

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Ms. Beverly Beyer
Ms. Deborah Charlie
Ms. Maria Clinton
Dr. De'Nean Coleman-Carew
Mr. Jeffrey Cooper
Mr. Dexter Cummins
Ms. Margaret Drake
Mr. Tooraj Gordi
Dr. Lee Grishman
Ms. Linda Harmon

Mr. Scott Lee
Ms. Cynthia Littlefield
Mrs. Sharon Lowry
Dr. David Newby
Dr. David Newman
Mr. Duane Rumsey
Ms. LaDonna Trimble
TBD, ASO voting
TBD, ASO non-voting

FROM: Ms. Charlie/Mrs. Lowry

DATE: February 9, 2009

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, February 12, 2009, SSV 151-Board Room, from 3:00 – 5:30 pm

2008-2009
Academic Policies and Procedures Committee Meeting No. 8
AGENDA

1. Approval of Agenda
2. Approval of Minutes from December 11, 2009
3. Graduation Proficiency Reading Requirement – Memo from October 23, 2008 (Action Item)
4. Syllabus Guidelines – Action Item (need input from Instructional Resources and Language Arts)
5. Catalog Rights Policy – Memo (Suggestion from Counseling) (Motion to Approve)
6. New Courses/CORs – Second Reading (Corrections made, paperwork completed, No Xeroxing Required.)
 - a. PHTC 203 – Foundations of Cameras and Composition 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in PHTC 203L
Advisory: Completion of PHTC 101 or PHTC 125, and Eligibility for READ 099 and ENGL 099
IMF (form-ok)
 - b. PHTC 203L – Foundations of Cameras and Composition Photography Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in PHTC 203
 - c. PHTC 205 – Documentary and Landscape Photography 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in PHTC 205L
Advisories: Completion of PHTC 101 or PHTC 125, and Eligibility for READ 099 and ENGL 099
IMF (form-ok)
 - d. PHTC 205L – Documentary and Landscape Photography Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in PHTC 205
 - e. PHTC 211 – Wedding, Portrait and Event Photography 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in PHTC 211L
Advisory: Completion of PHTC 101 or PHTC 125 and Eligibility for READ 099 and ENGL 099
IMF (form-ok)
 - f. PHTC 211L – Wedding, Portrait and Event Photography Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in PHTC 211
 - g. PHTC 215- Photography Studio Practices 3 units, 4 hours weekly
Prerequisite: Completion of PHTC 101 or PHTC 125
Corequisite: Concurrent enrollment in PHTC 215L
Advisory: Eligibility for READ 099 and ENGL 099
IMF (form-ok)

- h. PHTC 215L – Photography Studio Practices Lab .5 unit, 24 hours weekly
Corequisite: Concurrent enrollment in PHTC 215
- 7. PHTC: Commercial Photography – Degrees and Certificates / Catalog Pages
 - a. Commercial Photography – Program Certificate Revisions
 - b. Commercial Photography – Catalog Page Revisions (Program Descriptions, Certificate/Degree Statements)
- 8. Revised Courses/CORs – Second Reading (Corrections made, paperwork completed, No Xeroxing Required.)

Digital Media Courses/Program

The discipline designation is changing from CG/MM to DM - Computer Graphics/Multimedia to Digital Media for each of the following courses on the rest of this agenda.

- a. MM 106 – Video Design and Production for Multimedia I 3 units, 6 hours weekly
Prerequisite: Completion of MM 101/CG 101
Corequisite: Concurrent enrollment in MM 106L
Advisory: Completion of ART 110, and Eligibility for READ 099
Revised to:
DM 106 – Video Design and Production I 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 106L
Advisory: Completion of DM 101, ART 110, and Eligibility for (ENGL 099?) READ 099.
Changing from Lecture/Lab to Lecture mode of instruction
- b. MM 106L – Video Design and Production for Multimedia I Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in MM 106
Revised to:
DM 106L – Video Design and Production I Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 106
- c. CG 127/MM 115 – Internet Web Design and Production I 3 units, 6 hours weekly
Prerequisite: Completion of CG 101/MM 101
Corequisite: Concurrent enrollment in CG 127L/MM 115L
Advisory: Completion of ART 110, and Eligibility for READ 099
Revised to:
DM 127 – Web Design and Production I 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 127L
Advisory: Completion of DM 101, ART 110, and Eligibility for READ 099
Changing from Lecture/Lab to Lecture mode of instruction
- d. CG 127L/MM 115L – Internet Web Design and Production I Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 127L/MM 115L
Revised to:
DM 127L – Web Design and Production I Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 127
- e. CG 145 – Computer 3-D Animation 3 units, 6 hours weekly
Prerequisite: Completion of CG 101/MM 101 and ART 110
Corequisite: Concurrent enrollment in CG 145L
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
Revised to:
DM 145 – Computer 3-D Animation 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 145L
Advisory: Completion of DM 101, ART 110, and Eligibility for ENGL 099, READ 099 and MATH 070
Changing from Lecture/Lab to Lecture mode of instruction
- f. CG 145L – Computer 3-D Animation Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 145
Revised to:
DM 145L – Computer 3-D Animation Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 145
- g. CG 298 – Special Studies in Computer Graphics 3 units, 6 hours weekly
Limitation on Enrollment: Instructor approval of portfolio prior to enrollment only.
Prerequisite: Completion of CG 101/MM 101
Corequisite: Concurrent enrollment in CG 298L

- and**
MM 298 – Special Studies in MultiMedia 3 units, 6 hours weekly
Prerequisite: Completion of MM 101/CG 101
Corequisite: Concurrent enrollment in MM 298L
Revised to:
DM 298 – Special Studies in Digital Media 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 298L
Advisory: Completion of DM 101
- h. CG 298L – Special Studies in Computer Graphics Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 298
and
MM 298L – Special Studies in Multimedia Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in MM 298
Revised to:
DM 298L – Special Studies in Digital Media Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 298
9. DM: Digital Media – Degrees and Certificates / Catalog Pages
a. Digital Media – Program Certificates Revisions
b. Digital Media – Catalog Page Revisions (Program Descriptions, Certificate/Degree Statements)
10. New Courses/CORs – First Reading
a. DFST 108 - Visual, Gestural, and Non-Manual Aspects of ASL 3 units, 3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
SLO?
b. ELTE 180 – Microprocessor Systems 6 units, 8 hours weekly
Prerequisite: Completion of ELTE 130
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
SLO-11/17/08
c. FTEC 117 – Preparing to be a Firefighter 3 units, 3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
SLO-11/17/08
d. INT 206 – Introduction to Sign to English Interpreting (Voicing) 4 units, 4 hours weekly
Prerequisite: Completion of or concurrent enrollment in INT 201
Advisory: Eligibility for ENGL 099 and READ 099
SLO?
e. THA 150 – Physical Performance Styles 3 units, 4 hours weekly
Prerequisite: Completion of THA 110
SLO?
11. Revised Courses/CORs – Second Reading
a. LAC 940 Preparing for Success in the GED Program 32 hours total
Revised to:
GED 940 – Preparing for Success in the GED Program 32 hours total
Repeatability increasing from 1 to 3
SLO – 11/17/2008
12. GED: Noncredit Certificates of Completion
a. Certificate 1: Introductory Basic Math
b. Certificate 2: Critical Thinking Skills
c. Certificate 3: Introductory Language Skills
d. Certificate 4: Certificate in Writing Proficiency for the GED
e. Certificate 5: Certificate in Math Proficiency for the GED
f. Certificate 6: Certificate of Competency in Liberal Arts for the GED
13. Revised Courses/CORs – First Reading
a. CHEM 212 – Organic Chemistry Support Laboratory 0 units
Corequisite: Concurrent enrollment in CHEM 210.
Revised to:
CHEM 212 – Organic Chemistry Support Laboratory .5 unit, 2 hours weekly
Pass/No Pass only

- Methods of Evaluation added
- b. CHEM 222 – Organic Chemistry Support Laboratory 0 units
Corequisite: Concurrent enrollment in CHEM 220
Revised to:
CHEM 222 – Organic Chemistry Support Laboratory .5 unit, 2 hours weekly
Corequisite: Concurrent enrollment in CHEM 220
Pass/No Pass only
Methods of Evaluation added
- c. DFST 101 – American Sign Language I 4 units, 5 hours weekly
- d. DFST 102 – American Sign Language II 4 units, 5 hours weekly
- e. DFST 102L – American Sign Language (ASL II) Skill Building Lab 1 unit, 3 hours weekly
- f. DFST 105 – Introduction to American Deaf Culture 3 units, 3 hours weekly
- g. DFST 201 – American Sign Language III 4 units, 5 hours weekly
- h. DFST 201L – American Sign Language (ASL III/IV) Skill Building Lab 1 unit, 3 hours weekly
Revised to:
DFST 201L – ASL III/IV Skill Building Lab
- i. DFST 202 – American Sign Language IV 4 units, 5 hours weekly
- j. INT 201 – Sign/English Translation 3 units, 5 hours weekly
- k. INT 202 – Sign Language Interpreting I 3 units, 5 hours weekly
- l. INT 203 – Sign Language Interpreting II 3 units, 5 hours weekly
- m. INT 204 – Sign/English Transliteration 3 units, 5 hours weekly
- n. NS 204,204CL – Leadership and Management Skills in the Care of Adults with Health Deviation Self-Care
Requisites 14 units, (96 hours lecture, 384 hours clinic)
Limitation on Enrollment: Formal admission to ADN Program.
Prerequisite: Completion of NS 201, NS 202 and NS 203
Revised to:
NS 204,204CL - Leadership and Management Skills in the Care of Adults with Health Deviation Self-Care
Requisites 14 units, 30 hours weekly (6 hours lecture, 24 hours lecture/lab)
Limitation on Enrollment: Formal admission to the ADN Program.
Prerequisites: Completion of NS 201, 202, 203
Corequisite: NS 240L
- o. READ 095L – Basic Reading Strategies for College Success Lab 0 units
Corequisite: Concurrent enrollment in READ 095.
Revised to:
READ 095L – Basic Reading Strategies for College Success-Lab .5 unit, 24 total hours
Corequisite: Concurrent enrollment in READ 095
Pass/No Pass only
- p. READ 097L – Reading Comprehension for College Success Lab 0 units
Corequisite: Concurrent enrollment in READ 097
Revised to:
READ 097L – Reading Comprehension for College Success-Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in READ 097
Pass/No Pass only
- q. READ 099L – Critical Reading and Study Skills Lab 0 units
Corequisite: Concurrent enrollment in READ 099
Revised to:
READ 099L – Critical Reading and Study Skills-Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in READ 097
Pass/No Pass only
- 14. DFST – Degrees and Certificates
 - a. American Sign Language - ASL Certificate/Degree
 - b. Interpreter Training - INT Certificate/Degree
- 15. Obsolete Courses – First Review (GED, CG, MM)
(All CG/MM obsolete courses were taken from the Digital Media Crosswalk.)
 - a. GED 907 – Vocabulary for Everyday Life: Module 1 16 hours total
 - b. GED 908 – Vocabulary for Arts and Entertainment: Module 2 16 hours total
 - c. GED 909 – Vocabulary for Medicine, Business and The Professions: Module 3 16 hours total
 - d. GED 912 – Reading Skills 2 4 hours weekly

- e. GED 946 – Study and Test Taking Skills for the GED 3 hours weekly
 - f. GED 947 – Vocabulary for the GED 3 hours weekly
 - g. CG 299-Computer Graphics Software Updates: Special Topics / MM 199- Multimedia Software Updates: Special Topics
 - h. CG 123 – Digital Typography and Calligraphy 3 units, 6 hours weekly
 - i. CG 123L – Digital Typography and Calligraphy Lab .5 unit, 1.8 hours weekly
 - j. CG 230 – Intermediate Chemical-Digital Photographic Imaging 3 units, 6 hours weekly
 - k. CG 230L – Intermediate Chemical-Digital Photographic Imaging Lab .5 unit, 1.8 hours weekly
 - l. CG 235 – Computer Images and Advertising Design 3 units, 6 hours weekly
 - m. CG 235L – Computer Images and Advertising Design Lab .5 unit, 1.8 hours weekly
 - n. MM 120 – Multimedia Design 3 units, 6 hours weekly
 - o. MM 120L – Multimedia Design Lab .5 unit, 1.8 hours weekly
 - p. MM 235 – Introduction to Virtual Reality 3 units, 6 hours weekly
 - q. MM 235L – Introduction to Virtual Reality Lab .5 unit, 1.8 hours weekly
16. Community Service Offerings – First Reading
- a. Special Topics in Mediation
 - b. Mediation & Violence Prevention-revised
 - c. Becoming a Resident & a US Citizen
 - d. Business IA- How to Turn Stress into Success
 - e. Auto Wholesale Business from Home
 - f. Introduction to Bridge
 - g. The 99 Cent Gourmet-How to Feed a Family of Four for \$10 or Less,
 - h. How to Profitably Manage Rental Properties
 - i. Clutterology-Getting Rid of Clutter and Getting Organized
 - j. The Basics of Selling on e-Bay
 - k. Profitable Exporting for Small Businesses
 - l. Tai Chi for Health and Fitness?
 - m. Beginning Kung Fu for Health and Fitness?
17. Announcements
- I. Approvals of Certificates/Degrees from Chancellor’s Office
(The “pending” language has come out of the college catalog for these certificates/degrees.)
 - a. Certificates
 - Commercial Music-Level I-General
 - Commercial Music, Level II-Performance Specialty
 - Commercial Music, Level II Music Arranging- has been deleted per our request
 - Electronics Technology Certificate
 - b. Degrees
 - AA Music Degree
18. Adjournment. The next meeting will be February 26, 2009.

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. Patricia A. Márquez Sandoval, 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.

Agenda Amendment: 2/12/09 AP&P,

13. Revised Courses/CORs – First Reading (Continued...)

- 13. r. ELTE 140 – Microprocessor Systems I 2.5 units, 4 hours weekly
Prerequisite: Completion of ELTE 130 or concurrent enrollment.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
Revised to:
ELTE 140 - Microprocessor Systems I 3 units, 4 hours weekly
Prerequisite: Completion of ELTE 130 or concurrent enrollment
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
- s. ELTE 220 – Microprocessor Systems II 2.5 units, 4 hours weekly
Prerequisite: Completion of ELTE 140
Advisory: Eligibility for ENGL 099 and READ 099
Revised to:
ELTE 220 – Microprocessor Systems II 3 units, 4 hours weekly
Prerequisite: Completion of ELTE 140
Advisory: Eligibility for ENGL 099 and READ 099
- t. FTEC 123 – First Responder EMS 2 units, 3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Reinstating obsolete course (4/2007)

MINUTES OF ACADEMIC POLICIES AND PROCEDURES COMMITTEE MEETING NO. 8
2008-2009

DATE: February 12, 2009
PLACE: SSV 151 – Board Room
TIME: 3:00 p.m.

MEMBERS PRESENT

Beverly Beyer, Faculty
Maria Clinton, Cochair
De'Nean Coleman-Carew, Faculty
Jeffrey Cooper, Dean
Dr. O'Neil proxy for Dexter Cummins,
Faculty
Margaret Drake, Dean
Tooraj Gordi, Faculty
Lee Grishman, Articulation

Linda Harmon, Faculty
Scott Lee, Faculty
Cynthia Littlefield, Faculty
Rick Motawakel, Faculty
David Newby, Faculty
David Newman, Faculty
Duane Rumsey, Faculty
LaDonna Trimble, Dean

MEMBERS ABSENT

Deborah Charlie, Cochair
Mrs. Sharon Lowry, V. P. Academic
Affairs
TBA, non-voting ASO Student

Ms. Maria Clinton called the meeting to order at 3:07 p.m. Ms. Clinton informed everyone that Ms. Charlie will be out for this semester on personal leave and she will be picking up her cochair role for this committee earlier than expected. Ms. Clinton let everyone know that constructive criticism is welcome as she learns this new role. Ms. Clinton noted that Ms. Charlie will be an e-mail away and will be working with her during this transition. Ms. Clinton welcomed and thanked everyone for coming. Ms. Drake will be representing Mrs. Lowry on the committee for today's meeting. Mr. Rick Motawakel is replacing Ms. Maria Clinton's faculty representative position for Technical Education on the committee. Dr. O'Neil will be proxy for Mr. Dexter Cummins at today's meeting. Dr. Jill Zimmerman is here to represent Dr. Marder for the GED course revision and the new GED certificates. Dean Michael Jacobs, Ms. Rose Toll, Ms. Ann Steinberg, Ms. Lisa Karlstein-Francey, Ms. Cynthia Kincaid, Mr. Terry Rezek, Mr. Robert Falb and Mr. Mark Branner were all in attendance to present their courses, certificates and degrees and/or other items of discussion for today's agenda.

1. Approval of Agenda
Ms. Clinton announced that we have an amendment to the agenda. Ms. Snow has prepared a handout of this agenda amendment for the committee for the addition of ELTE 140, ELTE 220 and FTEC 123 to today's agenda. There were no comments or concerns with the agenda. It was moved and seconded to approve the agenda. The motion carried unanimously.
2. Approval of Minutes from December 11, 2008
It was moved and seconded to approve the minutes from December 11, 2008. There were no comments or concerns. The motion carried unanimously.
3. Graduation Proficiency Reading Requirement – Memo from October 23, 2008 (Action Item)
Each division who voted from November 13 and December 11 confirmed that they were in favor of raising the Graduation Proficiency Reading Requirement (as described from the October 23, 2008 memo) to Eligibility for College Level Reading (AVC assessment) or Completion of READ 099 with a satisfactory grade of "C" or "P" (Pass). Today, both VAPA and Language Arts also reported that yes, they are in favor of raising the Graduation Proficiency Reading Requirement as described above. The overall consensus is in favor of this requested action. It was moved and seconded to approve raising the Graduation Proficiency Reading requirement as proposed above. The motion carried unanimously.
4. Syllabus Guidelines – Action Item (need input from Instructional Resources and Language Arts)
The committee needs to decide on new guidelines for how much time an instructor has to give a syllabus to their students. This new action will be reflected in Board Policy, "Guidelines for Creating an Effective Syllabus", and in tenure review paperwork.

(This vote was subsequently changed / corrected: See Minutes from 2/26/09.)

(This item comes back today for input from Instructional Resources and Language Arts for this issue. The three options are 1st class meeting, 2nd class meeting, and 2nd week. Instructional Resources voted 2nd class meeting and

Language Arts voted to leave it alone at two weeks. The consensus is that most divisions voted for the 2nd class meeting. It was moved and seconded to approve this vote. The motion carried unanimously.)

5. Catalog Rights Policy – Memo (Suggestion from Counseling) (Motion to Approve)
Dr. Coleman-Carew presented their recommended language change of the Catalog Rights Policy in the current college catalog in order to clarify and create fairness. The counseling division pointed out that the current language “creates disparate treatment of students, based upon the first term they don’t attend school. A student who first misses a semester in Fall can be out for two full semesters and maintain their catalog rights, whereas a student who first misses in Spring can only be out for one semester to retain their catalog rights.” Counseling recommends removing the statement “Continuous attendance is defined as attendance in at least one regular semester (fall or spring) in each calendar year.” Replace the aforementioned sentence with, “A student will lose catalog rights if there is no course notation on the transcript for two consecutive, regular (fall/spring) semesters.” The committee asked that “course notation” be further clarified for the students. This will come back next meeting for action.
6. New Courses/CORs – Second Reading (Corrections made, paperwork completed, No Xeroxing Required.)
 - a. PHTC 203 – Foundations of Cameras and Composition 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in PHTC 203L
Advisory: Completion of PHTC 101 or PHTC 125, and Eligibility for READ 099 and ENGL 099 IMF (form-ok)
 - b. PHTC 203L – Foundations of Cameras and Composition Photography Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in PHTC 203
 - c. PHTC 205 – Documentary and Landscape Photography 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in PHTC 205L
Advisories: Completion of PHTC 101 or PHTC 125, and Eligibility for READ 099 and ENGL 099 IMF (form-ok)
 - d. PHTC 205L – Documentary and Landscape Photography Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in PHTC 205
 - e. PHTC 211 – Wedding, Portrait and Event Photography 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in PHTC 211L
Advisory: Completion of PHTC 101 or PHTC 125 and Eligibility for READ 099 and ENGL 099 IMF (form-ok)
 - f. PHTC 211L – Wedding, Portrait and Event Photography Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in PHTC 211
 - g. PHTC 215- Photography Studio Practices 3 units, 4 hours weekly
Prerequisite: Completion of PHTC 101 or PHTC 125
Corequisite: Concurrent enrollment in PHTC 215L
Advisory: Eligibility for READ 099 and ENGL 099 IMF (form-ok)
 - h. PHTC 215L – Photography Studio Practices Lab .5 unit, 24 hours weekly
Corequisite: Concurrent enrollment in PHTC 215
The above course revisions all first presented on 12/11/2008 and all corrections were made as requested. SLOs have now been approved for PHTC 203, PHTC 205, and PHTC 215. We still need the SLO for PHTC 211. It was moved and seconded to approve PHTC 203, PHTC 203L, PHTC 205, PHTC 205L, PHTC 215, and PHTC 215L. The motion carried unanimously. It was moved and seconded to approve the content review to set the requisites for PHTC 203, PHTC 203L, PHTC 205, PHTC 205L, PHTC 215, and PHTC 215L. The motion carried unanimously.

When there is an approved SLO for PHTC 211 on file, it will come back for approval.

7. PHTC: Commercial Photography – Degrees and Certificates / Catalog Pages
 - a. Commercial Photography – Program Certificate Revisions
 - b. Commercial Photography – Catalog Page Revisions (Program Descriptions, Certificate/Degree Statements)
Ms. Lisa Karlstein-Francey presented her catalog pages and her program certificate revisions for commercial photography. It was moved and seconded to approve the catalog page revision. The motion carried unanimously. It was moved and seconded to approve the program certificate revision for commercial photography. The motion carried unanimously.

(The approval for the commercial photography certificate was rescinded: See Minutes from 2/26/09. There was no approved SLO on file yet for PHTC 211. This approval took place in error.)

8. Revised Courses/CORs – Second Reading (Corrections made, paperwork completed, No Xeroxing Required.)

Digital Media Courses/Program

The discipline designation is changing from CG/MM to DM - Computer Graphics/Multimedia to Digital Media for each of the following courses.

- a. MM 106 – Video Design and Production for Multimedia I 3 units, 6 hours weekly
Prerequisite: Completion of MM 101/CG 101
Corequisite: Concurrent enrollment in MM 106L
Advisory: Completion of ART 110, and Eligibility for READ 099
Revised to:
DM 106 – Video Design and Production I 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 106L
Advisory: Completion of DM 101, ART 110, and Eligibility for ENGL 099 and READ 099.
Changing from Lecture/Lab to Lecture mode of instruction
- b. MM 106L – Video Design and Production for Multimedia I Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in MM 106
Revised to:
DM 106L – Video Design and Production I Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 106
- c. CG 127/MM 115 – Internet Web Design and Production I 3 units, 6 hours weekly
Prerequisite: Completion of CG 101/MM 101
Corequisite: Concurrent enrollment in CG 127L/MM 115L
Advisory: Completion of ART 110, and Eligibility for READ 099
Revised to:
DM 127 – Web Design and Production I 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 127L
Advisory: Completion of DM 101, ART 110, and Eligibility for READ 099
Changing from Lecture/Lab to Lecture mode of instruction
- d. CG 127L/MM 115L – Internet Web Design and Production I Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 127L/MM 115L
Revised to:
DM 127L – Web Design and Production I Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 127
- e. CG 145 – Computer 3-D Animation 3 units, 6 hours weekly
Prerequisite: Completion of CG 101/MM 101 and ART 110
Corequisite: Concurrent enrollment in CG 145L
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
Revised to:
DM 145 – Computer 3-D Animation 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 145L
Advisory: Completion of DM 101, ART 110, and Eligibility for ENGL 099, READ 099 and MATH 070
Changing from Lecture/Lab to Lecture mode of instruction
- f. CG 145L – Computer 3-D Animation Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 145
Revised to:
DM 145L – Computer 3-D Animation Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 145
- g. CG 298 – Special Studies in Computer Graphics 3 units, 6 hours weekly
Limitation on Enrollment: Instructor approval of portfolio prior to enrollment only.
Prerequisite: Completion of CG 101/MM 101
Corequisite: Concurrent enrollment in CG 298L
and
MM 298 – Special Studies in MultiMedia 3 units, 6 hours weekly
Prerequisite: Completion of MM 101/CG 101
Corequisite: Concurrent enrollment in MM 298L

Revised to:

DM 298 – Special Studies in Digital Media 3 units, 4 hours weekly

Corequisite: Concurrent enrollment in DM 298L

Advisory: Completion of DM 101

- h. CG 298L – Special Studies in Computer Graphics Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 298

and

MM 298L – Special Studies in Multimedia Lab .5 unit, 1.8 hours weekly

Corequisite: Concurrent enrollment in MM 298

Revised to:

DM 298L – Special Studies in Digital Media Lab .5 unit, 24 hours total

Corequisite: Concurrent enrollment in DM 298

All corrections were made as requested for the above DM course revisions. It was moved and seconded to approve 8a-h. The motion carried unanimously. It was moved and seconded to approve the content review to set requisites for 8a-h. The motion carried unanimously.

9. DM: Digital Media – Degrees and Certificates / Catalog Pages

- a. Digital Media – Program Certificates Revisions

- b. Digital Media – Catalog Page Revisions (Program Descriptions, Certificate/Degree Statements)

Ms. Cynthia Kincaid and Mr. Terry Rezek presented the revisions for the catalog pages and the certificate programs and degrees. Ms. Drake stated that nationally, the language is moving away from “vocational” and moving to “career or technical.” It was moved and seconded to approve the catalog page revisions with the replacement of the word “vocational” to the word “career” and/or “technical.” The motion carried unanimously.

Dr. Coleman-Carew asked if there will be information/guidance given to counseling for directing students for which certificate(s) students should take. Ms. Kincaid notified the committee that a brochure is being put together to resolve confusion with students and counselors. It was noted that DM 106/L, Video Design and Production I/Lab and DM 110/L, Motion Graphics/Lab should be added to the Program Electives List for the Interactive Media-Web Design certificate/degree. Also, Mr. Rezek noted that he will correct the number of required units and total units on this certificate. PHTC 101/L elective needs to be corrected to be PHTC 125/L, Beginning Digital Photography/Lab on the Interactive Media and the Video Design and Production certificates. It was moved and seconded to approve these six program certificate revisions (with corrections for Interactive Media/Web Design and Video Design and Production). The motion carried unanimously.

10. New Courses/CORs – First Reading

- a. DFST 108 - Visual, Gestural, and Non-Manual Aspects of ASL 3 units, 3 hours weekly

Advisory: Eligibility for ENGL 099 and READ 099.

SLO?

There is no SLO on file yet for this course. This course will be brought back at a later date for its first reading.

- b. ELTE 180 – Microprocessor Systems 6 units, 8 hours weekly

Prerequisite: Completion of ELTE 130

Advisory: Eligibility for ENGL 099, READ 099, and MATH 070

SLO-11/17/08

Mr. Motawakel presented this new course proposal which is equivalent to ELTE 140 and ELTE 220 taken together. Mrs. Drake mentioned that they picked a number in between the two other courses-ELTE 140 and ELTE 220. The change requested is to add the statement “Students who have taken ELTE 140 *and* ELTE 220 have fulfilled the content of this course.” This course will come back for approval.

- c. FTEC 117 – Preparing to be a Firefighter 3 units, 3 hours weekly

Advisory: Eligibility for ENGL 099, READ 099, and MATH 070

SLO-11/17/08

Mr. Robert Falb presented this new course proposal in order to complete our course offerings with a course that focuses on the application and interview process so that our firefighter students can learn to present themselves well to new prospective employers. Dr. Grishman said that we need to check the Transfer and Vocational boxes under Section II, item #2, Course Justification of page one of the CPF. It was also noted that this course will be added as an elective for next year’s catalog. Items IV and V on the course content page should have different subject headings. The textbook either needs to be updated to within five years or

there needs to be a brief rationale for those texts that are older than five years. Corrections will be made and then this course will come back for approval.

- d. INT 206 – Introduction to Sign to English Interpreting (Voicing) 4 units, 4 hours weekly
Prerequisite: Completion of or concurrent enrollment in INT 201
Advisory: Eligibility for ENGL 099 and READ 099
SLO?
There is no SLO on file yet for this course. This course will be brought back at a later date for its first reading.
 - e. THA 150 – Physical Performance Styles 3 units, 4 hours weekly
Prerequisite: Completion of THA 110
SLO?
Mr. Mark Branner presented this new course. CPF page #3, course transferability categories should be both CSU and UC, per Dr. Grishman. Mr. Branner verified that he wants the same advisories for this course as its prerequisite course of THA 110. Therefore, ENGL 099 and READ 099 will be advisories for this course, which are automatically carried by this course's prerequisite course, THA 110. We will bring this course back for approval when an approved SLO is on file.
11. Revised Courses/CORs – Second Reading
 - a. LAC 940 Preparing for Success in the GED Program 32 hours total
Revised to:
GED 940 – Preparing for Success in the GED Program 32 hours total
Repeatability increasing from 1 to 3
SLO – 11/17/2008
All requested changes were made to the course revision for LAC 940. LAC 940 will change its course designation to GED 940. There were no problems or concerns noted with this revision. It was moved and seconded to approve this course revision. The motion carried unanimously.
 12. GED: Noncredit Certificates of Completion
 - a. Certificate 1: Introductory Basic Math
 - b. Certificate 2: Critical Thinking Skills
 - c. Certificate 3: Introductory Language Skills
 - d. Certificate 4: Certificate in Writing Proficiency for the GED
 - e. Certificate 5: Certificate in Math Proficiency for the GED
 - f. Certificate 6: Certificate of Competency in Liberal Arts for the GED

These GED Noncredit certificates of completion were modeled after the CSA program for enhanced funding. There were no problems or concerns noted with these certificates. It was moved and seconded to approve these GED Noncredit certificates of completion. The motion carried unanimously. Ms. Clinton will now take these to the Senate as informational, then to the Board and then to the Chancellor's Office for approval.
 13. Revised Courses/CORs – First Reading
 - a. CHEM 212 – Organic Chemistry Support Laboratory 0 units
Corequisite: Concurrent enrollment in CHEM 210.
Revised to:
CHEM 212 – Organic Chemistry Support Laboratory .5 unit, 2 hours weekly
Pass/No Pass only
Methods of Evaluation added
 - b. CHEM 222 – Organic Chemistry Support Laboratory 0 units
Corequisite: Concurrent enrollment in CHEM 220
Revised to:
CHEM 222 – Organic Chemistry Support Laboratory .5 unit, 2 hours weekly
Corequisite: Concurrent enrollment in CHEM 220
Pass/No Pass only
Methods of Evaluation added

Dr. Newman presented the above two course revisions in order to correct the zero unit labs which are not allowed by the Chancellor's Office to the format of the allowed supplemental learning support laboratories which are .5 unit and have been approved to be 2 hours weekly for these two support laboratory courses. These support laboratory courses will be pass/no pass only designation and methods of evaluation have been added. Noted here is that these two supplemental laboratory courses carry only the one way corequisite of the mother course and the mother course does not carry these laboratory courses as required corequisites. This makes each laboratory course an optional corequisite to their mother courses. These courses are designed to

be available to help those students who need and/or desire extra help in the mother course. CHEM 212 needs only a formatting correction for the homework page. There were no problems or concerns with the above course revisions. It was moved and seconded to approve these course revisions. The motion carried unanimously.

- c. DFST 101 – American Sign Language I 4 units, 5 hours weekly
- d. DFST 102 – American Sign Language II 4 units, 5 hours weekly
- e. DFST 102L – American Sign Language (ASL II) Skill Building Lab 1 unit, 3 hours weekly
- f. DFST 105 – Introduction to American Deaf Culture 3 units, 3 hours weekly
- g. DFST 201 – American Sign Language III 4 units, 5 hours weekly
- h. DFST 201L – American Sign Language (ASL III/IV) Skill Building Lab 1 unit, 3 hours weekly
Revised to:
DFST 201L – ASL III/IV Skill Building Lab
- i. DFST 202 – American Sign Language IV 4 units, 5 hours weekly
Mr. Duane Rumsey presented these course outline revisions which were updated to current AP&P standards and to new form. DFST 102L has minor updates. DFST 101, 102, 105, 201, 201L, and 202 each had revisions to course content and methods of evaluation. Ms. Beyer noted that the last item X on the content page was nicely written, noting that “if a research paper is assigned, instructors will...” in regards to the writing review requirement being on the course content page for courses where research papers are being required but there is either no ENGL prerequisite or only ENGL advisories. Corrections requested include making sure and placing this on the other CORs where there may be a research paper assigned, that is, DFST 105, INT 201, INT 202, INT 203, and INT 204. Initially, it was moved and seconded to approve the lecture courses for DFST 101, 102, 201 and 202. They were unanimously approved; however, it was later moved to rescind DFST 201 for excessive homework hours. Then it was then later decided to rescind all of the DFST lecture courses so that the homework hours can be re-evaluated and refigured, if needed, to prevent excess homework hours on these courses. Each of the lab courses need to have the homework hours removed and to instead note that homework is “as required by the lecture/parent course”. We will double check the transferability of DFST 102 to UC, and each of these courses (lectures and labs) will come back for approval.
- j. INT 201 – Sign/English Translation 3 units, 5 hours weekly
- k. INT 202 – Sign Language Interpreting I 3 units, 5 hours weekly
- l. INT 203 – Sign Language Interpreting II 3 units, 5 hours weekly
- m. INT 204 – Sign/English Transliteration 3 units, 5 hours weekly
Mr. Rumsey presented these course outline revisions where course content and methods of evaluations were revised. The course objectives were also revised for INT 201. Corrections requested for each of these courses included recalculating the homework hours to avoid excessive homework as only 4 hours of homework is required for each of these courses. The other change requested included adding the Review Research Paper skills statement to the content review page of each of these revisions. Corrections will be made and these courses will come back for approval.
- n. NS 204,204CL – Leadership and Management Skills in the Care of Adults with Health Deviation Self-Care
Requisites 14 units, (96 hours lecture, 384 hours clinic)
Limitation on Enrollment: Formal admission to ADN Program.
Prerequisite: Completion of NS 201, NS 202 and NS 203
Revised to:
NS 204,204CL - Leadership and Management Skills in the Care of Adults with Health Deviation Self-Care
Requisites 14 units, 30 hours weekly (6 hours lecture, 24 hours lecture/lab)
Limitation on Enrollment: Formal admission to the ADN Program.
Prerequisites: Completion of NS 201, 202, 203
Corequisite: NS 204L
Ms. Linda Harmon presented this course revision/update to the new form which will become obsolete at the end of this Spring 2009. It was moved and seconded to approve this course revision/update. The motion carried unanimously.
- o. READ 095L – Basic Reading Strategies for College Success Lab 0 units
Corequisite: Concurrent enrollment in READ 095.
Revised to:
READ 095L – Basic Reading Strategies for College Success-Lab .5 unit, 24 total hours
Corequisite: Concurrent enrollment in READ 095
Pass/No Pass only

- p. READ 097L – Reading Comprehension for College Success Lab 0 units
Corequisite: Concurrent enrollment in READ 097
Revised to:
READ 097L – Reading Comprehension for College Success-Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in READ 097
Pass/No Pass only
 - q. READ 099L – Critical Reading and Study Skills Lab 0 units
Corequisite: Concurrent enrollment in READ 099
Revised to:
READ 099L – Critical Reading and Study Skills-Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in READ 099
Pass/No Pass only
These zero unit labs are being revised into .5 unit/24 hours total for student, credit Supplemental Learning Assistance courses that are each corequisites to their parent courses and will be pass/no pass only. The course objectives were expanded to reflect instruction. Also, methods of evaluation were added. There were no problems or concerns noted with these course revisions. It was moved and seconded to approve these course revisions for READ 095L, READ 097L, and READ 099L. The motion carried unanimously.
14. DFST – Degrees and Certificates
- a. American Sign Language - ASL Certificate/Degree
 - b. Interpreter Training - INT Certificate/Degree
There are no SLOs on file yet for the two new courses, DFST 108 and INT 206, which are being requested as additional electives for these two certificates. These certificate revisions will be brought back when the two new courses, DFST 108 and INT 206, are brought back for approval.
15. Obsolete Courses – First Review (GED, CG, MM)
(All CG/MM obsolete courses were taken from the Digital Media Crosswalk.)
- a. GED 907 – Vocabulary for Everyday Life: Module 1 16 hours total
 - b. GED 908 – Vocabulary for Arts and Entertainment: Module 2 16 hours total
 - c. GED 909 – Vocabulary for Medicine, Business and The Professions: Module 3 16 hours total
 - d. GED 912 – Reading Skills 2 4 hours weekly
 - e. GED 946 – Study and Test Taking Skills for the GED 3 hours weekly
 - f. GED 947 – Vocabulary for the GED 3 hours weekly
 - g. CG 299-Computer Graphics Software Updates: Special Topics / MM 199- Multimedia Software Updates: Special Topics
 - h. CG 123 – Digital Typography and Calligraphy 3 units, 6 hours weekly
 - i. CG 123L – Digital Typography and Calligraphy Lab .5 unit, 1.8 hours weekly
 - j. CG 230 – Intermediate Chemical-Digital Photographic Imaging 3 units, 6 hours weekly
 - k. CG 230L – Intermediate Chemical-Digital Photographic Imaging Lab .5 unit, 1.8 hours weekly
 - l. CG 235 – Computer Images and Advertising Design 3 units, 6 hours weekly
 - m. CG 235L – Computer Images and Advertising Design Lab .5 unit, 1.8 hours weekly
 - n. MM 120 – Multimedia Design 3 units, 6 hours weekly
 - o. MM 120L – Multimedia Design Lab .5 unit, 1.8 hours weekly
 - p. MM 235 – Introduction to Virtual Reality 3 units, 6 hours weekly
 - q. MM 235L – Introduction to Virtual Reality Lab .5 unit, 1.8 hours weekly
There were no objections, problems, or concerns noted with these obsolete courses. These courses are declared as obsolete and will be removed from the 2009-10 college catalog.
16. Community Service Offerings – First Reading
- a. Special Topics in Mediation
 - b. Mediation & Violence Prevention-revised
 - c. Becoming a Resident & a US Citizen
 - d. Business IA- How to Turn Stress into Success
 - e. Auto Wholesale Business from Home
 - f. Introduction to Bridge
 - g. The 99 Cent Gourmet-How to Feed a Family of Four for \$10 or Less,
 - h. How to Profitably Manage Rental Properties
 - i. Clutterology-Getting Rid of Clutter and Getting Organized
 - j. The Basics of Selling on e-Bay
 - k. Profitable Exporting for Small Businesses
 - l. Tai Chi for Health and Fitness

- m. Beginning Kung Fu for Health and Fitness
Ms. Ann Steinberg presented these new Community Service Offerings courses. Corrections noted include the award of completion (not *certificate* of completion) for the Special Topics in Mediation course. Also noted was that the materials fee of \$25 is “optional”. It was moved and seconded to approve 16a-m. The motion carried unanimously.
 - 17. Announcements
 - I. Approvals of Certificates/Degrees from Chancellor’s Office
(The “pending” language has come out of the college catalog for these certificates/degrees.)
 - a. Certificates
 - Commercial Music-Level I-General
 - Commercial Music, Level II-Performance Specialty
 - Commercial Music, Level II Music Arranging- has been deleted per our request
 - Electronics Technology Certificate
 - b. Degrees
 - AA Music Degree
 - 18. Adjournment.
This meeting adjourned at 5:30 p.m. The next meeting will be February 26, 2009.
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Agenda Amendment: 2/12/09 AP&P,

- 13. Revised Courses/CORs – First Reading (Continued...)
 - r. ELTE 140 – Microprocessor Systems I 2.5 units, 4 hours weekly
Prerequisite: Completion of ELTE 130 or concurrent enrollment.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
Revised to:
ELTE 140 - Microprocessor Systems I 3 units, 4 hours weekly
Prerequisite: Completion of ELTE 130 or concurrent enrollment
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
Mr. Rick Motawakel presented this course revision because there is a new course being proposed for the day students (ELTE 180) which is actually a combination of ELTE 140 and ELTE 220. This course revision places more emphasis on lecture so units will increase from 2.5 units to 3.0 units. The requested change was to make sure that the description of this course carries a notation of “Students who have taken ELTE 180 have fulfilled the content of ELTE 140 and ELTE 220.” This course will come back for approval.
 - s. ELTE 220 – Microprocessor Systems II 2.5 units, 4 hours weekly
Prerequisite: Completion of ELTE 140
Advisory: Eligibility for ENGL 099 and READ 099
Revised to:
ELTE 220 – Microprocessor Systems II 3 units, 4 hours weekly
Prerequisite: Completion of ELTE 140
Advisory: Eligibility for ENGL 099 and READ 099
Mr. Rick Motawakel presented this course revision because there is a new course being proposed for the day students (ELTE 180) which is actually a combination of ELTE 140 and ELTE 220. This course revision places more emphasis on lecture so units will increase from 2.5 units to 3.0 units. Also requested was that the class max change from 24 to 20. Requested changes include making sure that the description of this course carries a notation of “Students who have taken ELTE 180 have fulfilled the content of ELTE 140 and ELTE 220.” Also requested was the addition of “A continuation of ELTE 140” to the beginning of the course description. This course will come back for approval.
 - t. FTEC 123 – First Responder EMS 2 units, 3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Reinstating obsolete course (4/2007)
Mr. Robert Falb presented this obsolete course that was revised to meet Firefighter I Academy standards and to fulfill the agreement to conduct a fire academy at AVC. Also, the California State Fire Marshal’s office is requiring that the college reinstate FTEC 123, First Responder EMS course as a requirement for Firefighter I certification. There is only a minor change in the course description. The textbook needs to be updated or there

needs to be a brief rational if an older text will be used. It was moved and seconded for approval of this course with corrections. The motion carried unanimously.

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