

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Ms. Beverly Beyer
Ms. Deborah Charlie
Ms. Maria Clinton
Dr. De'Nea 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
Mr. Rick Motawakel
Dr. David Newby
Dr. David Newman
Mr. Duane Rumsey
Ms. LaDonna Trimble
TBD, ASO voting
TBD, ASO non-voting

FROM: Ms. Charlie/Ms. Clinton/Mrs. Lowry

DATE: February 23, 2009

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, February 26, 2009, SSV 151-Board Room, from 3:00 – 5:30 pm

2008-2009
Academic Policies and Procedures Committee Meeting No. 9
AGENDA

1. Approval of Agenda
2. Approval of Minutes from February 12, 2009 (Will be handed out at meeting.)
3. Prerequisite Challenge Policy & Procedures – Mrs. Patricia Sandoval, Presentation/Report - Informational
4. Catalog Rights Policy – Memo (Action)
5. Upper Division Units toward an AA Degree or Certificate - Dr. Grishman, Discussion
6. PHTC: Commercial Photography – Degrees and Certificates / Catalog Pages
 - a. Commercial Photography – Certificate – (Rescind motion from February 12, 2009).
7. New Courses/CORs – Second Reading
 - a. ELTE 180 – Microprocessor Systems 6 units, 8 hours weekly
Prerequisite: Completion of ELTE 130
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
SLO-11/17/08
 - b. FTEC 117 – Preparing to be a Firefighter 3 units, 3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
SLO-11/17/08
8. Revised Courses/CORs – Second Reading (All corrections made, No Xeroxing Required).
 - a. DFST 101 – American Sign Language I 4 units, 5 hours weekly
 - b. DFST 102 – American Sign Language II 4 units, 5 hours weekly
 - c. DFST 102L – American Sign Language (ASL II) Skill Building Lab 1 unit, 3 hours weekly
 - d. DFST 105 – Introduction to American Deaf Culture 3 units, 3 hours weekly
 - e. DFST 201 – American Sign Language III 4 units, 5 hours weekly
 - f. DFST 201L – American Sign Language (ASL III/IV) Skill Building Lab 1 unit, 3 hours weekly
Revised to:
DFST 201L – *ASL III/IV Skill Building Lab 1 unit, 3 hours weekly
 - g. DFST 202 – American Sign Language IV 4 units, 5 hours weekly
 - h. ELTE 140 – Microprocessor Systems I 2.5 units, 4 hours weekly
Prerequisite: Completion of ELTE 130 or concurrent enrollment.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070

- Revised to:
ELTE 140 - Microprocessor Systems I 3 units, 4 hours weekly
Prerequisite: Completion of ELTE 130 or concurrent enrollment
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
- i. ELTE 220 – Microprocessor Systems II 2.5 units, 4 hours weekly
Prerequisite: Completion of ELTE 140
Advisory: Eligibility for ENGL 099 and READ 099
Revised to:
ELTE 220 – Microprocessor Systems II 3 units, 4 hours weekly
Prerequisite: Completion of ELTE 140
Advisory: Eligibility for ENGL 099 and READ 099
- j. INT 201 – Sign/English Translation 3 units, 5 hours weekly
k. INT 202 – Sign Language Interpreting I 3 units, 5 hours weekly
l. INT 203 – Sign Language Interpreting II 3 units, 5 hours weekly
m. INT 204 – Sign/English Transliteration 3 units, 5 hours weekly
9. Revised Courses/CORs – First Reading
- a. BUS 111 – Business English 3 units, 3 hours weekly
b. CFE 101 – Introduction to Early Childhood Education 3 units, 3 hours weekly
c. CFE 103 – The Child in Family/Community Relationships 3 units, 3 hours weekly
Revised to:
CFE 103 – The Child in Family and Community Relationships 3 units, 3 hours weekly
- d. CFE 107 – Literacy for Young Children 3 units, 3 hours weekly
Prerequisite: Completion of CFE 104
Advisory: Eligibility for College Level Reading and ENGL 101
Revised to:
CFE 107 – Literacy for Young Children 3 units, 3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101
Prerequisite Removed
- e. CFE 213 – Curriculum Strategies for School Age Programs 3 units, 3 hours weekly
f. DA 115 – Dance Repertory 1 unit, 3 hours weekly
- g. ECON 110 – Economics of the Underclass 3 units, 3 hours weekly
- h. HE 201 – Women’s Health Issues 3 units, 3 hours weekly
- i. PE 196 – Water Safety Instructor 3 units, 6 hours weekly
j. PSY 212 – Human Sexuality 3 units, 3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 099, and Completion of PSY 101 or PHIL 105
Revised to:
PSY 212 – Human Sexuality 3 units, 3 hours weekly
Prerequisite: Completion of PSY 101 and ENGL 101
Advisory: Completion of PHIL 105 and Eligibility for College Level Reading
- k. PSY 233 – Personal and Social Adjustment 3 units, 3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 099
Revised to:
PSY 233 – Personal and Social Adjustment 3 units, 3 hours weekly
Prerequisite: Completion of ENGL 101
Advisory: Completion of PSY 101 and Eligibility for College Level Reading
- l. PSY 234 – Abnormal Psychology 3 units, 3 hours weekly
m. PSY 240 – Peer-Mentor Counseling 3 units, 3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 099
Revised to:
PSY 240 – Peer-Mentor Counseling 3 units, 3 hours weekly
Advisory: Completion of PSY 101, and Eligibility for College Level Reading and ENGL 099
- n. SOC 101 – Introduction to Sociology 3 units, 3 hours weekly

10. New Distance Education Courses – First Reading
 - a. BIOL 201 – General Human Anatomy 4 units, 8 hours weekly (2 hours lecture, 6 hours lab)–
new hybrid online equivalent
BIOL 201 Lecture – totally online or hybrid?
BIOL 201 Lab – No change – on campus ?
Please clarify this at meeting.
 - b. HD 105 – Personal Development 3 units, 3 hours weekly – new online equivalent
11. Revised Distance Education Courses – First Reading
 - a. BIOL 204 – General Microbiology 5 units, 9 hours weekly (3 hours lecture, 6 hours lab) –
revised hybrid online equivalent
BIOL 204 Lecture – totally online or hybrid?
BIOL 204 Lab – No change – on campus ?
Please clarify this at meeting.
12. Specification of Restricted Electives Lists for Degrees/Certificates for Business, Computer Studies, and Economic Division
 - a. General Business Certificate and Degree
 - b. Computer Information Science Certificate and Degree
 - c. Computer Applications Certificate and Degree
 - d. Computer Networking Multi-Platform Certificate and Degree
 - e. Computer Software Developer Certificate and Degree
 - f. Small Business Management Certificate and Degree
 - g. Administrative Medical Assistant Certificate and Degree
13. Changes in Marketing Certificate and Degree
14. Community Service Offerings – First Reading
 - a. How to be Beautiful as a Full Figured Woman
 - b. Credit Education Workshop
15. Announcements
 - a. Approvals of Degrees/Certificates from Chancellor’s Office
- Low-Unit Wildland Fire Tech
(The “pending” language has come out of the college catalog.)
 - a. SLO/AP&P liaison representative
 - b. Technical Review Volunteers
16. Adjournment. The next meeting will be March 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. 9
2008-2009

DATE: February 26, 2009
PLACE: SSV 151 – Board Room
TIME: 3:00 p.m.

MEMBERS PRESENT

Beverly Beyer, Faculty
Maria Clinton, Cochair
De'Nean Coleman-Carew, Faculty
Jeffrey Cooper, Dean
Dexter Cummins, Faculty
Margaret Drake, Dean
Tooraj Gordi, Faculty
Lee Grishman, Articulation
Ms. Bonnie Curry proxy for Linda
Harmon, Faculty

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

MEMBERS ABSENT

Deborah Charlie, Cochair
Linda Harmon, Faculty
TBA, non-voting ASO Student

Ms. Maria Clinton called the meeting to order at 3:04 pm. Ms. Clinton welcomed and thanked everyone for coming. Ms. Bonnie Currie will be proxy for Ms. Linda Harmon at today's meeting. Ms. Sandoval will be giving an informational presentation/report for the prerequisite challenge policy & procedure. Dr. Grishman will lead a discussion concerning upper division units toward an AA Degree or Certificate. Ms. Catherine Overdorf, Mr. John Berry, Ms. Jacqueline Lott, Ms. Cindy Vargas, Ms. Irit Gat, Mr. Ron Chapman, Mr. Tom Shey, and Mr. Stephen Langjahr were all in attendance to present their courses for today's agenda.

1. Approval of Agenda
Ms. Clinton will be taking things out of order in order to better accommodate faculty who need to be able to leave to go teach their classes. It was moved and seconded to approve the agenda. The motion carried unanimously.
2. Approval of Minutes from February 12, 2009. (Will be handed out at meeting.)
The minutes for February 12, 2009 will be given at the next meeting, March 12, 2009.
3. Prerequisite Challenge Policy & Procedures – Ms. Patricia Marquez, Presentation/Report - Informational
Ms. Patricia Marquez gave an informational report on the prerequisite challenge policy and procedure. She explained the importance for good practice in regards to the implementation of prerequisites. Ms. Marquez will be sending out a memo next week clarifying how faculty can improve in ensuring consistent implementation of the prerequisite challenge procedure. She stated that our policy and procedures are good; however, we can improve the process. For example, when exactly does the clock start for the five day process? This would be clearer for the student and would give the faculty notice regarding their academic and professional responsibility. Ms. Marquez gave out a packet for committee members to read. She will be taking this discussion to the matriculation committee. The information has already been shared with the mutual agreement council, Academic Senate, and counselors. Discipline faculty are encouraged to standardize the required accepted evidence. Mrs. Lowry offered a standardized format to be available to the Senate for consideration that would perhaps facilitate the process. Ms. Marquez encouraged the committee to refer to the AP&P handbook on page 25 and to remind the faculty of the importance of confidentiality for the student while conducting a prerequisite challenge. Mrs. Lowry will be sharing this information at the next deans meeting.
4. Catalog Rights Policy – Memo (Action)
This catalog rights policy language revision came forward to resolve inconsistencies between students. This policy was previously worded in that some students were able to miss two semesters and some students could only miss one semester before they would lose their catalog rights, depending upon which semester they missed. Dr. Coleman-Carew made corrections as requested explaining or expanding upon what "course notation" meant to make it clearer for students. It was moved and seconded to approve this new language solving this issue. The motion carried unanimously.
5. Upper Division Units toward an AA Degree or Certificate - Dr. Grishman, Discussion
Dr. Lee Grishman led a discussion concerning whether upper division units should be allowed toward an AA Degree or Certificate. The Chancellor's Office and Title 5 are ambiguous regarding this and therefore much of this

is left up to the individual colleges and institutions. There was much discussion and opposition concerning policy, point of view, manpower- dean's and divisions verses articulation officer making these judgments, being consistent, and/or the responsibility being on the student to petition for these requests. Mrs. Lowry suggested looking at the content on a course-by-course basis, regardless of lower/upper division designator. Mrs. Drake felt that more information regarding magnitude and scope of these equivalencies was needed before the committee could make an informed decision about proper and workable procedures. Mrs. Lowry asked Dr. Grishman to research what is being nationally recommended regarding this issue and to report his findings back to her and the committee.

6. PHTC: Commercial Photography – Degrees and Certificates / Catalog Pages
 - a. Commercial Photography – Certificate – (Rescind motion from February 12, 2009).
It was moved and seconded to rescind motion approving this certificate from February 12, 2009 until the SLO for PHTC 211 is approved.

7. New Courses/CORs – Second Reading
 - a. ELTE 180 – Microprocessor Systems 6 units, 8 hours weekly
Prerequisite: Completion of ELTE 130
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
SLO-11/17/08
The correction to add the statement indicating that “students who have taken ELTE 140 *and* ELTE 220 have fulfilled the content of this course” was made. It was moved and seconded to approve this new course. The motion carried unanimously. It was moved and seconded to approve the content review to set the requisites for this new course. The motion carried unanimously.

 - b. FTEC 117 – Preparing to be a Firefighter 3 units, 3 hours weekly
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
SLO-11/17/08
Corrections were made as requested. They chose a new textbook for this course. It was moved and seconded to approve this new course. The motion carried unanimously. It was moved and seconded to approve the content review to set the requisites for this new course. The motion carried unanimously.

8. Revised Courses/CORs – Second Reading (All corrections made, No Xeroxing Required).
 - a. DFST 101 – American Sign Language I 4 units, 5 hours weekly
 - b. DFST 102 – American Sign Language II 4 units, 5 hours weekly
 - c. DFST 102L – American Sign Language (ASL II) Skill Building Lab 1 unit, 3 hours weekly
 - d. DFST 105 – Introduction to American Deaf Culture 3 units, 3 hours weekly
 - e. DFST 201 – American Sign Language III 4 units, 5 hours weekly
 - f. DFST 201L – American Sign Language (ASL III/IV) Skill Building Lab 1 unit, 3 hours weekly
Revised to:
DFST 201L – *ASL III/IV Skill Building Lab 1 unit, 3 hours weekly
 - g. DFST 202 – American Sign Language IV 4 units, 5 hours weekly
Corrections were made for these courses which included adding the research paper review statement to the course content page of DFST 105 and the homework hours were refigured for DFST 201 and DFST 202. The homework page for the lab courses, DFST 102L, and DFST 201L were corrected to reflect that the homework will be “as required by the parent course”. Mr. Rumsey noted that he would like for DFST 105 to be considered for AVC’s Associate Degree GE requirement for Area F, Diversity Studies; however, the committee will need to follow up with discussion for this at a later meeting. It was moved and seconded to approve each of these DFST courses. The motion carried unanimously.

 - h. ELTE 140 – Microprocessor Systems I 2.5 units, 4 hours weekly
Prerequisite: Completion of ELTE 130 or concurrent enrollment.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
Revised to:
ELTE 140 - Microprocessor Systems I 3 units, 4 hours weekly
Prerequisite: Completion of ELTE 130 or concurrent enrollment
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
 - i. ELTE 220 – Microprocessor Systems II 2.5 units, 4 hours weekly
Prerequisite: Completion of ELTE 140
Advisory: Eligibility for ENGL 099 and READ 099
Revised to:
ELTE 220 – Microprocessor Systems II 3 units, 4 hours weekly

Prerequisite: Completion of ELTE 140

Advisory: Eligibility for ENGL 099 and READ 099

The correction to add the statement to the descriptions of these courses was made which was indicating that "Students who have taken ELTE 180 have fulfilled the content of ELTE 140 and ELTE 220". Also added was the notation at the beginning of ELTE 220 indicating that it was a continuation of ELTE 140. It was moved and seconded to approve the above two course outline revisions. The motion carried unanimously.

- j. INT 201 – Sign/English Translation 3 units, 5 hours weekly
- k. INT 202 – Sign Language Interpreting I 3 units, 5 hours weekly
- l. INT 203 – Sign Language Interpreting II 3 units, 5 hours weekly
- m. INT 204 – Sign/English Transliteration 3 units, 5 hours weekly

Corrections for each these courses were made which included adding the research paper review statement to the course content pages and refiguring the homework hours to avoid excessive homework as only 4 hours of homework are required for each of these INT courses. It was moved and seconded to approve these course outline revisions. The motion carried unanimously.

9. Revised Courses/CORs – First Reading

- a. BUS 111 – Business English 3 units, 3 hours weekly

Mrs. Beverly Beyer presented this course outline revision with updated homework assignments, methods of instruction, methods of evaluation, and textbook and placement onto the newer forms. Requested changes include adding an hour of homework to the writing assignments due to the possible "other" assignment listed. Also, the methods of evaluations need to be linked to specific objectives. Corrections will be made and this course will come back for a second reading and approval.

- b. CFE 101 – Introduction to Early Childhood Education 3 units, 3 hours weekly
- c. CFE 103 – The Child in Family/Community Relationships 3 units, 3 hours weekly

Revised to:

CFE 103 – The Child in Family and Community Relationships 3 units, 3 hours weekly

Ms. Catherine Overdorf presented these course outline revisions for Ms. Melanie Parker with minor revisions to course description, objectives, content and methods of evaluation. There was also an addition of required assignments. CFE 103 had a slight change in the way the title wording will be presented. The slash between family/communication was replaced with the word "and". Mrs. Lowry questioned the requirement of the current T.B. clearance, even if the students are just "conducting directed observations." Ms. Overdorf explained that with some of the agencies, especially Head Start-for example, there is a requirement for T.B. tests, even when the student is only observing. There were no problems or concerns noted with these two course outline revisions. It was moved and seconded to approve the above two course outline revisions. The motion carried unanimously.

- d. CFE 107 – Literacy for Young Children 3 units, 3 hours weekly

Prerequisite: Completion of CFE 104

Advisory: Eligibility for College Level Reading and ENGL 101

Revised to:

CFE 107 – Literacy for Young Children 3 units, 3 hours weekly

Advisory: Eligibility for College Level Reading and ENGL 101

Prerequisite Removed

Ms. Catherine Overdorf presented this course outline revision with course objectives and course content updated. The department faculty requests that the prerequisite of CFE 104 be removed as they believe it is not necessary for student success. The only requested correction is that the homework hours on the homework assignments page needs to be increased to be a minimum of six (6) hours, not five (5) hours as required by Title 5. This course will come back for approval after this correction is made.

- e. CFE 213 – Curriculum Strategies for School Age Programs 3 units, 3 hours weekly

Ms. Catherine Overdorf presented this course outline revision with course objectives and course content updated. There were no problems or concerns noted with this course outline revision. It was moved and seconded to approve this course outline revision. The motion carried unanimously.

- f. DA 115 – Dance Repertory 1 unit, 3 hours weekly

Ms. Littlefield presented this course outline revision with had minor changes to objectives, course content, homework, methods of instruction, and methods of evaluation. Corrections on the course content page include correcting the outline format by changing item II. A. 1. Audition Skills to II. B. Audition Skills. Also on the course content page outline, item V. A. should be brought up to just V. "Performance of...". The Homework

hours should have some time listed for the “Writing Assignments” described on item #2 on the homework assignments page. Corrections will be made and this course will come back for approval.

- g. ECON 110 – Economics of the Underclass 3 units, 3 hours weekly
Mr. John Berry presented this course outline revision in order to update format which includes updating the advisories to their current equivalent courses on the COR. MATH 100 is now MATH 070 and ENGL 100 is now ENGL 099. The course description, course objectives, course content, homework, methods of instruction, and methods of evaluation were also updated. Mrs. Lowry said that this course needs to go on the current '08-'09 AP&P COR form and she reminded the committee of the utmost importance of keeping our Course Outlines of Records updated and current within the 6-year cycle for accreditation purposes. Discussion took place as to the word “women” in the course description should be capitalized in this context of this description. Mrs. Lowry suggested for Mr. Berry to double check this with references such as the “Secretary Bible Handbook.” Mr. Berry said that he will update the textbook page with the new updated textbooks now available. The textbooks that are out of date need to have a brief explanation as to why they are chosen as texts being used. Corrections will be made and this course will come back for approval.
- h. HE 201 – Women’s Health Issues 3 units, 3 hours weekly
Ms. Cynthia Vargas presented this course outline revision with changes to objectives and course assignments. Mrs. Drake suggested that the course objectives be tied more closely to the methods of evaluations – in keeping with past practice. Also, there must be a minimum of six (6) hours per week of homework assigned, so the homework hours needs to be re-evaluated and refigured to increase the minimum hours to six. This course will come back for a second reading and approval.
- i. PE 196 – Water Safety Instructor 3 units, 6 hours weekly
Ms. Jacqueline Lott presented this course outline revision with changes to homework assignments and methods of evaluation. There was a spelling error noted in the course objectives. Other corrections include removing the computational assignment and making the hours for the computational assignment either N/A or zero (0). Corrections will be made and this course will come back for approval.
- j. PSY 212 – Human Sexuality 3 units, 3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 099, and Completion of PSY 101 or PHIL 105
Revised to:
PSY 212 – Human Sexuality 3 units, 3 hours weekly
Prerequisite: Completion of PSY 101 and ENGL 101
Advisory: Completion of PHIL 105 and Eligibility for College Level Reading
Ms. Irit Gat presented this course outline revision with updated course content, methods of evaluation, and suggested texts and material. Also changed was the advisories of completion of PSY 101 and ENGL 099 were changed to prerequisites of completion of PSY 101 and ENGL 101. A successful course validation study is included with revision paperwork. Advisories of PHIL 105 and College Level Reading remain in place. There were no concerns or problems noted with this course outline revision. 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 the requisite changes requested. The motion carried unanimously.
- k. PSY 233 – Personal and Social Adjustment 3 units, 3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 099
Revised to:
PSY 233 – Personal and Social Adjustment 3 units, 3 hours weekly
Prerequisite: Completion of ENGL 101
Advisory: Completion of PSY 101 and Eligibility for College Level Reading
Ms. Irit Gat presented this course outline revision with revised course description and objectives, course content reorganized and updated, brief editing of methods of evaluation, and updated texts and added materials (video examples). Also, the ENGL 099 advisory was changed to a prerequisite of ENGL 101. A course validation study is included with revision paperwork. Also, completion of PSY 101 was added as an advisory. The advisory of College Level Reading remains in place. There were no concerns or problems noted with this course outline revision. 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 the requisite changes requested. The motion carried unanimously.
- l. PSY 234 – Abnormal Psychology 3 units, 3 hours weekly
Ms. Irit Gat presented this course outline revision with minor edits to course objectives and methods of evaluation, changes to course content, homework assignments, and updated texts and materials. The only

correction requested was to fix the outline layout for the course content page item #III, to A and B only. This course will come back for approval.

- m. PSY 240 – Peer-Mentor Counseling 3 units, 3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 099
Revised to:
PSY 240 – Peer-Mentor Counseling 3 units, 3 hours weekly
Advisory: Completion of PSY 101, and Eligibility for College Level Reading and ENGL 099
Ms. Irit Gat presented this course outline revision adding the advisory of completion of PSY 101, updating course description, course content, and suggested books and materials, and slight rewording of course objectives #1, 2, and 4 for clarity. There were no concerns or problems noted with this course outline revision. 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 the requisite changes requested. The motion carried unanimously.
 - n. SOC 101 – Introduction to Sociology 3 units, 3 hours weekly
Mr. Tom Shey and Mr. Ron Chapman presented this course outline revision with changes to homework assignments, methods of instruction, and suggested texts. Mrs. Lowry suggested that there be more subsets listed underneath the “Theories of Socialization” category on the course content page outline, or to just make it one major heading with no subset categories. The homework hours are ok with a minimum of six (6) hours. It was clarified that the Methods of Instruction items of “Guest Speakers” and “Field Trips” are examples of acceptable methods of instruction options. Corrections will be made and this course will come back for approval.
10. New Distance Education Courses – First Reading
- a. BIOL 201 – General Human Anatomy 4 units, 8 hours weekly (2 hours lecture, 6 hours lab)–
new hybrid online equivalent
BIOL 201 Lecture – totally online or hybrid? (The lecture will be totally online.)
BIOL 201 Lab – No change – on campus ? (No change with the lab portion, it will be on campus.)
Please clarify this at meeting.
Dr. Uhazy and Mr. Stephen Langjahr presented this course. The lecture portion will be offered totally online and will allow for live lectures to be replaced by podcasting thus allowing students greater flexibility. The podcasts will be textual and readable as well. Mrs. Beverly Beyer reminded everyone of the accessibility issue concerning distance education classes and the need for faculty to always check with the office of Students with Disabilities (OSD), Mr. Ken Sawicki, when creating and revising distance education classes CORs. Much discussion took place about these accessibility requirements and whom to consult with when proposing and revising distance education courses. The lab will be still scheduled as “hands-on” in the lab room on campus, and the lecture exams will be given in this lab class. No personal appearance will be needed for the online lecture part of this class; however, on campus review sessions will be available for students who wish to attend. It was reminded that the COR needs to be updated with this new Distance Education proposal and needs to be brought back with this DE course proposal for a second reading and approval.
 - b. HD 105 – Personal Development 3 units, 3 hours weekly – new online equivalent
Dr. Coleman-Carew presented this new distance education entirely online course, of which the Course Outline of Record was just revised on 11/13/2008. Changes included noting the change in the name of the College’s Disabled Student Services Program (DSS) to its new name of Office for Students with Disabilities (OSD). This correction will be made and then this course will come back for approval.
11. Revised Distance Education Courses – First Reading
- a. BIOL 204 – General Microbiology 5 units, 9 hours weekly (3 hours lecture, 6 hours lab) –
revised hybrid online equivalent
BIOL 204 Lecture – totally online or hybrid?
BIOL 204 Lab – No change – on campus ?
Please clarify this at meeting.
Dr. Uhazy and Dr. Newman presented this revised distance education course for Dr. Hemsley. Dr. Uhazy indicated that this course would not be available for podcasting. The lab will be still scheduled as “hands-on” in the lab room on campus, and the lecture exams will be given in this lab class. No personal appearance will be needed for the online lecture part of this class; however, on campus review sessions will be available for students who wish to attend. Mrs. Beyer requested for more clarification of what exactly what are the students doing online that would be equivalent to what the students are doing on campus. Dr. Newman said he would have Dr. Hemsley verify this information. Mr. Scott Lee suggested leaving out specific titles to

online tutorials and instead keep terminology as generic or as determined by instructor to resolve potential title changes in the future. It was reminded that the COR needs to be updated with this Distance Education revision and needs to be brought back with this DE revision for a second reading and approval.

12. Specification of Restricted Electives Lists for Degrees/Certificates for Business, Computer Studies, and Economic Division – (**As required by Title 5.**)
 - a. General Business Certificate and Degree
 - b. Computer Information Science Certificate and Degree
 - c. Computer Applications Certificate and Degree
 - d. Computer Networking Multi-Platform Certificate and Degree
 - e. Computer Software Developer Certificate and Degree
 - f. Small Business Management Certificate and Degree
 - g. Administrative Medical Assistant Certificate and Degree

13. Changes in Marketing Certificate and Degree

Mrs. Beverly Beyer presented these above lists (12a-g and 13) of restricted electives as required by Title 5 for the above degrees/ certificates for the Business, Computer Studies, and Economic Division noting that nothing has really changed to the degree, only to structure. The only change with the Marketing Degree was that CG 235, Computer Images and Advertising Design was made obsolete; therefore, DM 103, Graphic Design I is replacing that course on the program elective list. It was moved and seconded to approve both the above elective lists (12a-g) and the program elective course change in the marketing certificate and degree (13). The motion carried unanimously.

14. Community Service Offerings – First Reading
 - a. How to be Beautiful as a Full Figured Woman
 - b. Credit Education Workshop

Mrs. Beverly Beyer is representing Ms. Ann Steinberg for Corporate and Community Education to present these new community service offerings. Mrs. Beyer noted that the materials fee covers the workbook for the “How to be Beautiful as a Full Figured Woman” course. It was moved and seconded to approve these community service offerings. The motion carried unanimously.

15. Announcements
 - a. Approvals of Degrees/Certificates from Chancellor’s Office
- Low-Unit Wildland Fire Tech
(The “pending” language has come out of the college catalog.)
 - a. SLO/AP&P liaison representative
 - b. Technical Review Volunteers

Ms. Clinton made the above announcements. She indicated that the approval of the Low-Unit Wildland Fire Tech Certificate and it’s catalog “pending language” has been taken out of the college catalog will also be announced to the Senate and the Board. She also asked for someone to volunteer as the SLO/AP&P representative. At this time we still have no volunteers for this position. Ms. Clinton also announced that currently Mrs. Beverly Beyer is our only technical reviewer for the committee and that we need more volunteers. Mr. Scott Lee volunteered to be a Technical Reviewer for the committee. Ms. Clinton thanked Mr. Lee for volunteering.

16. Adjournment.

This meeting adjourned at 5:30pm. The next meeting will be March 12, 2009.

Additional Item Discussed:

There was further discussion and *then a revote for the Syllabus Guidelines to correct the action from AP&P meeting #8, February 12, 2009, agenda item #4.* Mrs. Lowry expressed that it is important for deans being able to look at their faculty syllabi as soon as possible to make sure syllabi are following the COR. The options were clarified as being 1st week, 2nd class meeting, and 2nd week. The 1st week and 1st meeting were classified together as the 1st week of classes option. The vote results are as follows: 1st week: Social Science, Business and included here are 1st day divisions which included Math and Science and Counseling. Divisions that voted for 2nd class meetings are VAPA, PE, Library/Institutional Research, and Technical Education. The division that voted for the 2nd week of classes was Language Arts. Ms. Linda Harmon for Health Sciences was not represented at today’s meeting; however, the December 11, 2008 AP&P meeting, Health Sciences voted for the 1st week. The AP&P representative for VAPA asked for some sort of leniency to allow for exceptions for courses with auditions, etc. Mrs. Lowry said *no* and suggested for them to give more generic syllabuses and then update them

later for more detailed information. Ms. Trimble again reminded the committee of Title 5 issues where students have two weeks to decide whether to drop a course or not before being financially responsible.

After much discussion it was moved and seconded to approve the 1st week of classes for instructors to hand out their syllabi with 5 divisions voting for 1st week/1st meeting, 1 division voting 2nd week, and 4 divisions voting 2nd class meeting. The AP&P representative from VAPA opposed. The motion carried.