

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

TO: Jeffrie Ahmad Lisa Karlstein Deborah Sullivan-Ford  
Jennifer Corona Scott Lee Mary Rose Toll  
Karen Cowell Cynthia Lehman LaDonna Trimble  
Luis Echeverria Cynthia Littlefield Les Uhazy  
Tooraj Gordi Mark McGovern Denise Walker  
Lee Grishman Joe Owens Darcy Wiewall  
Maranatha Javines

Technical Review Committee – Jeffrie Ahmad, Scott Lee, Denise Walker, and Darcy Wiewall

FROM: Ms. Linda Harmon / Dr. Bonnie Suderman

DATE: October 20, 2014

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting  
**Thursday, October 23, 2014, BE 324 (Computer Lab), 3:00-5:30pm**

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**2014-2015**  
**Academic Policies & Procedures Committee Meeting No. 4**  
**AGENDA**

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

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

**3. APPROVAL OF MINUTES**

- a. September 25, 2014 Minutes

**4. INFORMATIONAL ITEMS**

- a. 2014-15 AP&P Deadline – Courses and Programs need to be approved by 11/13/2014 for Fall 2015 inclusion
- CORs that need to be revised this academic year – List at the end of the agenda
  - TMC Degrees that may need to be developed and brought to AP&P – List at the end of the agenda
  - C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda
- b. CurricUNET Workshops:
- Wednesday, September 10- November 12, 2014, 2-4pm, BE 321
  - Thursday, September 11-November 13, 2014, 1:30-3pm, BE 324
- c. CSUGE/IGETC Course Designation – Dr. Lee Grishman
- |                       |                        |                    |
|-----------------------|------------------------|--------------------|
| • IGETC               | • CSU/GE               | • CSU Transferable |
| 1. AJ 204 – Area J    | 1. CFE 211 – Area D7   | 1. ENGL 100A       |
| 2. GEOG 110 – Area 4E | 2. AJ 210 – Area D10   | 2. ENGL 100C       |
| 3. PSY 200 – Area 4I  | 3. AJ 204 – Area D10   | 3. FTEC 111        |
| 4. SOC 116 – Area 4J  | 4. ART 136 – Area C1   | 4. FTEC 112        |
|                       | 5. GEOG 110 – Area D5  | 5. FTEC 113        |
| • UC/CSU Transferable | 6. HD 102 – Area E     | 6. FTEC 114        |
| 1. SOC 116            | 7. KIN 100 – Area E    | 7. FTEC 117        |
|                       | 8. PSY 200 – Area D9   | 8. ID 240          |
|                       | 9. SOC 116 – Area D4   | 9. NS 101A         |
|                       | 10. SOC 116 – Area D7  | 10. NS 102A        |
|                       | 11. SOC 116 – Area D10 | 11. NS 103A        |
|                       |                        | 12. NS 201A        |
|                       |                        | 13. NS 202A        |
|                       |                        | 14. NS 203A        |
|                       |                        | 15. NS 204A        |
|                       |                        | 16. NS 205A        |
|                       |                        | 17. RADT 205       |

## 5. DISCUSSION ITEM

- a. Revision of approval process requiring double reviews:
  - i. Substantial course revision
  - ii. New course development
  - iii. Program revisions (non-substantial, substantial)
  - iv. New program development

## 6. ACTION ITEM

### a. Procedure for Revising the LAS Degrees

### b. Consent Agenda: Non-substantial Course Revisions (COR Complete / SLO Complete)

- i. ACCT 115, Payroll Bookkeeping
- ii. CA 151, Microcomputer Operating Systems
- iii. CHEM 101, Introductory Chemistry
- iv. CHEM 102, Introductory Chemistry (Organic & Biochemistry)
- v. CHIN 101, Elementary Chinese I
- vi. COMM 103, Process of Communication
- vii. COMM 107, Introduction to Interpersonal Communication
- viii. COMM 116, Forensics
- ix. DFST 101L, American Sign Language (ASL I) Skill Building Lab
- x. DFST 204, Structure of American Sign Language
- xi. DFST 205, Numbers, Fingerspelling and Classifiers
- xii. ENGL 095, Composition Skills
- xiii. ENGL 097, Composition Portfolio A
- xiv. ENGL 099, Composition Portfolio B
- xv. ENGL 112, Creative Writing: Poetry
- xvi. ENGL 265, Literature and Film
- xvii. GEOG 205, Introduction to Geographic Information Systems
- xviii. HIST 113, Women in American History
- xix. KIN 101, Adaptive Physical Education
- xx. KIN 115, Advanced Basketball Techniques
- xxi. KIN 128, Beginning Golf
- xxii. KIN 193, Officiating - Fall Sports
- xxiii. KIN 194, Officiating - Spring Sports
- xxiv. KIN 195, Sports Appreciation
- xxv. LAC 020, Managing Writing Anxiety
- xxvi. MATH 230, Introduction to Ordinary Differential Equations
- xxvii. MGT 101, Management Principles
- xxviii. MKTG 112, Introduction to Advertising
- xxix. READ 095, Reading Skills
- xxx. READ 099, Critical Reading

### c. First Reading: Substantial Course Revision (COR Complete / SLO Complete)

- ii. ACCT 121, Computerized Accounting
  - Changed title
- iii. Hybrid: ACCT 121, Computerized Accounting
- iv. BIOL 110, General Molecular Cell Biology
  - Changed prerequisite (missing content review and irregular advisory noted)
- v. BUS 121, Fundamentals of Investment and Personal Finance
- vi. CA 103, Introduction to Microcomputers
- vii. Online: CA 103, Introduction to Microcomputers
- viii. Hybrid: CHEM 101, Introductory Chemistry
- ix. CHEM 120, General Chemistry
- x. COMM 215, Public Relations Communication
- xi. CT 100, Introduction to Fashion
- xii. DFST 201L, American Sign Language (ASL III/IV) Skill Building Lab
  - Changed corequisite and advisory (inconsistent advisory and content review missing)
- xiii. ENGL 090, Grammar and Mechanics
  - Changed maximum enrollment from 30 to 25
- xiv. Online: ENGL 112, Creative Writing: Poetry
- xv. GER 202, Intermediate German 2
  - Changed maximum enrollment from 35 to 25, units from 3 to 4 and hours from 3 to 4
- xvi. HIST 110, African American History, 1450-1877
  - Changed maximum enrollment from 40 to 35
- xvii. HIST 111, African American History, 1877-Present

- Changed maximum enrollment from 40 to 35
- xviii. Online: MGT 101, Management Principles
- xix. MOA 101, Beginning Medical Terminology
- xx. Hybrid: MOA 101, Beginning Medical Terminology
- d. Second Reading: Substantial Course Revision (COR Complete / SLO Complete)**
  - i. SPAN 110 SS, Spanish for Heritage Speakers I
    - Changed title, number, and advisory
  - ii. Online: SPAN 110 SS, Spanish for Heritage Speakers I
  - iii. Hybrid: SPAN 110 SS, Spanish for Heritage Speakers I
- e. First Reading: New Course Development**
  - i. DM 146, 3-D Modeling
  - ii. DM 146L, 3-D Modeling Lab
  - iii. Online: GER 202, Intermediate German 2
  - iv. Online: MOA 101, Beginning Medical Terminology
  - v. PHTC 246, Commercial Portfolio and Job Search
  - vi. Hybrid: READ 099, Critical Reading
  - vii. SPAN 203, Introduction to Hispanic Literature
  - viii. THA 115A, Rehearsal and Performance: Drama
  - ix. THA 115B, Rehearsal and Performance: Drama
  - x. THA 116A, Rehearsal and Performance: Comedy
  - xi. THA 116B, Rehearsal and Performance: Comedy
  - xii. THA 117A, Rehearsal and Performance: Musical Theatre
  - xiii. THA 117B, Rehearsal and Performance: Musical Theatre
  - xiv. THA 118A, Rehearsal and Performance: Children's Theatre
  - xv. THA 118B, Rehearsal and Performance: Touring Children's Theatre
  - xvi. THA 121A, Theatre Production
  - xvii. THA 121B, Theatre Production
- f. Second Reading: New Course Development**
  - i. PHTC 102L, Directed Photo Lab Studies
- g. First Reading: New Program Development**
  - i. Associate in Arts in Spanish for Transfer
- h. First Reading: Course Deactivation**
  - i. HIST 109, Survey of U.S. History, 1607-Present

**7. INFORMATIONAL ITEMS**

- a. Course Deactivation**
  - i. Online: ACCT 121, Computerized Accounting
  - ii. Online: BUS 121, Fundamentals of Investment and Personal Finance
  - iii. CFE 177, Independent Living Skills for Foster Youth
  - iv. CFE 212, School Age Programs
  - v. CFE 213, Curriculum Strategies for School Age Programs
  - vi. MATH 070A, Elementary Algebra - First Half with SAS
  - vii. MATH 070B, Elementary Algebra - Second Half with SAS
  - viii. MATH 102A, Intermediate Algebra-First Half with SAS
  - ix. MATH 102B, Intermediate Algebra - Second Half with SAS
  - x. MATH 125, Math for Business & Economics

**b. SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

Area of Study	Template Attached	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences					
2. Agriculture Business					
3. Agriculture Plant Sciences					
4. Chemistry					
5. Computer Science					Cannot develop, no discipline on campus aligns with coursework
6. Economics	X	X	X		Agenda Ready
7. Elementary Teacher Education					Cannot develop, no full-time faculty in area

8. <i>Film, Television and Electronic Media</i>					Cannot develop, no full-time faculty in area
9. Journalism					Cannot develop, no full-time faculty in area
10. Spanish	X	X	X		Agenda Ready

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

- 11. Geology – Pending the approval of CHEM 120
- 12. Theatre Arts – Pending the approval of THA 115A-B, 116A-B, 117A-B, 118A-B and THA 121A-B

**d. AA-T/AS-T Degrees Submitted for CCCCCO Review and Approval**

- 13. Business Administration
- 14. Early Childhood Education
- 15. English
- 16. Geography
- 17. History
- 18. Kinesiology
- 19. Music
- 20. Philosophy
- 21. Physics

**e. AA-T/AS-T Degree CCCCCO Approved Pending Catalog Publication**

- 22. Administration of Justice
- 23. Anthropology
- 24. Geography
- 25. Psychology

**f. C-ID REPORT FOR TMC's**

C-ID DESCRIPTOR	COURSE	STATUS	EXPIRES	STATUS
AJ 110	AJ 101	CONDITIONAL	20-NOV-14	
AJ 120	AJ 102	CONDITIONAL	9-JUN-15	
AJ 160	AJ 210	CONDITIONAL	9-JUN-15	
ANTH 120	ANTH 102	CONDITIONAL	9-JUN-15	
ARTH 150	ART 104	NOT APPROVED		
BIOL 190	BIOL 110	CONDITIONAL	05-AUG-14	
BIOL 140	BIOL 120	NOT APPROVED	05-AUG-14	
BIOL 120B	BIOL 202	CONDITIONAL	29-SEPT-2015	
BUS 125	BUS 201	CONDITIONAL	25-AUG-15	
ECE 120	CFE 101	NOT APPROVED		
ECE 230	CFE 116	CONDITIONAL	30-APR-15	
ECE 220	CFE 211	CONDITIONAL	30-APR-15	
CHEM 101	CHEM 101	NOT APPROVED		
CHEM 110	CHEM 110	NOT APPROVED		
CHEM 120S	CHEM 110, CHEM 120	NOT APPROVED		
COMP 152	CIS 121	NOT APPROVED		
COMM 130	COMM 107	CONDITIONAL	13-JAN-15	
GEOL 121	ERSC 101	NOT APPROVED		
HIST 170	HIST 101	CONDITIONAL	26-SEPT-15	
HIST 180	HIST 102	CONDITIONAL	26-SEPT-15	
JOUR 210	JOUR 123	NOT APPROVED		
MATH 150	MATH 130	CONDITIONAL	05-AUG-15	
MATH 155	MATH 140	CONDITIONAL	23-FEB-15	
MATH 240	MATH 230	CONDITIONAL	02-JUL-15	
MATH 250	MATH 220	CONDITIONAL	29-SEPT-15	
MATH 230	MATH 250	CONDITIONAL	26-MAR-15	
PHYS 100S	PHYS 101 PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 105	PHYS 101	CONDITIONAL	13-FEB-14	
PHYS 110	PHYS 102	CONDITIONAL	13-FEB-14	
POLS 130	POLS 103	CONDITIONAL	06-JUN-15	
SOCI 120	SOC 200	NOT APPROVED		
SPAN 220	SPAN 101HL	NOT APPROVED		

**g. 2013-2014 Courses by Division that need to be revised and submitted to AP&P**

Course	Degree/Cert	Last	Scheduling Restrictions if	Status
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	/GE Area	Taught	not approved by 11/14/2013	
<b>Language Arts</b>				
COMM 215		None	Cannot schedule 14-15	<i>Agenda</i>
<b>Math/Science</b>				
MATH 070B		Spring 13	Cannot schedule 14-15	<i>Agenda</i>
MATH 102A		Fall 12	Cannot schedule 14-15	<i>Agenda</i>
MATH 102B		Spring 13	Cannot schedule 14-15	<i>Agenda</i>
<b>Social Science</b>				
WE 197		None	Cannot schedule 14-15	Submitted
WE 199		Spring 13	Cannot schedule 14-15	Submitted
<b>Technical Education</b>				
AUTO 27 6		Fall 13	Cannot schedule 14-15	<i>Submitted</i>

**h. 2014-2015 Course by Division that need to be revised and submitted to AP&P**

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions if not approved by 11/13/2014	Status
D1	ACCT 115			Cannot schedule 15-16	<i>Agenda</i>
D1	ACCT 121			Cannot schedule 15-16	<i>Agenda</i>
D1	AERO 120			Cannot schedule 15-16	Submitted
D1	AERO 121			Cannot schedule 15-16	Submitted
D1	AUTO 100			Cannot schedule 15-16	Submitted
D1	AUTO 101			Cannot schedule 15-16	Submitted
D1	AUTO 102			Cannot schedule 15-16	Submitted
D1	AUTO 110			Cannot schedule 15-16	Submitted
D1	AUTO 111			Cannot schedule 15-16	Submitted
D1	AUTO 112			Cannot schedule 15-16	
D1	AUTO 198			Cannot schedule 15-16	
D1	AUTO 276			Cannot schedule 15-16	Submitted
D1	BUS 121			Cannot schedule 15-16	<i>Agenda</i>
D1	CA 103	Yes		Cannot schedule 15-16	<i>Agenda</i>
D1	CA 151			Cannot schedule 15-16	<i>Agenda</i>
D1	CA 221	Yes		Cannot schedule 15-16	Submitted
D1	CIS 157			Cannot schedule 15-16	Submitted
D1	CIS 161	Yes		Cannot schedule 15-16	Submitted
D1	CIS 175	Yes		Cannot schedule 15-16	Submitted
D1	CT 102	Yes		Cannot schedule 15-16	Submitted
D1	CT 212			Cannot schedule 15-16	Submitted
D1	FTEC 141			Cannot schedule 15-16	Submitted
D1	FTEC 144			Cannot schedule 15-16	Submitted
D1	FTEC 149			Cannot schedule 15-16	Submitted
D1	FTEC 216			Cannot schedule 15-16	
D1	FTEC 217			Cannot schedule 15-16	
D1	FTEC 295AL			Cannot schedule 15-16	Submitted
D1	FTEC 295B			Cannot schedule 15-16	
D1	FTEC 295BL			Cannot schedule 15-16	
D1	MGT 101			Cannot schedule 15-16	<i>Agenda</i>
D1	MKTG 112			Cannot schedule 15-16	<i>Agenda</i>
D1	MOA 101			Cannot schedule 15-16	<i>Agenda</i>

D1	WELD 101			Cannot schedule 15-16	
D1	WELD 110			Cannot schedule 15-16	
D1	WELD 120			Cannot schedule 15-16	
D1	WELD 130			Cannot schedule 15-16	
D2	AGRI 100	Yes		Cannot schedule 15-16	Submitted
D2	AGRI 110	Yes		Cannot schedule 15-16	Submitted
D2	AGRI 134	Yes		Cannot schedule 15-16	Submitted
D2	AGRI 230	Yes		Cannot schedule 15-16	Submitted
D2	BIOL 100			Cannot schedule 15-16	Submitted
D2	BIOL 110	Yes		Cannot schedule 15-16	Agenda
D2	CHEM 101	Yes		Cannot schedule 15-16	Agenda
D2	CHEM 102	Yes		Cannot schedule 15-16	Agenda
D2	CHEM 120	Yes		Cannot schedule 15-16	Agenda
D2	GEOG 201			Cannot schedule 15-16	Submitted
D2	GEOG 205			Cannot schedule 15-16	Agenda
D2	MATH 125	Yes		Cannot schedule 15-16	Submitted
D2	MATH 130	Yes		Cannot schedule 15-16	
D2	MATH 140	Yes		Cannot schedule 15-16	Submitted
D2	MATH 160	Yes		Cannot schedule 15-16	Submitted
D2	MATH 230	Yes		Cannot schedule 15-16	Agenda
D3	CHIN 101	Yes		Cannot schedule 15-16	Agenda
D3	COMM 101	Yes		Cannot schedule 15-16	
D3	COMM 103	Yes		Cannot schedule 15-16	Agenda
D3	COMM 105	Yes		Cannot schedule 15-16	Submitted
D3	COMM 107	Yes		Cannot schedule 15-16	Agenda
D3	COMM 112	Yes		Cannot schedule 15-16	Submitted
D3	COMM 115	Yes		Cannot schedule 15-16	Submitted
D3	COMM 219	Yes		Cannot schedule 15-16	Submitted
D3	DFST 101L			Cannot schedule 15-16	Agenda
D3	DFST 204			Cannot schedule 15-16	Agenda
D3	DFST 205			Cannot schedule 15-16	Agenda
D3	ENGL 111	Yes		Cannot schedule 15-16	Submitted
D3	ENGL 112	Yes		Cannot schedule 15-16	Agenda
D3	ENGL 265	Yes		Cannot schedule 15-16	Agenda
D3	JOUR 121	Yes		Cannot schedule 15-16	
D3	JOUR 123	Yes		Cannot schedule 15-16	
D4	AJ 201	Yes		Cannot schedule 15-16	
D4	AJ 206	Yes		Cannot schedule 15-16	Submitted
D4	AJ 800			Cannot schedule 15-16	
D4	AJ 810			Cannot schedule 15-16	
D4	ANTH 101L	Yes		Cannot schedule 15-16	Submitted
D4	CFE 106			Cannot schedule 15-16	Submitted
D4	CFE 111			Cannot schedule 15-16	Submitted
D4	CFE 114			Cannot schedule 15-16	Submitted
D4	CFE 120			Cannot schedule 15-16	Submitted
D4	CFE 212			Cannot schedule 15-16	Submitted
D4	ECON 101	Yes		Cannot schedule 15-16	Submitted

D4	ED 141			Cannot schedule 15-16	
D4	HIST 101	Yes		Cannot schedule 15-16	Submitted
D4	HIST 102	Yes		Cannot schedule 15-16	Submitted
D4	HIST 104	Yes		Cannot schedule 15-16	Submitted
D4	HIST 105	Yes		Cannot schedule 15-16	
D4	HIST 109	Yes		Cannot schedule 15-16	Submitted
D4	HIST 110	Yes		Cannot schedule 15-16	<i>Agenda</i>
D4	HIST 111	Yes		Cannot schedule 15-16	<i>Agenda</i>
D4	HIST 112	Yes		Cannot schedule 15-16	Submitted
D4	HIST 113	Yes		Cannot schedule 15-16	<i>Agenda</i>
D4	HIST 114	Yes		Cannot schedule 15-16	Submitted
D4	HIST 115	Yes		Cannot schedule 15-16	Submitted
D4	HIST 118	Yes		Cannot schedule 15-16	Submitted
D4	HIST 119	Yes		Cannot schedule 15-16	Submitted
D4	POLS 101	Yes		Cannot schedule 15-16	Submitted
D4	POLS 200	Yes		Cannot schedule 15-16	Submitted
D4	POLS 203	Yes		Cannot schedule 15-16	Submitted
D4	SOC 112	Yes		Cannot schedule 15-16	Submitted
D5	ART 100	Yes		Cannot schedule 15-16	
D5	ART 101	Yes		Cannot schedule 15-16	Submitted
D5	ART 102	Yes		Cannot schedule 15-16	Submitted
D5	ART 110	Yes		Cannot schedule 15-16	Submitted
D5	ART 140	Yes		Cannot schedule 15-16	Submitted
D5	ART 210	Yes		Cannot schedule 15-16	Submitted
D5	ATH 102			Cannot schedule 15-16	Submitted
D5	FTV 242			Cannot schedule 15-16	
D5	FTV 244			Cannot schedule 15-16	
D5	FTV 251			Cannot schedule 15-16	
D5	FTV 261		Never	Cannot schedule 15-16	
D5	HE 101	Yes		Cannot schedule 15-16	Submitted
D5	KIN 101	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	KIN 111	Yes		Cannot schedule 15-16	Submitted
D5	KIN 115	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	KIN 128	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	KIN 135	Yes		Cannot schedule 15-16	Submitted
D5	KIN 140	Yes		Cannot schedule 15-16	Submitted
D5	KIN 155	Yes		Cannot schedule 15-16	Submitted
D5	KIN 160	Yes		Cannot schedule 15-16	Submitted
D5	KIN 180	Yes		Cannot schedule 15-16	Submitted
D5	KIN 193	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	KIN 194	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	KIN 195	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	KIN 205	Yes		Cannot schedule 15-16	Submitted
D5	KIN 210	Yes		Cannot schedule 15-16	Submitted
D5	KIN 225	Yes		Cannot schedule 15-16	
D5	KIN 265	Yes		Cannot schedule 15-16	Submitted
D5	PHOT 250	Yes		Cannot schedule 15-16	

D5	THA 121	Yes		Cannot schedule 15-16	Submitted
S1	HD 198			Cannot schedule 15-16	Submitted
S1	HD 198A			Cannot schedule 15-16	Submitted
S1	HD 198C			Cannot schedule 15-16	Submitted
S1	HD 198O			Cannot schedule 15-16	Submitted

## 22. 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 Dr. Edward Beyer, 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: October 9, 2014  
LOCATION: BE 324 – Computer Room  
TIME: 3:05 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Linda Harmon	Bonnie Suderman	Karen Cowell, CTE Dean Raul Curiel, ASO Rep Lisa Karlstein, Div. 5 Rep Maranatha Javines, ASO Rep Cynthia Lehman, Div. 4 Rep LaDonna Trimble, SS Dean
Jennifer Corona	Scott Lee	Deborah Sullivan-Ford	
Luis Echeverria	Cynthia Littlefield	Les Uhazy, proxy	
Tooraj Gordi	Mark McGovern	Denise Walker	
Lee Grishman	Joe Owens	Darcy Wiewall	
GUESTS PRESENT			
Kyle Jacobsen	Heidi Preschler		

**2014-2015**  
**Academic Policies & Procedures Committee Meeting No. 3**  
**MINUTES**

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

A motion was made and seconded to call the October 9, 2014 AP&P Committee Meeting to order at 3:05p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:05p.m. Motion carried.

*Mrs. Linda Harmon requested an amendment to table action item 6c as some issues need to be ironed out first. A motion was made and seconded to approve tabling item 6c. Motion carried.*

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

Mrs. Linda Harmon announced that the CurricUNET Workshops have been a success. Many courses and even programs are being reviewed, revised and submitted. She also informed the committee that the Philosophy AA-T degree was held up at the Academic Senate. She has spoken with the Senate President and they both agree that an AP&P representative should be present at the meetings when these types of approvals are coming forward. Dr. Lee Grishman indicated that he could absolutely attend the Academic Senate meetings when the programs are being sent for approval as long as he is notified. Mrs. Harmon thanked him for volunteering and said she would be sure he is contacted the next time a degree is sent for approval.

**3. APPROVAL OF MINUTES**

**a. September 25, 2014 Minutes**

A motion was made and seconded to approve the minutes for September 25, 2014. Motion carried.

**4. INFORMATIONAL ITEMS**

- a. 2014-15 AP&P Deadline – Courses and Programs need to be approved by 11/13/2014 for Fall 2015 inclusion
  - CORs that need to be revised this academic year – List at the end of the agenda
  - TMC Degrees that may need to be developed and brought to AP&P – List at the end of the agenda
  - C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda
- b. CurricUNET Workshops:
  - Wednesday, September 10- November 12, 2014, 2-4pm, BE 321
  - Thursday, September 11-November 13, 2014, 1:30-3pm, BE 324

c. CSUGE/IGETC Course Designation – Dr. Lee Grishman

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"><li>• IGETC</li><li>1. AJ 204 – Area J</li><li>2. GEOG 110 – Area 4E</li><li>3. PSY 200 – Area 4I</li><li>4. SOC 116 – Area 4J</li></ul><br><ul style="list-style-type: none"><li>• UC/CSU Transferable</li><li>1. SOC 116</li></ul> | <ul style="list-style-type: none"><li>• CSU/GE</li><li>1. CFE 211 – Area D7</li><li>2. AJ 210 – Area D10</li><li>3. AJ 204 – Area D10</li><li>4. ART 136 – Area C1</li><li>5. GEOG 110 – Area D5</li><li>6. HD 102 – Area E</li><li>7. KIN 100 – Area E</li><li>8. PSY 200 – Area D9</li><li>9. SOC 116 – Area D4</li><li>10. SOC 116 – Area D7</li><li>11. SOC 116 – Area D10</li></ul> | <ul style="list-style-type: none"><li>• CSU Transferable</li><li>1. ENGL 100A</li><li>2. ENGL 100C</li><li>3. FTEC 111</li><li>4. FTEC 112</li><li>5. FTEC 113</li><li>6. FTEC 114</li><li>7. FTEC 117</li><li>8. ID 240</li><li>9. NS 101A</li><li>10. NS 102A</li><li>11. NS 103A</li><li>12. NS 201A</li><li>13. NS 202A</li><li>14. NS 203A</li><li>15. NS 204A</li><li>16. NS 205A</li><li>17. RADT 205</li></ul> |
|--|--|--|

5. REPORT ITEMS

a. **Division Report: Change Significant Lapse in Time from 5 years to 36 months**

- Division 1 (3 reps) – Division in favor of changing lapse of time to 36 months
- Division 2 (2 reps) – Division in favor of changing lapse of time to 36 months
- Division 3 (2 reps) – The division has not discussed
- Division 4 (2 reps) – The division has not discussed
- Division 5 (2 reps) – Division in favor of changing lapse of time to 36 months
- Library (1 rep) – Division in favor of changing lapse of time to 36 months
- Counseling (1 rep) – Division in favor of changing lapse of time to 36 months

b. **Division Report: Use of newer standard grade when determining GPA**

- Division 1 (3 reps) – Division in favor of using the newer grade for calculating GPA
- Division 2 (2 reps) – Division in favor of using the newer grade for calculating GPA
- Division 3 (2 reps) – The division has not discussed
- Division 4 (2 reps) – The division has not discussed
- Division 5 (2 reps) – Division in favor of using the newer grade for calculating GPA
- Library (1 rep) – Division in favor of using the newer grade for calculating GPA
- Counseling (1 rep) – Division in favor of using the newer grade for calculating GPA

6. ACTION ITEM

a. **Change Significant Lapse in Time from 5 years to 36 months**

A motion was made and seconded to approve action item 6a. Change Significant Lapse in Time from 5 years to 36 months. Motion carried based on the majority vote.

b. **Use of newer standard grade when determining GPA**

A motion was made and seconded to approve action item 6b. Use of newer standard grade when determining GPA. Motion carried based on the majority vote.

c. **Procedure for Revising the LAS Degrees**

Tabled per motion above.

d. **First Reading: Substantial Course Revision (COR Complete / SLO Complete)**

i. **SPAN 110 SS, Spanish for Heritage Speakers I**

- Changed title, number, and advisory

ii. **Online: SPAN 110 SS, Spanish for Heritage Speakers I**

iii. **Hybrid: SPAN 110 SS, Spanish for Heritage Speakers I**

A motion was made and seconded to approve SPAN 110 SS, Spanish for Heritage Speakers I course revisions. Ms. Jeffrie Ahmad and Ms. Mary Rose Toll were present to discuss the course revisions. After a brief moment, it was noted that the textbook used was outdated and if listed on the COR should have a rationale added. There was also a suggestion to revise objective number 4 to make it clearer to students and the homework hours need to be listed as 10 weekly hours. Motion failed.

**e. Second Reading: Substantial Course Revision (COR Complete / SLO Complete)**

**i. GER 201, Intermediate German 1**

- Changed units from 3 to 4, hours from 3 to 4, class maximum from 35 to 25

A motion was made and seconded to approve GER 201, Intermediate German 1 course revisions. Ms. Heidi Preschler was present to discuss the course revisions. After a brief moment, it was noted that additional changes were not needed. Motion carried.

**ii. Online: GER 201, Intermediate German 1**

A motion was made and seconded to amend agenda item 6eii to Online only. Motion carried. A motion was made and seconded to approve the course development of Online GER 201, Intermediate German 1. Ms. Heidi Preschler was present to discuss the course revisions. A question was asked whether webcams are available on campus for students to which Ms. Preschler indicated that she worked with the IMC to make that equipment available for students. After a brief review it was noted that additional changes were not needed. Motion carried.

**f. Second Reading: New Course Development**

**i. PHTC 102L, Directed Photo Lab Studies**

A motion was made and seconded to table item 6f as the faculty member was not present to discuss the course. Motion carried.

*A motion was made and seconded to add informational item: course deactivation HIST 109 as it is in the queue. Motion carried.*

**7. INFORMATIONAL ITEMS**

**a. Course Deactivation: HIST 109**

Mrs. Linda Harmon indicated that the item would return to the next agenda for approval.

**b. SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

Area of Study	Template Attached	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences					
2. Agriculture Business					
3. Agriculture Plant Sciences					
4. Chemistry					
5. Computer Science					Cannot develop, no discipline on campus aligns with coursework
6. Economics					
7. Elementary Teacher Education					Cannot develop, no full-time faculty in area
8. Film, Television and Electronic Media					Cannot develop, no full-time faculty in area
9. Journalism					Cannot develop, no full-time faculty in area
10. Spanish	X	X			Submitted

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

11. Geology – Pending the approval of CHEM 120
12. Philosophy – Pending Academic Senate and Board Approval
13. Theatre Arts – Pending the approval of THA 115A-B, 116A-B, 117A-B, 118A-B and THA 121A-B

**d. AA-T/AS-T Degrees Submitted for CCCC Review and Approval**

- |                               |               |                 |             |
|-------------------------------|---------------|-----------------|-------------|
| 14. Business Administration   | 16. English   | 18. History     | 20. Music   |
| 15. Early Childhood Education | 17. Geography | 19. Kinesiology | 21. Physics |

**e. AA-T/AS-T Degree CCCC Approved Pending Catalog Publication**

22. Administration of Justice
23. Anthropology
24. Geography

25. Psychology

f. C-ID REPORT FOR TMC's

A motion was made and seconded to amend the agenda to include two informational items to the below list: HIST 101 was conditionally approved for HIST 170 and HIST 102 was conditionally approved for HIST 102 with a due date on each of September 26, 2015. Motion carried.

C-ID DESCRIPTOR	COURSE	STATUS	EXPIRES	STATUS
AJ 110	AJ 101	CONDITIONAL	20-NOV-14	
AJ 120	AJ 102	CONDITIONAL	9-JUN-15	
AJ 160	AJ 210	CONDITIONAL	9-JUN-15	
ANTH 120	ANTH 102	CONDITIONAL	9-JUN-15	
ARTH 150	ART 104	NOT APPROVED		
BIOL 190	BIOL 110	CONDITIONAL	05-AUG-14	
BIOL 140	BIOL 120	NOT APPROVED	05-AUG-14	
BIOL 120B	BIOL 202	CONDITIONAL	29-SEPT-2015	
BUS 125	BUS 201	CONDITIONAL	25-AUG-15	
ECE 120	CFE 101	NOT APPROVED		
ECE 230	CFE 116	CONDITIONAL	30-APR-15	
ECE 220	CFE 211	CONDITIONAL	30-APR-15	
CHEM 101	CHEM 101	NOT APPROVED		
CHEM 110	CHEM 110	NOT APPROVED		
CHEM 120S	CHEM 110, CHEM 120	NOT APPROVED		
COMP 152	CIS 121	NOT APPROVED		
COMM 130	COMM 107	CONDITIONAL	13-JAN-15	
GEOL 121	ERSC 101	NOT APPROVED		
HIST 170	HIST 101	CONDITIONAL	26-SEPT-15	
HIST 180	HIST 102	CONDITIONAL	26-SEPT-15	
JOUR 210	JOUR 123	NOT APPROVED		
MATH 150	MATH 130	CONDITIONAL	05-AUG-15	
MATH 155	MATH 140	CONDITIONAL	23-FEB-15	
MATH 240	MATH 230	CONDITIONAL	02-JUL-15	
MATH 250	MATH 220	CONDITIONAL	29-SEPT-15	
MATH 230	MATH 250	CONDITIONAL	26-MAR-15	
PHYS 100S	PHYS 101 PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 105	PHYS 101	CONDITIONAL	13-FEB-14	
PHYS 110	PHYS 102	CONDITIONAL	13-FEB-14	
POLS 130	POLS 103	CONDITIONAL	06-JUN-15	
SOCI 120	SOC 200	NOT APPROVED		
SPAN 220	SPAN 101HL	NOT APPROVED		

g. 2013-2014 Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert /GE Area	Last Taught	Scheduling Restrictions if not approved by 11/14/2013	Status
<b>Language Arts</b>				
COMM 215		None	Cannot schedule 14-15	Submitted
<b>Math/Science</b>				
MATH 070B		Spring 13	Cannot schedule 14-15	
MATH 102A		Fall 12	Cannot schedule 14-15	
MATH 102B		Spring 13	Cannot schedule 14-15	
<b>Social Science</b>				
WE 197		None	Cannot schedule 14-15	
WE 199		Spring 13	Cannot schedule 14-15	
<b>Technical Education</b>				
AUTO 27 6		Fall 13	Cannot schedule 14-15	Submitted

**h. 2014-2015 Course by Division that need to be revised and submitted to AP&P**

<b>Div</b>	<b>Course</b>	<b>UC Transferable</b>	<b>Last Offered</b>	<b>Scheduling Restrictions if not approved by 11/13/2014</b>	<b>Status</b>
D1	ACCT 115			Cannot schedule 15-16	Submitted
D1	ACCT 121			Cannot schedule 15-16	Submitted
D1	AERO 120			Cannot schedule 15-16	Submitted
D1	AERO 121			Cannot schedule 15-16	Submitted
D1	AUTO 100			Cannot schedule 15-16	Submitted
D1	AUTO 101			Cannot schedule 15-16	
D1	AUTO 102			Cannot schedule 15-16	
D1	AUTO 110			Cannot schedule 15-16	
D1	AUTO 111			Cannot schedule 15-16	
D1	AUTO 112			Cannot schedule 15-16	
D1	AUTO 198			Cannot schedule 15-16	
D1	AUTO 276			Cannot schedule 15-16	Submitted
D1	BUS 121			Cannot schedule 15-16	Submitted
D1	CA 103	Yes		Cannot schedule 15-16	Submitted
D1	CA 151			Cannot schedule 15-16	Submitted
D1	CA 221	Yes		Cannot schedule 15-16	Submitted
D1	CIS 157			Cannot schedule 15-16	
D1	CIS 161	Yes		Cannot schedule 15-16	
D1	CIS 175	Yes		Cannot schedule 15-16	
D1	CT 102	Yes		Cannot schedule 15-16	Submitted
D1	CT 212			Cannot schedule 15-16	Submitted
D1	FTEC 141			Cannot schedule 15-16	
D1	FTEC 144			Cannot schedule 15-16	
D1	FTEC 149			Cannot schedule 15-16	
D1	FTEC 216			Cannot schedule 15-16	
D1	FTEC 217			Cannot schedule 15-16	
D1	FTEC 295AL			Cannot schedule 15-16	Submitted
D1	FTEC 295B			Cannot schedule 15-16	
D1	FTEC 295BL			Cannot schedule 15-16	
D1	MGT 101			Cannot schedule 15-16	Submitted
D1	MKTG 112			Cannot schedule 15-16	Submitted
D1	MOA 101			Cannot schedule 15-16	Submitted
D1	WELD 101			Cannot schedule 15-16	
D1	WELD 110			Cannot schedule 15-16	
D1	WELD 120			Cannot schedule 15-16	
D1	WELD 130			Cannot schedule 15-16	
D2	AGRI 100	Yes		Cannot schedule 15-16	
D2	AGRI 110	Yes		Cannot schedule 15-16	
D2	AGRI 134	Yes		Cannot schedule 15-16	
D2	AGRI 230	Yes		Cannot schedule 15-16	
D2	BIOL 100			Cannot schedule 15-16	
D2	BIOL 110	Yes		Cannot schedule 15-16	Submitted
D2	CHEM 101	Yes		Cannot schedule 15-16	Submitted

D2	CHEM 102	Yes		Cannot schedule 15-16	Submitted
D2	CHEM 120	Yes		Cannot schedule 15-16	Submitted
D2	GEOG 201			Cannot schedule 15-16	Submitted
D2	GEOG 205			Cannot schedule 15-16	Submitted
D2	MATH 125	Yes		Cannot schedule 15-16	
D2	MATH 130	Yes		Cannot schedule 15-16	
D2	MATH 140	Yes		Cannot schedule 15-16	Submitted
D2	MATH 160	Yes		Cannot schedule 15-16	Submitted
D2	MATH 230	Yes		Cannot schedule 15-16	Submitted
D3	CHIN 101	Yes		Cannot schedule 15-16	
D3	COMM 101	Yes		Cannot schedule 15-16	
D3	COMM 103	Yes		Cannot schedule 15-16	Submitted
D3	COMM 105	Yes		Cannot schedule 15-16	Submitted
D3	COMM 107	Yes		Cannot schedule 15-16	Submitted
D3	COMM 112	Yes		Cannot schedule 15-16	Submitted
D3	COMM 115	Yes		Cannot schedule 15-16	Submitted
D3	COMM 219	Yes		Cannot schedule 15-16	Submitted
D3	DFST 101L			Cannot schedule 15-16	Submitted
D3	DFST 204			Cannot schedule 15-16	Submitted
D3	DFST 205			Cannot schedule 15-16	Submitted
D3	ENGL 111	Yes		Cannot schedule 15-16	Submitted
D3	ENGL 112	Yes		Cannot schedule 15-16	Submitted
D3	ENGL 265	Yes		Cannot schedule 15-16	Submitted
D3	GER 201	Yes		Cannot schedule 15-16	Submitted
D3	JOUR 121	Yes		Cannot schedule 15-16	
D3	JOUR 123	Yes		Cannot schedule 15-16	
D4	AJ 201	Yes		Cannot schedule 15-16	
D4	AJ 206	Yes		Cannot schedule 15-16	Submitted
D4	AJ 800			Cannot schedule 15-16	
D4	AJ 810			Cannot schedule 15-16	
D4	ANTH 101L	Yes		Cannot schedule 15-16	
D4	CFE 106			Cannot schedule 15-16	
D4	CFE 111			Cannot schedule 15-16	
D4	CFE 114			Cannot schedule 15-16	Submitted
D4	CFE 120			Cannot schedule 15-16	Submitted
D4	CFE 212			Cannot schedule 15-16	
D4	ECON 101	Yes		Cannot schedule 15-16	
D4	ED 141			Cannot schedule 15-16	
D4	HIST 101	Yes		Cannot schedule 15-16	
D4	HIST 102	Yes		Cannot schedule 15-16	
D4	HIST 104	Yes		Cannot schedule 15-16	
D4	HIST 105	Yes		Cannot schedule 15-16	
D4	HIST 109	Yes		Cannot schedule 15-16	Submitted
D4	HIST 110	Yes		Cannot schedule 15-16	Submitted
D4	HIST 111	Yes		Cannot schedule 15-16	Submitted
D4	HIST 112	Yes		Cannot schedule 15-16	
D4	HIST 113	Yes		Cannot schedule 15-16	Submitted

D4	HIST 114	Yes		Cannot schedule 15-16	
D4	HIST 115	Yes		Cannot schedule 15-16	
D4	HIST 118	Yes		Cannot schedule 15-16	
D4	HIST 119	Yes		Cannot schedule 15-16	
D4	POLS 101	Yes		Cannot schedule 15-16	Submitted
D4	POLS 200	Yes		Cannot schedule 15-16	
D4	POLS 203	Yes		Cannot schedule 15-16	
D4	SOC 112	Yes		Cannot schedule 15-16	Submitted
D5	ART 100	Yes		Cannot schedule 15-16	
D5	ART 101	Yes		Cannot schedule 15-16	Submitted
D5	ART 102	Yes		Cannot schedule 15-16	Submitted
D5	ART 110	Yes		Cannot schedule 15-16	Submitted
D5	ART 140	Yes		Cannot schedule 15-16	Submitted
D5	ART 210	Yes		Cannot schedule 15-16	Submitted
D5	ATH 102			Cannot schedule 15-16	
D5	FTV 242			Cannot schedule 15-16	
D5	FTV 244			Cannot schedule 15-16	
D5	FTV 251			Cannot schedule 15-16	
D5	FTV 261		Never	Cannot schedule 15-16	
D5	HE 101	Yes		Cannot schedule 15-16	Submitted
D5	KIN 101	Yes		Cannot schedule 15-16	Submitted
D5	KIN 111	Yes		Cannot schedule 15-16	
D5	KIN 115	Yes		Cannot schedule 15-16	Submitted
D5	KIN 128	Yes		Cannot schedule 15-16	Submitted
D5	KIN 135	Yes		Cannot schedule 15-16	Submitted
D5	KIN 140	Yes		Cannot schedule 15-16	
D5	KIN 155	Yes		Cannot schedule 15-16	Submitted
D5	KIN 160	Yes		Cannot schedule 15-16	
D5	KIN 180	Yes		Cannot schedule 15-16	Submitted
D5	KIN 193	Yes		Cannot schedule 15-16	Submitted
D5	KIN 194	Yes		Cannot schedule 15-16	Submitted
D5	KIN 195	Yes		Cannot schedule 15-16	Submitted
D5	KIN 205	Yes		Cannot schedule 15-16	Submitted
D5	KIN 210	Yes		Cannot schedule 15-16	
D5	KIN 225	Yes		Cannot schedule 15-16	
D5	KIN 265	Yes		Cannot schedule 15-16	
D5	PHOT 250	Yes		Cannot schedule 15-16	
D5	THA 121	Yes		Cannot schedule 15-16	Submitted
S1	HD 198			Cannot schedule 15-16	Submitted
S1	HD 198A			Cannot schedule 15-16	Submitted
S1	HD 198C			Cannot schedule 15-16	Submitted
S1	HD 198O			Cannot schedule 15-16	Submitted

## 8. ADJOURNMENT

A motion was made and seconded to adjourn the 10/9/14 AP&P Committee meeting at 3:35 p.m. Mrs. Linda Harmon asked the members to log into CurricUNET and track the progress within the approval process for each course and program in their area to be sure they are moving along. If the courses or programs are sitting, be sure to contact the person who can move it forward. Motion carried

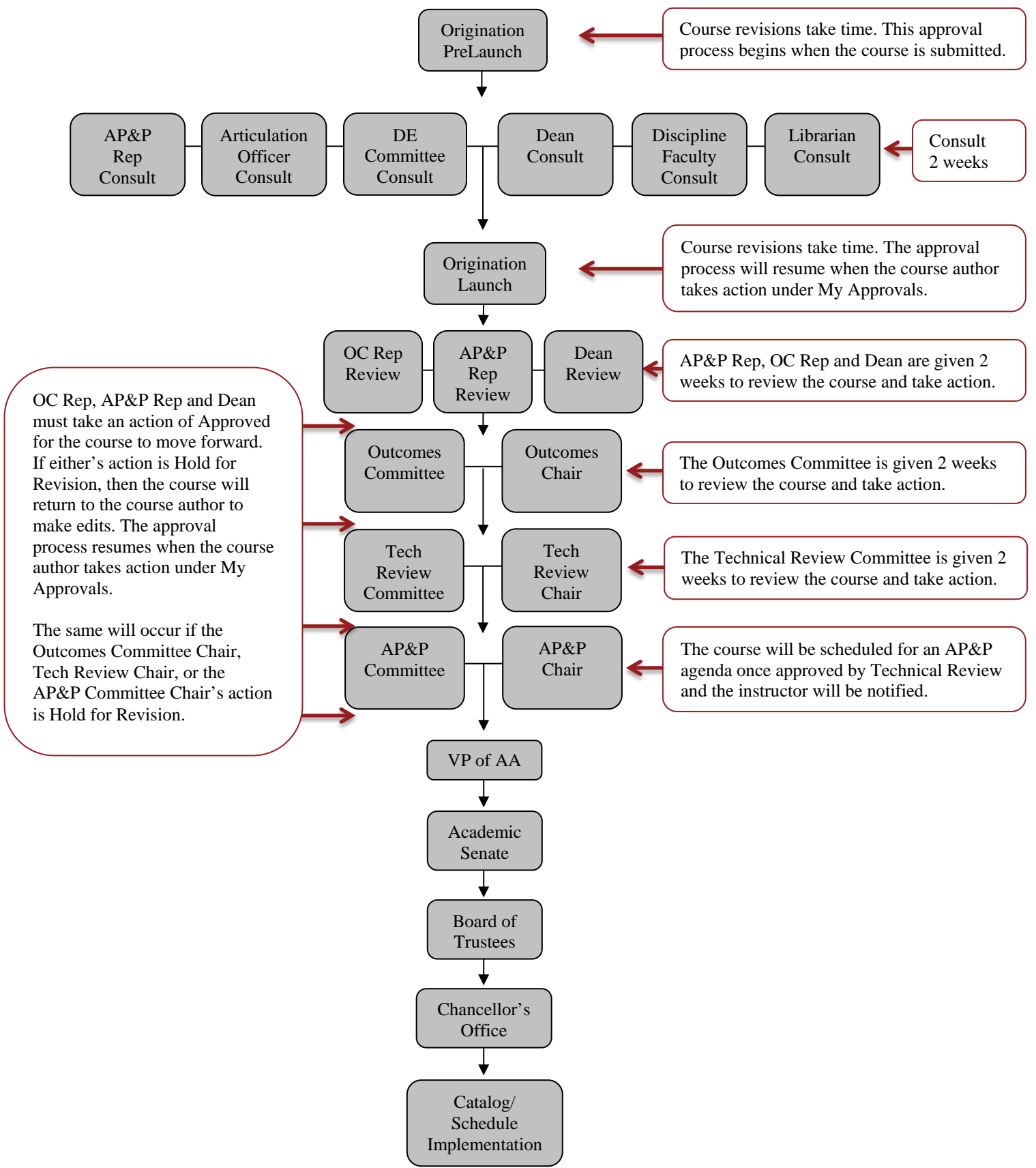
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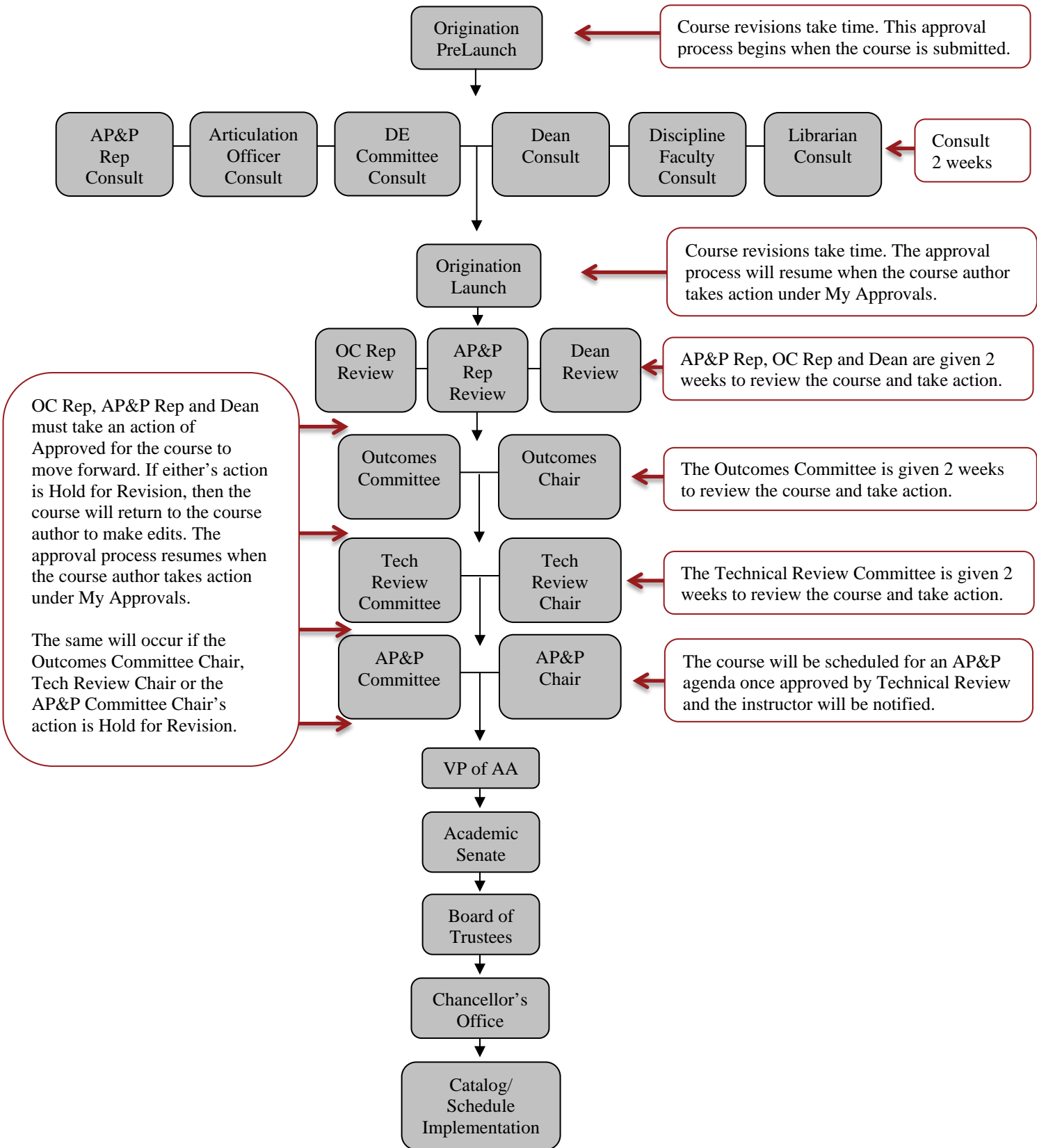
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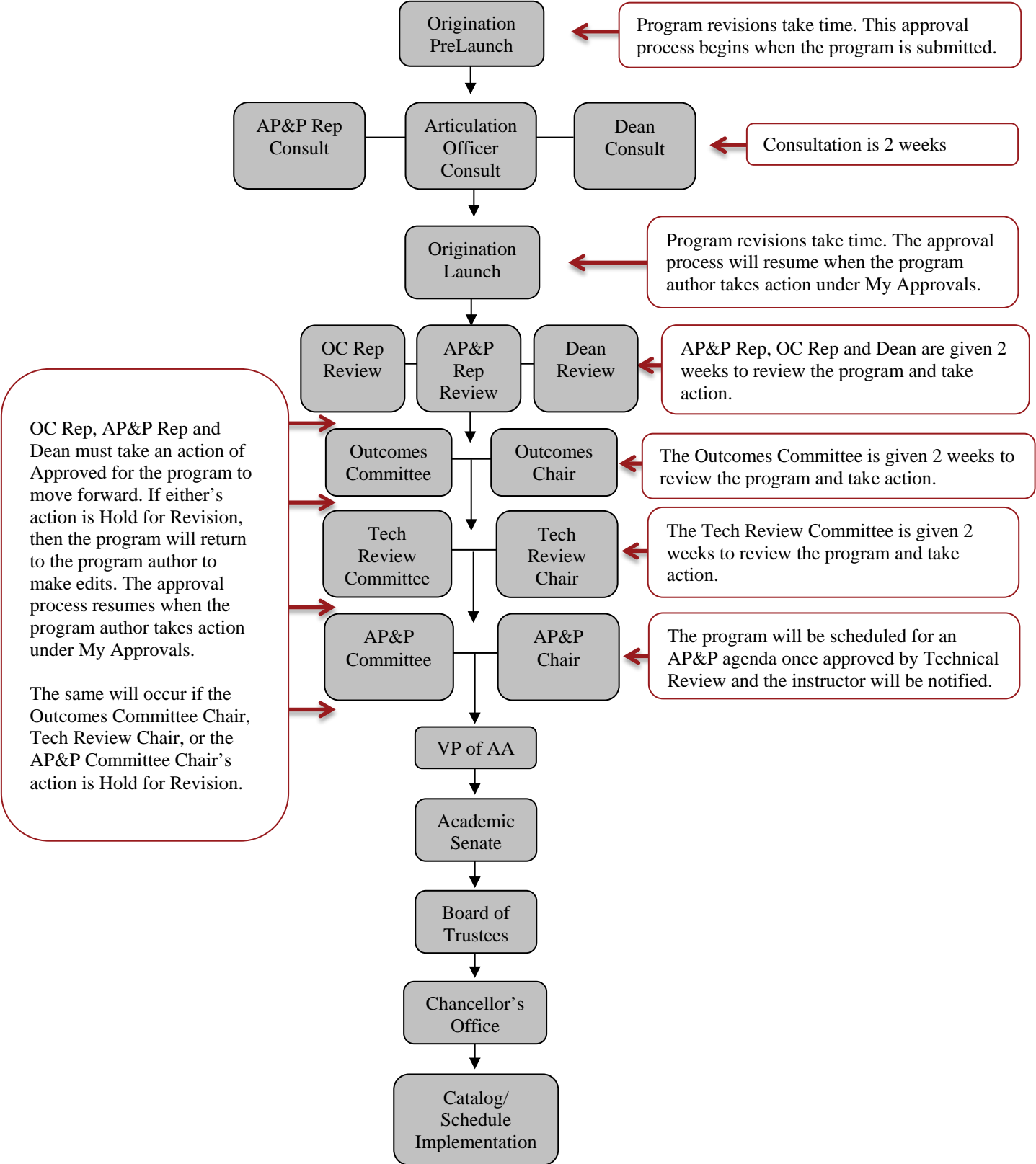
# Substantial Course Revisions Approval Process & Timeline



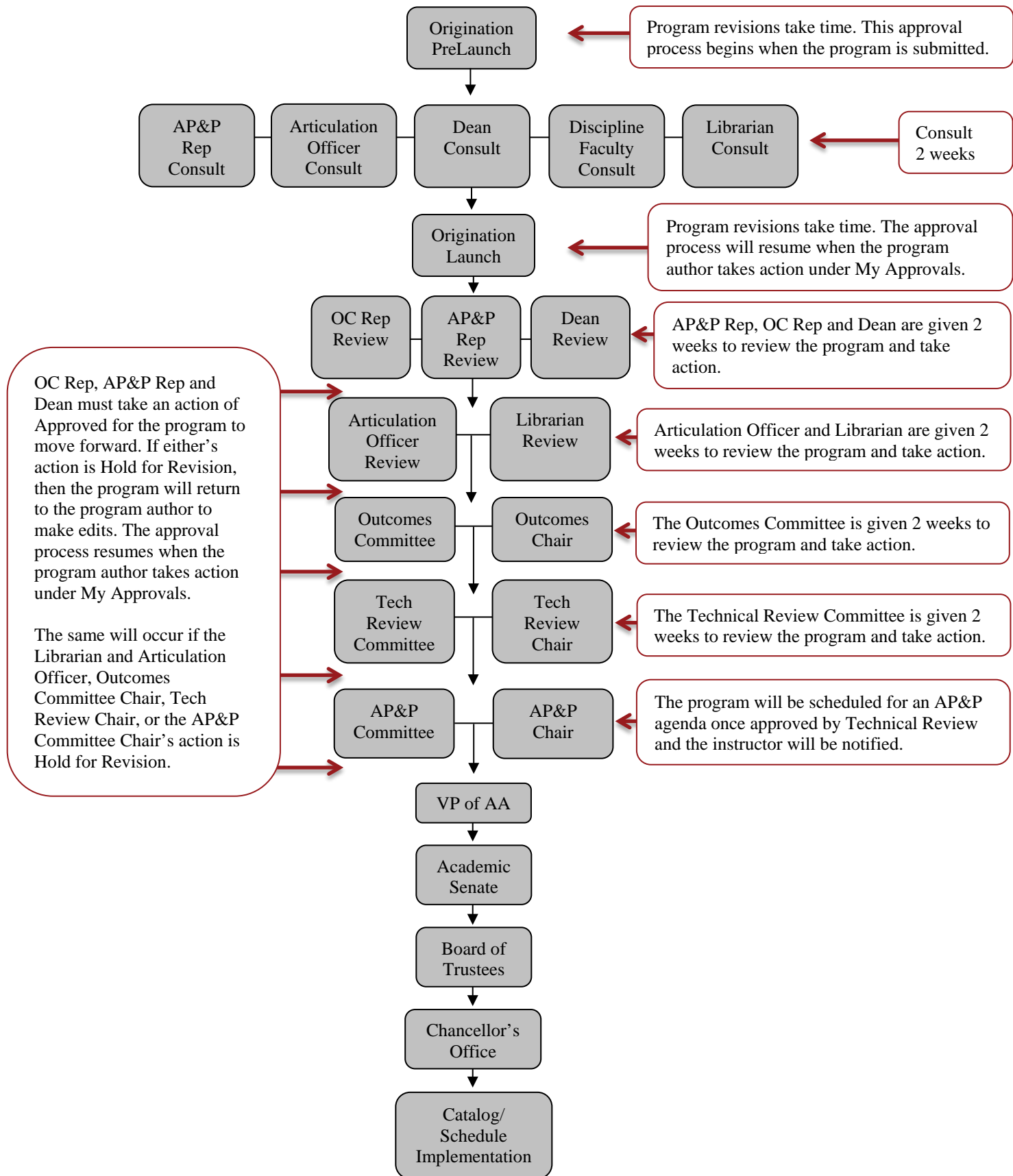
# New Course Development Approval Process & Timeline



# Non-Substantial Program Revision Process and Timeline



# Substantial Program Revisions Approval Process & Timeline



# New Program Development Approval Process & Timeline

