



ANTELOPE VALLEY COLLEGE

<h1>AP&P Minutes</h1>	<p>Thursday, March 9, 2017 BE 323 3:00 – 5:30pm</p>
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Type of Meeting: *Regular*
Note Taker: *Melissa Jauregui, Academic Affairs Specialist*
Please Review/Bring: The past minutes for accuracy.

Committee Members Present:
 Jeffrie Ahmad, Faculty Division Rep
 Bonnie Curry, Faculty Division Rep
 Carol Eastin, Articulation Officer
 Luis Echeverria, Faculty Division Rep
 Laureano Flores, Technical Education Dean
 Ibrahim Ganley, Faculty Division Rep
 Tooraj Gordi, Faculty Division Rep
 Michael Hutchison, Faculty Division Rep
 Scott Lee, Faculty Division Rep/Librarian/DE Liaison
 Cynthia Lehman, Faculty Division Rep
 Cynthia Littlefield, Faculty Division Rep
 Mark McGovern, Faculty Division Rep, Co-chair Proxy
 Alberto Mendoza, Adjunct Rep
 Tom O’Neil, Dean Proxy
 Tim Sturm, Faculty Division Rep
 Bonnie Suderman, Co-chair
 Deborah Sullivan-Ford, Faculty Division Rep
 Mary Rose Toll, Faculty Division Rep
 LaDonna Trimble , Student Services Dean

Committee Members Absent:
 Kerlin Grimaldi Linares, Student Rep
 Marjorie Marquez, Student Rep
 Terry Rezek, Faculty Division Rep
 Les Uhazy, Academic Dean
 Darcy Wiewall, Co-chair

Community Members Present:
 Dr. David Newby

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	Dr. Mark McGovern called the meeting to order at 3:10pm. He welcomed all the members to the first meeting of the spring semester. In Darcy’s absence, we have a lot to cover. First a motion was made and seconded to amend the agenda to add AVSOMC String Academy New CCE course offering to the Informational Items list. This course will be an action item at the next meeting.
II. Meeting Minutes – -10/27/2016 -11/10/2016 -11/17/2016		<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the minutes as presented for the last three meetings: 10/27/16, 11/10/16 and 11/17/16. After a brief review of each packet, motion carried with one revision to 10/27/16 correction to Dr. Mark McGovern’s name for item III. Motion carried with one revision by all members present.</p> <p><u>Follow Up Items:</u></p>



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<p>III. Informational Item</p> <ul style="list-style-type: none"> -Courses Due Fall 2017 -2016-2017 Meeting Schedule: 3/23/17, 4/13/17, 4/27/17, 5/11/17 -Deactivations Impact BUS 203 MATH 125 Family Consumer Sciences, AS -16-17 AP&P Goals -Credit by Exam -Review Checklist -Corporate Community Ed Process Rev 	<p><i>Darcy</i></p>	<p>None.</p> <p><u>Issues Discussed:</u></p> <p>Dr. Mark McGovern reviewed each item noted in the list of informational items:</p> <ul style="list-style-type: none"> • Course due fall 2017: the list was circulated for each division representative and the committee was reminded that the deadline for AP&P approval is 11/9/17. In order to meet this deadline, faculty must review and submit their course/program in curricUNET not later than the end of spring semester. • Meeting schedule: reminder of the spring meeting schedule was announced. • Deactivation impact: representatives were asked to review the last page of the agenda addendum and be sure to submit those courses and programs for revision that are impacted by the deactivation of the noted course or program. • 16-17 AP&P Goal: No additional comments on this item at this time. • Credit by Exam: AP&P representatives were asked to review the list provided in the agenda packet with faculty in their area for accuracy. Should courses be added or removed from this list. • Review Checklist: AP&P representatives were asked to review the provided draft checklist. This checklist would be used in the review process of submitted courses and programs to ensure all aspects of the course are thoroughly reviewed during this time and requested changes are being requested earlier on if necessary. • Corporate Community Ed Process Rev: AP&P representatives were provided an updated corporate community ed process from the AP&P handbook for review. This process is not to be viewed as a one fits all process. It is more of a recommendation for divisions to consider adopting to ensure all faculty have an opportunity to review the proposed course. <p>All comments and concerns are to be brought forth to the next AP&P meeting so action can be taken on each above item.</p> <p><u>Action Taken:</u></p> <p>None.</p> <p><u>Follow Up Items:</u></p> <p>All items will return as action items for approval.</p>
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<p>IV. Action Item – Consent Agenda – Non-substantial Course Rev: OT 101, OT 102, OT 103, OT 113</p> <p>Substantial Course Rev: ELEC 130 (Requisites), OT 101 Hybrid and Online, OT 102 Hybrid and Online, OT 103 Hybrid and Online, OT 113 Hybrid and Online</p> <p>Corporate Community Ed: Online Food Safety Exam Bird of Prey of the AV Managing Culture Div in Workplace The Art of Effective Negotiation</p> <p>Course Deactivation: NS 110, 111, 120, 121, 122, 200, 230, 231, 232</p>	<p><i>All</i></p>	<p><u>Issues Discussed:</u> ELEC 130 requisite documentation was not available for distribution at today’s meeting.</p> <p><u>Action Taken:</u> A motion was made and seconded to approved those course noted under non-substantial course revision. Motion carried by all members present.</p> <p>A motion was made and seconded to approve the distance education courses noted under substantial course revisions. After a brief review of each course noted, edits were not requested. Motion carried by all members present.</p> <p>A motion was made and seconded to table ELEC 130. Motion carried by all members present.</p> <p>A motion was made and seconded to approve the corporate community education courses noted under that section. After a brief review of each course noted, edits were not requested. Motion carried by all members present.</p> <p>A motion was made and seconded to approve the deactivation of the course noted in that section. Motion carried by all members present.</p> <p><u>Follow Up Items:</u> ELEC 130 will return to the next agenda for review and possible approval.</p>
<p>NEXT MEETING DATE: 3/23/17</p>		<p>The meeting adjourned at 4:00pm. Dr. Mark McGovern thanked the committee for their time. He reminded the members of our next meeting on 3/23/2017.</p>