

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: February 26, 2015
LOCATION: BE 323 – Computer Room
TIME: 3:05 p.m.

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

2014-2015
Academic Policies & Procedures Committee Meeting No. 7
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the February 26, 2015 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.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Ms. Linda Harmon welcomed the committee to the first meeting of the spring semester and thanked them for meeting in December in her absence. She was very ill during that time and appreciated the committee continuing with the needed approvals. She requested a motion to amend the agenda.

A motion was made and seconded to amend the agenda to table items 3b, 3c, 6aiv and 6aiv. Motion carried. A second motion was made and seconded to amend the agenda to include item 5d Approval Process for Upper Division Coursework. Motion carried.

3. APPROVAL OF MINUTES

a. October 23, 2014 Minutes

A motion was made and seconded to approve the minutes for October 23, 2014. Motion carried.

b. November 13, 2014 Minutes

c. December 11, 2014 Minutes

Tabled per motion above.

4. INFORMATIONAL ITEMS

a. 2015-16 AP&P Deadline – Courses and Programs need to be approved by 12/11/2015 for Fall 2015 inclusion

- CORs due 2014-2015 academic year – List at the end of the agenda
- CORs due 2015-2016 academic year – Handout
- 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

Ms. Linda Harmon indicated the list of courses due the next academic year will be made available soon for committee members to share with their divisions. Clarification was requested as to the year the approved courses would be implemented. A correction to the agenda was noted as these courses would be effective Fall 2016 if approved by 12/11/2015.

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

- | | | |
|---|---|---|
| <ul style="list-style-type: none">• IGETC1. AJ 204 – Area J2. GEOG 110 – Area 4E3. MATH 128 – Area 2A4. PSY 200 – Area 4I5. SOC 116 – Area 4J6. SPAN 110SS – Area 6A7. SPAN 210SS – Area 6A8. SPAN 220SS – Area 3B and Area 6A9. THA 115B10. THA 116B11. THA 117B12. THA 118B13. THA 121B
<ul style="list-style-type: none">• UC Transferable1. MATH 1282. SPAN 220SS3. THA 121A4. THA 121B | <ul style="list-style-type: none">• CSU/GE1. AJ 210 – Area D102. AJ 204 – Area D103. ART 136 – Area C14. CFE 211 – Area D75. GEOG 110 – Area D56. HD 102 – Area E7. KIN 100 – Area E8. MATH 128 – Area B49. PSY 200 – Area D910. SOC 116 – Area D411. SOC 116 – Area D712. SOC 116 – Area D1013. SPAN 110SS – Area C214. SPAN 210SS – Area C215. SPAN 220SS – Area C216. THA 115B17. THA 116B18. THA 117B19. THA 118B20. THA 121B | <ul style="list-style-type: none">• CSU Transferable1. FTEC 1112. FTEC 1123. FTEC 1134. FTEC 1145. FTEC 1176. MATH 1057. MATH 1288. NS 200A9. SPAN 220SS10. THA 121A11. THA 121B |
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c. Catalog Addendum Published

Mrs. Linda Harmon informed the committee of the posted catalog addendum, which lists all the newly approved ADTs.

5. DISCUSSION ITEM

a. Corporate and Community Ed course approval process

Mrs. Linda Harmon indicated that she has been asked to review the current approval process for Corporate and Community Education course. Our current process requires these courses to be reviewed and approved by the discipline faculty, dean and AP&P representative before being sent to the full committee for review and formal approval. This process was developed in response to AP 4400, which requires all community service offerings to be review and approved by this body. Dr. L. Tom O’Neil was present to discuss this item with the committee. He explained the current process is cumbersome and very lengthy. He felt the discipline faculty, dean and AP&P representative approval should be enough to offer a corporate and community education course. These courses are developed in response to community need. If the course must go through a multi year approval process, the community will not be well served. Ms. Lisa Karlstein felt the current process was appropriate as a community service offering previously scheduled directly conflicted with her coursework. While the Corporate and Community Education office was responsive to her request to pull the class, she felt future course offerings could be caught earlier in the process if they conflict with AVC credit course offerings. Dr. L. Tom O’Neil agreed the class should not have been scheduled and they were very quick to pull the class when the conflict was brought to their attention. Mrs. Linda Harmon requested the committee to consider this request and she will report back after she meets with Corporate and Community Education to hash out the details.

b. Noncredit Course Development

Mrs. Linda Harmon informed the committee of her enrollment to attend a noncredit course development presentation at Cerritos College on March 21, 2015. Melissa Jauregui and Kyle Jacobsen will also be in attendance to provide additional support to the committee.

c. CurricUNET Workshop Schedule

Ms. Linda Harmon reminded the committee of the success of these trainings during the fall semester. She requested all members to sign up for at least one training during the spring semester to fulfill the requirements of their participation on the committee. All representatives were asked to communicate their availabilities to Melissa Jauregui for the purpose of room assignments and communications to the campus community.

d. Approval Process for Upper Division Coursework

Mrs. Linda Harmon informed the committee of our recent approval from the Chancellor’s Office to develop a baccalaureate degree in aviation. Part of this process requires us to develop and approve third and fourth year

courses to be tied to this new degree. She asked the committee whether our current course approval process is enough or if a new approval would be developed for these courses such that more eyes are looking at the courses. Ms. Deborah Sullivan-Ford, division 1 representative, requested clarification on whether this is associated with the work of the taskforce assigned to discuss the approval processes in CurricUNET. Mrs. Harmon felt this was a separate item for the whole committee to review first as an approval process for upper division coursework does not already exist. Dr. Lee Grishman, Articulation Officer, indicated that faculty are already working on the development of third and fourth year courses to satisfy the general education requirements. He further explained that Dr. Irit Gat has already been in contact with him to find similar courses to the one she is interested in developing in psychology to support this degree. The committee discussed the possibility of establishing a taskforce to review approval processes at other colleges along with the course development process for upper division coursework. Many committee members were interested in this discussion and volunteering to support the taskforce. Dr. Lee Grishman, Dr. Scott Lee, Ms. Jeffrie Ahmad, Dr. Darcy Wiewall, Dr. L. Tom O'Neil, Dr. Les Uhazy, and Mrs. Linda Harmon agreed to participate on the taskforce.

6. ACTION ITEM

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

ii. AJ 201 – Revisions required to receive C-ID approval

Tabled per motion above.

iii. CHEM 110 – Revisions required to receive C-ID approval (Previously Approved 9/25/2014)

A motion was made and seconded to approve item 6aiii, CHEM 110. Dr. David Newman was present to discuss the revisions, which were required to receive approval for C-ID. Motion carried.

iv. SOC 200 – Revisions required to receive C-ID approval

Tabled per motion above.

v. ENGL 221, American Literature, 1400-1865

- Changed maximum enrollment from 35 to 25

vi. ENGL 222, American Literature, 1865-Present

- Changed maximum enrollment from 35 to 25

vii. ENGL 225, English Literature, 800-1750

- Changed maximum enrollment from 35 to 25

viii. ENGL 227, English Literature, 1750-Present

- Changed maximum enrollment from 35 to 25

ix. ENGL 230, World Literature 1

- Changed maximum enrollment from 35 to 25

x. ENGL 231, World Literature 2

- Changed maximum enrollment from 35 to 25

xi. ENGL 235, Shakespeare: Tragedies and Histories

- Changed maximum enrollment from 35 to 25

xii. ENGL 236, Shakespeare: Comedies, Romances, and Sonnets

- Changed maximum enrollment from 35 to 25

xiii. ENGL 240, Studies in Poetry

- Changed maximum enrollment from 35 to 25

xiv. ENGL 242, Studies in Fiction

- Changed maximum enrollment from 35 to 25

xv. ENGL 246, Studies in Drama

- Changed maximum enrollment from 35 to 25

xvi. ENGL 250, Cross-Cultural Literature in America

- Changed maximum enrollment from 35 to 25

xvii. ENGL 253, African American Literature

- Changed maximum enrollment from 35 to 25

xviii. ENGL 256, Hispanic and Latin American Literatures

- Changed maximum enrollment from 35 to 25

xix. ENGL 257, Native American Literature

- Changed maximum enrollment from 35 to 25

xx. ENGL 259, Gender, Image, and Rhetoric

- Changed maximum enrollment from 35 to 25

xxi. ENGL 279, Science Fiction and Dystopic Literature

- Changed maximum enrollment from 30 to 25

xxii. ENGL 299, Special Topics in Literature

- **Changed maximum enrollment from 30 to 25**

A motion was made and seconded to approve the noted English literature course maximum revision. Mr. Mark Hoffer was present to discuss the reasons for the request. He indicated that after meeting with Dr. Suderman it was agreed upon that the courses could be reduced to 30 students. He discussed this option with the faculty in his discipline and while that is a fantastic offer, they still wanted to pursue the reduction to 25 students. The requirements of the English literature courses are such that students work with the instructor to edit written papers. These papers go through multiple revisions as part of the requirements of the course outline of record. Instructors in this discipline find it impossible to meet the needs of students if the class size is 35. Mr. Hoffer circulated instructor explanations for reducing the class size to 25. After much discussion, the committee felt that the same could be said for the social sciences courses which most have a class maximum of 40. Motion failed

b. First Reading: Revised Program (PLO Complete)

- i. Business Administration, Associate in Science**
- ii. General Business, Associate in Science**
- iii. General Business, Certificate of Achievement: 18+ units**
- iv. Small Business Management, Associate in Science**
- v. Small Business Management, Certificate of Achievement: 18+ units**

A motion was made and seconded to approve items 6bi-6bv revised programs. Mrs. Linda Harmon requested the committee to consider these programs as a group. The revisions to these degrees is required as one core course was made obsolete and replaced by another newer course. Motion carried.

7. INFORMATIONAL ITEM

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

Area of Study	CCCCO Template	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences	X				Not developing
2. Agriculture Business	X				Not developing
3. Agriculture Plant Sciences	Available 2/1/2015				
4. Biology	Available 2/1/2015				
5. Chemistry					
6. Child and Adolescent Development	Available 2/1/2015				
7. Computer Science	X				Can develop but units are too high
8. Elementary Teacher Education	X				Cannot develop, no full-time faculty in area
9. Film, Television and Electronic Media	Available 2/1/2015				Cannot develop, no full-time faculty in area
10. Journalism	X				Cannot develop, no full-time faculty in area
11. Nutrition and Dietetics					

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

12. Economics 13. Theatre Arts 14. Spanish

d. C-ID REPORT FOR TMC's

COURSE	C-ID DESC.	STATUS	EXPIRES	ADT	STATUS
AJ 101	AJ 110	CONDITIONAL	11/20/2014	Administration of Justice	
AJ 102	AJ 120	CONDITIONAL	6/9/2015	Administration of Justice	
AJ 210	AJ 160	CONDITIONAL	6/9/2015	Administration of Justice	
ART 101	ARTH 110	NOT APPROVED		Studio Arts; and Art History	
ART 104	ARTH 150	NOT APPROVED		Studio Arts; and Art History	

BIOL 201	BIOL 110B	CONDITIONAL	10/18/2015	Anthropology Kinesiology	
BIOL 202	BIOL 120B	CONDITIONAL	9/27/2015	Kinesiology	
CA 103	BUS 140	NOT APPROVED			
CFE 101	ECE 120	CONDITIONAL	11/16/2015	Early Childhood Ed	
CFE 116	ECE 230	CONDITIONAL	4/29/2015	Early Childhood Ed	
CFE 211	ECE 220	CONDITIONAL	4/29/2015	Early Childhood Ed	
CHEM 110	CHEM 110	NOT APPROVED	1/16/2015	Kinesiology Geology	
ERSC 101	GEOL 121	NOT APPROVED			
JOUR 123	JOUR 210	NOT APPROVED			
MATH 130	MATH 150	CONDITIONAL	8/4/2015		Replaced with MATH 128
MUS 101	MUS 100	CONDITIONAL	1/20/2016		
PHYS 101 PHYS 102	PHYS 100S	CONDITIONAL	2/13/2014		
PHYS 101	PHYS 105	CONDITIONAL	2/13/2014	Kinesiology	
PHYS 102	PHYS 110	CONDITIONAL	2/13/2014		
SOC 200	SOCI 120	CONDITIONAL	2/4/2015		

Mrs. Melissa Jauregui informed the committee members that she has been in contact with discipline faculty in AJ, CHEM, BIOL and PHYS. However the other discipline faculty have not reached out for assistance in the revision process. Mrs. Linda Harmon indicated that the ADTs can and will be pulled by the Chancellor's Office if the C-ID requirements are not met for even one course in the degree. She urged all representatives to meet with their faculty to ensure courses are revised in a timely manner.

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

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
D1	AUTO 198			Cannot schedule 15-16	
D1	CA 221	Yes		Cannot schedule 15-16	Submitted
D2	MATH 130	Yes		Cannot schedule 15-16	Deactivation Submitted
D3	JOUR 123	Yes		Cannot schedule 15-16	Submitted
D4	AJ 201	Yes		Cannot schedule 15-16	
D4	AJ 800			Cannot schedule 15-16	
D4	AJ 810			Cannot schedule 15-16	
D4	HIST 112	Yes		Cannot schedule 15-16	Submitted
D5	KIN 210	Yes		Cannot schedule 15-16	Submitted
D5	PHOT 250	Yes		Cannot schedule 15-16	

8. ADJOURNMENT

A motion was made and seconded to adjourn the 2/26/15 AP&P Committee meeting at 4:15 p.m. Mrs. Linda Harmon thanked the committee members for attending and she will see them in a few weeks. 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 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.