

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: August 26, 2010
LOCATION: TE7 103 – Computer Room
TIME: 3:06 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Beverly Beyer, faculty	Cynthia Littlefield, Faculty	Lisa Karlstein, Faculty
Enrique Camacho, ASO voting	Mrs. Sharon Lowry, V. P. Academic Affairs	
Nancy Cholvin, faculty	Rick Motawakel, Faculty	
Maria Clinton, Cochair	David Newman, Faculty	
De'Nean Coleman-Carew, Faculty	Mike Rios, PE proxy	<u>GUESTS PRESENT</u>
Margaret Drake, Dean	Duane Rumsey, Faculty	
Lee Grishman, Articulation	LaDonna Trimble, Dean	
Linda Harmon, Faculty	Les Uhazy, Dean	
Scott Lee, Faculty	Darcy Wiewall, Faculty	

2010-2011
Academic Policies & Procedures Committee Meeting No. 1
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the August 26, 2010 AP&P Committee Meeting to order at 3:06 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:06 p.m. Motion carried.

Ms. Clinton requested a motion to amend the agenda to table item 3a approval of minutes for May 28, 2010 and to change item 6c to read SLO for WE. A motion was made and seconded to amend the agenda as stated. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

a. Summer Update

Mrs. Sharon Lowry stated that the Accreditation Self-Study is now posted online at <http://www.avc.edu/aboutavc/accreditation.html> and available for viewing. The major item stated in this report is the methods of communicating the SLOs to students. As discussed in the previous AP&P year, she had major concerns regarding faculty's decision to not communicate the SLOs to the students. She wanted to stress to the committee the importance of 100% compliance with communicating the SLOs especially since the accrediting team will be visiting our campus this fall. She continued to explain that several courses still do not have established SLOs. She stated that the dean will be notified of these courses and she expects all SLOs to be submitted and approved by February 24, 2010 or the courses will not be included in the next college catalog.

Ms. Maria Clinton stated that most of her summer was spent preparing material for accreditation regarding the AP&P committee, in addition to reviewing the CurricUNET program and working with Steve Thyberg to implement changes. As a result, herself and Mrs. Melissa Jauregui were only able to revise some of the AP&P handbook while other sections are pending CurricUNET changes.

3. APPROVAL OF MINUTES

- a. May 28, 2010
Item tabled per motion above.

4. MANDATORY CHANCELLORS OFFICE TRAINING

a. Stand Alone Training

This is the fourth year of the mandatory stand alone course training, which will continue at least until 2012. Ms. Clinton presented a 28 slide PowerPoint presentation from the Chancellor's Office and discussed each slide as required along with the four mandatory handouts. Maria Clinton said that we are in compliance with Title 5 and all the requirements are already built into our forms. She will send the certification form up to the Chancellor's Office next week with all necessary original signatures.

5. INFORMATIONAL ITEMS

- a. AP&P Handbook – *under construction*
The handbook will be distributed at the next AP&P meeting on September 9, 2010.
- b. 2010-11 Timeline – Courses need to be **approved** by 2/24/2011 in order to be included in the 2011/12 College Catalog and class schedule
Ms. Maria Clinton stressed the importance of submitting AP&P material during the fall for approval so that it may be included in the next college catalog. Any revisions approved in the spring semester may not be included in the catalog due to publication deadlines. Minor changes approved by AP&P in February have the potential to be included in the catalog but these revisions will be included on a case by case basis.
- c. CurricUNET & AP & P Forms
 - i. September 15, 2010 move to electronic submission
Ms. Maria Clinton explained to the committee that all course revisions or proposals will be submitted electronic from September 15, 2010 onward. Any paper documentation received prior to that date will be processed as is and Governet will load the approved changes into CurricUNET. Non credit courses on the other hand will still be submitted to AP&P through the paper process. This will be added to CurricUNET during the next implementation phase.
- d. COR that need to be revised this academic year – List at the end of the agenda
Ms. Maria Clinton stated that the list of courses that need to be revised and brought through AP&P is at the bottom of this agenda. A question was asked whether course revisions would be accepted in paper. Ms. Clinton stated that any paper copies received by AP&P prior to September 15, 2010 would be uploaded into CurricUNET by Governet once approved by this committee.
- e. [Accreditation Report](#)
Ms. Maria Clinton showed the AP&P Representatives where the Accreditation Report was located online. She stated that the report refers to CurricUNET and its full implementation this academic year. As a result, we are moving in that direction by offering CurricUNET trainings for faculty on September 9th and 10th.
- f. SB 1440
Ms. Maria Clinton stated that SB 1440 is going to move forward in the approval process. She stated that this piece of legislation will give students who earn an associate degree for transfer a direct route to upper division coursework at the CSU. In the process, it will increase the number of degrees granted and will directly affect college curriculum. She continued to state that although this will increase our number of students who move forward to a bachelor's degree, it might also have adverse affects. She stated that as revisions or notifications go out to the campuses, she will notify the committee. Mrs. Sharon Lowry stated that another more updated communication has come out since the one included in this packet. De'Nean Coleman Carew stated that there will not be local options and the diversity studies course may no longer be required under this new process. Ms. Maria Clinton stated that the Chancellor's Office will need to develop guidelines if this is passed.

6. CONTINUING AP&P 09-10 AGENDA ITEMS

- a. Revising Diversity Studies Requirement
- b. Attendance Policy for Distance Education Courses
Ms. Maria Clinton stated that items 6a and 6b are discussion topics that were not resolved last academic year and therefore are carrying over. These issues will be placed on a future AP&P agenda for discussion purposes.
- c. SLO for WE ~~197~~
Mrs. Sharon Lowry stated that some how WE 199 and 197 were approved through AP&P without having an approved SLO on file. She asked Dr. O'Neil to work with several faculty across disciplines to develop general Student Learning Outcomes for these two courses. She asked AP&P representatives to consider volunteering to work on these SLOs. Mike Rios and Darcy Wiewall were thanked for stepping forward.

7. REPORTS (limited to 5 min. each)

- a. CurricUNET Update
 - i. On-Site Training – 2 hour blocks
 1. September 9, 2010 – BE (Computer Lab)
 - a. 8:00-10:00 a.m.
 - b. 10:00 a.m.-12:00 p.m.
 - c. 1:00-3:00 p.m.
 2. September 10, 2010 – TE7 103 (Computer Lab)

- a. 8:00-10:00 a.m.

Ms. Maria Clinton explained that in order to facilitate the implementation of CurricUNET, a representative from GoverNET will be coming to our college on the above dates to conduct several two hour introductory training sessions for faculty who will be reviewing their courses this academic year. She requested all AP&P representatives to determine which of the above trainings will work best with their schedule and notify Mrs. Melissa Jauregui of their intentions to attend. Ms. Cindy Littlefield requested to attend 9/9 from 8-10a.m. Mr. Lee, Mrs. Drake, and Dr. Coleman-Carew requested to attend 9/9 10-12p.m. Ms. Harmon, Dr. Grishman, Mr. Motawakel, and Dr. Wiewall requested to attend 9/9 1-3p.m. Ms. Cholvin requested to attend 9/10 from 8-10a.m. Ms. Maria Clinton stated that email reminders with the location of the trainings will be sent to the representatives this coming week.

8. ACTION ITEMS

- a. Computer Networking Certificate – Cancel Approval
- b. Cancel Obsolete Approval of CA 173

Ms. Maria Clinton stated that while updating the catalog section for the Computer Networking Certificate it was determined that additional changes needed to be considered apart from those approved by the AP&P committee during the spring semester. As a result, the department faculty requested that all approvals be pulled while they review and revise the certificates. A motion was made and seconded to pull the approval on items 8a and 8b.

Dr. Lee Grishman asked if CA 173 still appeared in the catalog. Ms. Maria Clinton explained that the catalog pages for this discipline is exactly as it was in the previous catalog. Dr. Lee Grishman requested a notification in the future if such approvals are needing to be over turned. Motion carried.

- c. Program Name Change – Respiratory Care

Ms. Maria Clinton stated that the above item was requested by Health Science due to a recommendation from their accrediting board. A motion was made and seconded to approve the name change for Respiratory Care. Motion carried.

9. INFORMATIONAL ITEMS – Obsolete Course Request

- a. MGT 123 – Labor Management Relations
- b. OT 208 – Legal Office Procedures II
- c. PSY 240 – Peer Mentoring
- d. CA 110 – Word Processing – WordPerfect

Ms. Maria Clinton stated that this section is simply a notification to the divisions that the above mentioned courses are being requested to become obsolete effective the next catalog year. She requested that the representatives notify their areas to be sure these requests do not adversely affect other programs or courses.

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

Business and Computer Studies

ACCT 121 Microcomputer Accounting
BUS 201 Business Law
CA 103 Intro to Microcomputers
CA 121 Microcomputer Spreadsheets
CA 151 Microcomputer Operating System
CA 221 Computer Concepts & Appl Bus
CIS 175 Java Programming
MKTG 112 Introduction to Advertising

Counseling

HD 198 Human Development Seminars

Health Sciences

CFE 113 Inc Clsrms Nutr Excep Child
CFE 114 Music Movement Ed Young Child
CFE 116 Justice, Equity & Inclu in CFE
CFE 168 Foster Parent Med Fagile Child
CFE 211 Health Safety for Young Child
CFE 212 School Age Programs
EMT 101 Emergency Medical Tech 1
MOA 102 Advanced Medical Terminology
MOA 110 Beg Medical Office Assisting
MOA 111 Adv Medical Office Assisting
NS 111 Fundamentals of Nursing Science

NS 121 Obstet, Neonatal & Women's Health Nsg
NS 122 Medical/Surgical Nursing I
NS 230 Professional Nursing III
NS 231 Pediatric/Community Health Nursing
NS 232 Psychiatric/Geriatric/Community Health Nsg
NS 241 Medical/Surgical Nursing II
RCP 102 Clinical Preparation for Respiratory Care
RCP 103 Concepts in Respiratory Care
RCP 104 Respiratory Care Pharmacology
RCP 105 Fundamentals of Clinical Respiratory Care
RCP 201 Neonatal and Pediatric Respiratory Care
RCP 202 Fundamentals of Intensive Respiratory Care
RCP 203 Seminar & Practicum in Respiratory Care I
RCP 204 Seminar & Practicum in Respiratory Care II

Instructional Resources

LAC 100 Intro to Tutoring
LAC 200 Advanced Tutoring

Language Arts

COMM 101 Intro to Public Speaking
COMM 103 Process of Communication
COMM 105 Intro to Mass Communication
COMM 107 Intro to Interpersonal Comm
COMM 112 Oral Interpretation
COMM 114 Art of Storytelling
COMM 116 Forensics
COMM 214 Studies in Storytelling
COMM 219 Intercultural Communication
ENGL 095 Developmental Writing Skills
ENGL 097 Basic Composition
ENGL 099 Intermediate Composition
ENGL 104 The Research Paper
ENGL 111 Creative Writing: Fiction
ENGL 112 Creative Writing: Poetry
ENGL 113 Creative Writing: Nonfiction
ENGL 211 Advanced Fiction Writing
ENGL 212 Advanced Poetry Writing
ENGL 265 Literature and Film
GER 101 Elementary German 1
GER 102 Elementary German 2
GER 201 Intermediate German 1
JOUR 121 Beginning Journalism 8
JOUR 123 Newspaper Production

Math/Science and Engineering

MATH 020 Managing Math Anxiety
MATH 021 Math Study Strategy
MATH 050 Arithmetic 9
MATH 060 Prealgebra
MATH 115 Statistics
MATH 125 Math for Business & Economics
MATH 130 College Algebra
MATH 135 Plane Trigonometry
MATH 140 Precalculus
MATH 150 Calculus & Analytic Geometry
MATH 160 Calculus & Analytic Geometry
MATH 220 Linear Algebra
MATH 230 Intro Ordinary Diff Equations
MATH 250 Calculus & Analytic Geometry
BIOL 100 Elem Human Anatomy & Physiology
BIOL 101 General Biology

BIOL 104 Environmental Biology
BIOL 110 General Molecular Cell Biology
BIOL 120 Gen Organism, Eco & Evolution Biol 8
BIOL 205 Intro to Biotechnology
CHEM 101 Introductory Chemistry
CHEM 102 Introductory Chem (Organic)
CHEM 110 General Chemistry
CHEM 120 General Chemistry
CHEM 210 Organic Chemistry
CHEM 220 Organic Chemistry
ENGR 185 Digital Logic & Design
GEOG 101 L Phys Geog Lab: Earth's Surface Lndsep
GEOG 101 Phys Geog: Earth's Surface Landscapes
GEOG 105 Cultural Geography
GEOG 201 Map Interpretation and GPS
GEOG 205 Intro Geographic Info Systems
PHYS 101 Introductory Physics
PHYS 102 Introductory Physics
PHYS 110 General Physics
PHYS 120 General Physics

Physical Education & Athletics

ATH 100 Intro to Athletic Training
ATH 102 L Practical Appl of Athletic Training I Lab
ATH 102 Practical Appl of Athletic Training I
ATH 103 L Practical Appl of Athletic Training II Lab
ATH 103 Practical Appl of Athletic Training II
HE 101 Health Education
HE 120 Stress Management
PE 101 Adaptive Physical Education
PE 102 Water Aerobics
PE 109 Hatha Yoga
PE 111 Advanced Tennis Techniques
PE 115 Advanced Basketball Techniques
PE 118 Beginning Bowling
PE 118 Intermediate Bowling
PE 128 Beginning Golf
PE 128 Advanced Golf
PE 135 Physical Conditioning
PE 139 Team Sport Fundamentals
PE 140 Preseason Sport Conditioning
PE 155 Beginning Volleyball
PE 160 Beginning Tennis
PE 160 Intermediate Tennis
PE 160 Advanced Tennis
PE 180 Advanced Volleyball Techniques
PE 193 Officiating Fall Sports
PE 194 Officiating Spring Sports
PE 195 Sports Appreciation
PE 205 Intercoll Men's Basketball
PE 210 Intercoll Women's Basketball
PE 225 Intercollegiate Women's Tennis
PE 265 Intercollegiate Wmn's Volleyball
PE 237 Intercollegiate Men's Golf

Social & Behavioral Sciences / FACE

ED 140 Introduction to Education
ED 141 Intro to Special Education
ED 145 Understand & Ed Learn Disabled
HIST 101 Western Civ, Human Begin Until 1750
HIST 102 Western Civ, from 1750Present
HIST 104 Intro World Civ from Human Begin1500

HIST 105 Intro World Civ 1500Present
HIST 107 U.S. History, 16071877
HIST 108 U.S. History, 1877Present
HIST 109 Survey U.S. History
HIST 110 African Amer History, 14501877
HIST 111 African Amer History, 1877Present
HIST 112 Contemp U.S. Hist: Vietnam
HIST 113 Women American History
HIST 114 History of California
HIST 115 Cultural History of Mexico
HIST 119 Hist Latin Amer & Caribbean
PHIL 101 Fundamental Reasoning Skills
PHIL 105 Ethics: Moral Issues in Soc
PHIL 106 Intro to Philosophy
PHIL 108 Philosophy of Religion
PHIL 110 Introduction to Logic
PHIL 201 Critical Thinking
POLS 101 Amer Political Institutions
POLS 201 Contemp Intntl Relations
POLS 203 The Judicial Process
PSY 219 Dynamics of Sex and Gender
PSY 230 Social Psychology
PSY 232 Theories of Personality
PSY 244 Intro to Counseling
SOC 112 American Social Issues

Technical Education

ACRV 100 Refrigeration Basics
ACRV 112 Basic Refrigeration Systems
ACRV 113 Basic Refrigeration Controls
ACRV 115 Basic Refrig Systems and Controls
ACRV 122 Residential Air Conditioning Systems
ACRV 123 Residential Air Conditioning Controls
ACRV 125 Residential Air Cond Systems & Cntrl
ACRV 212 Commercial Refrigeration Systems
ACRV 213 Commercial Refrigeration Controls
ACRV 215 Commercial Refrig Systems & Controls
ACRV 222 Commercial Air Conditioning Controls
ACRV 223 Commercial Air Conditioning Systems
ACRV 225 Commercial Air Cond Controls & Sys
AERO 120 Aircraft General I
AERO 121 Aircraft General II
AERO 230 Aircraft Airframe I
AERO 231 Aircraft Airframe II
AERO 240 Aircraft Powerplant I
AERO 241 Aircraft Powerplant II
AFAB 110 Basic Blueprint Interpretation
AFAB 115 Aircraft Structures
AFAB 120 Composites Fabrication and Repair
AJ 102 Criminal Law
AJ 104 Introduction to Corrections
AJ 130 A Reserve Peace Officer Level III Part 1
AJ 130 B Reserve Peace Officer Level III Part 2
AJ 130 C Reserve Peace Officer Level II
AJ 130 D Reserve Peace Officer Level I
AJ 201 Police Community Relations
AJ 205 Criminal Investigation
AJ 206 Criminology
AJ 209 Public Safety Communications
AJ 800 Peace Officer Intensive Basic Training
AJ 810 LASD Custody Assistant Course
CT 050 Sewing Basics

CT 101 Prin of Clothing Selection
CT 102 Textiles
CT 110 Clothing Construction I
CT 112 Clothing Construction II
CT 115 Speed Tailoring
CT 141 Tailoring
CT 213 Clothing Construction III
CT 242 Pattern Making by Flat Pattern
CT 243 Draping for Fashion Design
ELTE 125 Dir Current & Alt Current Prin
ELTE 130 Digital Circuit Analysis
ELTE 135 Analog Circuit Analysis
FTEC 139 Wildland Fire Dispatcher
FTEC 141 (S234) Ignition Operations
FTEC 144 (S230) Single Resource Crew Boss
FTEC 149 (S260) Interagency Inc Bus Mgt
FTEC 216 Engine Company Operations
FTEC 217 Truck Company Operations
ID 200 Fundamentals of Lighting Design
ID 205 Professional Inter Des Business Practices
WELD 101 Welding Fundamentals
WELD 110 Oxyacetylene Weld, Cut, Brazing
WELD 120 Basic Shielded Metal Arc Welding
WELD 130 Advanced Shielded Metal Arc Welding
WELD 145 Advanced Welding Processes
WELD 211 Performance Welding Oxyacetylene
WELD 212 Performance Welding Arc
WELD 230 Welding Symbols & Print Reading
WELD 240 Welding Layout
WELD 260 Cert Welding L.A. City Building Code

Visual & Performing Arts

ART 101 History of Art: Prehistoric to Gothic
ART 102 History of Art: Renaissance to Modern
ART 110 Drawing
ART 140 Watercolor
ART 210 Advanced Drawing
ART 222 L Computerized Life Drawing Lab
ART 222 Computerized Life Drawing
MUS 151 Beginning Music Theory
MUS 160 Symphonic Band
MUS 161 Instrumental Ensemble Wood
MUS 162 Beginning Clarinet Choir
MUS 163 Instrumental Ensemble Brass
MUS 168 Intermediate Clarinet Choir
MUS 170 Beginning Flute Choir
MUS 171 Intermediate Flute Choir
MUS 251 A Intermediate Music Theory
MUS 251 B Advanced Music Theory
MUS 255 A Beginning Keyboard Harmony
MUS 255 B Advanced Keyboard Harmony
MUS 260 Concert Band
MUS 262 Advanced Clarinet Choir
MUS 270 Advanced Flute Choir
MUS 291 Applied Music
MUS 292 Applied Music Performance
PHOT 107 History of Photography
PHOT 250 Color Photography

11. ADJOURNMENT

A motion was made and seconded to adjourn the 8/26/10 AP&P Committee meeting at 4:06 p.m. Ms. Clinton thanked all the committee members for their attention during the Chancellor's Office presentation. Motion carried.

NON-DISCRIMINATION POLICY

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Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Ms. Patricia A. Márquez Sandoval, 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

TO:

Beverly Beyer	Lisa Karlstein	LaDonna Trimble
Nancy Cholvin	Scott Lee	Les Uhazy
Maria Clinton	Cynthia Littlefield	Darcy Wiewall
De'Nean Coleman-Carew	Sharon Lowry	Sara Rothenburg, ASO voting
Maggie Drake	Rick Motawakel	TBD, ASO non-voting
Lee Grishman	David Newman	
Linda Harmon	Duane Rumsey	

Technical Review Committee – Linda Harmon, Scott Lee, and David Newman

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: August 23, 2010

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, August 26, 2010, TE7 103 (Computer Lab), 3:00-5:30pm

2010-2011
Academic Policies & Procedures Committee Meeting No. 1
AGENDA

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

- a. Summer Update

3. APPROVAL OF MINUTES

- a. May 28, 2010

4. MANDATORY CHANCELLORS OFFICE TRAINING

- a. Stand Alone Training

5. INFORMATIONAL ITEMS

- a. AP&P Handbook – *under construction*
- b. 2010-11 Timeline – Courses need to be approved by 2/24/2011 in order to be included in the 2011/12 College Catalog and class schedule
- c. CurricUNET & AP & P Forms
 - i. September 15, 2010 move to electronic submission
- d. COR that need to be revised this academic year – List at the end of the agenda
- e. [Accreditation Report](#)
- f. SB 1440

6. CONTINUING AP&P 09-10 AGENDA ITEMS

- a. Revising Diversity Studies Requirement
- b. Attendance Policy for Distance Education Courses
- c. SLO for WE 197

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8. ACTION ITEMS

- a. Computer Networking Certificate – Cancel Approval
- b. Cancel Obsolete Approval of CA 173
- c. Program Name Change – Respiratory Care

9. INFORMATIONAL ITEMS – Obsolete Course Request

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LAC 200 Advanced Tutoring

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COMM 214 Studies in Storytelling
COMM 219 Intercultural Communication
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ENGL 097 Basic Composition
ENGL 099 Intermediate Composition
ENGL 104 The Research Paper
ENGL 111 Creative Writing: Fiction
ENGL 112 Creative Writing: Poetry
ENGL 113 Creative Writing: Nonfiction
ENGL 211 Advanced Fiction Writing
ENGL 212 Advanced Poetry Writing
ENGL 265 Literature and Film
GER 101 Elementary German 1
GER 102 Elementary German 2
GER 201 Intermediate German 1
JOUR 121 Beginning Journalism 8
JOUR 123 Newspaper Production

Math/Science and Engineering

MATH 020 Managing Math Anxiety
MATH 021 Math Study Strategy
MATH 050 Arithmetic 9
MATH 060 Prealgebra
MATH 115 Statistics
MATH 125 Math for Business & Economics
MATH 130 College Algebra
MATH 135 Plane Trigonometry
MATH 140 Precalculus
MATH 150 Calculus & Analytic Geometry
MATH 160 Calculus & Analytic Geometry
MATH 220 Linear Algebra
MATH 230 Intro Ordinary Diff Equations
MATH 250 Calculus & Analytic Geometry
BIOL 100 Elem Human Anatomy & Physiology
BIOL 101 General Biology
BIOL 104 Environmental Biology
BIOL 110 General Molecular Cell Biology
BIOL 120 Gen Organism, Eco & Evolution Biol 8
BIOL 205 Intro to Biotechnology
CHEM 101 Introductory Chemistry
CHEM 102 Introductory Chem (Organic)
CHEM 110 General Chemistry
CHEM 120 General Chemistry
CHEM 210 Organic Chemistry
CHEM 220 Organic Chemistry
ENGR 185 Digital Logic & Design
GEOG 101 L Phys Geog Lab: Earth's Surface Lndsep
GEOG 101 Phys Geog: Earth's Surface Landscapes
GEOG 105 Cultural Geography
GEOG 201 Map Interpretation and GPS
GEOG 205 Intro Geographic Info Systems
PHYS 101 Introductory Physics
PHYS 102 Introductory Physics
PHYS 110 General Physics
PHYS 120 General Physics

Physical Education & Athletics

ATH 100 Intro to Athletic Training
ATH 102 L Practical Appl of Athletic Training I Lab

ATH 102 Practical Appl of Athletic Training I
 ATH 103 L Practical Appl of Athletic Training II Lab
 ATH 103 Practical Appl of Athletic Training II
 HE 101 Health Education
 HE 120 Stress Management
 PE 101 Adaptive Physical Education
 PE 102 Water Aerobics
 PE 109 Hatha Yoga
 PE 111 Advanced Tennis Techniques
 PE 115 Advanced Basketball Techniques
 PE 118 Beginning Bowling
 PE 118 Intermediate Bowling
 PE 128 Beginning Golf
 PE 128 Advanced Golf
 PE 135 Physical Conditioning
 PE 139 Team Sport Fundamentals
 PE 140 Preseason Sport Conditioning
 PE 155 Beginning Volleyball
 PE 160 Beginning Tennis
 PE 160 Intermediate Tennis
 PE 160 Advanced Tennis
 PE 180 Advanced Volleyball Techniques
 PE 193 Officiating Fall Sports
 PE 194 Officiating Spring Sports
 PE 195 Sports Appreciation
 PE 205 Intercoll Men's Basketball
 PE 210 Intercoll Women's Basketball
 PE 225 Intercollegiate Women's Tennis
 PE 265 Intercollegiate Wmn's Volleyball
 PE 237 Intercollegiate Men's Golf

Social & Behavioral Sciences / FACE

ED 140 Introduction to Education
 ED 141 Intro to Special Education
 ED 145 Understand & Ed Learn Disabled
 HIST 101 Western Civ, Human Begin Until 1750
 HIST 102 Western Civ, from 1750Present
 HIST 104 Intro World Civ from Human Begin1500
 HIST 105 Intro World Civ 1500Present
 HIST 107 U.S. History, 16071877
 HIST 108 U.S. History, 1877Present
 HIST 109 Survey U.S. History
 HIST 110 African Amer History, 14501877
 HIST 111 African Amer History, 1877Present
 HIST 112 Contemp U.S. Hist: Vietnam
 HIST 113 Women American History
 HIST 114 History of California
 HIST 115 Cultural History of Mexico
 HIST 119 Hist Latin Amer & Caribbean
 PHIL 101 Fundamental Reasoning Skills
 PHIL 105 Ethics: Moral Issues in Soc
 PHIL 106 Intro to Philosophy
 PHIL 108 Philosophy of Religion
 PHIL 110 Introduction to Logic
 PHIL 201 Critical Thinking
 POLS 101 Amer Political Institutions
 POLS 201 Contemp Intntl Relations
 POLS 203 The Judicial Process
 PSY 219 Dynamics of Sex and Gender
 PSY 230 Social Psychology
 PSY 232 Theories of Personality
 PSY 244 Intro to Counseling

Technical Education

ACRV 100 Refrigeration Basics
ACRV 112 Basic Refrigeration Systems
ACRV 113 Basic Refrigeration Controls
ACRV 115 Basic Refrig Systems and Controls
ACRV 122 Residential Air Conditioning Systems
ACRV 123 Residential Air Conditioning Controls
ACRV 125 Residential Air Cond Systems & Cntrl
ACRV 212 Commercial Refrigeration Systems
ACRV 213 Commercial Refrigeration Controls
ACRV 215 Commercial Refrig Systems & Controls
ACRV 222 Commercial Air Conditioning Controls
ACRV 223 Commercial Air Conditioning Systems
ACRV 225 Commercial Air Cond Controls & Sys
AERO 120 Aircraft General I
AERO 121 Aircraft General II
AERO 230 Aircraft Airframe I
AERO 231 Aircraft Airframe II
AERO 240 Aircraft Powerplant I
AERO 241 Aircraft Powerplant II
AFAB 110 Basic Blueprint Interpretation
AFAB 115 Aircraft Structures
AFAB 120 Composites Fabrication and Repair
AJ 102 Criminal Law
AJ 104 Introduction to Corrections
AJ 130 A Reserve Peace Officer Level III Part 1
AJ 130 B Reserve Peace Officer Level III Part 2
AJ 130 C Reserve Peace Officer Level II
AJ 130 D Reserve Peace Officer Level I
AJ 201 Police Community Relations
AJ 205 Criminal Investigation
AJ 206 Criminology
AJ 209 Public Safety Communications
AJ 800 Peace Officer Intensive Basic Training
AJ 810 LASD Custody Assistant Course
CT 050 Sewing Basics
CT 101 Prin of Clothing Selection
CT 102 Textiles
CT 110 Clothing Construction I
CT 112 Clothing Construction II
CT 115 Speed Tailoring
CT 141 Tailoring
CT 213 Clothing Construction III
CT 242 Pattern Making by Flat Pattern
CT 243 Draping for Fashion Design
ELTE 125 Dir Current & Alt Current Prin
ELTE 130 Digital Circuit Analysis
ELTE 135 Analog Circuit Analysis
FTEC 139 Wildland Fire Dispatcher
FTEC 141 (S234) Ignition Operations
FTEC 144 (S230) Single Resource Crew Boss
FTEC 149 (S260) Interagency Inc Bus Mgt
FTEC 216 Engine Company Operations
FTEC 217 Truck Company Operations
ID 200 Fundamentals of Lighting Design
ID 205 Professional Inter Des Business Practices
WELD 101 Welding Fundamentals
WELD 110 Oxyacetylene Weld, Cut, Brazing
WELD 120 Basic Shielded Metal Arc Welding
WELD 130 Advanced Shielded Metal Arc Welding

WELD 145 Advanced Welding Processes
WELD 211 Performance Welding Oxyacetylene
WELD 212 Performance Welding Arc
WELD 230 Welding Symbols & Print Reading
WELD 240 Welding Layout
WELD 260 Cert Welding L.A. City Building Code

Visual & Performing Arts

ART 101 History of Art: Prehistoric to Gothic
ART 102 History of Art: Renaissance to Modern
ART 110 Drawing
ART 140 Watercolor
ART 210 Advanced Drawing
ART 222 L Computerized Life Drawing Lab
ART 222 Computerized Life Drawing
MUS 151 Beginning Music Theory
MUS 160 Symphonic Band
MUS 161 Instrumental Ensemble Wood
MUS 162 Beginning Clarinet Choir
MUS 163 Instrumental Ensemble Brass
MUS 168 Intermediate Clarinet Choir
MUS 170 Beginning Flute Choir
MUS 171 Intermediate Flute Choir
MUS 251 A Intermediate Music Theory
MUS 251 B Advanced Music Theory
MUS 255 A Beginning Keyboard Harmony
MUS 255 B Advanced Keyboard Harmony
MUS 260 Concert Band
MUS 262 Advanced Clarinet Choir
MUS 270 Advanced Flute Choir
MUS 291 Applied Music
MUS 292 Applied Music Performance
PHOT 107 History of Photography
PHOT 250 Color Photography

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 Ms. Patricia A. Márquez Sandoval, 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.



Local Approval of Stand-Alone Credit Courses

Training Session provided by the
California Community Colleges Chancellor's Office and
System Advisory Committee on Curriculum (SACC)



Review of Training Materials

- Handout 1 – Title 5 §55100
- Handout 2 – Frequently Asked Questions
- Handout 3 – Examples of Denied Courses
- Handout 4 – Title 5 §55002
- This presentation approved by the Chancellor's Office
- Notes pages for this presentation



Local Approval of Stand-alone Credit Courses

- Program-applicable:
 - credit course is required for a certificate or associate degree that is approved by the System Office, either as a required course or restricted elective, including general education requirements.
- Stand-alone:
 - credit course is not a required course or a restricted elective for any credit program approved by the System Office.



Restricted Electives

- Required units
- Student may select one or more courses
- From a list of specific courses

Good example:

[following list of requirements]

Additional 6 units from:

VCOM 100: 3D Modeling and Animation	(3)
VCOM 110: Introduction to Flash	(3)
VCOM 120: Introduction to Digital Video	(3)
VCOM 130: Motion Graphics	(3)



Courses that are NOT covered in this training:

- All noncredit courses
- Credit courses that are part of any program approved by the Chancellor's Office
 - Degree major or area of emphasis
 - Local general education requirements
 - Certificate of Achievement with 18 or more semester units (27 or more quarter units)
 - Certificate of Achievement with 12-18 semester units (18-27 quarter units)



Prior to August 2007 ...

- Stand-alone courses required approval from the System Office
- What was required
 - Application
 - Approval
 - Then offer the course



Effective August 2007 ...

- AB 1943 (Nava) Legislation chaptered Oct. 2006
 - implemented Fall 2007
- Local approval of stand-alone courses is now permitted



Title 5 §55100. Course Approval

- a. Local governing board may approve degree-applicable credit courses
- b. “Effective for courses to be offered beginning in Fall 2007, a community college district may, until December 31, 2012, approve and offer nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program without separate approval by the Chancellor, provided that the district continuously complies with the following requirements:”



Requirements

- All credit courses must be approved
 - By college curriculum committee
 - By district governing board

§55002. establishes standards /criteria for courses

- Degree-applicable credit
- Nondegree-applicable credit
- Noncredit

§55100 (b)(1) the college curriculum committee and district governing board have approved each such course pursuant to section 55002;



Requirements

- District certifies that all faculty and staff involved in curriculum approval have completed training.
- Submit Certification form by September 30th of each year.

(b)(2) the district submits a certification by September 30th of each year verifying that the persons who will serve on the curriculum committee and others who will be involved in the curriculum approval process at each college within the district for that academic year have received training consistent with guidelines prescribed by the Chancellor on the review and approval of courses not part of educational programs;



Requirements

- Courses previously denied by the System Office must be modified before they can be approved locally.

(b)(3) no course which has previously been denied separate approval by the Chancellor or is part of a program that has been disapproved by the Chancellor may be offered pursuant to this subdivision unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the college curriculum committee and district governing board;



Requirements

- When 18 or more semester units (or 27 quarter units) are linked in a sequence of prerequisite or corequisite courses within a single 4-digit T.O.P. code:
 - Submit courses to the System Office for approval as a program

(b)(4) no group of courses approved pursuant to this subdivision which total 18 or more semester units or 27 or more quarter units in a single four-digit Taxonomy of Programs code may be linked to one another by means of prerequisites or corequisites.



Requirements

- Students may not count more than 18 semester units (27 quarter units) of stand-alone courses to fulfill the requirements of a degree, major or certificate

(b)(5) no student may be permitted to count 18 or more semester units or 27 or more quarter units of coursework approved pursuant to this subdivision toward satisfying the requirements for a certificate or other document evidencing completion of an educational program or towards a major for completion of an associate degree.



Requirements

- Report approved courses to System Office:
 - CCC 530 form submitted via the CCC Curriculum Inventory

(b)(6) the district promptly reports all courses approved pursuant to this subdivision to the Chancellor through the Chancellor's Office Management Information System. *

*now being done via the CCC Curriculum Inventory



Compliance

- Local district annually certifies that training has occurred at each college.
 - Certification Form submit by September 30th
- Local approval may be terminated if district fails to comply with all of the requirements.

(c) The Chancellor may, at any time, terminate the ability of a district to offer courses pursuant to subdivision (b) if he or she determines that a district has failed to comply with all of the conditions set forth in that subdivision. In that event, the district will become immediately subject to the requirements of subdivision (d).



Training Certification Process

1. Curriculum chair* is trained on regulations.
 - in person or via distance learning
2. Curriculum chair* trains others on campus:
 - curriculum committee, CIO, staff
3. Sign certification form and submit to System Office by September 30th
4. College may offer new stand-alone courses.

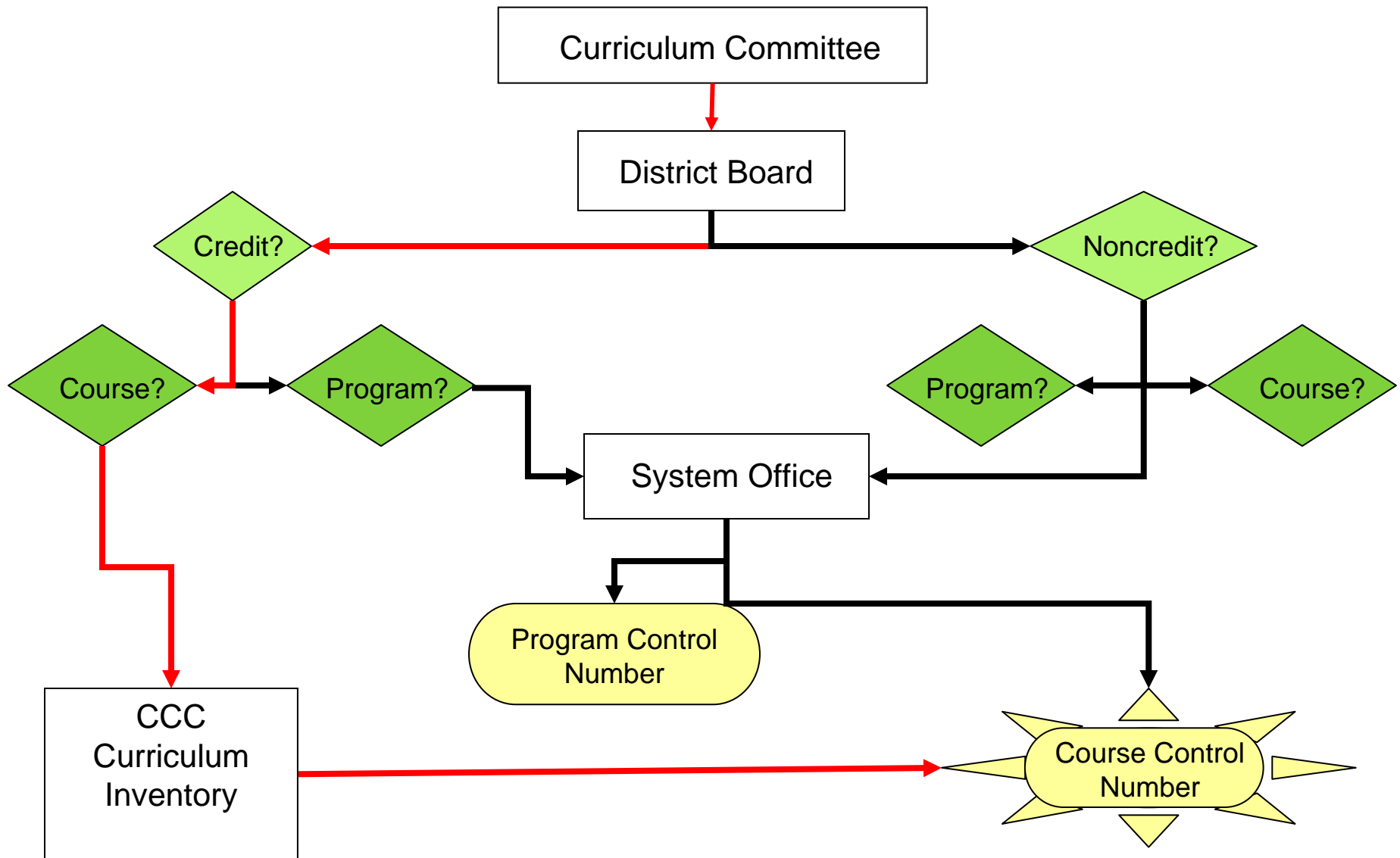
* CIO may designate others to be trained as trainers.



Reporting New Approved Courses

- Course control numbers
 - Courses are submitted on the CCC 530 via the CCC Curriculum Inventory
 - Course control numbers are generated and sent to CIO and Originator

Program and Course Approval and Reporting Processes





What Colleges Should Do

- Curriculum chairs:
 - train all committee members & staff
 - share materials locally
- Administrators:
 - provide support so that all appropriate parties are trained
 - sign and submit certification form
 - ensure correct reporting to System Office



System Office Will:

- Provide training opportunities and materials
- Participate in curriculum development discussions and provide guidance
- Establish reporting procedures that are intuitive and easily accessible



Effective practices for course approval

- Appropriateness to Mission
- Need
- Curriculum Standards
- Adequate Resources
- Compliance





Compliance

§ 55002. Standards and Criteria for Courses

- Types of Courses
 - Degree-applicable credit
 - Nondegree-applicable credit
 - Noncredit
 - Community Services offerings



Compliance

§ 55002. Standards and Criteria for Courses

- Course provides measurement of student progress
- Determine adequate number of hours for student achievement of objectives
 - Units of credit based on minimum of 48 hours of student learning per unit
- Intensity
 - Critical Thinking
 - Requires independent study skills



Compliance

§ 55002. Standards and Criteria for Courses

- Determine if prerequisite or corequisite skills may improve student success
- Level of learning skills and vocabulary is appropriate for type of course
 - Degree-applicable credit
 - Nondegree-applicable credit
 - Basic Skills (communication & computation)
 - Noncredit



Compliance

§ 55002. Standards and Criteria for Courses

- Course Outline of Record
 - Unit value (credit courses only)
 - Number of contact hours
 - Prerequisites, corequisites, advisories
 - Catalog description
 - Objectives



Compliance

§ 55002. Standards and Criteria for Courses

- Course Outline of Record
 - Content / specific body of knowledge
 - Methods of Instruction
 - Methods of Evaluation
 - Types or examples of assignments:
 - required reading and writing assignments
 - out-of-class assignments (credit only)



Effective Practices

- Consistent with § 55002
- Mission-appropriate
- Open to all students
- Appropriately offered as a credit course



Questions Later

- Website: Academic Affairs Division, CCCCO
<http://www.cccco.edu>
 - » System Office
 - » Divisions
 - » Academic Affairs
 - » Credit Program and Course Approval
 - Certification for Stand-alone Credit Course Approval
 - Applications and Forms
- Download training materials to use on your campus!

**Title 5, Chapter 6, Subchapter 2, Article 1. Approval of Credit Educational Programs
§ 55100. Course Approval.**

- (a) The governing board of each community college district shall establish policies for, and may approve individual degree-applicable credit courses which are offered as part of an educational program approved by the Chancellor pursuant to section 55130. Such courses need not be separately approved by the Chancellor.
- (b) Effective for courses to be offered beginning in Fall 2007, a community college district may, until December 31, 2012, approve and offer nondegree-applicable credit courses and degree-applicable credit courses which are not part of an approved educational program without separate approval by the Chancellor, provided that the district continuously complies with the following requirements:
 - (1) the college curriculum committee and district governing board have approved each such course pursuant to section 55002;
 - (2) the district submits a certification by September 30th of each year verifying that the persons who will serve on the curriculum committee and others who will be involved in the curriculum approval process at each college within the district for that academic year have received training consistent with guidelines prescribed by the Chancellor on the review and approval of courses not part of educational programs;
 - (3) no course which has previously been denied separate approval by the Chancellor or is part of a program that has been disapproved by the Chancellor may be offered pursuant to this subdivision unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the college curriculum committee and district governing board;
 - (4) no group of courses approved pursuant to this subdivision which total 18 or more semester units or 27 or more quarter units in a single four-digit Taxonomy of Programs code may be linked to one another by means of prerequisites or corequisites;
 - (5) no student may be permitted to count 18 or more semester units or 27 or more quarter units of coursework approved pursuant to this subdivision toward satisfying the requirements for a certificate or other document evidencing completion of an educational program or towards a major for completion of an associate degree; and
 - (6) the district promptly reports all courses approved pursuant to this subdivision to the Chancellor through the Chancellor's Office Management Information System.
- (c) The Chancellor may, at any time, terminate the ability of a district to offer courses pursuant to subdivision (b) if he or she determines that a district has failed to comply with all of the conditions set forth in that subdivision. In that event, the district will become immediately subject to the requirements of subdivision (d).
- (d) Effective January 1, 2013, or earlier if so required by subdivision (c), the governing board of each community college district shall separately submit for approval by the Chancellor all nondegree-applicable credit courses and individual degree-applicable credit courses which are not part of any approved educational program.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, Education Code.

1. When will the change take effect?

Immediately after the certification form is received and validated at the Chancellor's Office, the college is certified to approve new stand-alone credit courses. The college will be notified and a unique user name and password will be sent to the college's CIO and CISO.

Training

2. Who specifically must be trained: Voting members or non-voting members of the curriculum committee? Staff who attend in order to take notes?

All voting members of the curriculum committee must be trained. Staff and administrators who attend curriculum meetings, but do not vote, should also be trained. The chief instructional officer of the college may determine whether or not administrators will be required to complete training.

3. Do people who serve on the curriculum committee for many years need to be trained annually?

The certification that curriculum committee members have been trained must be processed annually, but continuing members do not have to be trained every year, unless there are changes to the regulations and processes that require new training. It is the responsibility of the college curriculum committee chair to be aware of changes that require new training.

4. If curriculum committee members are replaced mid-year, does the college have to be re-certified after new members are trained?

No, the new members should be trained but certification is only required once during an academic year.

Certification

5. Does the local governing board need to certify the colleges for local approval of stand-alone credit courses?

The Chief Executive Officer of the district certifies the college. In multi-college districts, the college President and the district CEO both sign the form. Board approval is not required.

6. If one college in a multi-college district fails to comply with all requirements, will all colleges within the district be penalized?

No, each college is certified separately from other colleges in the district because curriculum is approved for each college, not for all colleges in the district.

7. What happens if a college is not certified by September 30th?

If a college is not certified for any year, then new stand-alone credit courses must be submitted to the Chancellor's Office for approval, using the existing form and instructions as described in the Program and Course Approval Handbook, 3rd edition, March 2009, until it is revised. Colleges will be designated authority to approve the types of courses under "blanket approval."

Courses

8. Will the college report noncredit courses into the CRCC web site in order to get course control numbers?

No, all noncredit courses must be submitted to the Chancellor's Office for approval. When approved, the Chancellor's Office will notify the college that the course is approved and provide the course control number.

9. Can “restricted electives” be fairly open-ended, such as: “9 units of coursework selected from Agriculture courses #1-50,” or must specific courses be listed as in “9 units selected from AGR 1 or AGR 2 or AGR 4 etc.”?
Specific courses must be listed in order to be considered program-applicable. If they are not listed, then the courses are not applicable to this program. They may be applicable to another program, however.
10. Are groups of courses referred to as a block (e.g. “all Aviation courses numbered 100 to 150”) considered “restricted electives” when listed as a requirement to fulfill the degree or certificate?
No. See previous answer.
11. Are courses that meet GE – IGETC/CSU, but not local GE requirements, considered “program-applicable”?
Courses that have been approved to fulfill local GE requirements are program-applicable. Other courses that only fulfill GE requirements at other institutions, including CSU and UC, are not program-applicable.
12. What if a course is approved as a stand-alone and then is added to a program later? Will the course need to be approved again?
The course does not need to be reported again. At the end of the semester when it is approved as program-applicable, you will need to work with MIS to change the data element CB24 from 2 to 1 and identify the program by unique code. Ask the MIS staff on your campus or at your district office for information about the Master Course File Maintenance process.
13. When revising a previously approved stand-alone course, what data elements can change without the need to submit the course as “new” for the purpose of reporting it to the Chancellor’s Office?
The discussion about which data elements can change from term to term is still ongoing. Currently, this is the list of codes that may not change without generating a new course control number, for purposes of reporting enrollments to the Chancellor’s Office. CB03 – TOP Code; CB04 – Credit Status (D to C or C to D allowed); CB06 – Maximum Units; CB07 – Minimum Units; CB08 – Basic Skills Status; CB09 – SAM Code; CB21 – Prior to College Level; CB22 – Noncredit Category; CB23 – Funding Agency Category. This list is subject to change.
14. Courses already approved as stand-alone don’t need to be submitted when they are revised. When the course is substantively changed, does it need to be re-submitted in order to get a new control number?
A previously approved course that is substantively changed will require a new control number. See the response for question 13 above.
15. Does the local governing board have to approve a new credit course before it can be offered?
Yes, the new course may be offered in **the next term that starts after** the board approval date. District policy on scheduling courses may impose additional requirements.

16. What if the board approves all curricula only once every year, for example in June? If a course is approved by the curriculum committee in the previous fall, can the course be offered before the board approves it in June?
No, the board must approve the course **prior to** the beginning of the first term in which it is offered. In this example where the board approves all curriculum in June, then new courses may not be offered until July or later, depending on the beginning date of the next term.
17. Can you offer a course prior to obtaining a control number from the Chancellor's Office?
Yes, if the local governing board has approved the course. The control number will be obtained at the end of the first term in which the course is offered.
18. Could a certificate (less than 18 semester units) be composed of stand-alone courses?
Certificates of less than 18 semester units that are not approved by the Chancellor's Office include courses that are considered stand-alone. When the certificate of 12 to 18 units is approved by the Chancellor's Office, then all required courses and restricted electives for the approved certificate become program-applicable courses.
19. If a new course is added to a certificate under 18 semester units, is the new course stand-alone, and is it necessary to report it to the Chancellor's Office?
Courses required in certificates under 18 semester units that are not approved by the Chancellor's Office are stand-alone, including any courses that are added to the certificate requirements. Courses required in any certificate that is approved by the Chancellor's Office are program-applicable, including new courses that are added to the certificate requirements. However, colleges need to report approval of all new courses in order to obtain course control numbers.
20. Suppose you put together a 17-unit certificate with 11 units from existing, approved credit courses and 6 units from 2 new courses designed solely for this certificate. Can the local process for stand-alone courses be used to approve the 2 new courses?
Yes, the new courses are stand-alone courses that do not require Chancellor's Office approval, which becomes necessary only if the requirements are changed to 18 or more semester units or if the 17-unit certificate is approved by the Chancellor's Office.
21. Can 18 units of stand-alone courses be a major or an area of emphasis?
No, because when the group or sequence of courses is 18 or more units, then the program must be approved by the Chancellor's Office. The status of such courses is changed to program-applicable.
22. Title 5 §55100 part (b)(4) is confusing. Can you give an example that will illustrate how stand-alone courses may be "linked together" and considered to be a program that requires Chancellor's Office approval?
This part of the regulation is intended to guard against creating a group of stand-alone courses that are linked into a sequence of courses. For example, the college could approve three stand-alone courses that are prerequisite to each other, such as ACCT 100 Introduction to Accounting, ACCT 110 Principles of Accounting and ACCT 120 Computer Applications for Accounting. ACCT 100 is prerequisite to ACCT 110, which is prerequisite to ACCT 120. These three stand-alone courses are required for a 10-unit Skills Certificate in Accounting. At this point, the college is in compliance and can offer these courses and the certificate without Chancellor's Office approval.

Two years later, however, the college approves some new stand-alone courses in Tax Studies, including ACCT 200 Introduction to Tax Law (3 units), ACCT 201 Tax Preparation (3 units) and ACCT 202 Tax Planning (3 units). The course ACCT 120 is a prerequisite to ACCT 200, which is prerequisite to ACCT 201 and corequisite to ACCT 202. Now there is a sequence of 19 units of stand-alone courses that are linked together by prerequisites and corequisites. Approval of all the listed Accounting courses as a program is now required, after which the status of these courses changes to “program-applicable.”

23. Will MIS submission and course reporting be done at separate times? How often do you expect us to report to the Chancellor’s Office: every time there is an approval?

MIS submission of enrollment data will only occur after the end of the term when the course has been offered. Course reporting may occur separately, at any time after the board approval date. The district and college may develop their own schedule for reporting new credit courses in order to obtain course control numbers. Refer to the instructions for the Master Course File Maintenance process.

Local Approval of Credit Courses

HANDOUT 3

Examples of credit stand-alone courses that were denied when submitted to the System Office for approval when submission was required prior to fall 2007.

Denied Course	Reason
Chemistry course for nursing students in CSU Chico nursing program	Mission – Inappropriate population. A program or course must be directed at the appropriate level for community colleges; ... it must not be directed either at a level beyond the associate degree or the first two years of college. Compliance – Violates open course regulations.
Course designed to provide counseling services (without reading, writing, body of knowledge, or instructional outcomes)	Quality - Outlines of Record for each course must meet all the requirements of Title 5. Mission - A course must provide distinct instructional content and specific instructional objectives. It must not provide only an activity or service, without instructional content (e.g., assistive or therapeutic activity, use of college facilities or resources without specific instructional objectives, or assessment testing).
Course designed and scheduled to provide testing activity (e.g. time spent taking test for national paramedic registry)	Quality - Outlines of Record for each course must meet all the requirements of Title 5. Mission - No distinct instructional content and specific instructional objectives.
Course designed as in-service training for faculty (usually pedagogy, but in one case training for computer faculty in how to teach Cisco academy)	Mission – Inappropriate population.
Course designed to circumvent limitation on four semesters for a given activity, such as Physical Fitness	Compliance – Violates course repeatability regulations
Course consists only of taking a learning disability assessment; no instructional content	Quality - Outlines of Record for each course must meet all the requirements of Title 5. Mission - No distinct instructional content and specific instructional objectives.
Inappropriate use of credit nondegree-applicable status for recreational course (musical theatre and chorus without college-level rigor)	Mission - A program or course must address a valid transfer, occupational or basic skills purpose. It must not be primarily avocational or recreational.
Tutoring course	Compliance - Title 5 §58170 mandates that tutoring must be noncredit.
Intended specifically for school-age children (youth symphony, high school theatre competition)	Mission – Inappropriate population. A program or course must be directed at the appropriate level for community colleges.
Course specifically for professionals already working in field high above associate degree level (architecture, advanced molecular biology techniques)	Mission – Inappropriate population.
Too many units awarded for hours of work (geology, one weekend field trip)	Defined by Title 5 §55002.5 sets a minimum of 48 hours of study for each unit of credit. Compliance – Must revise number of units to be compliant.
Degree-applicable status placed on basic math (below elementary algebra)	Mission – Inappropriate population. Course not taught at the college level.
Restricted to U.S. military personnel only	Compliance – Violates open course regulations.

§ 55002. Standards and Criteria for Courses.

(a) Degree-Applicable Credit Course. A-degree-applicable credit course is a course which has been designated as appropriate to the associate degree in accordance with the requirements of section 55062, and which has been recommended by the college and/or district curriculum committee and approved by the district governing board as a collegiate course meeting the needs of the students.

- (1) Curriculum Committee. The college and/or district curriculum committee recommending the course shall be established by the mutual agreement of the college and/or district administration and the academic senate. The committee shall be either a committee of the academic senate or a committee that includes faculty and is otherwise comprised in a way that is mutually agreeable to the college and/or district administration and the academic senate.
- (2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course for associate degree credit if it meets the following standards:
 - (A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students
 - (B) Units. The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course also requires a minimum of three hours of student work per week, including class time for each unit of credit, prorated for short-term, extended term, laboratory and/or activity courses.
 - (C) Intensity. The course treats subject matter with a scope and intensity that requires students to study independently outside of class time.
 - (D) Prerequisites and Corequisites. When the college and/or district curriculum committee determines, based on a review of the course outline of record, that a student would be highly unlikely to receive a satisfactory grade unless the student has knowledge or skills not taught in the course, then the course shall require prerequisites or corequisites that are established, reviewed, and applied in accordance with the requirements of this article.
 - (E) Basic Skills Requirements. If success in the course is dependent upon communication or computation skills, then the course shall require, consistent with the provisions of this article, as prerequisites or corequisites eligibility for enrollment in associate degree credit courses in English and/or mathematics, respectively.
 - (F) Difficulty. The course work calls for critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level.
 - (G) Level. The course requires learning skills and a vocabulary that the curriculum committee deems appropriate for a college course.
- (3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours for the course as a whole, the prerequisites, corequisites or advisories on recommended preparation (if any) for the course, the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met by students.

(4) Conduct of Course. Each section of the course is to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.

(5) Repetition. Repeated enrollment is allowed only in accordance with provisions of sections 51002, 55040-55043 and 58161.

(b) Nondegree-Applicable Credit Course. A credit course designated by the governing board as not applicable to the associate degree is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and is approved by the district governing board.

(1) Types of Courses. Nondegree-applicable credit courses are:

(A) nondegree-applicable basic skills courses as defined in subdivision (j) of section- 55000;

(B) courses designed to enable students to succeed in degree-applicable credit courses (including, but not limited to, college orientation and guidance courses, and discipline-specific preparatory courses such as biology, history, or electronics) that integrate basic skills instruction throughout and assign grades partly upon the demonstrated mastery of those skills;

(C) precollegiate career technical preparation courses designed to provide foundation skills for students preparing for entry into degree-applicable credit career technical courses or programs;

(D) essential career technical instruction for which meeting the standards of -subdivision (a) is neither necessary nor required.

(2) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course on the basis of the standards which follow.

(A) Grading Policy. The course provides for measurement of student performance in terms of the stated course objectives and culminates in a formal, permanently recorded grade based upon uniform standards in accordance with section 55023. The grade is based on demonstrated proficiency in the subject matter and the ability to demonstrate that proficiency, at least in part, by means of written expression that may include essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.

(B) Units. The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency, for each unit of credit, prorated for short-term, extended term, laboratory, and/or activity courses.

(C) Intensity. The course provides instruction in critical thinking and generally treats subject matter with a scope and intensity that prepares students to study independently outside of class time and includes reading and writing assignments and homework. In particular, the assignments will be sufficiently rigorous that students successfully completing each such course, or sequence of required courses, will have acquired the skills necessary to successfully complete degree-applicable work.

(D) Prerequisites and corequisites. When the college and/or district curriculum committee deems appropriate, the course may require prerequisites or corequisites for the course that are established, reviewed, and applied in accordance with this article.

(3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours for the course as a whole, the prerequisites, corequisites or advisories on recommended preparation (if any) for the course, the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline shall also specify types or provide examples of required reading and writing

assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met by students. Taken together, these course specifications shall be such as to typically enable any student who successfully completes all of the assigned work prescribed in the outline of record to successfully meet the course objectives.

(4) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.

(5) Repetition. Repeated enrollment is allowed only in accordance with provisions of sections 51002, 55040-55043 and 58161.

(c) Noncredit Course. A noncredit course is a course which, at a minimum, is recommended by the college and/or district curriculum committee (the committee described and established under subdivision (a)(1) of this section) and approved by the district governing board as a course meeting the needs of enrolled students.

(1) Standards for Approval. The college and/or district curriculum committee shall recommend approval of the course if the course treats subject matter and uses resource materials, teaching methods, and standards of attendance and achievement that the committee deems appropriate for the enrolled students. In order to be eligible for state apportionment, such courses must be approved by the Chancellor pursuant to article 2 (commencing with section 55150) of subchapter 2 of this chapter and satisfy the requirements of section 58160 and other applicable provisions of chapter 9 (commencing with section 58000) of this division.

(2) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the number of contact hours normally required for a student to complete the course, the catalog description, the objectives, contents in terms of a specific body of knowledge, instructional methodology, examples of assignments and/or activities, and methods of evaluation for determining whether the stated objectives have been met.

(3) Conduct of Course. All sections of the course are to be taught by a qualified instructor in accordance with the set of objectives and other specifications defined in the course outline of record.

(4) Repetition. Repeated enrollment is allowed only in accordance with provisions of section 58161.

(d) Community Services Offering. A community services offering must meet the following minimum requirements:

(1) is approved by the district governing board;

(2) is designed for the physical, mental, moral, economic, or civic development of persons enrolled therein;

(3) provides subject matter content, resource materials, and teaching methods which the district governing board deems appropriate for the enrolled students;

(4) is conducted in accordance with a predetermined strategy or plan;

(5) is open to all members of the community willing to pay fees to cover the cost of the offering; and

(6) may not be claimed for apportionment purposes.

Note: Authority cited: Sections 66700 and 70901, Education Code.

Reference: Section 70901, Education Code.

AP&P 2010/2011 TIMELINE

**Agenda deadlines only apply to material other than course proposals (CPFs) or course outlines (CORs). CPFs and CORs may be submitted anytime and must go through Technical Review. After forms have gone through the technical review process, revisions have been identified, and faculty have resubmitted the material, it will be placed on an agenda, at which time faculty/deans will be notified. For inclusion in the next years catalog and schedule, be sure to review the below deadlines.*

<u>*Agenda Deadline</u>	<u>AP&P Meeting</u>	<u>Purpose of Meeting</u>
	8/26/10	Business meeting
8/31/10	9/9/10	Reading new/revised courses for <i>Fall 2011</i> schedule
9/14/10	9/23/10	Reading new/revised courses for <i>Fall 2011</i> schedule
10/5/10	10/14/10	Reading new/revised courses for <i>Fall 2011</i> schedule
10/12/10	10/28/10	Reading new/revised courses for <i>Fall 2011</i> schedule
11/2/10	11/11/10	Reading new/revised courses for <i>Fall 2011</i> schedule
11/30/10	12/9/10	Reading new/revised courses for <i>Fall 2011</i> schedule

In December/January, divisions must submit Summer/Fall 2011 schedules to Academic Affairs.

2/1/11	2/10/11	Reading new/revised courses with minor changes only for <i>Fall 2011</i> schedule implementation
2/15/11	2/24/11	Reading new/revised courses with minor changes only for <i>Fall 2011</i> schedule implementation

2/24/2010 IS THE DEADLINE FOR COURSE/PROGRAM APPROVALS FOR INCLUSION IN THE 2011-12 COLLEGE CATALOG

3/1/11	3/10/11	Reading new/revised courses for <i>Fall 2012</i> schedule
3/15/11	3/24/11	Reading new/revised courses for <i>Fall 2012</i> schedule
4/1/11	4/14/11	Reading new/revised courses for <i>Fall 2012</i> schedule
4/19/11	4/28/11	LAST CHANCE for first reading new/revised courses for <i>Fall 2012</i> schedule
5/3/11	5/12/11	FINAL second reading new/revised courses for <i>Fall 2012</i> schedule

In May/June, divisions must submit Intersession 12 schedule to Academic Affairs.

5/17/11	5/26/11	FINAL second reading new/revised courses for <i>Fall 2012</i> schedule
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In June, divisions must submit Spring 2012 schedule to Academic Affairs.

Subject: FW: SB 1440 Update
From: Julie Adams <julie@ASCCC.ORG>
Date: Fri, 20 Aug 2010 17:07:33 -0700
To: SENATEPRESIDENTS@LISTSERV.CCCNEXT.NET

STATE OF CALIFORNIA

JACK SCOTT, CHANCELLOR

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



August 20, 2010

TO: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Academic Senate Presidents

FROM: Linda Michalowski, Vice Chancellor of Student Services
Jane Patton, Academic Senate of the California Community Colleges
Barry Russell, Vice Chancellor of Academic Affairs

SUBJECT: SB 1440 Update

As many of you know, SB 1440 (Padilla), is important legislation that will give students who earn an associate degree for transfer a direct route to upper division coursework at the CSU. In the process, it will increase the number of degrees granted and will directly affect college curriculum. The legislation has broad bipartisan support and is in the final stages of gaining approval by the legislature and the Governor. Given the likelihood of the bill's enactment, we felt it important to give some interim information about implementation and next steps.

We appreciate the enthusiasm of colleges to take advantage of the opportunities we will have to strengthen what we do for students through SB 1440. However, at this time, there is no need for you to take any action until further guidance is provided by the Chancellor's Office. There are academic and implementation questions that need to be worked out first. Our aim is to provide you with clear guidelines by early fall to ensure that all colleges are in compliance of the law by the required implementation date. The Chancellor's Office and the Academic Senate will work together to keep you posted and provide you with updates and guidelines as they become available.

The following are key issues that are currently being addressed in preparation for implementation of SB 1440:

1. This legislation provides us with an opportunity to clarify the most appropriate preparation for students who seek an associate degree while preparing for transfer. Our goal is to involve discipline faculty from the California State Universities (CSU) and California community colleges (CCC) to inform the development of CCC degrees that will appropriately prepare a student for a given major, regardless of their intended CSU destination. UC faculty will also be invited to participate as, ideally, these would be degrees that would meet the needs of all CSU-bound students and, if possible, UC campuses as well. (Education Code cannot mandate UC to make changes, unlike the state universities and community colleges).

We intend that changes will be made expeditiously, yet thoughtfully, to ensure that our students have the best preparation for success in upper division coursework. We suggest that local curriculum committees not make degree changes now but wait for clarifying guidelines from the Chancellor's Office.

2. SB 1440 Implementation Task Force

- a. We expect the bill will be signed in September.
- b. In anticipation, this month the Chancellor's Office will begin to identify members for an implementation committee. There will likely be various tasks, each requiring specialized experts at both the community colleges and the CSUs (e.g., discipline faculty, articulation officers, administrators, admissions officers and others.).
- c. As implementing guidelines and policies are developed, the Chancellor's Office will provide webinars, conference presentations, and disseminate this information through a variety of venues.

Future Questions

In an effort to provide as much support as possible, the Chancellor's Office and the Academic Senate will be working together to prepare a "Frequently Asked Questions" web page on the implementation of SB 1440. Please direct questions concerning any facet of this legislation to sb1440questions@cccco.edu to help us gather all the questions in one place.

This is a very exciting moment in the history of the California community colleges. We will all work together to take advantage of this opportunity to create a better system of transfer for all students.

BARRY A. RUSSELL
Vice Chancellor, Academic Affairs

California Community Colleges Chancellor's Office
1102 Q Street, Sacramento, CA 95811

916.322.6881 (Business)
916.324.6701 (Facsimile)



ANTELOPE VALLEY COLLEGE

8/2010 AP&P
Info. Item

DATE: July 1, 2010

TO: Maria Clinton, co-chair, AP&P
Sharon Lowry, co-chair, AP&P

FROM: Dr. Karen Cowell, Dean, Health Sciences for Jeff Stephens, Respiratory
Care instructor/department chair

SUBJECT: Program name change

In March 2009, the Respiratory Care/Therapy Program was visited for the purposes of accreditation. During the visit the accrediting team from the Committee on Accreditation for Respiratory Care (CoARC) recommended changing the program name from Respiratory Care/Therapy to Respiratory Care. The change reflects the advancing nature of the profession.

For purposes of the catalog copy, it would be ideal to make the change in the program title now. The name of the program as it appears in the limitations on enrollment for the RCP courses will be changed this fall when the courses are submitted to AP&P for updating.

Note that Mr. Stephens and I discussed the contents of this memo on July 1, 2010, at 8:45 am.

Thank you.

C: Linda Harmon



Antelope Valley College
*Business, Computer Studies, and
Economic Development Division*

MEMORANDUM

DATE: June 22, 2010

TO: AP&P Committee

FROM: Dr. Tom O'Neil, Dean 
MaryAnne Holcomb, AP&P Rep. (proxy for Beverly Beyer) 

SUBJECT: Obsolete Course

In reviewing the current Management certificate and program requirements, it appears that MGT 123 is not included as a requirement nor as an elective. In the past, the course has been poorly attended. We, therefore, request that it be listed as *obsolete*.

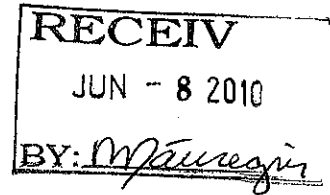
MGT 123 Labor Management Relations

If you have any questions, please contact me at your earliest convenience at Ext. 6370.

Thank you.




Antelope Valley College
*Business, Computer Studies, and
Economic Development Division*



MEMORANDUM

DATE: June 7, 2010

TO: AP&P Committee

FROM: Dr. Tom O'Neil, Dean 
MaryAnne Holcomb, AP&P Rep. (proxy for Beverly Beyer)

SUBJECT: Obsolete Course

We no longer teach the following course in Business & Computer Studies, and request that it be listed as *obsolete*.

OT 208 Legal Office Procedures II

If you have any questions, please contact me at your earliest convenience at Ext. 6370.

Thank you.



ANTELOPE VALLEY COLLEGE
Social and Behavioral Sciences Division

MEMORANDUM

Date: August 5, 2010
To: Dr. Tom O'Neil and AP&P
From: Dr. Irit Gat and Dr. Fredy Aviles
Social Science Division
Subject: Request to Make PSY 240 Obsolete

We are formally requesting to have PSY 240: Peer Mentoring removed from the AVC catalog for the following reasons:

1. It was created specifically when there was an arrangement with a local high school for students to get "hands on" practice with peer counseling. However, this arrangement has not been feasible for the past several years due to budget cuts and the inability to find a high school that can participate.
2. According to Dr. Lee Grishman this course was a pre-requisite only for the Psychology Department at CU – Bakersfield but that campus no longer offers the Counseling Psychology degree.
3. This course has considerable overlap with PSY 244 – Counseling Psychology so it is not necessary.

For these reasons we believe it is best to make PSY 240 obsolete.

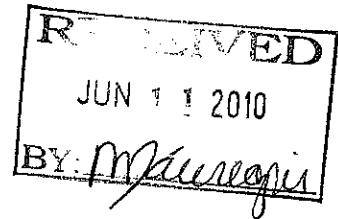
Thank you very much for the consideration.

Dr. Irit Gat

Dr. Fredy Aviles



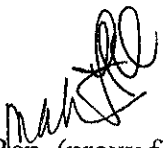
Antelope Valley College
*Business, Computer Studies, and
Economic Development Division*



MEMORANDUM

DATE: June 9, 2010

TO: AP&P Committee

FROM: Dr. Tom O'Neil, Dean 
MaryAnne Holcomb, AP&P Rep. (proxy for Beverly Beyer)

SUBJECT: Obsolete Course

We have not offered CA 110 in Business & Computer Studies for several semesters. We, therefore, request that it be listed as *obsolete*.

CA 110 Word Processing - WordPerfect

If you have any questions, please contact me at your earliest convenience at Ext. 6370.

Thank you.