



**ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING  
AGENDA  
December 1, 2016  
3:00 p.m. – 4:30 p.m.  
L-201**

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL
2. OPENING COMMENTS FROM THE SENATE PRESIDENT
3. OPEN COMMENTS FROM THE PUBLIC
4. APPROVAL OF MINUTES
  - a. November 17, 2016 Academic Senate Meeting (attachment)
5. REPORTS (5 minutes maximum)
  - a. Academic Policies & Procedures Committee (AP&P) - Dr. Darcy Wiewall
  - b. Outcomes Committee - Dr. Glenn Haller
6. DISCUSSION ITEMS
7. ACTION ITEMS
  - a. College Hearing Panel & Grievance Committee
    - 1) Kathy Osburn, Business
    - 2) Richard Fleishman
    - 3) Terrence Rezek,
    - 4) Dr. Aurora Burd
    - 5) Debra Anderson
    - 6) Joseph Esdin
    - 7) Carlos Hernandez
    - 8) Ronald Chapman
    - 9) John Taylor
    - 10) Lisa Karlstein
  - b. Academic Policies & Procedures AP&P Committee Course/Program Recommendations  
Dr. Darcy Wiewall (attachments)
8. INFORMATIONAL ITEMS
  - a. Law Scholars as Standing Senate Committee
  - b. Faculty Hiring Committees - Intersession - Senate Exec
9. SENATE ADMINISTRATIVE BUSINESS
10. ANNOUNCEMENTS

June 9-11, 2016	2016 Faculty Leadership Institute	Mission Inn, Riverside
July 7-9, 2016	2016 Curriculum Institute	Double Tree Hilton - Anaheim
11. ADJOURNMENT

<b>2015-16 ACADEMIC SENATE MEETINGS &amp; COMMITTEE REPORTS</b>	
<b>September 15, 2016</b>	<b>October 6, 2016</b> DETC – Perry Jehlicka
<b>October 20, 2016</b> Outcomes - Dr. Glenn Haller	<b>November 3, 2016</b> Accreditation Committee – Tina McDermott
<b>November 17, 2016</b> Program Review – Carol Eastin DETC – Perry Jehlicka Honors - John Vento	<b>December 1, 2016</b> AP&P - Dr. Darcy Wiewall Outcomes - Dr. Glenn Haller

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ANTELOPE VALLEY COLLEGE  
ACADEMIC SENATE MEETING

Minutes

December 1, 2016

3:00 p.m. – 4:30 p.m.

L-201

To conform to the open meeting act, the public may attend open sessions

1. CALL TO ORDER AND ROLL CALL

The Academic Senate meeting of December 1, 2016 was called to order at 3:04 p.m. by Dr. Irit Gat, Academic Senate President.

*A motion was made by Mr. Van Rider and seconded by Mr. Terry Rezek to place an action item on the agenda - Item 7c. Emergency Executive Power Act.*

The Emergency Executive Power Act will increase the pool of faculty who serve on hiring committees.

*Motion carried unanimously.*

2. OPENING COMMENTS FROM THE SENATE PRESIDENT

Dr. Gat reported 16 new fulltime faculty will be hired this year instead of 10. She expressed her gratitude for the support of the President and administration, and encouraged senators to thank them as well.

3. OPEN COMMENTS FROM THE PUBLIC

- Dr. Ed Beyer reported as 16 new fulltime faculty are hired this year, four faculty positions will be eliminated - 2 next year and 2 the following year.
- Dr. Susan Lowry reported Harrington Construction committed to a \$2500 sponsorship for the Faculty Recognition Day event. She thanked Lisa Karlstein for getting the donation. Harrington Construction does not want publicity for the contribution. Additional funds are needed for the event.

4. APPROVAL OF MINUTES

- a. November 17, 2016 Academic Senate Meeting (attachment)  
*A motion was made by Mr. Larry Veres and seconded by Ms. Susan Knapp to approve minutes of the November 17, 2016 Academic Senate meeting.*

*Motion carried with one (1) correction. No abstentions.*

5. REPORTS (5 minutes maximum)

- a. Academic Policies & Procedures Committee (AP&P) - Dr. Darcy Wiewall  
Dr. Darcy Wiewall presented the Academic Policies & Procedures report - see attachment. She reviewed the AP&P process and reiterated the urgency for approval of each course in order to produce the catalog 1.5 years out.

Dr. Gat thanked Dr. Wiewall and the committee for their diligence and hard work.

- b. Outcomes Committee - Dr. Glenn Haller  
Dr. Glenn Haller reported the WEAVE replacement is in process.

## 6. DISCUSSION ITEMS

## 7. ACTION ITEMS

### a. College Hearing Panel & Grievance Committee

- 1) Kathy Osburn
- 2) Richard Fleishman
- 3) Terrence Rezek,
- 4) Dr. Aurora Burd
- 5) Debra Anderson
- 6) Joseph Esdin
- 7) Carlos Hernandez
- 8) Ronald Chapman
- 9) John Taylor
- 10) Lisa Karlstein

*A motion was made by Dr. Susan Lowry and seconded by Mr. Jack Halliday to approve the aforementioned faculty to serve as faculty representatives on the 2016-17 College Hearing Panel and Grievance Committee.*

Dr. Lowry expressed her pleasure in seeing new people come forward to volunteer.  
*Motion carried unanimously.*

### b. Academic Policies & Procedures AP&P Committee Course/Program Recommendations Dr. Darcy Wiewall (attachments)

*1) A motion was made by Dr. Susan Lowry and seconded by Ms. Lisa Karlstein to approve the corrected Academic Policies & Procedures AP&P Committee Course/Program Recommendations for Biology and Chemistry as outlined in the attachment.*

*Motion carried unanimously.*

*2) A motion was made by Ms. Susan Knapp and seconded by Mr. Van Rider to approve the Corporate and Community Education (CCE) courses as outlined in the attachment.*

Dr. Wiewall explained four (4) new CCE courses were added that followed the same review process as new courses.

Three (3) senators challenged the process and expressed concern their department did not review the CCE courses. Dr. Ed Beyer requested pulling 21 courses the Business department does not have evidence of reviewing.

Ms. Melissa Jauregui explained it would be a contradiction in policy to allow courses to be re-submitted unless significant changes were made; bringing back a course otherwise would be unfair. Ms. Jauregui can produce the signed documents to prove the courses were indeed approved according to process. Dr. Wiewall explained the mini 10-hour refresher courses have been offered through CCE for several years, and were moved through the cycle and reaffirmation process as required by Title 5. Dr. Gat noted the possibility of an internal issue where faculty may have signed off on the course(s) without sharing with their department.

*3) A motion was made by Mr. Larry Veres and seconded by Ms. Lisa Karlstein to amend the motion.*

*A motion was made Ms. Susan Knapp and seconded by Ms. Lisa Karlstein to approve the list of Corporate and Community Education courses, contingent upon Dr. Wiewall providing documentation the 21 courses in question had been granted proper approval.*

Mr. Larry Veres stated the CCE courses do not conflict in any way with AVC courses; they are short courses for a specific purpose.

Dr. Bonnie Suderman explained the course lists are to be shared within departments by perspective AP&P representatives; everyone was to receive the list. While a CCE course may mirror part of an AVC course, they are designed for community members who desire a course with minimal hours. She cited Dr. O'Neil's study that revealed the majority of CCE students do not take full-semester courses.

A new CCE course is initially agendized in AP&P as informational. Dr. Wiewall reiterated the responsibility of AP&P representatives to share the course list and report feedback at the following meeting. Dr. Wiewall agreed to pull the 21 courses in question to determine whether process was followed. If the process was not followed, her recommendation is to pull the courses and resubmit as new. Her concern is not to violate the established process.

*Motion carried with four (4) abstentions.*

c. Emergency Executive Power Act - EMERGENCY ITEM

Dr. Gat introduced the Emergency Executive Power Act, an act to increase the pool of faculty to serve on hiring committees:

***The Senate Executive Committee shall have, until the date noted in these Acts, the power to add to the Faculty Hiring Pool without notification to the Senate as a whole.***

***These Powers to Add shall end on Feb. 16, 2017.***

*A motion was made by Dr. Ken Shafer and seconded by Ms. Susan Knapp to approve the aforementioned Emergency Executive Power Act.*

Dr. Gat explained because of the new positions, faculty representatives are desperately needed to serve on hiring committees during intersession. The emergency act will give power to the senate executive to appoint volunteers. The act will sunset on February 16, 2017.

Dr. Lowry impressed the importance of the appointments in order to fill the positions quickly.

*Motion carried unanimously.*

8. INFORMATIONAL ITEMS

a. Law Scholars as Standing Senate Committee

Dr. Gat reported the item will be readdressed in spring once the Bylaws Committee establishes the criteria for creating new senate standing committees.

b. Faculty Hiring Committees - Intersession - Senate Exec

Dr. Gat reported an immediate need to appoint a faculty representative to serve on the hiring committee for the ***Automotive Technician*** position. The senate executive appointed Ms. Deborah Sullivan Ford. Ms. Susan Snyder will serve as back-up if Ms. Ford is unable to serve.

9. ANNOUNCEMENTS

10. ADJOURNMENT

The Academic Senate meeting of December 1, 2016 was adjourned at 3:53 p.m. by Dr. Irit Gat, Academic Senate President.

<b>2016-17 ACADEMIC SENATE MEETINGS &amp; COMMITTEE REPORTS</b>	
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Guests/Ex-Officio: Dr. Ed Beyer, Melissa Jauregui, Dr. Darcy Wiewall, Deborah Dickinson (proxy) Y=Yes, N=No, A=Abstain, NP = Not Present, MF=Motion Failed, 1=Motion, 2=Second			ADD 7C Emergen	4a 11/3/16 Minute	7a College Hearin	7b1 AP&P Recom	7b2 AP&P Recom	7b3 AP&P Recom	7c Emergency Ex
December 1, 2016 Senate	Present	Proxy	Y/N/A	Y/N/A	Y/N/A	Y/N/A	Y/N/A	Y/N/A	Y/N/A
Bowen, Jason	X		Y	Y	Y	Y	Y	Y	X
Burrell, Carolyn	X		Y	Y	Y	Y	Y	Y	X
Christopher, Violet	X		Y	Y	Y	Y	Y	Y	X
Flores-Kagan, Diane	X		Y	Y	Y	Y	Y	A	X
Fuller, Rosa	X		Y	Y	Y	Y	Y	Y	X
Gat, Irit	X		Y	Y	Y	Y	Y	Y	X
Ginosian, Dezdemona	X		Y	Y	Y	Y	Y	Y	X
Haller, Glenn	X		Y	Y	Y	Y	Y	Y	X
Halliday, Jack	X		Y	Y	2	Y	Y	Y	X
Harper, Jessica	X		Y	Y	Y	Y	Y	Y	X
Jaffe, Matthew	X		Y	Y	Y	Y	Y	A	X
Karlstein, Lisa	X		Y	Y	Y	2	Y	2	X
Knapp, Susan	X		Y	2	Y	1	1	1	2
Leighton, Jonet	X		Y	Y	Y	Y	Y	A	X
Lowry, Susan	X		Y	Y	1	1	Y	Y	X
Mitchell, Kathryn	X		Y	Y	Y	Y	Y	Y	X
Motawakel, Rick	X		Y	Y	Y	Y	Y	Y	X
Palmetto-DeSpain, Tamira	X		Y	Y	Y	Y	Y	Y	X
Rao, Harish	X		Y	Y	Y	Y	Y	Y	X
Rezek, Terry	X		2	Y	Y	Y	Y	Y	X
Rider, Van	X		1	Y	Y	Y	2	Y	X
Shafer, Ken	X		Y	Y	Y	Y	Y	Y	1
Snyder, Susan	NP	X	Y	Y	Y	Y	Y	Y	X
Sundberg, Liz	X		Y	Y	Y	Y	Y	Y	X
Veres, Larry	X		Y	1	Y	Y	Y	A	X

**Academic Senate Meeting: November 3, 2016**

Bowen, Jason	
Burrell, Carolyn	
Christopher, Violet	
Flores-Kagan, Diane	
Fuller, Rosa	
Gat, Irit	
Ginosian, Dezdemonia	
Haller, Glen	
Halliday, Jack	
Harper, Jessica	
Jaffe, Matthew	
Karlstein, Lisa	
Knapp, Susan	
Leighton, Jonet	
Lowry, Susan	
Mitchell, Kathryn	
Motawakel, Rick	
Palmetto-DeSpain, Tamira	
Rao, Harish	
Rezek, Terry	
Rider, Van	
Shaffer, Ken	
Snyder, Susan	
Sundberg, Liz	
Veres, Larry	



12-1-16 AP&P End of Semester Senate Report  
Dr. Darcy L. Wiewall

- Review the AP&P curriculum process.
- Title 5 regulations state that all courses/programs come through a regular review & reaffirmation cycle once every 6 years.
- Because of the UC's require a 5 year cycle we have implemented, a 5 year cycle with courses/programs being approved.
- In the Spring, AP&P provides a list of all courses & programs that need to be reviewed in the following Fall semester for inclusion in the next years catalog.
  - eg., Spring 2016 released the list for approval this Fall semester to be included in the 2017-2018 catalog.
- Courses need to be approved by AP&P the 12<sup>th</sup> week of the semester,
- In order to make the Senate agenda & be approval
- Board of Trustees December meeting.
- Forwarded to the Chancellors office for approval which takes 3-4 months.
- For inclusion in the 2017-2018 catalog which is published in May.
- Apologize for not being here at the last senate meeting.
- We had to hold an emergency AP&P meeting in order to get the last of the courses/programs approved in order to have them included on today's senate agenda for approval.
- No changes have been made to AP&P procedures regarding course or program approval processes, including Corporate and Community Ed (CCE) courses.
- The memo the Senate tabled at the last meeting was a review and reaffirmation of the existing CCE courses.
- I will address the CCE memo when we discuss the Action Items.

REPORT: This semester AP&P approved

- 5 New Advancement Placement Exams
- 5 new CCE course
- 9 new courses
- 314 Revised courses
- 10 course deactivations
- 10 revised programs
- 2 new programs
- 4 Instructional material fee changes
- Only five courses not approved; in the revision process.

## Corporate Community Ed (CCE) Memo:

- As previously outlined, Title 5 requires course/program review and reaffirmation once every 6 years.
- CCE courses fall under the same review process as any other course.
- While we have this in place for AVC courses we did not have the same review process in place for CCE courses.
- To be in compliance with Title 5, we recommended that the CCE courses be reviewed and reaffirmed once every 2 years.
- In the Spring 2016 we asked CCE to compile a list of all the course offerings including a course description, class hours and max students and cost of enrollment.
- The memo was submitted to AP&P in the summer.
- The memo was an Information item on the September 8, 2016 agenda.
- At that time all representatives were asked to share the list with their respective divisions and collect feedback to report at the next meeting.
- The memo returned to the September 22, 2016 agenda as an action item.
- Division reps were asked to report feedback and the memo was approved on that day.
- This is the memo that was presented to you at the last Senate meeting.
- These courses listed in the memo are not new course but existing CCE courses that have been offered for many years.
- Stress: Proper AP&P procedures were followed.
- Once a CCE course approved
- See AP&P Handbook Page 106 Section #11
  - once AP&P has approved a Corporate and Community Services Offering, it need not go through the review process again unless there are \*substantive changes to the offering or has not been offered in 2 years;
  - Violate our own established process
  - Approve memo with the amendment to exclude these courses \_\_\_\_\_????

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

To: Academic Senate  
From: Dr. Darcy Wiewall, AP&P Cochair  
Date: November 22, 2016  
Subject: AP&P Committee Recommendations for Academic Senate Approval

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The following items were reviewed and approved by the Academic Policies and Procedures (AP&P) Committee:

**Items Approved by AP&P:**

1. Corporate Community Education Course Offering Memo

**New Corporate Community Education Courses Approved by AP&P:**

1. Automated External Defibrillator Training
2. Emergency Response for Home, Community, and Workplace
3. Managing Arrhythmias of the Heart
4. CISSP Examination Training

**New Courses Approved by AP&P:**

1. ART 106, History of Art: Asia
2. ART 119, Introduction to Printmaking
3. ART 163, Painting II
4. ART 170, Drawing II
5. MUSC 124A, Jazz Improvisation A
6. MUSC 124B, Jazz Improvisation B
7. MUSC 124C, Jazz Improvisation C
8. AFAB 140, Pneudraulics
9. FTEC 285, NWCG Wildland Firefighter Academy

**Revised Courses Approved by AP&P:**

1. ABDY 122, Basic Automotive Refinishing
2. ABDY 123, Automotive Refinishing
3. ABDY 125, Basic Automotive Refinishing
4. ABDY 212, Advanced Automotive Collision Repair I
5. ABDY 213, Advanced Automotive Collision Repair II
6. ABDY 215, Advanced Automotive Collision Repair
7. ABDY 222, Advanced Automotive Refinishing I
8. ABDY 223, Advanced Automotive Refinishing II
9. ABDY 225, Advanced Automotive Refinishing
10. ACRV 100, Introduction to Refrigeration and Air conditioning
11. ACRV 115, Basic Refrigeration Systems and Controls
12. ACRV 122, Residential Air Conditioning Systems
13. ACRV 123, Residential Air Conditioning Controls
14. ACRV 125, Residential Air Conditioning Systems and Controls
15. ACRV 212, Commercial Refrigeration Systems
16. ACRV 213, Commercial Refrigeration Controls
17. ACRV 223, Commercial Air Conditioning Systems
18. AFAB 110, Introduction to Aircraft Structures, Blueprints and Manufacturing Documentation
19. AFAB 115, Aircraft Structures
20. AFAB 120, Composites Fabrication and Repair
21. AFAB 210, Aircraft Production Systems
22. ANTH 101 Online and Hybrid, Introduction to Biological Anthropology
23. ANTH 101, Introduction to Biological Anthropology

24. ANTH 101L, Biological Anthropology Laboratory
25. ART 101, History of Art, Prehistoric to Gothic
26. ART 145, 2-D Design Basics
27. ATH 100, Introduction to Athletic Training
28. ATH 102, Practical Applications of Athletic Training I
29. ATH 103, Practical Applications of Athletic Training II
30. ATH 103L, Practical Applications of Athletic Training II Lab
31. AUTO 100, Basic Automotive
32. AUTO 101, Basic Automotive Practicum
33. AUTO 113, Advanced Engine Rebuilding (Advanced)
34. AUTO 125, Automotive Chassis
35. AUTO 127, Automotive Suspension, Steering, and Alignment
36. AUTO 128, Automotive Power Trains
37. AUTO 130, Basic Automatic Transmissions and Transaxles
38. AUTO 150, Automotive Electrical Systems
39. AUTO 151, Automotive Chassis and Body Electrical Systems
40. AUTO 152, Automotive Ignition Systems
41. AUTO 153, Automotive Starting and Charging Systems
42. AUTO 175, Automotive Fuel, Emissions Systems, and California Clean Air Car Course
43. AUTO 177, Electronic Fuel Injection
44. AUTO 198H, Advanced Emissions Diagnostics Training Seminar (BAR "20" hour Update)
45. BUS 101 Online and Hybrid, Introduction to Business
46. BUS 101, Introduction to Business
47. BUS 105, Business Mathematics
48. BUS 111, Business English
49. CA 103 Online, Introduction to Computers and Digital Technology
50. CA 103, Introduction to Computers and Digital Technology
51. CA 111 Online and Hybrid, Word Processing – Microsoft Word
52. CA 111, Word Processing – Microsoft Word
53. CA 121 Online, Microcomputer Spreadsheets
54. CA 121, Microcomputer Spreadsheets
55. CA 131, Relational Database Management and Design
56. CA 141, Developing PowerPoint Presentations
57. CFE 150, Parenting: Infancy
58. CFE 151, Parenting: The Preschool Child
59. CFE 152, Parenting: The Elementary and Preadolescent Child
60. CFE 155, Single Parenting
61. CFE 156, Stepparenting and Blended Family
62. CFE 157, Parenting the Exceptional Child
63. CHEM 210, Organic Chemistry
64. CHIN 102, Elementary Chinese 2
65. CHIN 201, Intermediate Chinese
66. CHIN 202, Intermediate Chinese
67. CIS 111 Online, Introduction to Programming and Algorithms
68. CIS 111, Introduction to Programming and Algorithms
69. CIS 123, Assembly Language and Computer Architecture
70. CT 105, Principles of Sewing
71. CT 110, Fundamentals of Clothing Construction
72. DA 102, Beginning Ballet
73. DA 103, Beginning Modern Dance
74. DA 104, Beginning Jazz Dance
75. DA 105, Beginning Tap Dance
76. DA 107A, Dance Performance
77. DA 107B, Dance Performance
78. DA 107C, Dance Performance
79. DA 108, Dance Ensemble
80. DA 113, World Dance-Ethnic Forms
81. DA 115, Dance Repertory
82. DA 116, Dance Improvisation

83. DFST 206, Creative Signing
84. DM 101, Digital Media Arts
85. DM 101L, Digital Media Arts Lab
86. DM 103, Graphic Design I
87. DM 103L, Graphic Design I Lab
88. DM 105L, Interactive Media Lab
89. DM 106, Video Design and Production I
90. DM 110L, Motion Graphics Lab
91. DM 112L, Experimental Digital Video Lab
92. DRFT 250, Introduction to 3-D CAD Drafting
93. ECON 100 Hybrid, Survey of Economics
94. ECON 100, Survey of Economics
95. ECON 102 Online and Hybrid, Principles of Microeconomics
96. ECON 102, Principles of Microeconomics
97. ELEC 110, Fundamentals of Electricity
98. ELEC 115, Electrical Codes and Ordinances
99. ELEC 120, Residential Wiring
100. ELEC 130, Alternating Current Theory
101. ELTE 105, Introduction to Robotics
102. ELTE 140, Microprocessor Systems I
103. ENGL 115, Introduction to Technical Communication
104. ENGR 130L, Materials Science Lab
105. ENGR 185, Digital Logic and Design
106. FREN 202, Intermediate French 2
107. FREN 203, Advanced French
108. FTEC 113, Fire Protection Equipment and Systems
109. FTEC 215, Rescue Practices
110. FTV 101, Introduction to Film
111. FTV 107, History of Film, Pre 1950
112. FTV 108, History of Film, 1950-Present
113. FTV 201, Intercultural and Women's Film
114. FTV 215, Directing for Film and Video
115. FTV 220, Advanced Screenwriting
116. FTV 230, Digital Cinematography
117. GEOG 101 Hybrid, Physical Geography: Earth's Surface Landscapes
118. GEOG 101, Physical Geography: Earth's Surface Landscapes
119. GEOG 101L, Physical Geography Lab: Earth's Surface Landscapes
120. GEOG 102L Online, Physical Geography Lab: Earth's Weather and Climate
121. GEOG 102L, Physical Geography Lab: Earth's Weather and Climate
122. GEOG 220, Data Acquisition and Management in Geographic Information Systems (GIS)
123. GEOG 221, Spatial Analysis in Geographic Information Systems (GIS)
124. GEOG 222, Cartography for Geographic Information Systems (GIS)
125. GEOG 298C, Special Studies in Geographic Information Systems (GIS)
126. GEOG 299, Special Topics-Field Geography
127. GEOL 102, Historical Geology
128. HD 100 Online and Hybrid, Basic Strategies for College Success
129. HD 100, Basic Strategies for College Success
130. HD 101 Online and Hybrid, College and Life Management
131. HD 101, College and Life Management
132. HD 102, Soldiers to Scholars
133. ID 100, Introduction to Interior Design
134. ID 110, Interior Drafting and Design
135. ID 120, Interior Design and the Elements of Color
136. ID 150, History of Design I
137. ID 160, Material Selection for Interior Design
138. ID 201, History of Design II
139. INT 101 Online and Hybrid, Principles of Sign Language Interpreting
140. INT 101, Principles of Sign Language Interpreting
141. KIN 103, Aerobic Conditioning

142.KIN 110, Advanced Baseball Techniques  
143.KIN 120, Advanced Football Techniques  
144.KIN 145, Advanced Women's Fast-Pitch Softball Techniques  
145.KIN 150, Beginning Swimming  
146.KIN 200, Intercollegiate Baseball  
147.KIN 215, Intercollegiate Cross Country  
148.KIN 220, Intercollegiate Football  
149.KIN 230, Intercollegiate Women's Soccer  
150.KIN 240, Intercollegiate Women's Softball  
151.KIN 255, Intercollegiate Track  
152.LAC 100 Hybrid, Introduction to Tutoring  
153.LAC 100, Introduction to Tutoring  
154.LAC 200, Advanced Tutoring  
155.LAC 299, Master Tutor  
156.LATN 101, Elementary Latin 1  
157.LATN 102, Elementary Latin 2  
158.LATN 201, Intermediate Latin  
159.MATH 230, Introduction to Ordinary Differential Equations  
160.MGT 201 Online and Hybrid, Small Business Management  
161.MGT 201, Small Business Management  
162.MOA 102 Online, Advanced Medical Terminology  
163.MOA 102, Advanced Medical Terminology  
164.MUS 111, Fundamentals of Music  
165.MUS 121, Voice Class  
166.MUS 131, Keyboard Skills I  
167.MUS 132, Keyboard Skills II  
168.MUS 142, Musical Theatre Workshop  
169.MUS 151, Beginning Music Theory  
170.MUS 153, Beginning Musicianship  
171.MUS 166, Beginning Orchestra  
172.MUS 167, Intermediate Orchestra  
173.MUS 185, Concert Choir  
174.MUS 231, Keyboard Skills III  
175.MUS 232, Keyboard Skills IV  
176.MUS 251A, Intermediate Music Theory  
177.MUS 251B, Advanced Music Theory  
178.MUS 253A, Intermediate Musicianship  
179.MUS 253B, Advanced Musicianship  
180.MUS 255A, Beginning Keyboard Harmony  
181.MUS 255B, Advanced Keyboard Harmony  
182.MUS 266, Advanced Orchestra  
183.MUSC 112, Commercial Music Theory  
184.MUSC 113, Popular Song Writing  
185.MUSC 122, Stage Voice  
186.MUSC 141, Concert Management  
187.MUSC 222, Popular Vocal Performance  
188.MUSC 223, Popular Instrumental Performance  
189.MUSC 225, Commercial Music Ensemble  
190.MUSC 273, Intermediate Jazz Ensemble  
191.MUSC 274, Advanced Jazz Ensemble  
192.NF 100 Online and Hybrid, Nutrition  
193.NF 100, Nutrition  
194.NF 103, Principles of Food Preparation  
195.NF 110, Sports Nutrition  
196.NS 101A, Fundamentals of Nursing Science  
197.NS 102A, Maternal and Newborn Nursing  
198.NS 103A, Medical Surgical Nursing I  
199.NS 200A, Nursing Transition  
200.NS 202A, Medical Surgical Nursing II

201.PHYS 110, General Physics  
202.PHYS 120, General Physics  
203.POLS 103, Comparative Government  
204.POLS 202, Ethnic Politics in America  
205.RCP 101, Fundamentals of Respiratory Care  
206.RCP 103, Concepts in Respiratory Care  
207.RCP 105, Fundamental of Clinical Respiratory Care  
208.RCP 202, Fundamentals of Intensive Respiratory Care  
209.SOC 115, Marriage and Family Life  
210.SPAN 202, Intermediate Spanish 2  
211.THA 101, Introduction to Theatre  
212.THA 103, Introduction to Stage Lighting  
213.THA 110, Fundamentals of Acting  
214.THA 115A, Rehearsal and Performance: Drama  
215.THA 115B, Rehearsal and Performance: Drama  
216.THA 116A, Rehearsal and Performance: Comedy  
217.THA 116B, Rehearsal and Performance: Comedy  
218.THA 117A, Rehearsal and Performance: Musical Theatre  
219.THA 118A, Rehearsal and Performance: Children's Theatre  
220.THA 118B, Rehearsal and Performance: Children's Theatre  
221.THA 121A, Theatre Production  
222.THA 125, Intermediate Acting Workshop  
223.THA 220, Fundamentals of Directing  
224.THA 225, Script Analysis  
225.THA 239, Intercultural and Women's Theatre  
226.VN 110, Self-Care: Fundamentals and Pharmacology  
227.VN 111, Nursing to Promote Self-Care Agency in the Child-Bearing Family and Pediatric Patient  
228.VN 112, Nursing to Promote Self-Care Agency in the Adult  
229.VN 113, Nursing Leadership to Promote Self-Care Agency in the Adult  
230.WDTP 101, Applied Water Treatment and Distribution Mathematics  
231.WELD 130, Advanced Shielded Metal Arc Welding  
232.WELD 145, Advanced Welding Processes  
233.WELD 212, Performance Welding-Arc Welding Processes  
234.WELD 240, Welding Layout

**Course Deactivations Approved by AP&P:**

1. ENGR 221, Engineering Thermodynamics
2. KIN 196, Water Safety Instructor
3. KIN 197, Lifeguard Training
4. OT 105, Beginning Keyboarding Technique
5. THA 120A, Rehearsal and Performance: Drama
6. THA 120B, Rehearsal and Performance: Comedy
7. THA 120C, Rehearsal and Performance: Musical Theatre
8. THA 120D, Rehearsal and Performance: Children's Theatre
9. THA 205, Advanced Acting Workshop

**Revised Programs Approved by AP&P:**

1. Administrative Assistant, Cert
2. Art History, AA-T
3. Administration of Justice, AS-T
4. Interior Design, AS
5. Interior Design, Cert
6. Level I – General Cert
7. Level II – Performance Specialty Cert
8. Office Specialist, Cert
9. Sociology, AA-T
10. Studio Arts, AA-T

### **New Program Development Approved by AP&P:**

#### 1. Associate in Science in Biology for Transfer

Biology is the scientific study of life through the observation of structure, function, reproduction, growth, origin, evolution, and behavior of living organisms and their relation to each other and their environment. Biologists have deepened our understanding of processes and interactions on all levels of biological organization from elucidating cellular processes to fight cancer to assessing interactions in communities that might help prevent the extinction of species. Studying biology provides a background for students to evaluate and understand new discoveries and to make informed decisions about the use of scientific knowledge to benefit all living organisms. The AS-T in Biology is designed to prepare students for transfer to a baccalaureate degree program in biology, particularly at the California State University.

The Associate of Science in Biology for Transfer (AS-T in Biology) prepares student for upper division biology courses, including general biology, cell or molecular biology, organism biology, marine biology, botany, zoology, ecology, evolution, genetics, anatomy, physiology, microbiology, and agricultural sciences.

The Associate in Science in Biology for Transfer (AS-T in Biology) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn the Associate in Science in Biology for Transfer (AS-T in Biology) degree a student must complete the following:

(1) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis.

#### **Required Courses:**

BIOL 110, General Molecular Cell Biology (5)

BIOL 120, General Organismal, Ecological, and Evolutionary Biology (5)

#### **Required Electives Group A:**

Select 21-22 units from the following:

CHEM 110, General Chemistry (5) and

CHEM 120, General Chemistry (5)

MATH 150, Calculus and Analytic Geometry (5)

PHYS 101, Introductory Physics (4) and

PHYS 102, Introductory Physics (4) or

PHYS 110, General Physics (4) and

PHYS 120, General Physics (4)

#### 2. Associate in Science in Chemistry for Transfer

Program Description: The Associate in Science in Chemistry for Transfer (AS-T in Chemistry) degree offers students a fundamental knowledge of chemistry and its relation to science, technology, and engineering. Students will enhance their problem solving and critical thinking skills by employing scientific principles.

The Associate in Science in Chemistry for Transfer (AS-T in Chemistry) degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses, but do not exclude admittance to other colleges or universities.

To earn the Associate in Science in Chemistry for Transfer (AS-T in Chemistry) degree a student must complete the following:

(1) Completion of 60 semester units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.



- (B) A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.
- ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis.

**Required Courses:**

CHEM 110, General Chemistry (5)  
CHEM 120, General Chemistry (5)  
CHEM 210, Organic Chemistry (4)  
CHEM 220, Organic Chemistry (4)  
PHYS 110, General Physics (4)  
PHYS 120, General Physics (4)  
MATH 150, Calculus and Analytic Geometry (5)  
MATH 160, Calculus and Analytic Geometry (4)

Antelope Valley College  
Community Services Offering

To: Academic Policies and Procedure (AP&P) Committee

From: Dr. L. Tom O'Neil, Dean

Date: April 7, 2016

Subject: Corporate and Community Services Offering Recommended for AP&P Approval

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The Following courses are offered through Corporate and Community Services:

1. Course Title: Intravenous Therapy Certification  
# Meetings: 6 / Hours per Class: / Maximum Students: 16 / Cost of Enrollment: \$225 / Material Fee: \$0 Description: Legal aspects, types of venipuncture devices, regulation of fluid flow, patient observation, psychological preparation, choice and preparation of equipment, venipuncture and technique, safety factors, and choice of vein.
2. Course Title: Phlebotomy  
# Meetings: 1 / Hours per Class: 6 / Maximum Students: 16 / Cost of Enrollment: \$65 / Material Fee: \$0 Description: This course is only the practice of blood withdrawal. 3 hrs. – Theory includes blood withdrawal Methods, appropriate method Selection, Safety measures and possible withdrawal site preparation and complications. 3 hrs. - Clinical includes Preparation of equipment, Safety factors, choice of artery withdrawal, Choice of blood withdrawal device, Techniques of venipuncture, arterial, Skin puncture practice and Universal precautions for infection control and 3 Needle Sticks.
3. Course Title: Recognition of Cardiac and Respiratory Emergencies (CPR)  
# Meetings: 1 / Hours per Class: 8 / Maximum Students: 16 / Cost of Enrollment: \$65 / Material Fee: \$4 Description: This is an American Heart Association CPR Course designed for individuals working in the healthcare field.
4. Course Title: Nursing Preceptorship  
# Meetings: / Hours per Class: / Maximum Students: / Cost of Enrollment: \$225 / Material Fee:  
Description: Provides optional experience that allows Associate Degree Nursing students to care for individuals and/or groups of patients in a clinical, outpatient, or community setting
5. Course Title: Respiratory Therapy Care Preceptorship  
# Meetings: / Hours per Class: / Maximum Students: / Cost of Enrollment: \$225 / Material Fee:  
Description: Provides optional experience that allows Associate Degree Respiratory Care students to care for individuals and/or groups of patients in a clinical, outpatient, or community setting.

6. Course Title: Food Handler Certification# Meetings: 1 / Hours per Class: / Maximum Students: / Cost of Enrollment: \$140 / Material Fee: Description: This course is the ServSafe Manager's level program offered by National Restaurant Association. The class is a 6-hour intensive course followed by a 2-hour exam
7. Course Title: Spanish Food Handler  
# Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: \$140 / Material Fee: Description: This course is the ServSafe Manager's level program offered by National Restaurant Association. The class is a 6-hour intensive course followed by a 2-hour exam Taught in Spanish.
8. Course Title: Notary Public Workshop  
# Meetings: 1 / Hours per Class: 10/ Maximum Students: / Cost of Enrollment: \$70 / Material Fee: \$45 Description: 6-hour class providing information needed to become a notary public.
9. Course Title: Loan Signing  
# Meetings: / Hours per Class: / Maximum Students: / Cost of Enrollment: \$70 / Material Fee: \$45 Description: Course includes information on the duties and responsibilities of the Notary Public as a loan signing specialist
10. Course Title: California Guard Card  
# Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: \$45 / Material Fee: Description: 8-hour training course necessary to secure a California Guard Card
11. Course Title: California Campus Security  
# Meetings: 3 / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$70 / Material Fee: Description: Students will be provided with knowledge of the school security officer's professional image, and school structure and organization as they relate to campus personnel, ancillary groups and constituent groups.
12. Course Title: SAT Reasoning Test Preparation  
# Meetings: 5 / Hours per Class: 20 / Maximum Students: / Cost of Enrollment: \$269 / Material Fee: \$40 Description: This SAT preparation program, presented by Innovation Education, features 16 hours of concrete instruction and a mock SAT test. This course is designed to maximize students' SAT scores & provide the best possible opportunity to compete for the college of their choice.
13. Course Title: GRE Test Preparation # Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: \$250 / Material Fee: \$40 Description: This seminar presented by Innovation Education will provide instruction and review of the required academic skills needed by prospective graduate students and business school applicants preparing to take the GRE Exam.
14. Course Title: Grant Writing Courses

# Meetings: 4 / Hours per Class: 28 / Maximum Students: / Cost of Enrollment: \$65 / Material Fee: \$34 Description: An invigorating, informative, hands-on workshop created for both new and experienced grant writers, executive directors, organizers, board members, community volunteers, development officers and individuals who want a detailed look at the grant writing process. It gives you a detailed look at the technology and practical tips available to speed-up grant research, by providing immediate information access needed to obtain resources from corporations, foundations, and government agencies. You will have step-by-step guidance on how to become a grant-writing consultant or to create a non-profit charity. The class will also cover scholarships. Introduces simple but proven ideas for success now. In this workshop participants will learn how fundraising has evolved, how new software (New Raiser's Edge and Fundraiser) will make it easier to track donors and reduce the pressures of a face-to-face request.

15. Course Title: Retirement Planning

# Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: \$49 spouse \$21 / Material Fee: Description: This course will help individuals analyze important issues that could have a positive or negative effect on what could be the retirement of their dreams

16. Course Title: Living Trust

# Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: \$20 / Material Fee:

Description: Understand the ways to avoid the expense, aggravation and time of a probate. Learn the importance of durable powers of attorney. Understand the financial pitfall of joint tenancy and how a living trust might save thousands of dollars of inheritance tax.

17. Course Title: Tai Chi

# Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: \$80 / Material Fee:

Description: This ancient form of martial arts is gentle, calming, relaxing, centering, slow-moving, and meditative. Learn how to control your breathing, focus your mind, and control the energy of your body

18. Course Title: Backpack Survival

# Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: \$50 / Material Fee: 10 Description: This intensive one-day seminar conducted by wilderness specialist Lee Bergthold is designed for anyone interested in general backpacking/mountaineering.

19. Course Title: Football Conditioning

# Meetings: 1 / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: \$20 / Material Fee:

Description: High School student's pre conditioning for Jr. College level football.

20. Course Title: Becoming a Veterinary Assistant

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$100 / Material Fee: Description: Practicing veterinarian prepares you to work in a veterinary office or hospital.

21. Course Title: Certificate in Complementary and Integrative Health

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$210 / Material Fee: Description: Enhance your professional marketability by gaining a broad understanding of complementary and integrative health care options.

22. Course Title: Certificate in Global Healing Systems

# Meetings: Online / Hours per Class: 13/ Maximum Students: / Cost of Enrollment: \$78 / Material Fee: Description: Deepen your knowledge of medical treatment by exploring alternative health care practices from India, China, Eastern Europe, and Central, North, and South America.

23. Course Title: Certificate in Healthy Aging

# Meetings: Online / Hours per Class: 10 / Maximum Students: / Cost of Enrollment: \$65 / Material Fee: Description: Gain an overview of aging, including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging.

24. Course Title: Certificate in Holistic and Integrative Health

# Meetings: Online / Hours per Class: 33 / Maximum Students: / Cost of Enrollment: \$350 / Material Fee: Description: Explore the exciting, growing field of holistic and integrative health in this comprehensive certificate program designed for health care professionals and consumers.

25. Course Title: Certificate in Holistic and Integrative Health: Foundation 1

# Meetings: Online / Hours per Class: 14 / Maximum Students: / Cost of Enrollment: \$120 / Material Fee: Description: This certificate program focuses on foundational concepts in holistic and integrative health, including stress management, physical activity and movement, nutrition, and healing environments.

26. Course Title: Certificate in Holistic and Integrative Health: Foundation 2

# Meetings: Online / Hours per Class: 10 / Maximum Students: / Cost of Enrollment: \$115 / Material Fee: Description: In this four-lesson certificate program, you'll examine the healing systems of Ayurvedic and traditional Chinese medicine, explore the connection between health and the human spirit, and learn about ancient and diverse practices of meditation.

27. Course Title: Certificate in Holistic and Integrative Health: Foundation 3

# Meetings: Online / Hours per Class: 9 / Maximum Students: / Cost of Enrollment: \$66 / Material Fee: \$0 Description: In this certificate program, you'll explore the concepts of four holistic therapeutic modalities as you focus on the use of humor, music and sound, energy healing, and massage and bodywork in healing.

28. Course Title: Certificate in Meditation

# Meetings: Online / Hours per Class: 8 / Maximum Students: / Cost of Enrollment: \$68 / Material Fee: Description: In this certificate program, you'll explore the many meditation techniques that can be used to support the mind-body connection and promote healing, health, and wellness.

29. Course Title: Certificate in Pain Assessment and Management

# Meetings: Online / Hours per Class: 12 / Maximum Students: / Cost of Enrollment: \$170 / Material Fee: Description: This certificate provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, which include adults, children, and the elderly with cancer related and non-cancer related pain

30. Course Title: Certificate in Starting Your Own Business in Health and Healing

# Meetings: Online / Hours per Class: 10/ Maximum Students: / Cost of Enrollment: \$66 / Material Fee: Description: Learn virtually everything you need to know to start a health and wellness business, including marketing, financing, and creating a business plan.

31. Course Title: Certificate in Stress Management

# Meetings: Online / Hours per Class: 14 / Maximum Students: / Cost of Enrollment: \$84/ Material Fee: \$0 Description: Explore the physiological, social, and psychological impacts of stress and study modalities to get stress under control.

32. Course Title: Empowering Students with Disabilities

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

33. Course Title: Explore a Career as a Paralegal

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Find out if a paralegal career is the perfect choice for you, as you explore the fundamentals of U.S. law and legal terminology.

34. Course Title: Explore a Career in Nursing

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Learn what it takes to become an LPN or RN, and discover all of the exciting and rewarding opportunities awaiting you in the field of nursing.

35. Course Title: Growing Plants for Fun and Profit

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: \$0 Description: An industry professional teaches you everything you need to prosper in the backyard nursery business.

36. Course Title: Happy and Healthy Pregnancy

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: In this course, you'll learn how the stages of pregnancy affect your body, emotions, and budget, and how to prepare yourself and your family to welcome your new baby.

37. Course Title: How to Get Started in Game Development

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: \$0 Description: Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms.

38. Course Title: Introduction to Python 2.5 Programming

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces.

39. Course Title: Introduction to Python 3 Programming

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Enhance your résumé by adding Python to your programming skills.

40. Course Title: Introduction to Windows 8

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Learn how get the most from the Microsoft Windows 8 operating system, including managing apps, programs, photos, files, and folders.

41. Course Title: Introduction to XML

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: \$0 Description: Master the essentials of programming in XML and learn to control formatting, display graphics, manage XML documents, and much more.

42. Course Title: Jump-Start Your Career with LinkedIn

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Learn how to use LinkedIn, a free and popular job search and career development tool, and gain the power of the Internet to expand your professional network.

43. Course Title: PC Security

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Use ethical hacking techniques to locate and close security holes in your own network.

44. Course Title: Project Management Applications

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Experienced project manager teaches you tricks of the project management trade.

45. Course Title: Project Management Fundamentals  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$45 /  
Material Fee: Description: Gain the skills you'll need to succeed in the fast-growing field of project management.
46. Course Title: Skills Making Great Decisions  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: Description: Learn how to make excellent everyday decisions from an experienced counselor and life coach.
47. Course Title: Solving Classroom Discipline Problems II  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: Description: In this professional development course, you'll get the teacher training you need to deal effectively with serious discipline problems and help even the most challenging students you're teaching make more responsible choices.
48. Course Title: Solving Classroom Discipline Problems  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: Description: Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.
49. Course Title: Spanish for Law Enforcement  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: Description: Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations.
50. Course Title: Spanish for Medical Professional  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: Description: Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.
51. Course Title: Spanish for Medical Professionals II  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: Description: Build on your foundation of Spanish for healthcare providers by learning medical terminology and phrases from a variety of medical fields as well as Spanish grammar.
52. Course Title: Start Your Own Edible Garden  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: \$0 Description: Learn how to grow delicious, nutritious fruit and vegetables in your own backyard.
53. Course Title: Start a Nonprofit



# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Industry veteran shows you how to take a nonprofit business from vision to reality.

54. Course Title: Understanding the Cloud

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Learn everything you need to truly understand the cloud—including how it works, what drives it, why it's so popular, and how to make the cloud work for you.

55. Course Title: Using Social Media in Business

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—to grow and promote your business.

56. Course Title: The Home Inspection Training Program

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$4500 / Material Fee: Description: This program incorporates the Standards of Practice of ASHI (American Society of Home Inspectors). The program is based on curriculum developed by ASHI in conjunction with Columbia Assessment Services Inc., as a result of their Role Delineation Study of the home inspection profession. The Home Inspection Training Program is designed to teach in a logical, progressive way. For each component and house system, the approach follows this simple 10 step learning process.

57. Course Title: Pharmacy Technician Training

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$1995 / Material Fee: Description: In less than 6 months, you can prepare for a successful new career as a Pharmacy Technician! The program helps you to quickly gain the knowledge and skills you need to get a good job to better support your family and improve your financial stability. The program will prepare you for the Pharmacy Technician Certification Board (PTCB) Exam; train you for careers in both retail and institutional healthcare settings; and help you gain the necessary knowledge and skills to begin working immediately upon graduation.

58. Course Title: Medical Transcription Editor

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$2995 / Material Fee: Description: Obtain your Medical Transcription certificate through this online program presented by Career Step. You will learn about software and hardware products developed for the healthcare environment; keyboard basics, medical word building; basic human structures and the major body systems; medical language; basic pharmacology; and medical and diagnostic reports. You will focus on the fundamentals of transcription and gain practical experience transcribing clinic notes and basic acute care dictation files, and you will be provided information and exercises for tracking and improving productivity. A midterm and final exam are included, along with administrative and marketing support, program benefits, and program materials.

59. Course Title: Introduction to Microsoft Outlook 2013

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Get up to speed with the latest developments in Outlook, including how to manage your email, calendar, and contacts and how to get the most out of program tools such as Search Folders and Quick Steps.

60. Course Title: Assisting Aging Parents

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$100 / Material Fee: Description: Be prepared to handle the challenges you and your parents will face in the coming years, while learning to cherish the transition.

61. Course Title: Start Your Own Gift Basket Business

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer.

62. Course Title: Start Your Own Online Business

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Learn how to leverage the Internet to start your own online business and build a website to sell your traditional and digital products and services.

63. Course Title: Intermediate InDesign CC

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Learn to use advanced features in Adobe InDesign Creative Cloud (CC) to produce professional brochures, forms, and documents.

64. Course Title: Certificate in End of Life Care

# Meetings: Online / Hours per Class: 18 / Maximum Students: / Cost of Enrollment: \$190 / Material Fee: Description: The Certificate in End-of-Life Care will enhance the knowledge and skills of health care professionals and individuals who work with or care for those experiencing a terminal illness.

65. Course Title: Become an Optical Assistant

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$100 / Material Fee: Description: earn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities.

66. Course Title: LPI Linux Essentials Exam Prep

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 / Material Fee: Description: Master the Linux operating system using both the graphical desktop and the text-based command line environments and prepare for the Linux Professional Institute (LPI) Linux Essentials exam.

67. Course Title: Certificate in Gerontology

# Meetings: Online / Hours per Class: 25 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: Description: Earn a certificate proving you with the skills required to meet the health care needs of a rapidly aging population.

68. Course Title: Ready, Set, Read!

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$195 /  
Material Fee: Description: A learning specialist shows you how to raise a successful reader and writer.

69. Course Title: Become a Veterinary Assistant II: Canine Reproduction

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$100 /  
Material Fee: Description: Practicing veterinarian teaches you to manage the entire canine breeding cycle, from assessing the health of parents to puppy care.

70. Course Title: Creating a Classroom Website

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$100 /  
Material Fee: Description: Learn how to create a classroom website and how having one can make you a more effective and dynamic teacher.

71. Course Title: Lose Weight and Keep It Off

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$100 /  
Material Fee: Description: Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

72. Course Title: Become a Veterinary Assistant III: Practical Skills

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$100 /  
Material Fee: Description: Learn the practical skills you'll need to be a valuable veterinary assistant or educated pet owner.

73. Course Title: Become a Physical Therapy Aide

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$100 /  
Material Fee: Description: Prepare for a rewarding career as a valued member of the physical therapy team.

74. Course Title: Understanding Adolescents

# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$100 /  
Material Fee: Description: Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs.

75. Course Title: Certificate in Food, Nutrition, and Health

# Meetings: Online / Hours per Class: 16 / Maximum Students: / Cost of Enrollment: \$96 /  
Material Fee: Description: In this certificate program, you'll gain a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health.

76. Course Title: Administrative Assistant Fundamentals  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: Description: Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.
77. Course Title: Administrative Assistant Applications  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: Description: Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.
78. Course Title: Creating a Successful Business Plan  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: Description: Turn your business ideas into a solid plan for financing and long-term success.
79. Course Title: Keys to Successful Money Management  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: Description: Certified financial planner shows you how most wealthy people build their fortunes.
80. Course Title: Secrets of the Caterer  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: Description: Learn cooking and business secrets from a professional caterer.
81. Course Title: Achieving Success with Difficult People  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: Description: Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.
82. Course Title: Introduction to Stock Options  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$100 /  
Material Fee: Description: Learn how stock options can protect your portfolio and help you profit in any type of market.
83. Course Title: Stocks, Bonds, and Investing: Oh, My!  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$100 /  
Material Fee: Description: Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.
84. Course Title: The Analysis and Valuation of Stocks  
# Meetings: Online / Hours per Class: 24 / Maximum Students: / Cost of Enrollment: \$95 /  
Material Fee: Description: Discover valuable techniques that show you step-by-step how to research and value stocks.



**ANTELOPE VALLEY COLLEGE**

**Social and Behavioral Sciences, Child and Family Education,  
And Economic Development**

DATE: November 23, 2016

TO: Academic Senate

FROM: Dr. Tom O'Neil

RE: Corporate and Community Service

There seems to be some confusion about offerings of Corporate and Community Services (CCS) thus I am writing to correct any misunderstandings.

CCS exists to serve the Antelope Valley in terms of training with contract education and public offerings. It seems that the public offerings option has led to some confusion. All public offerings of CCS are not-for-credit offerings to serve those in need of brief training to acquire employment, enhance employment, or general interest.

The offerings are typically brief and very specific and do not conflict with any credit programs of the college. In fact the process of every class is to have it reviewed by the appropriate faculty member and the Dean of the subject area. Following their approval it is submitted to AP&P for review. Following the process outlined in the procedures it is then submitted back to the Dean of CCS to market and deliver the training. If the numbers of customers is not adequate to deliver the training it is either postponed or not offered.

In one instance a faculty member was convinced that one CCS offering was taking students away from their class. The offering consisted of 24 hours of on-line instruction and the offering on campus was between 48 and 54 hours. Research was conducted and it was discovered that only one student took advantage of this class over a three year period. Most all CCS customers are individuals who are not interested in pursuing a degree, nor becoming a student at AVC. Most customers are interested in "just in time- just enough" training to meet their personal needs are they not interested in becoming a student or registering at the college. However, in every offerings we do market the degree and credit options of the campus.

Thus CCS public offerings do not in fact conflict with the regular credit offerings. Student who take our offerings are very specific in what they want and are driven by personal or community needs. Every class is evaluated and this information is shared with the instructor. In fact, a number of options in CCS have in fact become credit offerings. Thus it is a way by which a faculty member or the Dean can do a dry run on an offering to determine applicability and see if there is interest. It is also a way by which a faculty member can earn extra salary as it does not conflict with LHE. A number of our faculty do offer programs which are not in conflict with credit offering but are needed for the community.

CCS will continue to comply by sending any new course offerings or substantive changes to the offering or has not been offered in 2 years to AP&P for approval as stated in the Academic Senate Policy in attachment A.

## Attachment A

*According to Title 5 § 55002, Community Service Offerings are those offerings (classes) that meet the following minimum requirements:*

- 1) approved by the district governing board;*
- 2) 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) conducted in accordance with a predetermined strategy or plan;*
- 5) open to all members of the community willing to pay fees to cover the cost of the offering;*
- 6) may not be claimed for apportionment purposes. In addition to meeting the above requirements, the Academic Senate feels strongly that any proposed course, offering, or program first gain faculty support.*

*Therefore, community services offerings at Antelope Valley College are subject to division review and approval before going to the AP&P Committee. Guidelines:*

- 1) the Dean for Corporate and Community Services will keep faculty informed of offerings needed or being developed as Corporate and Community Services Offerings and, when possible, use currently employed permanent or adjunct faculty to develop and teach these offerings;*
- 2) once a Corporate and Community Services Offerings has been proposed/developed, a Corporate and Community Services Offerings Outline form must be completed;*
- 3) the Dean for Corporate and Community Services then sends the Corporate and Community Services Offerings Outline form to the appropriate division for review by the dean and the AP&P representative, who consult with division faculty;*
- 4) if there is a question as to which division the offering falls under, it should be sent to the AP&P faculty co-chair for review and approval or to determine the appropriate division;*
- 5) if the division dean, the AP&P representative, and the faculty have no concerns or questions, they will sign off on the offering(s) and return the form(s) to the Dean for Corporate and Community Services;*
- 6) if the division dean, the AP&P representative, or the faculty have concerns or questions, they will meet with the Dean for Corporate and Community Services to discuss their concerns or questions and present suggestions for revision;*
- 7) the division dean, the AP&P representative, and the faculty then have the right to approve the offering or not; if approved, signatures are required on the form;*
- 8) prior to publishing a schedule of Corporate and Community Services Offerings, the Dean for Corporate and Community Services will present a copy of*

*the signed and approved Corporate and Community Services Offerings Outline to the AP&P Committee for review and approval;*

*9) the Dean for Corporate and Community Services, AP&P Representative, and Faculty must be present at the AP&P meeting to answer questions regarding course offering, if the faculty is unable to attend the meeting due to extreme hardship then the use of SKYP or CCCConfer may be an option if the location of the meeting has the technology capabilities.*

*10) final approval by AP&P is generally granted based upon appropriate division approval of offering(s);*

*11) once AP&P has approved a Corporate and Community Services Offering, it need not go through the review process again unless there are \*substantive changes to the offering or has not been offered in 2 years;*

*12) the Dean for Corporate and Community Services then takes the approved Community Service Offerings to the Board for final approval before they are published and offered.*

*13) During summer/intersession when AP&P does not meet, steps 1-7 must still be completed; however, steps 8 and 9 will be handled by the faculty co-chair of AP&P, the Academic Senate President, and the Vice President of Academic Affairs.*

*\*Substantive changes: AP&P Committee as a whole will determine whether the changes made to a course require the presence of the faculty in order to clarify concerns.*

CCS thanks you for your time and support of the documents approved above and in the Senate By-Laws B205.0 stating: "Academic Policies and Procedures B205.1. All information forms shall be found in this document's appendix A201.0-APP"



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