

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

TO:

Jeffrie Ahmad	Linda Harmon	LaDonna Trimble
Maria Clinton	Tom Hutchison	Les Uhazy
Richard Coffman	Lisa Karlstein	Darcy Wiewall
De'Nean Coleman-Carew	Scott Lee	Chris Dundee, ASO voting
Maggie Drake	Cynthia Littlefield	TBD, ASO non-voting
Tooraj Gordi	Sharon Lowry	
Lee Grishman	Donna Meyer	

Technical Review Committee – Darcy Wiewall, Linda Harmon, and Scott Lee

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: March 5, 2012

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting  
**Thursday, March 8, 2012, BE 321 (Computer Lab), 3:00-5:30pm**

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**2011-2012**  
**Academic Policies & Procedures Committee Meeting No. 9**  
**AGENDA**

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

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

**3. APPROVAL OF MINUTES**

- a. February 23, 2012

**4. INFORMATIONAL ITEMS**

- a. Course not taught from Summer 2010-Spring 2012
- b. Courses due for revision Fall 2012 are now listed at the end of the agenda
- c. Mission Statement
- d. AP&P Handbook review
- e. C-ID Language for New Catalog
- f. SAM Codes MIS Data Element Dictionary – Mrs. Drake

**5. DISCUSSION ITEM**

- a. CSUGE/IGETC/AVCGE from AP&P Handbook and Future Procedure
  - THA 225 – AVC GE Area C
- b. Proposed 12-13 AP&P Calendar

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

- a. BP 4020 Program, Curriculum, and Course Development
  - Business, Computer Studies and Economic Development
  - 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 4020 Program and Curriculum Development
  - Business, Computer Studies and Economic Development
  - 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 4100 – Graduation Requirements for Degrees and Certificates
  - Business, Computer Studies and Economic Development
  - 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. AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment
  - Business, Computer Studies and Economic Development
  - 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
- e. AP 5013 Student in the Military
  - Business, Computer Studies and Economic Development
  - 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
- f. Courses that carry repeatability

**7. ACTION ITEMS – First Reading – AVC General Education Designation**

- a. THA 225, Introduction to Playwriting
  - Requesting AVC GE Area C
  - COR approved 12/8/2011
- b. HD 102, Readjustment Strategies for Veterans, Their Families and Friends
  - Requesting AVC GE Area E
  - COR approved 12/8/2011
- c. PHIL 109, World Religions
  - Requesting AVC GE Area C
  - COR approved 5/26/2011
- d. ART 150, 3-D Design Basics
  - Requesting AVC GE Area C
  - COR approved 12/8/2011

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

Course	Scheduling Restrictions if not approved by 12/8/11	Status
<b>Math and Engineering</b>		
MATH 070C,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070D,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070E,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070F,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
<b>MATH 099, Individualized Self-Study Math</b>	<b>Cannot schedule Spring 2013</b>	

**10. 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			
CA 111, Word Processing-Microsoft Word			
CIS 157, Introduction to LINUX			
CIS 173, Intro to C++ Programming			
MGT 201, Small Business Management			
RE 101, Real Estate Principles			
RE 105, Real Estate Practices			
RE 111, Real Estate Finance			

RE 121, Legal Aspects of Real Estate			
RE 131, Real Estate Appraisal			
RE 141, Escrow Principles			
RE 161, Property Management			
<b>Counseling/Student Services</b>			
EOPS 060, Enrichment Class			
<b>Health Sciences</b>			
AH 101/101CL, Principles of Nursing Science			
CFE 150, Parenting: Infancy			
CFE 151, Parenting: Preschool Child			
CFE 152, Parenting: Elem Preadolescent			
CFE 155, Single Parenting			
CFE 156, Step-parenting Blended Family			
CFE 157, Parenting Exceptional Child			
NF 110, Sports Nutrition			
<b>Instructional Resources/Extended Services</b>			
LIB 101, Intro to Library Research			
LIB 105, Libraries and Information			
<b>Language Arts</b>			
CHIN 101, Elementary Chinese I			
CHIN 102, Elementary Chinese 2			
COMM 217, Gender and Communication			
DFST 101L, ASL I Skill Building Lab			
DFST 204, Struct of American Sign Lang			
DFST 205, Numbers, Fingerspelling, Classifiers			
DFST 206, Creative Signing			
ENGL 061, Grammar and Mechanics			
ENGL 062, Basic Writing			
ENGL 063, Vocabulary			
ENGL 064, Spelling			
ENGL 227, Engl Literature 1900-Present			
ENGL 230, Antiquity to Renaissance			
ENGL 231, Since the Renaissance			
ENGL 233, Bible as Lit-Old Testament			
ENGL 234, Bible as Lit-New Testament			
ENGL 240, Studies in Poetry			
ENGL 242, Studies in Fiction Short Story			
ENGL 244, Studies in Fiction The Novel			
ENGL 246, Survey of Drama (Beginnings to 1878)			
ENGL 248, Survey of Modern & Contemporary Drama (from 1879)			
ENGL 250, Cross-Cultural Lit in America			
ENGL 252, African American Literature 1746-1930			
ENGL 253, African American Literature 1930-Pres			
ENGL 260, Myths and Meanings			
ENGL 270, Literature and the Holocaust			
ENGL 274, Detective Fiction			
ENGL 279, Science Fict & Dystopic Literature			
FREN 101, Elementary French I			
FREN 102, Elementary French 2			

FREN 201, Intermediate French 1			
FREN 202, Intermediate French 2			
FREN 203, Advanced French			
GER 202, Intermediate German 2			
GER 203, Intermediate German 3			
INT 101, Prin of Sign Lang Interpreting			
LATN 101, Elementary Latin 1			
LATN 102, Elementary Latin 2			
LATN 201, Intermediate Latin			
SPAN 102HL, Elementary Spanish for Heritage Learners II			
<b>Mathematics &amp; Engineering</b>			
ENGR 110, Engr Orientation & Basic Skills			
ENGR 220L, Strength of Materials Lab			
ENGR 220PS, Strength of Materials PSS			
ENGR 220, Strength of Materials			
ENGR 230, Circuit Analysis			
<b>Science</b>			
ASTR 101L, Astronomy Laboratory			
BIOL 102, Human Biology			
CHEM 212, Organic Chemistry Support Laboratory			
DRFT 250, Introduction 3-D Cad Drafting			
ERSC 101Introduction to Earth Sciences			
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate			
GEOG 102, Phys Geog: Earth's Weather & Climate			
GEOG 221, Spatial Analysis in GIS			
GEOG 298A, Special Studies in GIS			
GEOG 298B, Special Studies in GIS			
GEOG 298C, Special Studies in GIS			
GEOL 102, Historical Geology			Submitted – <i>Awaiting Dean</i>
<b>Kinesiology, Athletics and Dance</b>			
KIN 103, Aerobic Conditioning			
KIN 110, Advanced Baseball Techniques			
KIN 120, Advanced Football Techniques			
KIN 145, Adv Womens Fast-Pitch Softball			
KIN 150, Beginning Swimming			
KIN 151, Intermediate Swimming			
KIN 152, Fitness Swimming			
KIN 157, Advanced Volleyball			
KIN 165, Advanced Track Techniques			
KIN 170, Beginning Weight Lifting			
KIN 173, Intermediate Weight Lifting			
KIN 175, Adv Weight Training for Ath			
KIN 187, Yell/Song Leading, Sum or Fall			
KIN 188, Pep Squad Leadership			
KIN 189, Cheer Conditioning			
KIN 191, First Aid&Emergency Care			
KIN 200, Intercollegiate Baseball			
KIN 215, Intercollegiate Cross Country			
KIN 220, Intercollegiate Football			

KIN 230, Intercollegiate Women's Soccer			
KIN 240, Intercollegiate Wmn's Softball			
KIN 255, Intercollegiate Track			
<b>Social and Behavioral Sciences</b>			
ANTH 101, Intro Physical Anthropology			
ANTH 102, Intro Cultural Anthropology			
ANTH 103, Intro to Prehistory			
ANTH 112, Native North Americans			
ANTH 130, Field Archaeology in Latin America			
ANTH 140, Intro to Archaeology			
POLS 103, Comparative Government			
POLS 202, Ethnic Politics in America			
PSY 236, Developmental Psychology			
SOC 105, Mexican Amer Contemp Society			
SOC 111, Issues Concepts in Aging			
SOC 115, Marriage and Family Life			
SOC 120, Drugs Society Human Behavior			
<b>Technical Education</b>			
AERO 280, Aircraft Gen-Written Test Rev			
AERO 282, Aircrft Pwrpl-Written Test Rev			
AJ 101, Intro to Admin of Justice			
AJ 103, Criminal Evidence			
AJ 203, Narcotics Control			
AJ 204, Juvenile Procedures			
AJ 207, Probation and Parole			Submitted – Awaiting Dean
AUTO 105, Auto Principles & Practices			
AUTO 125, Automotive Chassis			
AUTO 126, Automotive Brakes			
AUTO 127, Auto Suspension,Steering,Align			
AUTO 128, Automotive Power Trains			
AUTO 130, Basic Auto Trans/Transaxles			
AUTO 150, Auto Electrical Systems			
AUTO 151, Auto Chassis/Body Elect System			
AUTO 152, Automotive Ignition Systems			
AUTO 153, Auto Starting/Charging Systems			
AUTO 175, Auto Fuel, Emissions, CA Cln Air			
AUTO 176, Auto Carburetor Fuel Systems			
AUTO 177, Electronic Fuel Injection			
AUTO 198A, Anti-Lock Braking Systems (ABS)			
AUTO 198C, Electrical/Electronic Systems Training Seminar			
AUTO 198D, Engine Performance Training Seminar			
AUTO 198E, Advanced Engine/Emission Sys Diagnosis & Repair			
AUTO 198F, Gaseous Fueled Vehicles Training Seminar			
AUTO 198H, Adv. Emissions Diagnostics Trng Seminar			
AUTO 198N, Electronic Transmissions & Transaxles Seminar			
AUTO 198, Automotive Seminars			
AUTO 200, Auto Air Conditioning			

AUTO 210, Auto Specialization Lab			
AUTO 231, General Motors Auto Trans			
AUTO 232, Ford/Chrysler Auto Trans			
AUTO 277, Elect Eng Controls-GM Systems			
AUTO 278, Elect Eng Controls-Ford/Chrys			
ELTE 105, Introduction to Robotics			
FTEC 215, Rescue Practices			
FTEC 222, Wildland Fire Control			
<b>Visual and Performing Arts</b>			
ART 103, History of Non-Western Art			
ART 104, History of Modern and Contemporary Art in the 20th Century			
ART 145L, Design and Color Lab			
ART 145, Design and Color			
ART 160, Painting/Drawing Techniques			
ART 219, Intermediate Illustration			
ART 230, Human Figure Painting			
DM 113, Photoshop I			Submitted – Awaiting Faculty Revision
FTV 101, Introduction to Film			
FTV 103, Intro to Television			
FTV 107, History of Film, Pre 1950			
FTV 108, History of Film, 1950-Present			
FTV 121, Introduction to Digital Filmmaking			
FTV 134, Intro to Screenwriting			
FTV 155, Film Festival Analysis			
FTV 201, Intercultural & Women's Film			
FTV 203, African-American Cinema			
FTV 215, Directing for Film & Video			
FTV 220, Advanced Screenwriting			
FTV 230, Digital Cinematography			Submitted – Awaiting response from faculty on requisites
FTV 242, Writing and Pre-Production of the Short Film			
FTV 244, Production & Post-Production of the Short Film			
FTV 251, Contemporary American Independent Film			
FTV 261, Religion and Cinema			
MUS 121, Voice Class			
MUS 131, Keyboard Skills I			
MUS 132, Keyboard Skills II			
MUS 142, Musical Theatre Workshop			
MUS 153, Beginning Musicianship			Submitted – Awaiting Faculty
MUS 164, String Ensemble			
MUS 165, Instrumental Ensemble - Guitar			
MUS 166, Beginning Orchestra			
MUS 167, Intermediate Orchestra			
MUS 181, Master Chorale			
MUS 183, Master Chorale Sectional			
MUS 185, Concert Choir			
MUS 186, Gospel Choir			
MUS 189, Keyboard Ensemble			

MUS 191, Treble Choir-Children's Music			
MUS 231, Keyboard Skills III			
MUS 232, Keyboard Skills IV			
MUS 253A, Intermediate Musicianship			
MUS 253B, Advanced Musicianship			
MUS 258, Composition			
MUS 266, Advanced Orchestra			
MUS 268, Musical Theatre Orchestra			
MUSC 102, History of Jazz			
MUSC 103, History of Rock 'n Roll			
MUSC 104, The Music Industry			
MUSC 107, History of Women in Rock Music			
MUSC 112, Commercial Music Theory			
MUSC 113, Writing Music for Songs			
MUSC 122, Stage Voice			
MUSC 123, Stage Voice Workshop			
MUSC 124, Jazz Improvisation			
MUSC 133L, Studio Music Production I Lab			
MUSC 133, Studio Music Production I			
MUSC 134L, Studio Music Production II Lab			
MUSC 134, Studio Music Production II			
MUSC 141, Concert Attendance			Submitted – <i>Technical Review</i>
MUSC 143, Live Sound Reinforcement			
MUSC 173, Beginning Jazz Ensemble			
MUSC 175, Beginning Rock Band			
MUSC 176, Beginning Rock Band Workshop			
MUSC 222, Popular Vocal Performance			
MUSC 223, Popular Instrumental Performance			
MUSC 224, Jazz Improvisation Workshop			
MUSC 225, Commercial Music Ensemble			
MUSC 233L, Studio Music Production III Lab			
MUSC 233, Studio Music Production III			
MUSC 234L, Studio Music Production IV Lab			
MUSC 234, Studio Music Production IV			
MUSC 273, Intermediate Jazz Ensemble			
MUSC 274, Advanced Jazz Ensemble			
THA 101, Theatre Appreciation			Submitted – <i>Awaiting Faculty</i>
THA 110, Fundamentals of Acting			Submitted – <i>Awaiting Faculty</i>
THA 120A, Rehear&Perform: Drama			Submitted – <i>Awaiting Faculty</i>
THA 120B, Rehear&Perform: Comedy			Submitted – <i>Awaiting Faculty</i>
THA 120C, Rehear&Perform: Musical Theatr			Submitted – <i>Awaiting Faculty</i>
THA 125, Intermediate Acting Workshop			Submitted – <i>Awaiting Faculty</i>
THA 130, Improvisation			Submitted – <i>Awaiting Faculty</i>
THA 133, Makeup for the Stage			
THA 205, Advanced Acting Workshop			Submitted – <i>Awaiting Faculty</i>
THA 215, Acting for the Camera			Submitted – <i>Awaiting Faculty</i>

THA 218, Audition Tech for the Actor			Submitted – <i>Awaiting Faculty</i>
THA 220, Fundamentals of Directing			Submitted – <i>Awaiting Faculty</i>
THA 239, Intercultural & Women's Theatre			Submitted – <i>Awaiting Faculty</i>

## 11. 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 Mr. Christos Valiotis, 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: February 23, 2012  
LOCATION: BE 321 – Computer Room  
TIME: 3:11 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Jeffrie Ahmad, Faculty	Tom Hutchison, Faculty	
Maria Clinton, Cochair	Lisa Karlstein, Faculty	
Richard Coffman, Faculty	Scott Lee, Faculty	
De'Nean Coleman-Carew	Cynthia Littlefield, Faculty	
Margaret Drake, Dean	Mrs. Sharon Lowry, V. P. Academic Affairs	
Chris Dundee, ASO Student	Donna Meyer, Faculty	
Tooraj Gordi, Faculty	LaDonna Trimble, Dean	
Lee Grishman, Articulation	Les Uhazy, Dean	
Linda Harmon, Faculty	Darcy Wiewall, Faculty	

2011-2012  
Academic Policies & Procedures Committee Meeting No. 8  
MINUTES

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

A motion was made and seconded to call the February 23, 2012 AP&P Committee Meeting to order at 3:11 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:11 p.m. Motion carried.

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

Ms. Maria Clinton, stated that she wanted to introduce Donna Meyer as Beverly Beyer's replacement as the representative for Business, Computer Studies, and Economic Development. The college will miss Beverly Beyer dearly as she was such a great asset to this committee and her students. Ms. Clinton also stated that Linda Harmon is now training as the new Cochair, and will be more involved in the meeting process, which includes establishing the committee dates for the next academic year. She continued to state that the Chancellor's Office is strongly encouraging us to create more transfer degrees. Mrs. Lowry stated that she has been told at Statewide that the Chancellor's Office is looking for 80 percent compliance with the SB 1440 program. This means that of the degrees being offered for adaptation, we need to determine how many of the subject areas we offer and figure 80 percent of that is the number of degrees we should have in place with the start of the next academic year. Mrs. Lowry asked which areas are currently working on the transfer degrees, at which various committee members confirmed that Biology, Physics, Psychology, Sociology, Anthropology, Studio Arts, Geology, and Child and Family Development are being discussed by the faculty on our campus. Of those areas Physics, Psychology, Sociology, Studio Arts, Geology, and Child and Family Development have vetted TMC degrees on the Chancellor's Office site.

**3. APPROVAL OF MINUTES**

- a. **October 13, 2011**
- b. **October 27, 2011**
- c. **November 8, 2011 – Consent Agenda, Email Approval**
- d. **December 8, 2011**

A motion was made and seconded to approve items 3a-d: Approval of Minutes. Ms. Maria Clinton stated that electronic approvals are ok as long as we have the approval of the minutes. Motion carried.

**4. INFORMATIONAL ITEMS**

- a. **PE 107 Intermediate/Advanced Hatha Yoga (previously requested to change number PE 108) will remain PE 107 due to PE 108 being Ballroom Dancing**

Ms. Clinton stated that PE 107 requested a number change but unfortunately we could not implement as requested since the requested new number had already been assigned to a previous course. As a result, we reverted the number back to the original number, which was PE 107. Dr. Grishman requested clarity since it affects transfer. Ms. Clinton stated that PE 107 was the previously approved with a number change but we are forced to leave it as is.

- b. **CIS 101L, Intro to CIS Lab & CA 103L, Introduction to Microcomputers – Lab - Course Deactivation Request, Courses were deactivated several years ago since they are zero unit labs. These will be made historical in CurricUNET.**

Ms. Clinton stated that although CurricUNET has the courses listed as obsolete or historical an additional request to make these courses obsolete was sent forward in CurricUNET. She requested that Mrs. Melissa Jauregui send an email notifying the dean and faculty of this situation.

**c. Courses due for revision Fall 2012**

Ms. Clinton stated that each representative was given a list of courses that are scheduled to be revised in the next academic year. CurricUNET should not be brought down during the summer, as was the case last year, since all modules have already been brought on so encourage faculty to begin the revision process within CurricUNET now and continue tracking the courses through CurricUNET during the summer. Ms. Clinton stated that the only concern she has is for VAPA since there are three pages of courses listed for revision. Ms. Lisa Karlstein stated that she will begin working with her faculty now to ensure the courses get approved on time. Mrs. Lowry stated that if we are on a 5 year cycle for revision, where we revised in the fifth year, if the course was last revised in 2007 shouldn't these courses have been brought through this last fall. Ms. Clinton stated that actually we are revising in the fifth year since we are sending the lists out now and asking faculty to start the revision process now.

**d. Courses that carry repeatability**

Ms. Clinton stated that in the online packet there is a list of all courses that currently are approved to carry repeatability. She stated that these are the courses that will potentially have the repeatability removed if they are not part of a degree core for transfer. She further explained this as having articulation agreements on file through the Assist database, which would indicate that a four-year institution has agreed to accept our course as a direct replacement of their course within their program. Ms. Clinton requested the committee to decide whether or not a course as part of the elective list of a degree should be allowed to carry repeatability. The Chancellor's Office indicates that only those courses that are part of the core are allowed to have repeatability. Ms. Donna Meyer requested clarity on whether a course that is a skills course is allowed to keep repeatability. Ms. Drake stated that there was a provision that was added where repeatability that demonstrates the building of a skill level was allowed to carry repeatability. Ms. Clinton and Mrs. Lowry stated that the provision was removed. Mrs. Lowry stated that in order to allow students to have the additional class time to practice the skill set, then the college would offer three levels of the course: beginning, intermediate and advanced; without repeatability. Ms. Clinton stated that the Chancellor's Office feels that if a student takes the class and receives a C or better, then the student meets the objectives outlined on the course, if the student does not meet the objectives then they need to receive a substandard grade so they can repeat the course through that law. Ms. Trimble requested clarification on those courses that have repeatability due to licensing and whether they are all called out specifically in the catalog, as such. Mrs. Drake was not sure if all courses are clear in the catalog as having unlimited repeatability due to the allowance in Title 5. Ms. Karlstein asked if these courses were broken into leveled courses such as beginning, intermediate and advanced. Ms. Clinton stated that first the AP&P representatives need to take this list back to their division faculty, who need to them prove to the committee through the Assist documentation that the courses qualify as being part of a core degree that transfers. If this can be proven for a course then the repeatability will remain as is unless the course subject matter has been leveled. If the courses are already leveled, then a student can repeat for a max of 4 times across a subject matter. The exceptions to this are for those Visual and Performing Arts courses where students are putting on a production, such as Theater and Music. Ms. Clinton asked whether the core includes those courses that appear on the program elective list. She stated that this question will return to a later agenda for the committee to decide what the core includes. Dr. Coleman-Carew indicated that on Assist there is no list that discusses electives that are approved as part of the core. Dr. Grishman agreed that the Assist system does not call out electives.

*Mrs. Lowry also wanted to committee to notice that there are courses on the list that have not been scheduled within the last two years. She requested that Mrs. Melissa Jauregui pull a list of those courses that have not been taught in the last two years so that we may have a clean catalog when it is published this summer. Mrs. Darcy Wiewall requested clarification since she has a course that she has been trying to teach but the college will not allow her to schedule it since there are insurance issues. Mrs. Lowry stated that may be in effect for a little while longer due to the budget and to keep in mind that when courses are pulled from the catalog, they still exist within CurricUNET so if the budget turns around, plan a year out and bring the course to AP&P again for reimplemention. Ms. Cindy Littlefield requested additional clarification since her cycle of scheduling was disrupted when the budget issues occurred. Ms. Clinton stated AP&P handbook states that if a course has not been taught in the last two years then the faculty need to bring the course back to the AP&P committee to decide whether the material is viable, which would be easier to determine if the courses were part of a degree program for transfer. Dr. Dean Coleman-Carew asked whether the courses on the list of those not taught in the last two years will be pulled from the catalog automatically or if the faculty should bring justification to maintain the course listing in the catalog. Ms. Clinton stated that we have not been looking at the two year rule due to the budget cuts. Mrs. Lowry stated that she counted the number of Dance courses currently listed on the repeatability document, which is 20 courses, and this is a lot of courses in a*

single discipline without a degree being established. She also clarified that 20 courses is even a lot of courses for a discipline that has a degree. Ms. Clinton also included that its actually also an issue for the students, we all need to look at our courses to determine if we are even offering those courses that help our students complete a degree and transfer, which is one of our goals as a community college. We should be establishing our degrees with a clear path for students to complete their programs with the least amount of obstacles. Dr. Uhazy wanted to include that the CSU and UC's are looking at the general education areas are being looked at so to refine and hone in on those skills that are most important for the student. Mrs. Lowry stated that AP&P really needs to be strategically looking at those courses that are returning to the committee for revision approval to determine whether they are essential for transfer and/or part of a degree, which we have not done in the past since she has been on the committee. Additional conversation took place regarding a shift to the essential mission of community colleges, at which Ms. Donna Meyer asked whether courses would then be moved to community education since there is still a demand for some of these avocational courses. Mrs. Lowry stated that several conversations are occurring at the state level as to whether or not we should allow those students who can afford to pay the full freight of the courses to enroll through community education and those students would attend the same course as the rest of the college students. However, this would then create an issue with access since students would be buying their way into programs.

A question was asked as to when the divisions need to respond to the repeatability issue. Ms. Clinton stated that proof to maintain repeatability needs to be presented to the committee no later than April 26, 2012. Ms. Clinton asked the committee to decide whether the transferring of a course she be to our feeder CSU or any college within the state as long as an Assist documentation is on file. The committee agreed that the course can be articulated to any college regardless of proximity to Antelope Valley College.

e. **Prerequisite waiver process and counselor involvement – DeNean Coleman-Carew**

Dr. Coleman-Carew stated that a situation recently occurred within Counseling where a counselor felt that we could not sign off on a particular situation so it is being brought to the AP&P Committee for consideration. She stated that counselors interpret transcripts every day and determine whether students meet a prerequisite based on prior coursework. Recently, a student had come to the counselors having taken a higher mathematics course than the prerequisite and most counselors would have adjusted the student's record as having met the lower level math course that appears as a prerequisite on most upper level mathematics courses: MATH 102, Intermediate Algebra. However, a particular counselor felt that we should not sign off on this situation and forward the student to the faculty with a prerequisite challenge form, which is very stressful at times for students. Ms. Clinton stated that we do have a very strict prerequisite challenge process in place and perhaps this is an issue for that process. Dr. Coleman-Carew stated that the counselors are not waiving the prerequisite, they are interpreting the transcripts and indicating that a student has met the requirement by having completed a higher level course of College Algebra. Ms. Trimble stated that all counselors need to be operating in the same way and all divisions need to know how counselors are handling the prerequisite process. Mrs. Lowry requested clarification since if the course is transferring in and the student is receiving credit for our MATH 130 it would seem appropriate that the counselors interpret as such. A short discussion took place at which Mr. Gordi stated that the mathematics faculty have discussed this issue and have considered revising the courses but it seems unnecessary since it's obvious that a student has met the prerequisite through the completion of the higher algebra course. Dr. Uhazy included that it is an unnecessary stress on the students when the student has clearly met the prerequisite. The discussion continued, at which Dean Trimble stated that if the committee has not objection then counselors will process prerequisites in this manner and she will handle this now since she is clear on AP&P's view of the issue.

5. **DISCUSSION ITEM**

a. **THA 225, Introduction to Playwriting (Instructor Jonet Leighton and Eugenie Trow)**

- **Requesting AVC GE Area C**
- **COR approved 12/8/2011**

Ms. Clinton stated that the Theater faculty are requesting to add THA 225 to the list of appropriate courses that fulfill the AVC GE Area C requirements. It was her understanding that Dr. Grishman, Articulation Officer, was the person who oversaw this process, however she has Mrs. Jauregui contact him since he missed that last meeting when this course was approved and he stated that he was not the gate keeper of the AVC GE Areas. Dr. Grishman stated that no he and the Counselors implement the AVC GEs but AP&P approves the courses to appear as a GE after careful review of the definition from each general education area being requested. Mrs. Drake stated that in the past faculty were required to bring forward evidence from other community colleges, the CSU and UC campuses to prove how the course is being interpreted at those colleges. Additional discussion took place at which Maria Clinton thanked the committee for the explanation on this topic.

b. **AP&P Handbook review**

- **Technical Review Committee: Duties and Responsibilities & Appendices – Dr. Scott Lee**

- **Prior to Course and Program Development – Dr. Denean Coleman-Carew**
  - **Guidelines for Course Development – Ms. Lisa Karlstein, Ms. Cindy Littlefield**
  - **Other Curriculum Regulations and Procedures – Mr. Tom Hutchison and Mr. Tooraj Gordi**
  - **Certificate Program and Degree Development – Dr. Darcy Wiewall and Mrs. Margaret Drake**
- Ms. Maria Clinton requested volunteers to review the newly revised sections of the AP&P Handbook which will be in affect the next academic year. The volunteers are noted above.

c. **Mission Statement**

Ms. Maria Clinton stated that the committee needs to review the mission statement every year and asked the representatives to review it with the faculty in their division along with the two comments from last year, which are included in the packet. Bring all comments back to the committee so we can make the necessary revisions and approve the mission statement.

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

a. **BP 4020 Program, Curriculum, and Course Development**

b. **AP 4020 Program and Curriculum Development**

Ms. Maria Clinton requested a count on the divisions that have discussed items 6a-b and whether or not revisions are being recommended. The following divisions have approved the language as is:

- Technical Education
- Kinesiology, Athletics, and Dance
- Student Services and Counseling
- Instructional Resources/Extended Services

Ms. Maria Clinton stated that a final count will be done at the next meeting so the items can be sent to the Board of Trustees for approval.

c. **AP 4100 – Graduation Requirements for Degrees and Certificates**

A motion was made and seconded to table items 6c. Motion carried.

d. **AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment**

e. **AP 5013 Student in the Military**

Ms. Maria Clinton requested a count on the divisions that have discussed items 6a-b and whether or not revisions are being recommended. The following divisions have approved the language as is:

- Technical Education
- Kinesiology, Athletics, and Dance
- Student Services and Counseling
- Instructional Resources/Extended Services

Ms. Maria Clinton stated that a final count will be done at the next meeting so the items can be sent to the Board of Trustees for approval.

f. **Graduation Requirements: Reading Proficiency**

A motion was made and seconded to table items 6f. Motion carried.

**7. ACTION ITEMS – Second Reading – New Course Development**

- a. **CCA - MATH 070C, Elementary Algebra Unit 1**
- b. **CCA - MATH 070D, Elementary Algebra Unit 2**
- c. **CCA - MATH 070E, Elementary Algebra Unit 3**
- d. **CCA - MATH 070F, Elementary Algebra Unit 4**

Ms. Maria Clinton requested a motion to table items 7a-d since the faculty have not completed the necessary revisions to these courses. A motion was made and seconded to table items 7a-d. Motion carried.

**10. ACTION ITEMS – Discipline Name Change**

- a. **All PE Courses are now Kinesiology – KIN**
- b. **All Athletic Training courses will remain ATH**

A motion was made and seconded to approve item 10a. Motion carried. No motion was made for item 10b since the courses are remaining the same.

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

Course	Scheduling Restrictions if not approved by 12/8/11	Status
<b>Math and Engineering</b>		
MATH 070C,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070D,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>

MATH 070E,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070F,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 099, Individualized Self-Study Math	Cannot schedule Spring 2013	

**12. ADJOURNMENT**

A motion was made and seconded to adjourn the 2/23/12 AP&P Committee meeting at 4:36 p.m. 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 Mr. Christos Valiotis, 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.*

**Course Not Taught Between  
Summer 2010-Spring 2012**

Division	Subject Code	Course Number	Title	Last Taught	Degree Core	Cert Core	Cert/Degree Elective	AVC GE	CSU GE	IGETC
BCSED	ACCT	199	Work Experience	200970						
BCSED	BUS	199	Work Experience	200970						
BCSED	CA	173	Novell NetWare Sys Admin	200970						
BCSED	CA	199	Work Experience	200970						
BCSED	CIS	174	Intro to C#.NET Programming	200630			X			
BCSED	CIS	175	Java Programming	200270			X			
BCSED	CIS	199	Work Experience	200970						
BCSED	MGT	199	Work Experience	200970						
BCSED	MKTG	199	Work Experience	200970						
BCSED	OT	199	Work Experience	200970						
BCSED	RE	199	Work Experience	200930						
EOPS	EOPS	060	Enrichment Class	200970						
HS	AH	101	Pre-Nursing: Intro to Nursing	Not Sched						
HS	AH	101CL	AH 101 Clinic	Not Sched						
HS	CFE	110	Supv Admin Childhood Prog II	200830			X			
HS	CFE	113	Inclusive Early Childhood Educ	200650			X			
HS	CFE	116	Diversity Early Childhood Ed	200470			X			
HS	CFE	122	Infant Toddler Strategies	200830			X			
HS	CFE	168	F Rate Pre-Service Training	200970						
HS	CFE	169	D Rate Pre-Service Training	200970						
HS	CFE	177	ILS for Foster Youth	200970						
HS	CFE	199	Work Experience	200970						
HS	CFE	212	School Age Programs	200770	X	X				
HS	CFE	213	Curr Strat for Sch Age Program	200830	X	X				
HS	MOA	199	Work Experience	Not Sched						
HS	NF	104	Concepts in Nutr: New Dev	200970			X			
HS	RCP	199	Work Experience	200970						
IR/ES	LAC	199	Work Experience	200970						
IR/ES	LIB	105	Libraries and Information	200870						
IR/ES	LIB	199	Work Experience	200970						
KAAD	DA	109	Dance and Technology	Not Sched						
KAAD	DA	113	World Dance-Ethnic Forms	200770				X		
KAAD	DA	115	Dance Repertory	200730				X		
KAAD	DA	116	Dance Improvisation	200870				X		
KAAD	DA	199	Work Experience	200970						
KAAD	DA	205	Adv Tap Dance	200730				X		
KAAD	HE	199	Work Experience	200670						
KAAD	KIN	107	Intermediate/Advanced Hatha Yoga	200470			X	X		
KAAD	KIN	128	Beginning Golf	201030			X	X		
KAAD	KIN	139	Team Sport Fundamentals	Not Sched			X	X		
KAAD	KIN	187	Yell and Song Leading	200970						
KAAD	KIN	188	Pep Squad Leadership	200970						
KAAD	KIN	189	Cheer Conditioning	200910						
KAAD	KIN	194	Officiating - Spring Sports	201030						
KAAD	KIN	112A	Beginning Soccer	Not Sched			X	X		
KAAD	KIN	112B	Intermediate Soccer	Not Sched			X	X		
LA	COMM	199	Work Experience	200970						
LA	COMM	214	Studies in Storytelling	200670				X		
LA	COMM	215	Public Relations Communication	Not Taught						

**Course Not Taught Between  
Summer 2010-Spring 2012**

Division	Subject Code	Course Number	Title	Last Taught	Degree Core	Cert Core	Cert/Degree Elective	AVC GE	CSU GE	IGETC
LA	DFST	199	Work Experience	200970						
LA	ENGL	062	Basic Writing	200970						
LA	ENGL	064	Spelling	200130						
LA	ENGL	104	The Research Paper	Not Taught						
LA	ENGL	113	Creative Writing: Nonfiction	200570			X	X		
LA	ENGL	199	Work Experience	200970						
LA	ENGL	211	Advanced Fiction Writing	200750			X			
LA	ENGL	212	Advanced Poetry Writing	200730			X			
LA	ENGL	231	Wrld Lit: Since Renaissance	200930	X-E		X	X	X	X
LA	ENGL	233	Bible as Lit-Old Testament	200770	X-E		X	X	X	X
LA	ENGL	234	Bible as Lit-New Testament	200830	X-E		X	X	X	X
LA	ENGL	240	Studies in Poetry	Not Taught	X-E		X	X	X	X
LA	ENGL	242	Studies in Fiction Short Story	200930	X-E		X	X	X	X
LA	ENGL	244	Studies in Fiction The Novel	200830	X-E		X	X	X	X
LA	ENGL	248	Surv of Mod and Contemp Drama	199950	X-E		X	X	X	X
LA	ENGL	250	Cross-Cultural Lit in America	201030	X-E		X	X	X	X
LA	ENGL	252	African American Lit 1746-1930	200970	X-E		X	X	X	X
LA	ENGL	256	Chicano Literature	200930	X-E		X	X	X	X
LA	ENGL	270	Literature and the Holocaust	200730	X-E		X	X	X	X
LA	ENGL	272	Literature of the Amer West	200730	X-E		X	X	X	X
LA	ENGL	274	Detective Fiction	200770			X	X	X	
LA	ENGL	279	Sci Fict and Dystopic Lit	200930	X-E		X	X	X	X
LA	FREN	202	Intermediate French 2	Not Taught	X-E			X	X	X
LA	FREN	203	Advanced French	Not Taught	X-E			X	X	X
LA	GER	202	Intermediate German 2	201030	X-E			X	X	X
LA	GER	203	Intermediate German 3	200770	X-E			X	X	X
LA	INT	199	Work Experience	200970						
LA	JOUR	199	Work Experience	200970						
LA	LATN	201	Intermediate Latin	200870						
LA	SPAN	202	Intermediate Spanish 2	200830	X-E				X	X
LA	SPAN	203	Advanced Spanish	200870	X-E				X	X
LA	SPAN	120A	Ele Spanish for Teachers I	200930					X	
LA	SPAN	120B	Ele Spanish for Teachers II	Not Taught					X	
MS&E	BIOL	165	Birds of Southern California	Not Sched				X		
MS&E	BIOL	170	Tropical Biology	200450				X		
MS&E	CHEM	199	Work Experience	200970						
MS&E	CHEM	205	Quantitative Analysis	Not Taught						
MS&E	CHEM	212	Organic Chem Support Lab	200870						
MS&E	ENGR	220	Strength of Materials	200530						
MS&E	ENGR	220L	Strength of Materials Lab	200530						
MS&E	ENGR	220PS	Strength of Materials PSS	200530						
MS&E	GEOG	299	Special Topics-Field Geography	200530						
MS&E	MATH	050A	Arithmetic - 1st Half	200970						
MS&E	MATH	050B	Arithmetic - 2nd Half	200930						
MS&E	WDTO	105	Basic Water Supply Science	Not Sched						
MS&E	WDTO	110	Water Chemistry and Quality	Not Sched						
MS&E	WDTO	116	Water Distribution II	Not Sched						
S&BS	ANTH	130	Field Arch in Latin America	200650						
S&BS	ANTH	199	Work Experience	200970						

**Course Not Taught Between  
Summer 2010-Spring 2012**

Division	Subject Code	Course Number	Title	Last Taught	Degree Core	Cert Core	Cert/Degree Elective	AVC GE	CSU GE	IGETC
S&BS	ED	175	Literacy Tutor&Suprvsd Fld Exp	200930						
S&BS	ED	199	Work Experience	200970						
S&BS	HIST	199	Work Experience	200970						
S&BS	PHIL	199	Work Experience	200970						
S&BS	POLS	199	Work Experience	200970						
S&BS	PSY	199	Work Experience	200930						
S&BS	PSY	218	Psychology of Women	200870	X-E			X	X	X
S&BS	PSY	219	Dynamics of Sex and Gender	200730	X-E			X	X	X
S&BS	SOC	199	Work Experience	200970						
S&BS	WE	197	General Work Experience	Not Sched						
SS	HD	199	Work Experience	200270						
SS	HD	198A	Assertiveness Training	200930						
TE	ABDY	199	Work Experience	200970						
TE	AERO	101	Fund of Aviation Technology	Not Sched			X			
TE	AERO	280	Aircraft Gen-Written Test Rev	200170						
TE	AERO	281	Aircraft Airf-Written Test Rev	200170						
TE	AERO	282	Aircrft Pwrpl-Written Test Rev	200170						
TE	AGRI	210	Advanced Landscape Design	200370	X	X				
TE	AJ	800	Peace Officer Int Bas Train	200870						
TE	AJ	810	LASD Custody Assistant Course	200830						
TE	AUTO	105	Auto Principles & Practices	200430			X			
TE	AUTO	112	Auto Engine Rebuild-Upper End	201030	X-E	X				
TE	AUTO	175	Auto Fuel,Emissions,CA Cln Air	200770	X-E	X				
TE	AUTO	190	Automotive Parts Specialist	200830			X			
TE	AUTO	199	Work Experience	200970						
TE	AUTO	200	Auto Air Conditioning	200550			X			
TE	AUTO	210	Auto Specialization Lab	200530						
TE	AUTO	276	C.A. Clean Air Car Course	200970						
TE	AUTO	198A	Anti-Lock Braking Sys (ABS)	200750						
TE	AUTO	198C	ASE A6 Equivalency	Not Sched						
TE	AUTO	198D	ASE A8 Equivalency	Not Sched						
TE	AUTO	198E	ASE L1 Equivalency	200450						
TE	AUTO	198F	BAR Gaseous Fuel	Not Sched						
TE	AUTO	198J	On Board Diagnostics II-OB2 II	Not Sched						
TE	AUTO	198N	Electronic Transm & Transaxles	Not Sched						
TE	CT	199	Work Experience	200970						
TE	ELTE	105	Introduction to Robotics	200950			X			
TE	ELTE	140	Microprocessor Systems I	200970	X-E					
TE	ELTE	220	Microprocessor Systems II	201030	X-E					
TE	ELTE	254	Radio Telephone License	200450	X					
TE	FTEC	123	First Responder EMS	Not Taught			X			
TE	FTEC	139	Wildland Fire Dispatcher	200570			X			
TE	FTEC	141	(S-234) Ignition Operations	200970			X			
TE	FTEC	142	(P-151) Wildfire Orig&Cause De	200930			X			
TE	FTEC	144	(S-230) Single Res Crew Boss	200830			X			
TE	FTEC	149	(S-260) Interagency Inc Bus Mgt	200970			X			
TE	FTEC	150	(S-270) Basic Air Operations	201030			X			
TE	FTEC	199	Work Experience	200970						
TE	FTEC	217	Truck Company Operations	201030			X			



**Course Not Taught Between  
Summer 2010-Spring 2012**

Division	Subject Code	Course Number	Title	Last Taught	Degree Core	Cert Core	Cert/Degree Elective	AVC GE	CSU GE	IGETC
TE	ID	199	Work Experience	200970						
TE	WELD	101	Welding Fundamentals	200970						
TE	WELD	211	Perf Weld-Oxy Weld Proc	200970	X	X				
VAPA	ART	199	Work Experience	200730						
VAPA	ART	219	Intermediate Illustration	200230						
VAPA	ART	222	Computerized Life Drawing	200930						
VAPA	ART	223	Advanced Computerized Drawing	200870						
VAPA	ART	225	Adv Computerized Life Drawing	200930						
VAPA	ART	298	Special Studies in Art	200930						
VAPA	ART	222L	Computerized Life Drawing Lab	200930						
VAPA	ART	223L	Advanced Computerized Drawing Lab	200870						
VAPA	ART	225L	Adv Computerized Life Drawing Lab	200930						
VAPA	DM	105	Flash Animat Interactive Media	Not Sched	X	X	X			
VAPA	DM	199	Work Experience	200970						
VAPA	DM	105L	Interactive Media Lab	Not Sched	X	X	X			
VAPA	FTV	103	Introduction to Television	200430						
VAPA	FTV	107	History of Film, Pre 1950	Not Taught	X-E			X	X	X
VAPA	FTV	108	History of Film, 1950-Present	Not Sched	X-E			X	X	X
VAPA	FTV	155	Film Festival Analysis	Not Sched COMM 132 200830						
VAPA	FTV	203	African-American Cinema	Not Sched	X-E			X	X	X
VAPA	FTV	215	Directing for Film and Video	200770						
VAPA	FTV	220	Advanced Screenwriting	200830						
VAPA	FTV	242	Writing&Pre-Prod of Short Film	Not Sched						
VAPA	FTV	244	Prod&Post-Prod of Short Film	Not Sched						
VAPA	FTV	251	Cont American Indep Film	Not Sched COMM 236 200450						
VAPA	FTV	261	Religion and Cinema	Not Sched COMM 246 200770						
VAPA	MUS	161	Instrumental Ensemble - Wood	200630						
VAPA	MUS	162	Beginning Clarinet Choir	201030						
VAPA	MUS	163	Instrumental Ensemble - Brass	200830						
VAPA	MUS	164	String Ensemble	Not Sched						
VAPA	MUS	168	Intermediate Clarinet Choir	201030						
VAPA	MUS	186	Gospel Choir	200470						
VAPA	MUS	189	Keyboard Ensemble	200550						
VAPA	MUS	190	Piano Accompaniment I	200650						
VAPA	MUS	191	Treble Choir-Children's Music	200270						
VAPA	MUS	199	Work Experience	200970						
VAPA	MUS	201	Hist of Music in Western Civ I	200870						
VAPA	MUS	202	Hist of Mus in Western Civ II	200930						
VAPA	MUS	235	Piano Accompaniment II	200670						
VAPA	MUS	241	Choral Music Performance	Not Sched						
VAPA	MUS	258	Composition	Not Sched						
VAPA	MUS	262	Advanced Clarinet Choir	Not Sched						
VAPA	MUS	268	Musical Theatre Orchestra	200850						

**Course Not Taught Between  
Summer 2010-Spring 2012**

Division	Subject Code	Course Number	Title	Last Taught	Degree Core	Cert Core	Cert/Degree Elective	AVC GE	CSU GE	IGETC
VAPA	MUSC	123	Stage Voice Workshop	200950			X			
VAPA	MUSC	176	Beg Rock Band Workshop	Not Sched			X			
VAPA	MUSC	224	Jazz Improvisation Workshop	200950						
VAPA	PHOT	250	Advanced Color Photography	200930						
VAPA	PHTC	201	Adv Black and White Photo	200930						
VAPA	PHTC	201L	Adv Black and White Photo Lab	200770						
VAPA	THA	133	Makeup for the Stage	200670						
VAPA	THA	199	Work Experience	200970						
VAPA	THA	205	Advanced Acting Workshop	200630						
VAPA	THA	120B	Rehear&Perform: Comedy	200810						
VAPA	THA	298A	Spec Studies in Theatre	200930						
VAPA	THA	298B	Spec Studies in Theatre	200950						
VAPA	THA	298C	Spec Studies in Theatre	200970						

## Inactive and Obsolete Courses: Definitions and Process

A sample memo to make courses obsolete or inactive is available for review in the appendix. This is not the required language but merely a sample based on language used in previously submitted obsolete/inactive course designation requests.

**THE INACTIVE COURSE:** a course that has not been offered for two, consecutive academic years.

Once a course is designated **inactive**, the existing COR must come forward for a review by AP&P, who will determine if the course content is still current, if the course objectives still meet Title 5 standards for credit courses, and if the course still meets all state/local requirements.

- 1) If AP&P “renews the course approval” (see note), the course can be placed in the schedule of classes for the following semester.
- 2) If AP&P does not renew the course approval, the course must be revised and brought forward for a full review by the committee. (See procedures for revising courses in the *AP&P Standards & Practices Handbook*.) Once approval for the revised course is granted, it can be placed in the schedule of classes for the following semester.

*(Note: Compliance regulations from the Systems Office (dated May 05) site the following procedures for course offerings and the college’s right to claim apportionment: If an approved course is not offered for two, consecutive academic years, the “approval [of the course] must be renewed” by the curriculum committee before the course can be placed in the schedule of classes.)*

**THE OBSOLETE COURSE:** a course that has been removed from the college catalog.

At least once a year, all course offerings should be reviewed to determine if any course should become **obsolete** for one of the following reasons:

- 1) The course has not been offered for two, consecutive academic years and was not brought forward to AP&P for renewal during the third year (see above, “inactive course”).
- 2) The discipline faculty have decided that the course is too outdated, or it is no longer necessary for completion of the AA/AS degree, a certificate program, or for transfer purposes. A memo must be sent to AP&P listing the courses they wish to **obsolete** as well as the rationale.
- 3) The course and its prerequisites or advisories have not been revised or updated within a regular six-year cycle or during the most recent program review cycle (Title 5, §55201 and State Senate guidelines for curriculum approval).

For any of the above reasons, a course will become **obsolete** and removed from the college catalog. However, for record-keeping purposes, the course files and history will be maintained, and the course title and number will be designated as **obsolete** on the COR matrix kept by the Office of Academic Affairs.

**Subject:** BCSED Suggestions for AVC Mission Statement  
**From:** BBeyer <bbeyer@avc.edu>  
**Date:** Sun, 15 May 2011 11:04:59 -0700  
**To:** Maria Clinton <mclinton@avc.edu>  
**CC:** Melissa Jauregui\_AA Tech <mjauregui2@avc.edu>, Tom O'Neil\_Dean <loneil@avc.edu>, Christi Goodman <cgoodman3@avc.edu>

Hi Maria,

Below are a few ideas presented by various faculty in the BCSED Division regarding the AVC Mission Statement:

**First Suggestion original wording:**

The mission of the Antelope Valley Community College District is to serve a diverse community of learners by placing student success and student-centered learning as our number one priority through higher educational standards and innovative programs and services in a professional, team-driven environment.

**Combined Second/Third Suggestions quotes from other colleges:**

**Sonoma County Junior College District's Mission** is to promote student learning throughout our diverse communities by increasing the knowledge, improving the skills and enhancing the lives of those who participate in our programs and enroll in our courses.

This Mission affirms the District's responsibility to provide the following:

- o lower division academic education, to support transfer to four-year institutions
- o career and technical education, to support economic development and job growth
- o basic skills, to include English language skills acquisition
- o student and academic support services, to improve student success and student retention

**Allan Hancock College** provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

**Berkeley City College's mission** is to promote student success, to provide our diverse community with educational opportunities, and to transform lives.

More detail in Values / Visions / other parts

Take care,

Beverly

--

Mrs. Beverly Beyer  
Business, Computer Studies, and Economic Development Division  
Antelope Valley College  
661-722-6300, Ext. 6375  
[bbeyer@avc.edu](mailto:bbeyer@avc.edu)  
*Imagine the possibilities...*

**Subject:** Mission Statement Changes from IRES

**From:** "Scott W. Lee" <slee@avc.edu>

**Date:** Fri, 13 May 2011 17:31:03 -0700

**To:** Maria Clinton <mclinton@avc.edu>, Melissa Jauregui <mjauregui2@avc.edu>

Hi Guys,

Sorry I didn't get this to you earlier today. Most of the suggestions were for the parts after We Offer. That was my misunderstanding.

A couple of us felt that having two paragraphs in the mission statement was unnecessary, and it would be good to combine them into one paragraph. They both essentially communicate the same idea. A suggested re-writing is:

*The mission of the Antelope Valley Community College District is to provide a quality, comprehensive education for a diverse community of learners. We serve the community by placing students success and student-centered learning as our number one priority through higher educational standards and innovative programs and services in a professional, team-driven environment.*

Thanks.

--Scott

### **Associate Degrees for Transfer**

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

To view the most current list of [*insert college name*] Associate Degrees for Transfer and to find out which CSU campuses accept each degree, please go to [*insert URL*]. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

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### **Course Identification Numbering System (C-ID)**

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to [www.assist.org](http://www.assist.org) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

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## **Instructions to colleges for displaying C-ID numbers in catalogs, schedules or other materials.**

In order to ensure the uniform display of C-ID numbers statewide, we ask that colleges use the format in these examples:

**C-ID** (Please use capital letters and a hyphen whenever referring to C-ID)

**AJ 110** (Please use the format for descriptors found at [www.c-id.net](http://www.c-id.net))

**C-ID AJ 110**

Colleges may choose to list their courses that are qualified for C-ID in a schedule or catalog, or they may choose to provide a link to the latest list on their college website, or they may prefer simply to refer readers to [www.assist.org](http://www.assist.org) for the latest information.



# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Course Data Elements

DED#	DATA ELEMENT NAME	FORMAT
CB09	COURSE-SAM-PRIORITY-CODE	X(01)

This code is used to indicate the degree to which a course is occupational, and to assist in identifying course sequence in occupational programs.

CODING      MEANING

A = Apprenticeship (offered to apprentices only):  
The course is designed for an indentured apprentice and must have the approval of the State of California, Department of Industrial Relations, Division of Apprenticeship Standards. Some examples of apprenticeship courses are: Carpentry, Plumbing and Machine Tool.

*1-2 levels of pre-req within the same code Not BE*

B = Advanced Occupational (not limited to apprentices):  
Courses are those taken by students in the advanced stages of their occupational programs. A "B" course is offered in one specific occupational area only and clearly labels its taker as a major in this area. Priority letter "B" should be assigned sparingly; in most cases no more than two courses in any one program should be labeled "B". Each "B" level course must have a "C" level prerequisite in the same program area. Some examples of "B" level courses are: Dental Pathology, Advanced Video Tape, Advanced Applied Acting, Legal Secretarial Procedures, Contact Lens Laboratory, Advanced Radiology Technology, Fire Hydraulics, Livestock and Dairy Selections, Real Estate Finance, Cost Accounting.

*2nd or 3rd*

C = Clearly Occupational (but not advanced):  
Courses will generally be taken by students in the middle stages of their programs and should be of difficulty level sufficient to detract "drop-ins". A "C" level course may be offered in several occupational programs within a broad area such as business or agriculture. The "C" priority, however, should also be used for courses within a specific program area when the criteria for "B" classification are not met. A "C" level course should provide the student with entry-level job skills. Some examples of "C" level courses are: Soils, Credit and Collections, Principles of Advertising, Air Transportation, Clinical Techniques, Principles of Patient Care, Food and Nutrition, Sanitation/Safety, Shorthand, Small Business Management, Advanced Typing, Technical Engineering.

# CALIFORNIA COMMUNITY COLLEGES MANAGEMENT INFORMATION SYSTEM

## DATA ELEMENT DICTIONARY

### Course Data Elements

DED#	DATA ELEMENT NAME	FORMAT
CB09	COURSE-SAM-PRIORITY-CODE (CON'T)	X (01)

D = Possibly Occupational:

*1st or 2nd semester*  
“D” courses are those taken by students in the beginning stages of their occupational programs. The “D” priority can also be used for service (or survey) courses for other occupational Programs. Some examples of “D” level courses are: Technical Mathematics, Graphic Communications, Elementary Mechanical Principles, Fundamentals of Electronics, Typing (Beginning or Intermediate), Accounting (Beginning).

E = Non-Occupational:  
Courses are non-occupational

NOTE: Work Experience courses not tied to a specific occupational program should be assigned the “E” priority. If the course is tied to a specific program, a “C” priority is appropriate.

each time it is offered, [thus] ... the student who repeats it is gaining an expanded educational experience” This typically applies to courses within physical education, visual/performing arts, and some vocational education courses. **In addition, each repeatable course must also meet one of the following justifications:**

- A. Skills or proficiencies are enhanced by supervised repetition and practice in class; or
- B. Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.

**Note:** Repeatability designation is not intended for basic skills (reading, writing, math) or ESL courses. Title 5 allows unlimited repeats for courses that meet “legally mandated training requirements.”

4. **Maximum Class Size:** Discipline history, pedagogical rationale, equipment or lab restrictions, or safety considerations should be clearly explained (room size alone is not sufficient rationale).
5. **Pass/No Pass Option:** Title 5 (Section 55022) allows students the **option** of taking classes for Pass/No Pass in lieu of a letter grade. Classes for which this option is allowed is indicated with an **asterisk (\*)** before the title of the course within the college catalog. Consult the current College Catalog for consistency within the discipline, as well as for additional information and restrictions.
  - If “letter grade only” is required, provide explanation.
  - If Pass/No Pass is the **only** designated grade for a course, provide explanation in space provided and include the following statement at the end of the Course Description under Course Cover within CurricUNET: Note: No grade will be given for this course; student will receive “pass” or “no pass” only.

### **General Ed link**

1. Course Transferability Categories (check with Articulation Officer).
2. **General Education:** Definitions for each area/category can be found in the college catalog; consult the college’s Articulation Officer.

### **Library link**

**Library Resources:** Allow a minimum of two weeks for this process. Instructor should meet with librarian early in the process to discuss necessary support material for course or program. The librarian will complete a separate “Worksheet for Library Support of Proposed New Courses”; then after division approval of course, the librarian will fill in the appropriate information on the course proposal form and sign it. The allocation of funds for support material is determined outside the scope of this committee.

### **Expenditures link**

**Course Support:** Special expenditures necessary for offering the course have no bearing on course approval or denial; consequently, course approval does not automatically mean that funds are forthcoming. The allocation of funds is determined outside the scope of this committee.

**Note:** If course requires a “Materials Fee,” contact AP&P for the required form; and review the “Materials Fee” pages in the *AP&P Standards & Practices Handbook* for guidelines.

### **Course Classification link (Under Construction)**

**This section is for MIS reporting:** Review similar courses in discipline (see college catalog) and consult with dean/director, AP&P representative, or AP&P cochair.

1. **Course Classification Descriptions:**
  - **Category A:** LIBERAL ARTS AND SCIENCES EDUCATION (T5/55001 (a) (1) A) ND ASSOCIATE DEGREE PROGRAMS AND COURSES (T5/55001 (a) (1) B): Courses of freshman or sophomore level leading to an Associate or Baccalaureate Degree. (Transfer code distinguishes between Associate and Baccalaureate Courses.)
  - **Category B:** DEVELOPMENTAL PREPARATORY: DEVELOPMENTAL AND COMPENSATORY COURSES (T5/55001 (a) (1) C1): Courses to meet the academic needs of educationally disadvantaged students or those students with diagnosed learning disabilities.
  - **Category I:** CAREER-TECHNICAL EDUCATION: CAREER AND OCCUPATIONAL COURSES (T5/55001 (a) (2) A,B,C): Course that prepare persons for a career or occupation without the need for subsequent training or education in an institution of higher education (even though many such courses are, in fact, accepted for transfer by baccalaureate institutions). Career and occupational courses may also provide for upgrading of job related skills including, but not limited to, continuing education and re-licensure courses. Most courses that receive VTEA fund support should be in this category.
2. **Student Accountability Model (SAM) Codes** are used for the identification and classification of occupational courses. The following is a brief explanation. (See “Appendix C” in *AP&P Standards & Practices Handbook* for complete definitions.)

## Catalog Language

General Education (GE) is designed to introduce the students to the variety of means through which people comprehend the changing world. It reflects the conviction of AVC that those who receive their degrees must possess in common certain basic principles, concepts, and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, GE should lead to better self understanding.

Courses or a combination of courses which meet GE philosophy and objectives will:

1. Provide an introduction to basic concepts, principles, and methodology of study common to a given discipline;
  2. Lead to better self understanding in relationship to the physical environment, culture, economy and society;
  3. Provide an opportunity to examine values while proposing solutions for major social problems; and,
  4. Provide a breadth of knowledge and experiences which contribute to a well-rounded education.
- Courses in natural science present critical thinking and problem solving methods. These courses also explore the relationship that exists between people and science;
  - Courses in the social and behavioral sciences focus on people as members of society. These courses should promote appreciation of how societies and social subgroups operate.
  - Courses in the humanities present the cultural activities and artistic expressions of human beings. These courses help students in developing aesthetic understanding and the ability to make value judgments;
  - Courses in language and rationality present principles of languages which lead toward logical thought, clear and precise expression, and critical evaluation of communication;
  - Courses or a combination of courses in the performing and visual arts and physical education provide both theory and practice;
  - Courses in foreign language include substantive content of the culture of the relevant country;
  - Ethnic studies and multicultural courses are offered in at least one of the required GE categories.

Courses which emphasize occupational competency do not meet GE objectives.

No course may be counted as meeting both a GE requirement and a major requirement in any District degree.

### **Requirements:**

A minimum of 3 semester units in Areas A, B, C, D1, D2, E and F to total a minimum of 21 units.

**Area A: Natural Sciences** – Courses in the Natural Sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the GE requirement in natural sciences, a course shall be designed to help the student develop an appreciation and

understanding of the scientific method, and encourage the understanding of the relationships between science and other human activities.

**Area B: Social & Behavioral Sciences** – Courses in the Social and Behavioral Sciences are those which focus on people as members of society. To satisfy the GE requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate.

**Area C: Humanities** – Courses in the Humanities are those which study the cultural activities and artistic expression of human beings. To satisfy the GE requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments.

**Area D: Language & Rationality** – Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

- **1: English Composition** – Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.
- **2: Communication and Analytical Thinking** – Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

**Area E: Additional Breadth** – Courses in this area are designed to expand the acquisition and utilization of knowledge in GE and/or self understanding. Courses must be taken from a discipline not previously selected.

**Area F: Diversity Studies** – The primary focus of courses meeting the Diversity Studies requirement will deal, in depth, with non-dominant groups in the State of California and the United States. These groups of people are defined as African-American, Hispanic, Asian-Pacific Islander, Native American and Women. Courses meeting the Diversity Studies requirement will deal with more than one group. Courses will deal with one non-dominant group in comparison to the dominant group or other non-dominant group(s). Issues of racism and sexism will be explicitly covered.

***II.A.3.a. An understanding of the basic content and methodology of the major areas of knowledge: areas include the humanities and fine arts, the natural sciences, and the social sciences.***

***Descriptive Summary***

The college's philosophy of general education requires that all academic and technical degree programs include courses designed to introduce the students to the variety of means through which people comprehend the changing world. This is clearly stated in the college catalog and reflects the conviction of Antelope Valley College that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons should be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, General Education should lead to better self-understanding.<sup>59</sup>

The college's general education patterns meet transfer breadth and depth as required by articulation agreements. The college recognizes the importance of educating students to become productive individuals. This is clearly stated in the college's catalog. The mission emphasizes the college's commitment to student centered learning and providing a high quality, comprehensive education for a diverse community. As part of students Associate degree requirements and the philosophy and rationale for each of the general education areas, students are required to successfully complete a minimum of 21 GE units/courses in following specified areas: A. Natural Sciences (3 units); B. Social and Behavioral Sciences (3 units); C. Humanities (3 units); D. Language and Rationality (6 units); E. Additional Breadth (3 units); F. Diversity (3 units). The area of Diversity Studies has grown and contains courses from 14 different academic disciplines, such as Business Studies, Film and Television, Political Science, and Economics.

Students earning an Associate in Arts (AA) or an Associate in Science (AS) degree must also demonstrate the proficiency requirement for reading, writing, and mathematics. Courses in the Natural Sciences present critical thinking and problem solving methods. These courses also explore the relationship that exists between people and science. Courses in the Social and Behavioral Sciences focus on people as members of society. These courses promote appreciation of how societies and social subgroups operate. Courses in the Humanities present cultural activities and artistic expressions of human beings. These courses help students in developing aesthetic understanding and the ability to make value judgments. Courses in Language and Rationality present principles of languages which lead toward logical thought, clear and precise expression and critical evaluation of communication. Courses or a combination of courses in the Performing and Visual Arts and Physical Education provide both theory and practice in human artistic and physical development. Courses in Foreign Language include substantive content of the culture from the relevant country. Ethnic Studies and Multicultural courses are designed to enhance the ethnic cultural awareness of students and are offered in most general education categories. Students are required to complete 21 units of General Education and, at a minimum, achieve competency in college level composition, intermediate algebra, critical reading and study skills.

Each course submitted for General Education inclusion is examined by the Academic Policies & Procedures Committee (curriculum committee) relying upon the expertise of its faculty to determine a course's applicability for general education and to assure that its compliance is consistent with college's general education philosophy.<sup>7, 59</sup>

The AP&P Committee also oversees the development and revisions of courses and programs for content and methodology. The committee also reviews course proposals to be included as an associate degree and general education requirement. Course to be included in general education are reviewed by the committee, the articulation officer, for appropriateness and Title 5 compliance. The college has general education areas of knowledge in Natural Sciences, Humanities, Fine Arts, and Social and Behavioral Sciences.

Successful students are able to transfer their understanding of the basic content and methodologies of the major areas of knowledge to subsequent coursework, as demonstrated by completion of courses that build upon the understanding and application of previously learned outcomes.

The college catalog defines courses in Natural Sciences, Social and Behavioral Sciences, and Humanities, and communicates their alignment with California State University and the Intersegmental General Education Transfer Curriculum (IGETC) transfer requirement.<sup>60</sup>

The counseling faculty were tasked during the 2009-2010 academic year to develop PLOs for the general education courses identified for the associate degree. Three were developed and will be reviewed during the 2010-2011 academic year and the assessment tool developed by the counseling faculty, guided by the SLO committee. The three general education PLOs are: (1) students demonstrate critical thinking skills and the competencies to function effectively within society; (2) students develop an appreciation of the physical environment and culture in which we live; and (3) students gain a self-awareness and self-understanding relative to our diverse society and global community.<sup>30</sup>

## AP&P Timeline

A new or revised course or degree/certificate must be approved by AP&P on or before December 13, 2012 for inclusion in the 2013-2014 College Catalog and academic year offerings, which means the revisions, should be entered and submitted in CurricUNET by September 14, 2012 to allow ample time for the material to move through the review process. Please work closely with your AP&P representative, Discipline Chair/Department Coordinator, and division dean. It is their job to review CurricUNET and ensure the information is correct and complete.

Course/Degree/Certificate/Instruction Material Fee revisions must receive AP&P approval on or before 12/13/12 for inclusion in the 2013-14 College Catalog/Academic Year. Any Approval given after the 12/13/12 deadline will be included in the 2013-14 College Catalog.

All material must receive the approval of the AP&P Co-chair before being placed on an agenda, which is granted after the request has gone through the appropriate process, revisions have been identified, and the requesting person has resubmitted the material. At which point, the appropriate individuals will be notified of their required attendance at the meeting to discuss the proposed material.

Agenda Deadline	AP&P Meeting	Purpose of Meeting
<b><u>Fall 2012 - Conducted in BE 321 from 3:00-5:30 p.m.</u></b>		
	8/24/12	Meeting #1: Mandatory AP&P Representative Stand-Alone Training/Business Meeting
9/6/12	9/13/12	Meeting #2: Reading new/revised courses, if approved changes will be implemented in the Fall 2012 schedule and 12-13 College Catalog
9/20/12	9/27/12	Meeting #3: Reading new/revised courses, if approved changes will be implemented in the Fall 2012 schedule and 12-13 College Catalog
10/4/12	10/11/12	Meeting #4: Reading new/revised courses, if approved changes will be implemented in the Fall 2012 schedule and 12-13 College Catalog
10/18/12	10/25/12	Meeting #5: Reading new/revised courses, if approved changes will be implemented in the Fall 2012 schedule and 12-13 College Catalog
11/1/12	11/8/12	Meeting #6: Reading new/revised courses, if approved changes will be implemented in the Fall 2012 schedule and 12-13 College Catalog
11/29/12	12/13/12	Meeting #7: Reading new/revised courses, if approved changes will be implemented in the Fall 2012 schedule and 12-13 College Catalog
<b><u>Spring 2013 - Conducted in TBA from 3:00-5:30 p.m.</u></b>		
2/7/13	2/14/13	Meeting #8: Reading new/revised courses, if approved changes will be implemented in the Fall 2013 schedule and 13-14 College Catalog
2/21/13	2/28/13	Meeting #9: Reading new/revised courses, if approved changes will be implemented in the Fall 2013 schedule and 13-14 College Catalog
3/7/13	3/14/13	Meeting #10: Reading new/revised courses, if approved changes will be implemented in the Fall 2013 schedule and 13-14 College Catalog
3/21/13	3/28/12	Meeting #11: Reading new/revised courses, if approved changes will be implemented in the Fall 2013 schedule and 13-14 College Catalog
4/4/13	4/11/13	Meeting #12: Reading new/revised courses, if approved changes will be implemented in the Fall 2013 schedule and 13-14 College Catalog
4/18/13	4/25/13	Meeting #13: Reading new/revised courses, if approved changes will be implemented in the Fall 2013 schedule and 13-14 College Catalog
5/2/13	5/9/13	Meeting #14: Reading new/revised courses, if approved changes will be implemented in the Fall 2013 schedule and 13-14 College Catalog