

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

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

Technical Review Committee – Richard Coffman, Scott Lee, and Darcy Wiewall

FROM: Ms. Linda Harmon / Mrs. Sharon Lowry

DATE: September 13, 2012

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting  
**Thursday, September 13, 2012, BE 321 (Computer Lab), 3:00-5:30pm**

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**2012-2013**  
**Academic Policies & Procedures Committee Meeting No. 2**  
**AGENDA**

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

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

**3. APPROVAL OF MINUTES**

- a. August 23, 2012

**4. INFORMATIONAL ITEMS**

- a. 2012-13 AP&P Deadline – 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
- b. CORs that need to be revised this academic year – List at the end of the agenda
- c. TMC Degrees that need to be developed and brought to AP&P – List at the end of the agenda
- d. CurricUNET Workshops – COR and Program Development Assistance
- Attendees can claim a maximum of 3 hours of Standard 1 Flex credit
    1. Friday, September 14, 2012, 9:00-12:00p.m. – BE 321 (Darcy Wiewall)
    2. Wednesday, September 19, 2012, 1:00-4:00p.m. – BE 321 (Scott Lee)
    3. Thursday, September 20, 2012, 1:30-4:00p.m. – BE 321 (Richard Coffman)
    4. Tuesday, September 25, 2012, 2:00-4:00p.m. – BE 321 (Linda Harmon)
    5. Wednesday, October 3, 2012, 2:00-4:00p.m. – BE 321 (Linda Harmon)
    6. Wednesday, October 17, 2012, 2:00-4:00p.m. – BE 321 (Linda Harmon)

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

- a. Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing Proficiency levels
- b. Repeatability of courses
- c. Content Review and Course Validation Process for Prerequisites
- d. Double counting for local degrees
- e. AP 5075 Course Adds and Drops

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

- a. AP 5075 Course Adds and Drops
- Business, Computer Studies and Economic Dev.
  - Health Sciences
  - Instructional Resources/Extended Services
  - Language Arts
  - Math & Engineering
  - Science
  - Kinesiology, Athletics and Dance
  - Social and Behavioral Sciences
  - Student Services/Counseling
  - Technical Education
  - Visual and Performing Arts

- b. AP 4260: Prerequisites, Co-requisites, Advisories, and Limitation on Enrollment
  - Business, Computer Studies and Economic Dev.
  - Health Sciences
  - Instructional Resources/Extended Services
  - Language Arts
  - Math & Engineering
  - Science
  - Kinesiology, Athletics and Dance
  - Social and Behavioral Sciences
  - Student Services/Counseling
  - Technical Education
  - Visual and Performing Arts
- c. AP 5031: Instructional Materials Fees
  - Business, Computer Studies and Economic Dev.
  - Health Sciences
  - Instructional Resources/Extended Services
  - Language Arts
  - Math & Engineering
  - Science
  - Kinesiology, Athletics and Dance
  - Social and Behavioral Sciences
  - Student Services/Counseling
  - Technical Education
  - Visual and Performing Arts
- d. UC Changes in COR and Text Requirements – Dr. Lee Grishman
  - CORs must be no older than 5 years to retain transferability
  - Texts must not be older than 7 years from the date of publication. Exceptions: Courses such as Computer Science and other technical disciplines which require updated texts for currency must be within 5 years of publication to retain transferability.

#### 7. Non-Substantial Course Revisions – Consent Agenda

- a. AJ 101, Introduction to Administration of Justice
- b. AJ 103, Criminal Evidence
- c. AJ 203, Narcotics Control
- d. AJ 204, Juvenile Procedures
- e. AJ 207, Probation and Parole
- f. AUTO 113, Advanced Engine Rebuilding (Advanced)
- g. CA 111, Word Processing – Microsoft Word
- h. ELTE 105, Introduction to Robotics
- i. GEOG 221, Spatial Analysis in Geographic Information Systems (GIS)
- j. KIN 103, Aerobic Conditioning
- k. KIN 145, Advanced Women's Fast-Pitch Softball Techniques
- l. KIN 150, Beginning Swimming
- m. KIN 151, Intermediate Swimming
- n. KIN 152, Fitness Swimming
- o. KIN 157, Advanced Volleyball
- p. KIN 165, Advanced Track Techniques
- q. KIN 170, Beginning Weight Lifting
- r. KIN 173, Intermediate Weight Lifting
- s. KIN 215, Intercollegiate Cross Country
- t. KIN 240, Intercollegiate Women's Softball
- u. KIN 255, Intercollegiate Track
- v. MGT 201, Small Business Management
- w. POLS 103, Comparative Government
- x. POLS 202, Ethnic Politics in America
- y. PSY 236, Developmental Psychology

#### 8. Substantial Course Revision – First Reading

##### **Andrea Sanders will arrive at 3:45p.m.**

- a. CFE 113, Inclusive Early Childhood Education 3 hours lecture, 3 units
  - Course not taught in the last two years/updates made to keep it current
  - Updated Textbook

##### **Lance Hodge will arrive at 3:45p.m.**

- b. EMT 101, Emergency Medical Technician (EMT) 4 hours lec/4.5 hours lab wk, 5.5 units
  - Added Limitation on Enrollment
  - Substantial revision to course description

##### **Richard Coffman**

- c. GEOL 101L, Physical Geology Lab 3 hours lec weekly, 1 units

**Magdalena Caproiu will arrive at 3:15p.m.**

- d. MATH 099, Individualized Self-Study Mathematics 4 hours lec weekly, 1-32 units
- Updated description as requested by AP&P to be in alignment with the A and B option for MATH

**Berkeley Price will arrive at 4:00p.m.**

- e. MUS 121, Voice Class 3 hours lab weekly, 1 unit
- Changed units and hours to be in line with repeatability
  - Changed LHE earned to be in line with a laboratory class
  - Changed grading method to include pass/no pass option
  - Potential loss of General Education transferability if unit value is less than 2
- f. MUS 126, Classical Guitar 3 hours lab weekly, 1 unit
- Changed units and hours to be in line with repeatability
  - Changed LHE earned to be in line with a laboratory class
  - Potential loss of General Education transferability if unit value is less than 2
- g. MUS 165, Instrumental Ensemble – Guitar 3 hours lab weekly, 1 unit
- Changed units and hours to be in line with repeatability
  - Changed LHE earned to be in line with a laboratory class
- h. MUS 167, Intermediate Orchestra 3 hours lab weekly, 1 unit
- Changed units and hours to be in line with repeatability
  - Changed LHE earned to be in line with a laboratory class
  - Changed grading method to include pass/no pass option
  - Reduction of class maximum from 90 to 50 students
- i. MUS 170, Beginning Flute Choir 3 hours lab weekly, 1 unit
- Changed units and hours to be in line with repeatability
  - Changed LHE earned to be in line with a laboratory class
- j. MUS 171, Intermediate Flute Choir 3 hours lab weekly, 1 unit
- Changed units and hours to be in line with repeatability
  - Changed LHE earned to be in line with a laboratory class
- k. MUS 181, Master Chorale 3 hours lab weekly, 1 unit
- Changed units and hours to be in line with repeatability
  - Changed LHE earned to be in line with a laboratory class
  - Changed grading method to include pass/no pass option
  - Reduction of class maximum from 120 to 70 students
- l. MUS 183, Master Chorale Sectional 1.5 hours lab weekly, .5 unit
- Changed grading method to include pass/no pass option
- m. MUS 191, Treble Choir-Children's Music 3 hours lab weekly, 1 unit
- Changed units and hours to be in line with repeatability
  - Changed LHE earned to be in line with a laboratory class
- n. MUS 201, History of Music in Western Civilization I 3 hours lec weekly, 3 units
- Course not taught in the last 2 years, being renewed to keep in the catalog
- o. MUS 202, History of Music in Western Civilization II 3 hours lec weekly, 3 units
- Course not taught in the last 2 years, being renewed to keep in the catalog

**Michael McCully will arrive at 4:15p.m.**

- p. MUSC 141, Concert Attendance 3 hours lab total, 1 unit
- Changed units and hours to be in line with repeatability however total hours does not equal 1 unit
  - Changed LHE earned to be in line with a laboratory class

**Eugenie Trow will arrive at 4:15p.m.**

- q. THA 101, Introduction to Theatre 3 hours lec weekly, 3 units
- Title change from Theatre Appreciation

**9. Instructional Material Fee**

- a. KIN 197, Lifeguard Training  
Increase to \$35.00 from \$3.00
- b. VN 110, Self-Care: Fundamentals and Pharmacology  
Increase to \$26.00 from \$24.00
- c. VN 111, Nursing to Promote Self-Care Agency in the Child-Bearing Family and Pediatric Patient  
Increase to \$26.00 from \$24.00
- d. VN 113, Nursing Leadership to Promote Self-Care Agency in the Adult  
Increase to \$45.00 from \$41.00

**10. INFORMATIONAL ITEM – Course Deactivations: First Reading**

- a. MUS 161, Instrumental Ensemble - Woodwinds

- b. MUS 162, Beginning Clarinet Choir
- c. MUS 163, Instrumental Ensemble - Brass
- d. MUS 164, String Ensemble
- e. MUS 168, Intermediate Clarinet Choir
- f. MUS 186, Gospel Choir
- g. MUS 189, Keyboard Ensemble
- h. MUS 262, Advanced Clarinet Choir
- i. MUS 268, Musical Theatre Orchestra
- j. PE 187, Yell and Song Leading
- k. PE 188, Pep Squad Leadership
- l. PE 189, Cheer Conditioning

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

Area of Study	CurricUNET Status
1. Administration of Justice/Criminal Justice	<i>Submitted – Articulation &amp; Rep</i>
2. Anthropology	
3. Art History	<i>Submitted – Awaiting Dean and Rep</i>
4. Business Administration	<i>Ready to be submitted</i>
5. Computer Science	
6. Early Childhood Education	<i>Ready to be submitted</i>
7. Elementary Teacher Education	
8. English	
9. Geography	<i>Ready to be submitted</i>
10. Geology	<i>Submitted – Awaiting Dean and Rep</i>
11. History	<i>Submitted – Awaiting Dean and Rep</i>
12. Journalism	
13. Kinesiology	<i>Submitted – Awaiting Faculty</i>
14. Music	
15. Physics	<i>Submitted – Awaiting Dean and Rep</i>
16. Political Science	<i>Ready to be submitted</i>
17. Psychology	<i>Submitted – Awaiting Div Fac</i>
18. Sociology	<i>Submitted – Awaiting Div Fac</i>
19. Studio Arts	<i>Submitted – Awaiting Faculty</i>
20. Theatre Arts	<i>Submitted – Awaiting Faculty</i>

**Completed AVC AA-T/AS-T Degrees**

- 21. Communication Studies
- 22. Mathematics

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

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 12/13/12	Status
<b>Business, Computer Studies and Economic Development</b>			
CA 107, Micro Hardware/Software Support		Cannot schedule 13-14	<i>Submitted – Dean</i>
CA 111, Word Processing-Microsoft Word		Cannot schedule 13-14	<i>Submitted – Agenda</i>
CIS 157, Introduction to LINUX		Cannot schedule 13-14	<i>Submitted – Dean</i>
CIS 173, Intro to C++ Programming		Cannot schedule 13-14	<i>Submitted – Dean</i>
MGT 201, Small Business Management		Cannot schedule 13-14	<i>Submitted – Agenda</i>
RE 101, Real Estate Principles		Cannot schedule 13-14	
RE 105, Real Estate Practices		Cannot schedule 13-14	
RE 111, Real Estate Finance		Cannot schedule 13-14	
RE 121, Legal Aspects of Real Estate		Cannot schedule 13-14	
RE 131, Real Estate Appraisal		Cannot schedule 13-14	
RE 141, Escrow Principles		Cannot schedule 13-14	
RE 161, Property Management		Cannot schedule 13-14	
<b>Counseling/Student Services</b>			

EOPS 060, Enrichment Class		Cannot schedule 13-14	Submitted – <i>Awaiting Dean</i>
<b>Health Sciences</b>			
CFE 150, Parenting: Infancy		Cannot schedule 13-14	<i>Submitted – Dean &amp; AP&amp;P Rep</i>
CFE 151, Parenting: Preschool Child		Cannot schedule 13-14	<i>Submitted – Dean &amp; AP&amp;P Rep</i>
CFE 152, Parenting: Elem Preadolescent		Cannot schedule 13-14	<i>Submitted – Dean &amp; AP&amp;P Rep</i>
CFE 155, Single Parenting		Cannot schedule 13-14	<i>Submitted – Dean &amp; AP&amp;P Rep</i>
CFE 156, Step-parenting Blended Family		Cannot schedule 13-14	<i>Submitted – Dean &amp; AP&amp;P Rep</i>
CFE 157, Parenting Exceptional Child		Cannot schedule 13-14	<i>Submitted – Dean &amp; AP&amp;P Rep</i>
NF 110, Sports Nutrition		Cannot schedule 13-14	<i>Submitted – Dean &amp; AP&amp;P Rep</i>
<b>Instructional Resources/Extended Services</b>			
LIB 101, Intro to Library Research		Cannot schedule 13-14	<i>Submitted</i>
LIB 105, Libraries and Information		Cannot schedule 13-14	
<b>Language Arts</b>			
CHIN 101, Elementary Chinese I		Cannot schedule 13-14	
CHIN 102, Elementary Chinese 2		Cannot schedule 13-14	
COMM 217, Gender and Communication		Cannot schedule 13-14	<i>Submitted – 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	<i>Submitted</i>
FREN 102, Elementary French 2		Cannot schedule 13-14	
FREN 201, Intermediate French 1		Cannot schedule 13-14	<i>Submitted</i>
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	<i>Submitted</i>
LATN 101, Elementary Latin 1		Cannot schedule 13-14	<i>Submitted</i>
LATN 102, Elementary Latin 2		Cannot schedule 13-14	<i>Submitted</i>

LATN 201, Intermediate Latin		Cannot schedule 13-14	
SPAN 102HL, Elementary Spanish for Heritage Learners II		Cannot schedule 13-14	Submitted
<b>Mathematics &amp; Engineering</b>			
DRFT 250, Introduction 3-D Cad Drafting		Cannot schedule 13-14	
ENGR 110, Engr Orientation & Basic Skills		Cannot schedule 13-14	
ENGR 220L, Strength of Materials Lab		Cannot schedule 13-14	
ENGR 220PS, Strength of Materials PSS		Cannot schedule 13-14	
ENGR 220, Strength of Materials		Cannot schedule 13-14	
ENGR 230, Circuit Analysis		Cannot schedule 13-14	
<b>Science</b>			
ASTR 101L, Astronomy Laboratory		Cannot schedule 13-14	Submitted
BIOL 102, Human Biology		Cannot schedule 13-14	Submitted
CHEM 212, Organic Chemistry Support Laboratory		Cannot schedule 13-14	
ERSC 101 Introduction to Earth Sciences		Cannot schedule 13-14	Submitted
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 – Agenda
GEOG 298A, Special Studies in GIS		Cannot schedule 13-14	Submitted– Awaiting Faculty Revision
GEOG 298B, Special Studies in GIS		Cannot schedule 13-14	Submitted– Awaiting Faculty Revision
GEOG 298C, Special Studies in GIS		Cannot schedule 13-14	Submitted– Awaiting Faculty Revision
GEOL 102, Historical Geology		Cannot schedule 13-14	Submitted – Tech Review
<b>Kinesiology, Athletics and Dance</b>			
KIN 103, Aerobic Conditioning		Cannot schedule 13-14	Submitted – Agenda
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 – Agenda
KIN 150, Beginning Swimming		Cannot schedule 13-14	Submitted – Agenda
KIN 151, Intermediate Swimming		Cannot schedule 13-14	Submitted – Agenda
KIN 152, Fitness Swimming		Cannot schedule 13-14	Submitted – Agenda
KIN 157, Advanced Volleyball		Cannot schedule 13-14	Submitted – Agenda
KIN 165, Advanced Track Techniques		Cannot schedule 13-14	Submitted – Agenda
KIN 170, Beginning Weight Lifting		Cannot schedule 13-14	Submitted – Agenda
KIN 173, Intermediate Weight Lifting		Cannot schedule 13-14	Submitted – Agenda
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	Submitted
KIN 200, Intercollegiate Baseball		Cannot schedule 13-14	
KIN 215, Intercollegiate Cross Country		Cannot schedule 13-14	Submitted – Agenda
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 – Agenda
KIN 255, Intercollegiate Track		Cannot schedule 13-14	Submitted – Agenda
<b>Social and Behavioral Sciences</b>			
ANTH 101, Intro Physical Anthropology		Cannot schedule 13-14	
ANTH 102, Intro Cultural Anthropology		Cannot schedule 13-14	
ANTH 103, Intro to Prehistory		Cannot schedule 13-14	
ANTH 112, Native North Americans		Cannot schedule 13-14	

ANTH 130, Field Archaeology in Latin America		Cannot schedule 13-14	
ANTH 140, Intro to Archaeology		Cannot schedule 13-14	
POLS 103, Comparative Government		Cannot schedule 13-14	Submitted – <i>Agenda</i>
POLS 202, Ethnic Politics in America		Cannot schedule 13-14	Submitted – <i>Agenda</i>
PSY 236, Developmental Psychology		Cannot schedule 13-14	Submitted – <i>Agenda</i>
SOC 105, Mexican Amer Contemp Society		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac, AP&amp;P Rep &amp; Dean</i>
SOC 111, Issues Concepts in Aging		Cannot schedule 13-14	
SOC 115, Marriage and Family Life		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac, AP&amp;P Rep &amp; Dean</i>
SOC 120, Drugs Society Human Behavior		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac &amp; AP&amp;P Rep</i>
<b>Technical Education</b>			
AJ 101, Intro to Admin of Justice		Cannot schedule 13-14	Submitted – <i>Agenda</i>
AJ 103, Criminal Evidence		Cannot schedule 13-14	Submitted – <i>Agenda</i>
AJ 203, Narcotics Control		Cannot schedule 13-14	Submitted – <i>Agenda</i>
AJ 204, Juvenile Procedures		Cannot schedule 13-14	Submitted – <i>Agenda</i>
AJ 207, Probation and Parole		Cannot schedule 13-14	Submitted – <i>Agenda</i>
AUTO 125, Automotive Chassis		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 126, Automotive Brakes		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 127, Auto Suspension, Steering, Align		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 128, Automotive Power Trains		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 130, Basic Auto Trans/Transaxles		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 150, Auto Electrical Systems		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 151, Auto Chassis/Body Elect System		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 152, Automotive Ignition Systems		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 153, Auto Starting/Charging Systems		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 175, Auto Fuel, Emissions, CA Cln Air		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 176, Auto Carburetor Fuel Systems		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 177, Electronic Fuel Injection		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 198H, Adv. Emissions Diagnostics Trng Seminar		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 198, Automotive Seminars		Cannot schedule 13-14	
AUTO 231, General Motors Auto Trans		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 232, Ford/Chrysler Auto Trans		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 277, Elect Eng Controls-GM Systems		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
AUTO 278, Elect Eng Controls-Ford/Chrys		Cannot schedule 13-14	Submitted – <i>Awaiting AP&amp;P Rep</i>
ELTE 105, Introduction to Robotics		Cannot schedule 13-14	Submitted – <i>Agenda</i>
FTEC 215, Rescue Practices		Cannot schedule 13-14	Submitted
FTEC 222, Wildland Fire Control		Cannot schedule 13-14	Submitted
<b>Visual and Performing Arts</b>			
ART 103, History of Non-Western Art		Cannot schedule 13-14	
ART 104, History of Modern and Contemporary Art in the 20th Century		Cannot schedule 13-14	
ART 145L, Design and Color Lab		Cannot schedule 13-14	
ART 145, Design and Color		Cannot schedule 13-14	
ART 160, Painting/Drawing Techniques		Cannot schedule 13-14	
ART 219, Intermediate Illustration		Cannot schedule 13-14	
ART 230, Human Figure Painting		Cannot schedule 13-14	
DM 113, Photoshop I		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty Revision</i>
FTV 101, Introduction to Film		Cannot schedule 13-14	
FTV 103, Intro to Television		Cannot schedule 13-14	
FTV 107, History of Film, Pre 1950		Cannot schedule 13-14	

FTV 108, History of Film, 1950-Present		Cannot schedule 13-14	
FTV 121, Introduction to Digital Filmmaking		Cannot schedule 13-14	
FTV 134, Intro to Screenwriting		Cannot schedule 13-14	
FTV 155, Film Festival Analysis		Cannot schedule 13-14	
FTV 201, Intercultural & Women's Film		Cannot schedule 13-14	
FTV 203, African-American Cinema		Cannot schedule 13-14	
FTV 215, Directing for Film & Video		Cannot schedule 13-14	
FTV 220, Advanced Screenwriting		Cannot schedule 13-14	
FTV 230, Digital Cinematography		Cannot schedule 13-14	
FTV 242, Writing and Pre-Production of the Short Film		Cannot schedule 13-14	
FTV 244, Production & Post-Production of the Short Film		Cannot schedule 13-14	
FTV 251, Contemporary American Independent Film		Cannot schedule 13-14	
FTV 261, Religion and Cinema		Cannot schedule 13-14	
MUS 121, Voice Class		Cannot schedule 13-14	Submitted – <i>Agenda</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>Faculty since 10/07/2011</i>
MUS 164, String Ensemble		Cannot schedule 13-14	Submitted – <i>Dean</i>
MUS 165, Instrumental Ensemble - Guitar		Cannot schedule 13-14	Submitted – <i>Agenda</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>Agenda</i>
MUS 181, Master Chorale		Cannot schedule 13-14	Submitted – <i>Agenda</i>
MUS 183, Master Chorale Sectional		Cannot schedule 13-14	Submitted – <i>Agenda</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>Agenda</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 Faculty</i>
MUSC 124, Jazz Improvisation		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</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 Faculty</i>
MUSC 173, Beginning Jazz Ensemble		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUSC 175, Beginning Rock Band		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUSC 176, Beginning Rock Band Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Discipline/Div Fac</i>
MUSC 222, Popular Vocal Performance		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
MUSC 223, Popular Instrumental Performance		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
MUSC 224, Jazz Improvisation Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</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>Agenda</i>
THA 110, Fundamentals of Acting		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 120A, Rehear&Perform: Drama		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 120B, Rehear&Perform: Comedy		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 120C, Rehear&Perform: Musical Theatr		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 125, Intermediate Acting Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 130, Improvisation		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 133, Makeup for the Stage		Cannot schedule 13-14	
THA 205, Advanced Acting Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 215, Acting for the Camera		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 218, Audition Tech for the Actor		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 220, Fundamentals of Directing		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 239, Intercultural & Women's Theatre		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>

### 13.ADJOURNMENT

#### NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

*Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Ms. Maria Clinton, Academic Senate President, at (661) 622-6306 (weekdays between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.*

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: 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			

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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](http://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 CCCCCO**

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&amp;P Rep</i>
Sociology	Submitted – <i>Awaiting AP&amp;P Rep</i>
Studio Arts	Submitted – <i>Agenda</i>
Theatre Arts	Submitted – <i>Tech Review</i>

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

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

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

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

SOC 120, Drugs Society Human Behavior		Cannot schedule 13-14	Submitted – Awaiting Discipline/Div Fac & AP&P Rep
<b>Technical Education</b>			
AJ 101, Intro to Admin of Justice		Cannot schedule 13-14	Submitted – Agenda
AJ 103, Criminal Evidence		Cannot schedule 13-14	Submitted – Agenda
AJ 203, Narcotics Control		Cannot schedule 13-14	Submitted – Agenda
AJ 204, Juvenile Procedures		Cannot schedule 13-14	Submitted – Agenda
AJ 207, Probation and Parole		Cannot schedule 13-14	Submitted – Agenda
AUTO 125, Automotive Chassis		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 126, Automotive Brakes		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 127, Auto Suspension,Steering,Align		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 128, Automotive Power Trains		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 130, Basic Auto Trans/Transaxles		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 150, Auto Electrical Systems		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 151, Auto Chassis/Body Elect System		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 152, Automotive Ignition Systems		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 153, Auto Starting/Charging Systems		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 175, Auto Fuel, Emissions, CA CIn Air		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 176, Auto Carburetor Fuel Systems		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 177, Electronic Fuel Injection		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 198H, Adv. Emissions Diagnostics Trng Seminar		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 198, Automotive Seminars		Cannot schedule 13-14	
AUTO 231, General Motors Auto Trans		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 232, Ford/Chrysler Auto Trans		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 277, Elect Eng Controls-GM Systems		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
AUTO 278, Elect Eng Controls-Ford/Chrys		Cannot schedule 13-14	Submitted – Awaiting AP&P Rep
ELTE 105, Introduction to Robotics		Cannot schedule 13-14	Submitted – Agenda
FTEC 215, Rescue Practices		Cannot schedule 13-14	
FTEC 222, Wildland Fire Control		Cannot schedule 13-14	
<b>Visual and Performing Arts</b>			
ART 103, History of Non-Western Art		Cannot schedule 13-14	
ART 104, History of Modern and Contemporary Art in the 20th Century		Cannot schedule 13-14	
ART 145L, Design and Color Lab		Cannot schedule 13-14	
ART 145, Design and Color		Cannot schedule 13-14	
ART 160, Painting/Drawing Techniques		Cannot schedule 13-14	
ART 219, Intermediate Illustration		Cannot schedule 13-14	
ART 230, Human Figure Painting		Cannot schedule 13-14	
DM 113, Photoshop I		Cannot schedule 13-14	Submitted – Awaiting Faculty Revision
FTV 101, Introduction to Film		Cannot schedule 13-14	
FTV 103, Intro to Television		Cannot schedule 13-14	
FTV 107, History of Film, Pre 1950		Cannot schedule 13-14	
FTV 108, History of Film, 1950-Present		Cannot schedule 13-14	
FTV 121, Introduction to Digital Filmmaking		Cannot schedule 13-14	
FTV 134, Intro to Screenwriting		Cannot schedule 13-14	
FTV 155, Film Festival Analysis		Cannot schedule 13-14	
FTV 201, Intercultural & Women's Film		Cannot schedule 13-14	
FTV 203, African-American Cinema		Cannot schedule 13-14	
FTV 215, Directing for Film & Video		Cannot schedule 13-14	
FTV 220, Advanced Screenwriting		Cannot schedule 13-14	
FTV 230, Digital Cinematography		Cannot schedule 13-14	
FTV 242, Writing and Pre-Production of the Short Film		Cannot schedule 13-14	

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

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

## 10. ADJOURNMENT

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.

### NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

*Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Ms. Maria Clinton, Academic Senate President, at (661) 622-6306 (weekdays between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.*

<i>Date to CCC:</i>	5/24/12	<i>Date reviewed by CCC:</i>	6/6/12	<i>Due date:</i> <i>Revisions due to Board within 60 days (BP 2410).</i>	7/9/12
<i>Reason for review: This procedure was revised to reflect changes to Title 5 regarding prerequisites and co-requisites. (CCLC Update 3/12)</i>					
<i>Academic and professional matter?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. AP&amp;P):</i>		<i>AP&amp;P</i>
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>		
<i>Collective bargaining issue?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. AVCFT):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>Do the changes affect all campus constituencies?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, CCC members responsible for sending to constituents for input.</i>		
			<i>Input/suggestions/objections due to CCC recording secretary by:</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>If none of the above, does policy/procedure need further review?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services):</i> <i>If <u>no</u>, submit to Board for information at next meeting</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		9/28/12

## AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment

Reference:

***Title 5, Sections 55000 et seq.***

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review **or content review with statistical validation.**

Antelope Valley College establishes pre-requisites, co-requisites, advisories, and limitations on enrollment in accord with the California Community Colleges Model District Policy developed by the Chancellor's Task Force. The following procedures assure compliance with the Model District Policy.

1. Information in the Catalog and Schedule of Courses.

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
  - B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
  - C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
  - D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree applicable basic skills courses, prerequisite and satisfactory grade.
2. Challenge Process
- A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
    1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
    2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the students registers for that subsequent term.
  - B. Grounds for challenge shall include the following:
    1. Those grounds for challenge specified in Title 5, Section 55201(f).
    2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
    3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
    4. The student has the obligation to provide documented satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

C. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Section 53200-53204 and within the limits set forth in Title 5 Section 55003. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, and advisories on recommended preparation, and limitations on enrollment only if:
  - a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
    - (1) Approve the course; and,
    - (2) As a separate action, approve any prerequisite or co-requisite, only if:
      - (a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
        - (i) involvement of faculty with appropriate expertise;
        - (ii) consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
        - (iii) be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
        - (iv) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
        - (v) identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
        - (vi) matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
        - (vii) maintain documentation that the above steps were taken.
      - (3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.

- (4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
  - (5) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
  - (6) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.
- b) A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
- (1) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
  - (2) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.
- c) The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
4. Program Review. As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.
  5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
  6. Instructor's Formal Agreement to Teach the Course as Described. Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline,

particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

### **Review of Individual Courses:**

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

1. **Advisories on Recommended Preparation.** The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.
2. **Limitations on Enrollment.** The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

**A. Performance Courses.** The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:

1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

**Honors Courses.** A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each

certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

- B. Blocks of Courses or Sections. Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

**2/6/06**

**Revised: 3/10/08**

**Revised: 5/14/12**

**Revised:**

<i>Date to CCC:</i>	5/24/12	<i>Date reviewed by CCC:</i>	6/6/12	<i>Due date:</i> <b>Revisions due to Board within 60 days (BP 2410).</b>	7/9/12
<i>Reason for review: This procedure was revised to reflect changes to Title 5 regarding withdrawal (CCLC Update 3/12).</i>					
<i>Academic and professional matter?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. AP&amp;P):</i>		<i>AP&amp;P</i>
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>		
<i>Collective bargaining issue?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. AVCFT):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>Do the changes affect all campus constituencies?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, CCC members responsible for sending to constituents for input.</i>		
			<i>Input/suggestions/objections due to CCC recording secretary by:</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>If none of the above, does policy/procedure need further review?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services):</i> <i>If <u>no</u>, submit to Board for information at next meeting</i>		<i>L. Trimble, Counseling</i>
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		<i>9/28/12</i>

## AP 5075 Course Adds and Drops

Reference:

***Title 5, Sections 55024 and 58004***

### Adding Courses

Students may add classes through the registration period.

### Priority Registration

During priority registration, students register on or after an assigned appointment time *without instructor approval*. Appointment times are assigned based on completion of Matriculation components.

### Open Registration

Students may enroll in open classes *without instructor approval* through the end of open registration.

**Full-term courses:** Open registration ends the day before the course begins.

**Short-term courses:** Open registration ends as of the day before the course begins.

Once open registration ends, a course is considered closed regardless of seat availability.

### Late Registration

Students may enroll in classes using an instructor assigned AAC (Add Authorization Code) after a class begins and no later than the last day to add.

**Full-term and short-term courses:** During late registration, students may add a course(s) using an instructor assigned AAC after a class begins and no later than the last day to add.

### **Registration after census**

Registration after census is considered:

1. When documented extenuating circumstances are provided.
2. When instructor support (usually a memo with the faculty and division dean signature) is provided.
3. When the first day of course attendance is on or before the last day to add.
4. When the student submits a completed Extenuating Circumstances petition to the Dean of Enrollment Services.

When 1-4 exists, the Dean of Enrollment Services will review the completed Extenuating Circumstances petition and determine if an exception to the last day to register will be permitted.

### **Withdrawals**

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students who withdraw or drop classes during the first two weeks or 10% of full-term course, whichever is less, will receive no notation on their academic record.

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students.

“Inactive students” include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

~~As of July 1, 2009,~~ **The** District must establish the number of times that a student may withdraw from a class and receive a “W.” Students will not be permitted to withdraw and receive a “W” in a class more than ~~four~~ **three** times.

When students receive a “W” in the same course on two occasions, the student will be sent an e-mail from Counseling and Matriculation regarding “Ws” and student success.

- Students may be permitted to enroll in a class after having received three authorized “Ws” as long as the students will receive a grade or a non-evaluative symbol other than a “W” if permitted to enroll a fourth time:
- The District policy permits additional withdrawals for which it does not receive apportionment and the Dean of Enrollment Services approves such withdrawal after a review of an Extenuating Circumstances petition.

**2/6/06**

**Revised: 1/12/09**

**Revised: 2/8/10**

**Revised: 7/9/12**

**Revised:**

<i>Date to CCC:</i>	5/24/12	<i>Date reviewed by CCC:</i>	6/6/12	<i>Due date: Revisions due to Board within 60 days (BP 2410).</i>	7/9/12
<i>Reason for review: This procedure was revised to reflect changes in Title 5 Sections 59400 et seq. (CCLC Update 3/12)</i>					
<i>Academic and professional matter?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. AP&amp;P):</i>		<i>AP&amp;P</i>
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>		
<i>Collective bargaining issue?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. AVCFT):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>Do the changes affect all campus constituencies?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, CCC members responsible for sending to constituents for input.</i>		
			<i>Input/suggestions/objections due to CCC recording secretary by:</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>If none of the above, does policy/procedure need further review?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services): If <u>no</u>, submit to Board for information at next meeting</i>		<i>D. Keelen, Cashier</i>
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		<i>9/28/12</i>

## AP 5031 Instructional Materials Fees

Reference:

***Education Code Section 76365; Title 5 Section 59400 et seq.***

Students may be required to provide instructional and other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

**Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.**

### Definitions

"Instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student.

"Tangible personal property" includes electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class.

**Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at**

**the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.**

**Instructors shall take reasonable steps to minimize the cost of instructional materials.**

### **Definitions**

"Required instructional ~~and other materials~~" means any ~~instructional and other materials~~ which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which is **the instructor determines is** necessary to achieve ~~these~~ **the** required objectives of a course ~~which are to be accomplished under the supervision of an instructor during class hours.~~

"Solely or exclusively available from the District" means that the **instructional** material is not available except through the District, or that the District requires that the **instructional** material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) ~~The~~ **the instructional** material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) ~~The~~ **the instructional** material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional ~~and other materials~~ which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during **the** class ~~hours~~.

### **Establishing Required Materials and Related Fees**

#### **Determination of Fees:**

Division deans and discipline faculty will determine costs through a comparative approach that seeks to obtain material at the lowest cost possible without compromising quality. Whether a materials fee meets the criteria and are appropriate for a course will be determined by the Academic Policies and Procedures Committee. New or revised materials fees must be approved by the Academic Policies and Procedures Committee and the Board of Trustees.

Materials will be provided by faculty during course or lab sections.

### Announcement of Fees

Course material fees shall be printed in the semester schedule. Courses with fees will be properly flagged on records used in the Admissions Office. A fee policy and regulations will be included in the College Catalog.

### Collection of Fees

Course material fees will be collected at the time of registration and after courses have been selected by students. Registration in courses will be provisional until the cashier has received full payment. Checks returned by a student's bank for any reason will result in a suspension of enrollment until valid payment has been received.

### Refund of Fees

Material fees will be refunded on a prorated basis. Requests for refunds must be in writing accompanied by a drop slip signed by the instructor with the prorated amount of material fee to be refunded. Fees collected for classes cancelled by the District will be refunded.

### Allocation and Disbursement of Material Fees

Each term, material fees collected and deposited will be allocated to the respective line item budgets. Disbursement of the material fees will be based on purchasing guidelines.

Business Services is responsible for gathering related data and responding to the State Chancellor's Office inquiries regarding these fees.

**4/14/08**

**Revised:**