI 110	Basic Landscape Design
AGRI 112	Plant and Landscape Maintenance
AGRI 132	Turf and Landscape Maintenance
AGRI 134, 234	Plant Identification I, II
AGRI 153	Landscape Construction – Concrete and Masonry
AGRI 155	Landscape Construction – Wood and Lighting
AGRI 210	Advanced Landscape Design
AGRI 212	Interior Plantscape
AGRI 220	Landscape Irrigation
AGRI 230	Soils and Plant Nutrition
AGRI 250	Landscape Management
AJ 101	Introduction to Administration of Justice
AJ 102	Criminal Law
AJ 103	Criminal Evidence
AJ 104	Introduction to Corrections
AJ 204	Juvenile Procedures
AUTO 100	Basic Automotive
CT 105	Principles of Sewing

ELEC 110	Fundamentals of Electricity
ELEC 115	Electrical Codes and Ordinances
ELEC 120	Residential Wiring
ELEC 130	Alternating Current Theory
ELTE 110	Electronics Mathematics
ELTE 125	Direct Current and Alternating Current Principles
ELTE 130	Digital Circuit Analysis
FTEC 111	Fire Protection Organization
FTEC 112	Fire Prevention Technology
FTEC 113	Fire Protection Equipment and Systems
FTEC 114	Building Construction for Fire Protection
FTEC 115	Fire Behavior and Combustion
ID 100	Introduction to Interior Design
ID 150	History of Design I
ID 201	History of Design II
ID 160	Material Selection for Interior Design
ID 230	Fundamentals of Lighting Design
ID 250	Professional Interior Design Business Practices

VISUAL AND PERFORMING ARTS

ART 101	History of Art, Prehistoric to Gothic
ART 102	History of Art, Renaissance to Modern
DM 101	Digital Media Arts (formally CG 101/MM 101 Introduction to Digital Media Arts)
DM 103	Graphic Design I (formally CG 103 Computer Imaging I)
DM 113	Photoshop I (formally CG 113 Digital Photographic Imaging)
DM 115	Graphic Communication I (formally CG 115 Graphic Communication I)
MUS 111	Fundamentals of Music
MUSC 112	Commercial Music Theory
MUS 131, 132	Keyboard Skills I, II
MUS 151	Beginning Music Theory (formerly Music Writing and Analysis I)
MUS 153	Beginning Musicianship (formerly Musicianship I)
MUS 255A	Beginning Keyboard Harmony
MUS 255B	Advanced Keyboard Harmony
MUS 291	Applied Music
PHOT 101	Photography
PHOT 201	Advanced Photography