

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

TO: Ms. Beverly Beyer  
Ms. Deborah Charlie  
Ms. Maria Clinton  
Dr. De'Nean Coleman-Carew  
Mr. Jeffrey Cooper  
Mr. Dexter Cummins  
Ms. Margaret Drake  
Mr. Tooraj Gordi  
Dr. Lee Grishman  
Ms. Linda Harmon  
Mr. Scott Lee  
Ms. Cynthia Littlefield  
Mrs. Sharon Lowry  
Dr. David Newby  
Dr. David Newman  
Mr. Duane Rumsey  
Ms. LaDonna Trimble  
TBD, ASO voting  
TBD, ASO non-voting

FROM: Ms. Charlie/Mrs. Lowry

DATE: December 8, 2008

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting  
Thursday, December 11, 2008, SSV 151-Board Room, from 3:00 – 6:00 pm

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**2008-2009**  
**Academic Policies and Procedures Committee Meeting No. 7**  
**AGENDA**

1. Approval of Agenda
2. Approval of Minutes from November 13, 2008
3. Community Service Offerings – First Reading
  - a. Introduction to Modeling – 2 hours
  - b. Introduction to Search Engine Marketing – 3 hours
4. Graduation Proficiency Reading Requirement – Memo from October 23, 2008 (Discussion)
5. Syllabus Guidelines – Action Item
6. Noncredit Courses/CORs- Second Reading (No Xeroxing required.)
  - a. GED 901- Review of Basic Math Facts for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - b. GED 902 – Math Word Problems for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - c. GED 903 – Use of Calculator for GED and Real Life Situations 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - d. GED 904 – Basic Spelling for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - e. GED 905 – Basic Grammar Concepts for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - f. GED 906 – Basic Use of Dictionary and Thesaurus for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - g. GED 911 – Reading Skills 1 4 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3

- h. GED 913 – Critical Thinking in Social Studies for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - i. GED 914 – Critical Thinking in Science for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - j. GED 915 – Critical Thinking in Literature and Arts for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - k. GED 921 – Writing Skills 1 4 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - l. GED 922 – Writing Skills 2 4 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - m. GED 923 – Writing Skills for the GED 4 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - n. GED 931 – Math Skills 1 4 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - o. GED 932 – Math Skills 2 4 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - p. GED 933 – Math Skills for the GED 4 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - q. GED 942 – Social Studies for the GED 3 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - r. GED 943 – Science for the GED 3 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - s. GED 944 – Literature and Arts for the GED 3 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
7. New Courses/CORs – First Reading
- a. PHTC 275 – Advanced Digital Photography 3 units, 4 hours weekly  
Prerequisites: Completion of PHTC 125  
Corequisite: Concurrent enrollment in PHTC 275L  
Advisory: Eligibility for READ 099 and ENGL 099  
IMF (form?)
  - b. PHTC 275L – Advanced Digital Photography Lab .5 unit, 24 hours total  
Prerequisite: Concurrent enrollment in PHTC 275
  - c. PHTC 203 – Foundations of Cameras and Composition 3 units, 4 hours weekly  
Corequisite: Concurrent enrollment in PHTC 203L  
Advisory: Completion of PHTC 101 or PHTC 125, and Eligibility for READ 099 and ENGL 099  
IMF (form?)
  - d. PHTC 203L – Foundations of Cameras and Composition Photography Lab .5 unit, 24 hours total  
Corequisite: Concurrent enrollment in PHTC 203
  - e. PHTC 205 – Documentary and Landscape Photography 3 units, 4 hours weekly  
Corequisite: Concurrent enrollment in PHTC 205L  
Advisories: Completion of PHTC 101 or PHTC 125, and Eligibility for READ 099 and ENGL 099  
IMF (form?)

- f. PHTC 205L – Documentary and Landscape Photography Lab .5 unit, 24 hours total  
Corequisite: Concurrent enrollment in PHTC 205
  - g. PHTC 211 – Wedding, Portrait and Event Photography 3 units, 4 hours weekly  
Corequisite: Concurrent enrollment in PHTC 211L  
Advisory: Completion of PHTC 101 or PHTC 125 and Eligibility for READ 099 and ENGL 099  
IMF (form?)
  - h. PHTC 211L – Wedding, Portrait and Event Photography Lab .5 unit, 24 hours total  
Corequisite: Concurrent enrollment in PHTC 211
  - i. PHTC 215- Photography Studio Practices 3 units, 4 hours weekly  
Prerequisite: Completion of PHTC 101 or PHTC 125  
Corequisite: Concurrent enrollment in PHTC 215L  
Advisory: Eligibility for READ 099 and ENGL 099  
IMF (form?)
  - j. PHTC 215L – Photography Studio Practices Lab .5 unit, 24 hours weekly  
Corequisite: Concurrent enrollment in PHTC 215
8. Revised Courses/CORs – First Reading
- a. CT 225 – Clothing Construction Techniques for Wearable Art 3.5 units, 5 hours weekly (3 hours lecture, 2 hours lab) (was pulled from AP&P 9/11/08 meeting-now have SLO.)  
Prerequisite: Completion of CT 110.  
*Revised to:*  
*Prerequisite: Completion of CT 110.*  
*Advisory: Eligibility for ENGL 099, READ 099, and MATH 070*  
*Adding Advisories*
9. New Distance Education Courses – Second Reading (No Xeroxing required.)
- a. MATH 115 – Statistics 4 units, 4 hours weekly – new online equivalent

#### Digital Media Courses/Program

The discipline designation is changing from CG/MM to DM - Computer Graphics/Multimedia to Digital Media for each of the following courses on the rest of this agenda.

10. Revised Certificates / Crosswalk
11. Revised Courses/CORS – Second Reading
- a. CG 233 – Computer Newspaper/Magazine Productions 3 units, 6 hours weekly  
Prerequisite: Completion of CG 101/MM 101  
Corequisite: Concurrent enrollment in CG 233L  
Advisory: Eligibility for READ 099  
*Revised to:*  
*DM 233 – Digital Printing II 3 units, 4 hours weekly*  
*Prerequisite: Completion of DM 133*  
*Corequisite: Concurrent enrollment in DM 233L*  
*Advisory: Completion of DM 101, and Eligibility for READ 099*  
*Lecture/Lab to Lecture only*
  - b. CG 233L – Computer Newspaper/Magazine Productions Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in CG 233  
*Revised to:*  
*DM 233L – Digital Printing II Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 233*  
*P/NP only*

*(Note: the following CG and MM courses (c and d) are not cross-listed courses, and both are going to be made obsolete and replaced by DM 246 and DM 246L.)*

- c. CG 246 – Portfolios and Job Search Planning 3 units, 6 hours weekly

Prerequisite: Completion of CG 101/MM 101

Corequisite: Concurrent enrollment in CG 246L

Advisory: Students should have completed at least four courses in the Computer Graphics or Photography/Photographic Imaging category.

**And**

MM 230 – Multimedia Portfolios and Job Search Planning 3 units, 6 hours weekly

Prerequisite: Completion of MM 101/CG 101

Corequisite: Concurrent enrollment in MM 230L

Advisory: Completion of ART 110, and Eligibility for READ 099. Students should have completed at least four courses in the Multimedia instructional program.

*Both Revised to:*

*DM 246 – Portfolio and Job Search 3 units, 4 hours weekly*

*Corequisite: Concurrent enrollment in DM 246L*

*Advisory: Completion of DM 101, and Eligibility for READ 099*

*Removing advisory of ART 110 (from MM course)*

~~*Class Size: request to reduce to 20*~~

*Lecture/Lab to Lecture only*

*Removing advisory/prerequisite statement of “Students must have completed at least four courses in ....”*

- d. CG 246L – Portfolios and Job Search Planning Lab .5 unit, 1.8 hours weekly

Corequisite: Concurrent enrollment in CG 246

**And**

MM 230L – Multimedia Portfolios and Job Search Planning Lab .5 unit, 1.8 hours weekly

Corequisite: Concurrent enrollment in MM 230

*Revised to:*

*DM 246L – Portfolio and Job Search Lab .5 unit, 24 hours total*

*Corequisite: Concurrent enrollment in DM 246*

*P/NP only*

12. Revised Courses/CORs – First Reading

- a. CG 125 – Digital Four-Color Printing 3 units, 6 hours weekly

Prerequisite: Completion of CG 101/MM 101

Corequisite: Concurrent enrollment in CG 125L

Advisory: Eligibility for ENGL 097 and READ099

*Revised to:*

*DM 133 – Digital Printing I 3 units, 4 hours weekly*

*Corequisite: Concurrent enrollment in DM 133L*

*Advisory: Completion of DM 101, and Eligibility for READ 099*

*Lecture/lab to lecture*

*Removing ENGL 097 advisory*

- b. CG 125L – Digital Four-Color Printing Lab .5 unit, 1.8 hours weekly

Corequisite: Concurrent enrollment in CG 125

*Revised to:*

*DM 133L – Digital Printing I Lab .5 units, 24 hours total*

*Corequisite: Concurrent enrollment in DM 133*

*P/NP only*

- c. CG 101/MM 101 – Introduction to Digital Media Arts 3 units, 6 hours weekly

Corequisite: Concurrent enrollment in CG 101L/MM 101L

Advisory: Completion of ART 110, and Eligibility for ENGL 099 and READ 099

*Revised to:*

*DM 101 – Digital Media Arts 3 units, 4 hours weekly*

*Corequisite: Concurrent enrollment in DM 101L*

*Advisory: Completion of ART 110, and Eligibility for READ 099*

*Changing from Lecture/Lab to Lecture mode of instruction*

*Remove ENGL 099 advisory?*

- d. CG 101L/MM 101L – Introduction to Digital Media Arts Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in CG 101/MM 101  
*Revised to:*  
*DM 101L – Digital Media Arts Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 101*
  
- e. MM 105 – Interactive Media 3 units, 6 hours weekly  
Prerequisite: Completion of MM 101/CG 101  
Corequisite: Concurrent enrollment in MM 105L  
Advisory: Completion of ART 110, and Eligibility for READ 099  
*Revised to:*  
*DM 105 – Interactive Media 3 units, 4 hours weekly*  
*Corequisite: Concurrent enrollment in DM 105L*  
*Advisory: Completion of DM 101, ART 110, and Eligibility for READ 099*  
*Changing from Lecture/Lab to Lecture mode of instruction*
  
- f. MM 105L – Interactive Media Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in MM 105  
*Revised to:*  
*DM 105L – Interactive Media Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 105*
  
- g. MM 106 – Video Design and Production for Multimedia I 3 units, 6 hours weekly  
Prerequisite: Completion of MM 101/CG 101  
Corequisite: Concurrent enrollment in MM 106L  
Advisory: Completion of ART 110, and Eligibility for READ 099  
*Revised to:*  
*DM 106 – Video Design and Production I 3 units, 4 hours weekly*  
*Corequisite: Concurrent enrollment in DM 106L*  
*Advisory: Completion of DM 101, ART 110, and Eligibility for ( ENGL 099 ? ) READ 099.*  
*Changing from Lecture/Lab to Lecture mode of instruction*
  
- h. MM 106L – Video Design and Production for Multimedia I Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in MM 106  
*Revised to:*  
*DM 106L – Video Design and Production I Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 106*
  
- i. MM 110 – Motion Graphics for Multimedia 3 units, 6 hours weekly  
Prerequisite: Completion of MM 101/CG 101  
Corequisite: Concurrent enrollment in MM 110L  
Advisory: Completion of ART 110, and Eligibility for READ 099  
*Revised to:*  
*DM 110 – Motion Graphics 3 units, 4 hours weekly*  
*Corequisite: Concurrent enrollment in DM 110L*  
*Advisory: Completion of DM 101, ART 110, and Eligibility for READ 099*  
*Changing from Lecture/Lab to Lecture mode of instruction*
  
- j. MM 110L – Motion Graphics for Multimedia Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in MM 110  
*Revised to:*  
*DM 110L – Motion Graphics Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 110*
  
- k. MM 112 – Experimental Digital Video 3 units, 6 hours weekly  
Prerequisite: Completion of MM 101/CG 101  
Corequisite: Concurrent enrollment in MM 112L  
Advisory: Completion of ART 110, and Eligibility for READ 099  
*Revised to:*  
*DM 112 – Experimental Digital Video 3 units, 4 hours weekly*  
*Corequisite: Concurrent enrollment in DM 112L*

*Advisory: Completion of DM 101, ART 110, and Eligibility for READ 099  
Changing from Lecture/Lab to Lecture mode of instruction*

- l. MM 112L – Experimental Digital Video Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in MM 112  
*Revised to:  
DM 112L – Experimental Digital Video Lab .5 unit, 24 hours total  
Corequisite: Concurrent enrollment in DM 112*
- m. CG 127/MM 115 – Internet Web Design and Production I 3 units, 6 hours weekly  
Prerequisite: Completion of CG 101/MM 101  
Corequisite: Concurrent enrollment in CG 127L/MM 115L  
Advisory: Completion of ART 110, and Eligibility for READ 099  
*Revised to:  
DM 127 – Web Design and Production I 3 units, 4 hours weekly  
Corequisite: Concurrent enrollment in DM 127L  
Advisory: Completion of DM 101, ART 110, and Eligibility for READ 099  
Changing from Lecture/Lab to Lecture mode of instruction*
- n. CG 127L/MM 115L – Internet Web Design and Production I Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in CG 127L/MM 115L  
*Revised to:  
DM 127L – Web Design and Production I Lab .5 unit, 24 hours total  
Corequisite: Concurrent enrollment in DM 127*
- o. CG 143 – Computer 2-D Animation 3 units, 6 hours weekly  
Prerequisite: Completion of CG 101/MM 101 and ART 110  
Corequisite: Concurrent enrollment in CG 143L  
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070  
*Revised to:  
DM 143 – Computer 2-D Animation 3 units, 4 hours weekly  
Corequisite: Concurrent enrollment in DM 143L  
Advisory: Completion of DM 101, ART 110, and Eligibility for READ 099  
Changing from Lecture/Lab to Lecture mode of instruction  
Are you removing the ENGL 099 and MATH 070??*
- p. CG 143L – Computer 2-D Animation Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in CG 143  
*Revised to:  
DM 143L – Computer 2-D Animation Lab .5 unit, 24 hours total  
Corequisite: Concurrent enrollment in DM 143*
- q. CG 145 – Computer 3-D Animation 3 units, 6 hours weekly  
Prerequisite: Completion of CG 101/MM 101 and ART 110  
Corequisite: Concurrent enrollment in CG 145L  
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070  
*Revised to:  
DM 145 – Computer 3-D Animation 3 units, 4 hours weekly  
Corequisite: Concurrent enrollment in DM 145L  
Advisory: Completion of DM 101, ART 110, and Eligibility for ENGL 099, READ 099 and MATH 070  
Changing from Lecture/Lab to Lecture mode of instruction*
- r. CG 145L – Computer 3-D Animation Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in CG 145  
*Revised to:  
DM 145L – Computer 3-D Animation Lab .5 unit, 24 hours total  
Corequisite: Concurrent enrollment in DM 145*
- s. MM 225 – Video Design and Production for Multimedia II 3 units, 6 hours weekly  
Prerequisite: Completion of MM 106  
Corequisite: Concurrent enrollment in MM 225L

Advisory: Completion of ART 110, and Eligibility for READ 099

*Revised to:*

*DM 206 – Video Design and Production II*

Prerequisite: Completion of DM 106

Corequisite: Concurrent enrollment in DM 206L

Advisory: Completion of DM 101 and ART 110, and eligibility for READ 099.

- t. MM 225L – Video Design and Production for Multimedia II Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in MM 225  
*Revised to:*  
*DM 206L – Video Design and Production II Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 206*
  
- u. CG 298 – Special Studies in Computer Graphics 3 units, 6 hours weekly  
Limitation on Enrollment: Instructor approval of portfolio prior to enrollment only.  
Prerequisite: Completion of CG 101/MM 101  
Corequisite: Concurrent enrollment in CG 298L  
**and**  
MM 298 – Special Studies in MultiMedia 3 units, 6 hours weekly  
Prerequisite: Completion of MM 101/CG 101  
Corequisite: Concurrent enrollment in MM 298L  
*Revised to:*  
*DM 298 – Special Studies in Digital Media 3 units, 4 hours weekly*  
*Corequisite: Concurrent enrollment in DM 298L*  
*Advisory: Completion of DM 101*
  
- v. CG 298L – Special Studies in Computer Graphics Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in CG 298  
**and**  
MM 298L – Special Studies in Multimedia Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in MM 298  
*Revised to:*  
*DM 298L – Special Studies in Digital Media Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 298*

13. Announcements

14. Adjournment. The next meeting will be **February 12, 2009**.

#### 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.*

MINUTES OF ACADEMIC POLICIES AND PROCEDURES COMMITTEE MEETING NO. 7  
2008-2009

DATE: December 11, 2008  
PLACE: SSV 151 – Board Room  
TIME: 3:00 p.m.

MEMBERS PRESENT

Beverly Beyer, Faculty  
Deborah Charlie, Cochair  
Maria Clinton, Faculty  
De’Nean Coleman-Carew, Faculty  
Jeffrey Cooper, Dean  
Dexter Cummins, Faculty  
Margaret Drake, Dean  
Tooraj Gordi, Faculty  
Lee Grishman, Articulation  
Linda Harmon, Faculty

Scott Lee, Faculty  
Mrs. Sharon Lowry, V. P. Academic  
Affairs  
Cynthia Littlefield, Faculty  
David Newby, Faculty  
David Newman, Faculty  
Duane Rumsey, Faculty  
LaDonna Trimble, Dean

MEMBERS ABSENT

Sam Swartz, non-voting ASO Student

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Ms. Deborah Charlie called the meeting to order at 3:04 pm. She welcomed and thanked everyone for coming. Ms. Sue Hagner, Ms. Lisa Karlstein-Francey, Ms. Cynthia Kincaid, Ms. Evelyn Tiede, and Mr. Terry Rezek were in attendance to present their courses. Ms. Charlie mentioned the memo she placed in AP&P representatives’ mailboxes concerning revisions of DE courses. She noted that attached to the memo were two copies of each approved DE course outline addendum for their own division. She stated that one copy is for the AP&P representatives’ files and one copy is for their dean’s files. She reminded everyone that a copy of both the approved DE outline addendum and the approved active COR should be given to each faculty member who is scheduled to teach a course online. She also announced to the committee that each DE course older than 2006 needs to come forward to be updated paying attention to accessibility issues and regular effective contact. She also reminded everyone of the importance that both versions, traditional and online, remain consistent with each other.

1. Approval of Agenda

Ms. Charlie announced agenda changes that included item 8a, CT 225, be read after item #5, syllabus guidelines. She announced the need to pull MATH 115 until the accessibility issues are more clearly articulated as was requested by the committee during the last AP&P meeting. Mr. Toraj Gordi has been notified of this request. Ms. Charlie stated that DM 133 will be read before DM 233 because it is a preliminary course and should be read before the second level course. It was moved and seconded to approve the agenda with these changes. The motion carried unanimously.

2. Approval of Minutes from November 13, 2008

There were no problems or concerns noted with the minutes. It was moved and seconded to approve the minutes from November 13, 2008. The motion carried unanimously.

3. Community Service Offerings – First Reading

- a. Introduction to Modeling – 2 hours
- b. Introduction to Search Engine Marketing – 3 hours

Ms. Sue Hagner presented each of these Community Service Offerings courses. The deans and AP&P representatives have each signed off for these courses indicating that they do not conflict with courses already within their divisions. Ms. Hagner indicated that the modeling course is a companion to the voice acting class they are already offering and the search engine course is a brand new course. They would like a spring start for these courses. The committee found no problems or concerns with either course. It was moved and seconded to approve these courses. The motion carried unanimously.

4. Graduation Proficiency Reading Requirement – Memo from October 23, 2008 (Discussion)

Further discussion took place about raising the Graduation Proficiency Reading Requirement (as described from the October 23, 2008 memo) to Eligibility for College Level Reading (AVC assessment) or Completion of READ 099 with a satisfactory grade of “C” or “P” (Pass). Ms. Maria Clinton reported that the Technical Education Division was in favor of this request. This item will come back in February for further discussion from the other divisions and action.



5. Syllabus Guidelines – Action Item

The committee is in the process of reconciling the Senate/AP&P syllabus guidelines, which now conflict with Tenure review paperwork concerning the amount of time an instructor has to give a syllabus to students. Board Policy used to say that faculty had two weeks to give a syllabus to their students. The “Guidelines for Creating an Effective Syllabus” has always reflected this policy. Tenure review paperwork states that faculty have one week to give a syllabus to their students. Currently, any such statement describing how long faculty has to give their syllabus to students has disappeared from the Board Policy document.

The Six (6) divisions that voted for the first week of classes include Math, Science, and Engineering; Social and Behavioral Sciences; Business, Computer Studies and Economic Development; Technical Education; Health Education; and Counseling, GED, and EOPS. The two (2) divisions that voted for presenting the syllabus by the second meeting include Physical Education and Athletics and Visual and Performing Arts. Dr. Newby further explained that the second meeting or the second week works better for many of their instructors because the content of their course syllabi actually depends upon the results of auditions for their performance classes. The tally ended up being incomplete with the need for input from Instructional Resources and Language Arts. This item will be postponed as an action item until February to include input from these two divisions.

6. Noncredit Courses/CORs- Second Reading (No Xeroxing required.)

- a. GED 901- Review of Basic Math Facts for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
- b. GED 902 – Math Word Problems for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
- c. GED 903 – Use of Calculator for GED and Real Life Situations 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
- d. GED 904 – Basic Spelling for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
- e. GED 905 – Basic Grammar Concepts for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
- f. GED 906 – Basic Use of Dictionary and Thesaurus for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
- g. GED 911 – Reading Skills 1 4 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
- h. GED 913 – Critical Thinking in Social Studies for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
- i. GED 914 – Critical Thinking in Science for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
- j. GED 915 – Critical Thinking in Literature and Arts for the GED 16 hours total  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
- k. GED 921 – Writing Skills 1 4 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
- l. GED 922 – Writing Skills 2 4 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
- m. GED 923 – Writing Skills for the GED 4 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
- n. GED 931 – Math Skills 1 4 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3

- o. GED 932 – Math Skills 2 4 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - p. GED 933 – Math Skills for the GED 4 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - q. GED 942 – Social Studies for the GED 3 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - r. GED 943 – Science for the GED 3 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
  - s. GED 944 – Literature and Arts for the GED 3 hours weekly  
Changing from Lecture/Lab to Lecture  
Repeatability increasing from 2 to 3
- These course outline revisions were first presented on September 25, 2008 and are now back for approval after requested changes were made and SLOs approved. It was moved and seconded for approval for these course outline revisions. The motion carried unanimously.

Dr. Igor Marder is creating GED noncredit certificates that will be presented in February '09.

- 7. New Courses/CORs – First Reading
  - a. PHTC 275 – Advanced Digital Photography 3 units, 4 hours weekly  
Prerequisites: Completion of PHTC 125  
Corequisite: Concurrent enrollment in PHTC 275L  
Advisory: Eligibility for READ 099 and ENGL 099  
IMF (form-ok)
  - b. PHTC 275L – Advanced Digital Photography Lab .5 unit, 24 hours total  
Prerequisite: Concurrent enrollment in PHTC 275  
Ms. Lisa Karstein-Francey presented these new Commercial Photography courses. Corrections requested include removing the note of UC transferability from these PHTC course descriptions. These courses are transferable to CSU and AVC. Item #1 of the course content page needs some rewriting to reflect less of an “Overview” session and to cover more advanced skills and detail for this course. Page 10 of the CPF needs to clarify “concurrent enrollment” in PHTC 275 as its corequisite. It was moved and seconded to approve these new courses with corrections. The motion carried unanimously. It was moved and seconded to approve the content review for these new courses. The motion carried unanimously.
  - c. PHTC 203 – Foundations of Cameras and Composition 3 units, 4 hours weekly  
Corequisite: Concurrent enrollment in PHTC 203L  
Advisory: Completion of PHTC 101 or PHTC 125, and Eligibility for READ 099 and ENGL 099  
IMF (form-ok)
  - d. PHTC 203L – Foundations of Cameras and Composition Photography Lab .5 unit, 24 hours total  
Corequisite: Concurrent enrollment in PHTC 203
  - e. PHTC 205 – Documentary and Landscape Photography 3 units, 4 hours weekly  
Corequisite: Concurrent enrollment in PHTC 205L  
Advisories: Completion of PHTC 101 or PHTC 125, and Eligibility for READ 099 and ENGL 099  
IMF (form-ok)
  - f. PHTC 205L – Documentary and Landscape Photography Lab .5 unit, 24 hours total  
Corequisite: Concurrent enrollment in PHTC 205
  - g. PHTC 211 – Wedding, Portrait and Event Photography 3 units, 4 hours weekly  
Corequisite: Concurrent enrollment in PHTC 211L  
Advisory: Completion of PHTC 101 or PHTC 125 and Eligibility for READ 099 and ENGL 099  
IMF (form-ok)
  - h. PHTC 211L – Wedding, Portrait and Event Photography Lab .5 unit, 24 hours total  
Corequisite: Concurrent enrollment in PHTC 211

- i. PHTC 215- Photography Studio Practices 3 units, 4 hours weekly  
Prerequisite: Completion of PHTC 101 or PHTC 125  
Corequisite: Concurrent enrollment in PHTC 215L  
Advisory: Eligibility for READ 099 and ENGL 099  
IMF (form-ok)
- j. PHTC 215L – Photography Studio Practices Lab .5 unit, 24 hours weekly  
Corequisite: Concurrent enrollment in PHTC 215  
Ms. Lisa Karlstein-Francey presented these new Commercial Photography courses.

Corrections for PHTC 203 and PHTC 205 include taking out the */or* from the first objective, noting the charges listed on the instructional materials fee form. Mrs. Lowry questioned as to what history would be covered in PHTC 203. Ms. Francey stated that it was a brief history, which was listed on the course content. Corrections requested for PHTC 205 include Objective #6 which should end with “Documentary and Landscape Photography” instead of using the word “various.” It was requested to make the objectives more descriptive and distinct between PHTC 203 and PHTC 205. Also, since there is a research/writing assignment with ENGL 099 as an advisory, faculty should include writing and research paper components on the course content page. Also, item IV critiquing photographic works on the course content page should be rephrased to show what the instructor is presenting to the students.

Corrections requested for PHTC 211 include re-evaluating the advisories of PHTC 101 or PHTC 125 to be prerequisites instead, or maybe adding a “Before enrolling” statement indicating the importance of having the knowledge and skills taught in PHTC 101 or PHTC 125. It was also suggested that these same revisions be applied to PHTC 205 as well. Objective #2 should read “Define or demonstrate key elements involved with photographing a wedding.” The course content page should have more detailed coverage under the topics of Wedding and Events, and Team sports. The SAM code from the CPF page #3 should be corrected to *C, Clearly Occupational* for the lecture course.

Corrections requested for PHTC 215 include a spelling error in the description and removing *UC* as a designation for transferability. Item #IV on the course content page needs to be reworded so that it states more clearly what the instructor will be presenting to the student regarding the student projects.

Corrections requested for each of these courses include making sure that Page 10 of the CPFs show “completion of” for each of the corequisites listed and making sure that the transferability note from the CORs descriptions include only CSU and AVC, not UC. Academic Affairs will take care of the corrections on the CPFs and Ms. Francey will clean up and make corrections as requested to the CORs. These new courses will come back in February with approved SLOs for a second reading and approval.

8. Revised Courses/CORs – First Reading

- a. CT 225 – Clothing Construction Techniques for Wearable Art 3.5 units, 5 hours weekly (3 hours lecture, 2 hours lab) (was pulled from AP&P 9/11/08 meeting-now have SLO.)  
Prerequisite: Completion of CT 110.  
*Revised to:*  
*Prerequisite: Completion of CT 110.*  
*Advisory: Eligibility for ENGL 099, READ 099, and MATH 070*  
*Adding Advisories*  
Ms. Evelyn Tiede presented this course outline revision that was pulled from the 9/11/08 AP&P meeting. The SLO has now been approved. The committee found no problems or concerns with the added advisories considering the nature of the assignments. It was moved and seconded to approve this course outline revision. The motion carried unanimously. It was moved and seconded to approve the content review for this course outline revision. The motion carried unanimously.

9. New Distance Education Courses – Second Reading (No Xeroxing required.)

- a. MATH 115 – Statistics 4 units, 4 hours weekly – new online equivalent  
This course was pulled from the agenda until accessibility issues are more clearly articulated as requested by the committee at the 11/13/08 AP&P meeting. Ms. Charlie notified Mr. Gordi to let the instructor know and that they can contact Ms. Beverly Beyer and the Distance Education Committee for further information and assistance.

Digital Media Courses/Program

The discipline designation is changing from CG/MM to DM (Computer Graphics/Multimedia to Digital Media) for each of the following courses on the rest of this agenda.

Mrs. Lowry stated the importance of clarifying that each of the lecture courses presented are actually moving from 6-hours lecture/lab to 4-hours ~~lecture~~ **contact** only. This is important for auditing purposes.

10. Revised Certificates / Crosswalk

11. Revised Courses/CORS – Second Reading

- a. CG 233 – Computer Newspaper/Magazine Productions 3 units, 6 hours weekly  
Prerequisite: Completion of CG 101/MM 101  
Corequisite: Concurrent enrollment in CG 233L  
Advisory: Eligibility for READ 099  
*Revised to:*  
*DM 233 – Digital Printing II 3 units, 4 hours weekly*  
*Prerequisite: Completion of DM 133*  
*Corequisite: Concurrent enrollment in DM 233L*  
*Advisory: Completion of DM 101, and Eligibility for READ 099*  
*Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours*
- b. CG 233L – Computer Newspaper/Magazine Productions Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in CG 233  
*Revised to:*  
*DM 233L – Digital Printing II Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 233*  
*P/NP only*

Corrections were made as previously requested; however, the course number will now be DM **233/233L** and requisites were changed appropriately. Ms. Kincaid will check whether PDF in the objectives stands for “*file* or *format*.” Item #4 a and b on the course content page needs to be corrected to show key elements of each point instead of reflecting assignments or evaluation. Item 4, #8 on the homework page needs to be deleted. There was a spelling error in the title of the textbook on the last page of the COR. The last page of the lab COR had a mistake in reference to the course number under the methods of evaluations. It was moved and seconded to approve these courses with corrections. The motion carried unanimously. It was moved and seconded to approve the content review for these courses. The motion carried unanimously.

*(Note: the following CG and MM courses (c and d) are not cross-listed courses, and both are going to be made obsolete and replaced by DM 246 and DM 246L.)*

- c. CG 246 – Portfolios and Job Search Planning 3 units, 6 hours weekly  
Prerequisite: Completion of CG 101/MM 101  
Corequisite: Concurrent enrollment in CG 246L  
Advisory: Students should have completed at least four courses in the Computer Graphics or Photography/Photographic Imaging category.  
**And**  
MM 230 – Multimedia Portfolios and Job Search Planning 3 units, 6 hours weekly  
Prerequisite: Completion of MM 101/CG 101  
Corequisite: Concurrent enrollment in MM 230L  
Advisory: Completion of ART 110, and Eligibility for READ 099. Students should have completed at least four courses in the Multimedia instructional program.  
*Both Revised to:*  
*DM 246 – Portfolio and Job Search 3 units, 4 hours weekly*  
*Corequisite: Concurrent enrollment in DM 246L*  
*Advisory: Completion of DM 101, and Eligibility for READ 099*  
*Removing advisory of ART 110 (from MM course)*  
~~*Class Size: request to reduce to 20*~~  
*Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours*  
*Removing advisory/prerequisite statement of “Students must have completed at least four courses in ....”*
- d. CG 246L – Portfolios and Job Search Planning Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in CG 246  
**And**

MM 230L – Multimedia Portfolios and Job Search Planning Lab .5 unit, 1.8 hours weekly

Corequisite: Concurrent enrollment in MM 230

*Revised to:*

*DM 246L – Portfolio and Job Search Lab .5 unit, 24 hours total*

Corequisite: Concurrent enrollment in DM 246

*P/NP only*

Corrections were made as previously requested. The prerequisite of CG 101/MM 101 was changed to an advisory of DM 101. All of the Before Enrolling statements will be moved to the end of the course descriptions. Mrs. Lowry stated the importance of more clearly stating on the CPF the change from lecture/lab to *contact hours* instead of being worded as lecture hours. She stated that this is important for auditing purposes. The “This is an advanced level course” was satisfied by including more advanced skills in the Before Enrolling statement. There are several changes to the course content page being requested including item 2a, b, c, item #3, using the word *Designing* instead of *design*, and 4 a,b,c to eliminate wording that reflects students assignments rather than content presented by the instructor. The lab course under methods of evaluations needs to have the course number correctly referenced. It was moved and seconded to approve these course outline revisions with corrections. The motion carried unanimously. It was moved and seconded to approve the content review for these course outline revisions. The motion carried unanimously.

12. Revised Courses/CORs – First Reading

Each of the following courses (12a-v) is being converted to the new Digital Media course designation from Computer Graphics and Multimedia disciplines. Each of the lecture courses presented are moving from 6-hour lecture/lab to 4-hour **contact** only. Except for the DM 101 course itself, the prerequisites of CG 101/MM 101 has been changed to an advisory of DM 101 for the lecture courses. Each of the supplemental learning labs presented will be .5 units with 24 hours total for the student and follow the general format of the supplemental learning lab courses that has already been established, including pass/no pass grading and variable LHE for the instructor.

a. CG 125 – Digital Four-Color Printing 3 units, 6 hours weekly

Prerequisite: Completion of CG 101/MM 101

Corequisite: Concurrent enrollment in CG 125L

Advisory: Eligibility for ENGL 097 and READ099

*Revised to:*

*DM 133 – Digital Printing I 3 units, 4 hours weekly*

Corequisite: Concurrent enrollment in DM 133L

Advisory: Completion of DM 101, and Eligibility for READ 099

*Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours*

*Removing ENGL 097 advisory*

b. CG 125L – Digital Four-Color Printing Lab .5 unit, 1.8 hours weekly

Corequisite: Concurrent enrollment in CG 125

*Revised to:*

*DM 133L – Digital Printing I Lab .5 units, 24 hours total*

Corequisite: Concurrent enrollment in DM 133

*P/NP only*

Ms. Cynthia Kincaid presented these two course outline revisions that include course number and title changes, changes to the course description, objectives, content, and methods of evaluation, and to prerequisites and advisories. Also, the advisory of ENGL 097 was removed. Corrections include item 4a and b on the course content page to take out the word “Discuss.” The homework page, item 4 #8 needs to be deleted. The title of the textbook has a spelling error; the word “Color” will be corrected. It was moved and seconded to approve these courses with corrections. The motion carried unanimously. It was moved and seconded to approve the content review for these courses. The motion carried unanimously.

Mr. Terry Rezek presented the following course outline revisions as outlined below 12 of which were approved with corrections and 8 which need further corrections and will come back for a second reading. These courses include changes to the course description, objectives, content, number and titles as described. Also established were typical assignments and methods of evaluations.

c. CG 101/MM 101 – Introduction to Digital Media Arts 3 units, 6 hours weekly

Corequisite: Concurrent enrollment in CG 101L/MM 101L

Advisory: Completion of ART 110, and Eligibility for ENGL 099 and READ 099

*Revised to:*

*DM 101 – Digital Media Arts 3 units, 4 hours weekly*

- Corequisite: Concurrent enrollment in DM 101L*  
*Advisory: Completion of ART 110, and Eligibility for READ 099*  
*Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours*  
*Remove ENGL 099 advisory*
- d. CG 101L/MM 101L – Introduction to Digital Media Arts Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in CG 101/MM 101  
Revised to:  
*DM 101L – Digital Media Arts Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 101*
- e. MM 105 – Interactive Media 3 units, 6 hours weekly  
Prerequisite: Completion of MM 101/CG 101  
Corequisite: Concurrent enrollment in MM 105L  
Advisory: Completion of ART 110, and Eligibility for READ 099  
Revised to:  
*DM 105 – Interactive Media 3 units, 4 hours weekly*  
*Corequisite: Concurrent enrollment in DM 105L*  
*Advisory: Completion of DM 101, ART 110, and Eligibility for READ 099*  
*Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours*
- f. MM 105L – Interactive Media Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in MM 105  
Revised to:  
*DM 105L – Interactive Media Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 105*
- g. MM 106 – Video Design and Production for Multimedia I 3 units, 6 hours weekly  
Prerequisite: Completion of MM 101/CG 101  
Corequisite: Concurrent enrollment in MM 106L  
Advisory: Completion of ART 110, and Eligibility for READ 099  
Revised to:  
*DM 106 – Video Design and Production I 3 units, 4 hours weekly*  
*Corequisite: Concurrent enrollment in DM 106L*  
*Advisory: Completion of DM 101, ART 110, and Eligibility for ( ENGL 099 ?- yes) READ 099.*  
*Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours*
- h. MM 106L – Video Design and Production for Multimedia I Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in MM 106  
Revised to:  
*DM 106L – Video Design and Production I Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 106*
- i. MM 110 – Motion Graphics for Multimedia 3 units, 6 hours weekly  
Prerequisite: Completion of MM 101/CG 101  
Corequisite: Concurrent enrollment in MM 110L  
Advisory: Completion of ART 110, and Eligibility for READ 099  
Revised to:  
*DM 110 – Motion Graphics 3 units, 4 hours weekly*  
*Corequisite: Concurrent enrollment in DM 110L*  
*Advisory: Completion of DM 101, ART 110, and Eligibility for READ 099*  
*Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours*
- j. MM 110L – Motion Graphics for Multimedia Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in MM 110  
Revised to:  
*DM 110L – Motion Graphics Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 110*
- k. MM 112 – Experimental Digital Video 3 units, 6 hours weekly  
Prerequisite: Completion of MM 101/CG 101  
Corequisite: Concurrent enrollment in MM 112L  
Advisory: Completion of ART 110, and Eligibility for READ 099  
Revised to:  
*DM 112 – Experimental Digital Video 3 units, 4 hours weekly*

- Corequisite: Concurrent enrollment in DM 112L*  
*Advisory: Completion of DM 101, ART 110, and Eligibility for READ 099*  
*Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours*
- l. MM 112L – Experimental Digital Video Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in MM 112  
*Revised to:*  
*DM 112L – Experimental Digital Video Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 112*
  
  - m. CG 127/MM 115 – Internet Web Design and Production I 3 units, 6 hours weekly  
Prerequisite: Completion of CG 101/MM 101  
Corequisite: Concurrent enrollment in CG 127L/MM 115L  
Advisory: Completion of ART 110, and Eligibility for READ 099  
*Revised to:*  
*DM 127 – Web Design and Production I 3 units, 4 hours weekly*  
*Corequisite: Concurrent enrollment in DM 127L*  
*Advisory: Completion of DM 101, ART 110, and Eligibility for READ 099*  
*Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours*
  - n. CG 127L/MM 115L – Internet Web Design and Production I Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in CG 127L/MM 115L  
*Revised to:*  
*DM 127L – Web Design and Production I Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 127*
  
  - o. CG 143 – Computer 2-D Animation 3 units, 6 hours weekly  
Prerequisite: Completion of CG 101/MM 101 and ART 110  
Corequisite: Concurrent enrollment in CG 143L  
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070  
*Revised to:*  
*DM 143 – Computer 2-D Animation 3 units, 4 hours weekly*  
*Corequisite: Concurrent enrollment in DM 143L*  
*Advisory: Completion of DM 101, ART 110, and Eligibility for READ 099*  
*Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours*  
*Removing the ENGL 099 and MATH 070 as advisories*
  - p. CG 143L – Computer 2-D Animation Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in CG 143  
*Revised to:*  
*DM 143L – Computer 2-D Animation Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 143*
  
  - q. CG 145 – Computer 3-D Animation 3 units, 6 hours weekly  
Prerequisite: Completion of CG 101/MM 101 and ART 110  
Corequisite: Concurrent enrollment in CG 145L  
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070  
*Revised to:*  
*DM 145 – Computer 3-D Animation 3 units, 4 hours weekly*  
*Corequisite: Concurrent enrollment in DM 145L*  
*Advisory: Completion of DM 101, ART 110, and Eligibility for ENGL 099, READ 099 and MATH 070*  
*Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours*
  - r. CG 145L – Computer 3-D Animation Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in CG 145  
*Revised to:*  
*DM 145L – Computer 3-D Animation Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 145*
  
  - s. MM 225 – Video Design and Production for Multimedia II 3 units, 6 hours weekly  
Prerequisite: Completion of MM 106  
Corequisite: Concurrent enrollment in MM 225L  
Advisory: Completion of ART 110, and Eligibility for READ 099  
*Revised to:*  
*DM 206 – Video Design and Production II 3 units, 4 hours weekly*

- Prerequisite: Completion of DM 106  
Corequisite: Concurrent enrollment in DM 206L  
Advisory: Completion of DM 101 and ART 110, and eligibility for READ 099  
*Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours*
- t. MM 225L – Video Design and Production for Multimedia II Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in MM 225  
*Revised to:*  
*DM 206L – Video Design and Production II Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 206*
- u. CG 298 – Special Studies in Computer Graphics 3 units, 6 hours weekly  
Limitation on Enrollment: Instructor approval of portfolio prior to enrollment only.  
Prerequisite: Completion of CG 101/MM 101  
Corequisite: Concurrent enrollment in CG 298L  
**and**  
MM 298 – Special Studies in MultiMedia 3 units, 6 hours weekly  
Prerequisite: Completion of MM 101/CG 101  
Corequisite: Concurrent enrollment in MM 298L  
*Revised to:*  
*DM 298 – Special Studies in Digital Media 3 units, 4 hours weekly*  
*Corequisite: Concurrent enrollment in DM 298L*  
*Advisory: Completion of DM 101*  
*Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours*
- v. CG 298L – Special Studies in Computer Graphics Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in CG 298  
**and**  
MM 298L – Special Studies in Multimedia Lab .5 unit, 1.8 hours weekly  
Corequisite: Concurrent enrollment in MM 298  
*Revised to:*  
*DM 298L – Special Studies in Digital Media Lab .5 unit, 24 hours total*  
*Corequisite: Concurrent enrollment in DM 298*

The twelve courses (lectures and their labs) that were approved with corrections include DM 101/ 101L, DM 105/105L, DM 110/110L, DM 112/112L, DM 143/143L, DM 206/206L.

Corrections for DM 101 include changes to the content page, item # 2 a.ii, which needs to be moved to the methods of evaluation section. Also, 4d should be 4c (numbering error with the outline). The homework page includes changes to the last two sentences of the reading assignment (make it one sentence where it includes “the Media Arts field or the Digital Media Arts field”). Mr. Rezek also confirmed that yes, he is removing the ENGL 099 advisory.

Corrections for DM 105/105L include removing the capitalization for the words “kiosks” and “storyboards” in the objectives. It was stated that the course content page of DM 105 is a good example of how the course content page should read. Corrections for DM 105L include correcting the course number reference in the course description to DM 105 and removing the homework hours. These lab courses should follow the general format for supplemental learning courses with the standard language that we have already established, including pass/no pass only grading, .5 units for students, and variable LHEs for instructors.

Corrections for DM 110 include the lecture course content page outlining the topics that show what is being covered versus what the students are doing. Also item 2A will be changed to show “Adobe After Effects” a type of software application. Also, 6A, NTSC will be clarified to “never twice same color.” Again, DM 106 and DM 105 are good examples of how the content page should read.

Corrections for DM 112 include rewording the third bullet under the course objectives and restating the methods of evaluation describing the actual evaluation of completed projects that are tied to these objectives. Also noted was that even though there are written assignments on the homework page, Mr. Rezek stated that it is not necessary to go over writing skills for the nature of these assignments. Also, the reading assignment time should be singular, not plural.

Corrections for DM 143/143L include adding a hyphen to the last word “in-betweening” of bullet #3 and the homework hours should be adjusted to show 5 hours for *Other Assignments* and 1 hour for *Computational*



*Assignments.* Also, the textbook, dated 2001, will be looked into for a newer edition. There was also a minor spelling error in the methods of evaluation section. Mr. Rezek confirmed that he is removing the ENGL 099 and MATH 070 advisories from DM 143.

Corrections for DM 206/206L include removing the advisories from the COR because these same advisories are already carried on its prerequisite course of DM 106. The course content page item #VI B, the meaning for the acronym AIFF will be spelled out in parenthesis. The homework assignment page needs to agree on types of reading assignments and how long the reading assignment will take.

It was moved and seconded to approve these twelve courses with corrections: DM 101/101L, DM 105/105L, DM 110/110L, DM 112/112L, DM 143/143L, and DM 206/206L. The motion carried unanimously. It was moved and seconded to approve the content review for these twelve courses. The motion carried unanimously.

The eight courses (lectures and their labs) that were not approved at this time and will come back for a second reading include DM 106/106L, DM 127/127L, DM 145/145L, and DM 298/298L.

Corrections for DM 106/106L include the ENGL 099 advisory which is being added; therefore, the appropriate CPF content review pages need to be filled out. The course content page, item #I. will be *Digital Video Camera*. The lab COR needs to follow the stand supplemental learning assistance lab format and the homework hours should be removed. The course reference number in the methods of evaluation needs to be corrected. These courses will come back in February for a second reading and approval establishing the ENGL 099 advisory.

Corrections for DM 127/127L include finding more appropriate critical thinking terms (from Bloom's Taxonomy) for course objectives 4, 5, 6, and 8. Item #5 from the course content page should be moved over to the assignment page as *other types of homework*. The word TAGS should not be all caps in item #2a on the course content page. These courses will return in February for a second reading and approval correcting the wording for the course objectives page.

Corrections for DM 145/145L include changes to course objectives and methods of evaluations as well as finding a newer version or updated text. This course will come back for a second reading and approval in February.

Corrections for DM 298/298L include rewriting the course objectives, rewriting the topics throughout the course content page, and using the word "calculate" for the computational assignments. The assigned projects are the 5 hours of homework on the Other Assignments and then assign one hour for homework for the computational assignments section. Also, Mr. Rezek will find an updated textbook. These courses will come back in February for a second reading and approval.

13. Announcements

14. Adjournment. The next meeting will be **February 12, 2009**.

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