

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

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

FROM: Ms. Charlie/Mrs. Lowry

DATE: October 6, 2008

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, October 9, 2008, SSV 151-Board Room, from 3:00 – 5:30 p.m.

2008-2009
Academic Policies and Procedures Committee Meeting No. 4
AGENDA

1. Approval of Agenda
2. Approval of Minutes from September 11, 2008
Approval of Minutes from September 25, 2008
3. Zero-unit Labs – California Community Colleges Supplemental Learning Assistance and Tutoring Regulations and Guidelines - handout
4. Graduation Proficiency Reading Requirement – (Bring catalog page #54 from Sept 11, 2008.)
5. Degrees and Certificates
 - a. Preliminary Proposal to develop an AA Degree in Liberal Studies (Teacher Preparation) – First Reading (Revised 9/30/2008) – (No need to bring preliminary proposal from September 11, 2008 meeting).
6. Revised Courses/CORs – Second Reading (Corrections made, No Xeroxing required.)
 - a. ENGL 221 – American Literature, 1800-1900 3 units, 3 hours weekly
Prerequisite: Completion of ENGL 101.
Revised to:
ENGL 221 – American Literature 1400-1865 3 units, 3 hours weekly
Prerequisite: Completion of ENGL 101
 - b. ENGL 222 – American Literature, 1900-Present 3 units, 3 hours weekly
Prerequisite: Completion of ENGL 101.
Revised to:
ENGL 222 – American Literature, 1865-Present 3 units, 3 hours weekly
Prerequisite: Completion of ENGL 101
7. Revised Courses/CORs – First Reading
 - a. HD 101 – College and Life Management 3 units, 3 hours weekly
 - b. HD 105 – Personal Development 3 units, 3 hours weekly
8. Obsolete Courses – First Review
 - a. ENGL 220 – American Literature 1400-1800 3 units, 3 hours weekly

9. Obsolete Distance Education Courses – First Review
 - a. ENGL 099 OL – Intermediate Composition 4 units, 4 hours weekly (Online version only)
10. Syllabus Guidelines
11. Announcements
12. Adjournment. The next meeting will be October 23, 2008.

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MINUTES OF ACADEMIC POLICIES AND PROCEDURES COMMITTEE MEETING NO. 4
2008-2009

DATE: October 9, 2008
PLACE: SSV 151 – Board Room
TIME: 3:00 p.m.

MEMBERS PRESENT

Deborah Charlie, Cochair
De'Nean Coleman-Carew, Faculty
Michael Jacobs proxy for Jeffrey
Cooper, Dean
Dexter Cummins, Faculty
Margaret Drake, Dean
Tooraj Gordi, Faculty
Lee Grishman, Articulation

Linda Harmon, Faculty
Scott Lee, Faculty
Cynthia Littlefield, Faculty
David Newby, Faculty
David Newman, Faculty
Duane Rumsey, Faculty
LaDonna Trimble, Dean

MEMBERS ABSENT

Beverly Beyer, Faculty
Maria Clinton, Faculty
Mrs. Sharon Lowry, V. P. Academic
Affairs
Voting ASO Student
Non-Voting ASO Student

Ms. Charlie called the meeting to order at 3:38 pm. She welcomed and thanked everyone for coming. Others in attendance were Dean Haley, Dr. Rees, Dean O'Neil, Dean Jacobs, Ms. Toll, and Mr. Valiotis.

1. Approval of Agenda
There were no problems or concerns with the agenda. It was moved and seconded to approve the agenda. The motion carried unanimously.
2. Approval of Minutes from September 11, 2008
Approval of Minutes from September 25, 2008
There were no problems or concerns with the minutes from September 11, 2008 or September 25, 2008. It was moved and seconded to approve the minutes from September 11, 2008 and September 25, 2008. The motion carried unanimously.
3. Zero-unit Labs – California Community Colleges Supplemental Learning Assistance and Tutoring Regulations and Guidelines – handout
Ms. Charlie explained that in 2007 guidelines from the Chancellor's Office regarding credit hours stated that it is no longer permissible to offer zero-unit labs; however, the "supplemental learning assistance" lab is an alternative solution for faculty who currently offer zero-unit labs. She discussed some history of the zero-unit labs stating that some colleges were abusing the practice by staffing the labs with tutors or lab technicians rather than faculty. Upon realizing this oversight, Ms. Charlie met with Mrs. Lowry and decided that we must pull all zero-unit courses for Spring '09. We will continue to teach the existing zero-unit courses for fall; however, we will not be submitting them for apportionment.

Ms. Charlie discussed that after researching this and speaking with other curriculum chairs from community colleges across the state, the answer lies with the new guidelines for "Supplemental Learning Assistance and Tutoring Regulations." The Supplemental Learning Assistance regulation is based upon the same concept of zero-unit labs in which the primary purpose is to help the student succeed in the parent course. When the state pulled the zero unit labs, they implemented this so that colleges could get some apportionment for these courses. In explaining this handout, Ms. Charlie underlined the points that were aligned with the zero-unit labs. This change does not affect everyone; however, they do affect some existing business, computer applications, nursing, office technology, chemistry, and reading courses, as well the commercial photography and digital media courses that are in the process of development. The revised or new labs can be .5 units (24 hours total), 1 unit (48 hours total), or variable .5-1 unit, and will carry a variable LHE for faculty. We can keep these courses open entry/open exit, with positive attendance. Ms. Charlie reminded Dr. Rees that the reading course labs should remain 24 hours for .5 units because they are basic skills courses (limitations are set on how many units students may accrue for these courses). She stated that the major difference between these labs and the existing ones is that students must be evaluated. While instructors have the option of assigning a letter grade, the P/NP only designation would give students the earned credit and units for participating in the labs and completing the work. Instructors will have the

option to make these courses either a two-way or a one-way corequisite to the parent course. If faculty wish embed the lab into the parent course, then this will change the method of instruction from lecture to lecture/lab.

Dr. Coleman-Carew questioned the concern for these labs not being here for students in Spring '09, and discussion took place about the possibility that the district could/may decide to also offer these labs with less hours without apportionment for Spring '09.

Ms. Charlie explained the difference between open computer study labs and the supplemental assistance courses. She explained that open study labs are staffed by a lab technician or tutor and the college cannot receive apportionment for them. The supplemental assistance courses must have a faculty member staffing the lab/course so that the college can receive apportionment for these courses.

Ms. Charlie asked that decisions be made among faculty and divisions regarding their options for these supplemental assistance courses. All revised or new CPFs and CORs must be turned in as soon as possible to meet the fall 09 banner schedule (not the printed one) and the March deadline for the 09-10 catalog.

4. Graduation Proficiency Reading Requirement – (Bring catalog page #54 from Sept 11, 2008.)

Dr. Rees and Ms. Toll were present to answer questions regarding the reading proficiency. Ms. Charlie opened discussion to raise the Reading Proficiency Requirement to Completion of READ 099 with a minimum grade of "C". There was general consensus that this is a good idea and we should implement it beginning fall '09. Ms. Charlie will draft a letter to the all faculty that representatives will take back to their divisions for discussion. This will come back for action in February in order to meet the March deadline for the college catalog.

5. Degrees and Certificates

a. Preliminary Proposal to develop an AA Degree in Liberal Studies (Teacher Preparation) – First Reading (Revised 9/30/2008) – (No need to bring preliminary proposal from September 11, 2008 meeting).

Ms. Charlie invited Dr. Rees, Mr. Valiotis, and Dr. O'Neil to the table. She explained that the revision dated 9/30/2008 is being presented. Dr. Rees gave a brief history that she and Christos have had interest for developing this type of degree for approximately 5 years now and have been researching needs from the National Science Foundation and needs for Math and Science teachers. It was stated that there is a need in this community for this type of degree and a number of unidentified students have expressed an interest in a degree such as this. It is designed for students to take prescribed courses to get their AA and transfer to a school such as CSUB to get their BA degree and teaching credential in as little as 4 years. It was noted that currently neither College of the Canyons nor Victor Valley have degrees like this, so this would not be competition to these schools. Ms. Charlie reminded everyone that today's discussion is only to decide and guide on this particular proposal and its concept and whether we want to go forward with a proposal for this type of degree. It is not a review of the actual courses or specific content in the proposal. Ms. Drake suggested looking at the degree at Bakersfield College for comparison purposes. Ms. Charlie stated that per Ms. Low from the Chancellor's Office, it would be a good idea to address and speak to LDTP (Lower Division Transfer Patterns from the CSUs) because it would benefit students, but since this is still not a completed project, we are not required to include it. The general consensus was that there is a need for this type of program that would be good for students and good for our community. Ms. Charlie suggested that she, Dr. Rees, Mr. Valiotis, Dr. Grishman, and Dr. Coleman-Carew meet to discuss the courses so that we include as many articulated courses as we can in the core requirements. The next time that this will come to committee will be when they bring it back to present the completed degree proposal for a second reading. She reminded everyone that the 09-10 catalog deadline is March.

Ms. Charlie noted that all representatives and faculty who wish to propose and develop new degree programs refer to the 35 page book on the website from the Chancellor's Office for necessary and helpful information.

6. Revised Courses/CORs – Second Reading (Corrections made, No Xeroxing required.)

a. ENGL 221 – American Literature, 1800-1900 3 units, 3 hours weekly
Prerequisite: Completion of ENGL 101.

Revised to:

ENGL 221 – American Literature 1400-1865 3 units, 3 hours weekly
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Revised to:

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Prerequisite: Completion of ENGL 101

Mr. Toth presented both of these new courses on 9/25/08 where minor and cosmetic changes were requested. At that time it was also requested that they be given new course numbers for better articulation with other institutions. However, after more discussion, it was finally decided that it would be better to collapse the three courses into the two as originally planned, keeping the two original course numbers and making obsolete the ENGL 220. Minor changes were made as requested. It was moved and seconded to approve these two revised courses. The motion carried unanimously.

Ms. Charlie noted that now these courses are officially approved, they will be placed within the new AA degree in English which will be coming back with minimal paperwork for approval at the next AP&P meeting on Thursday, October 23, 2008.

7. Revised Courses/CORs – First Reading
 - a. HD 101 – College and Life Management 3 units, 3 hours weekly
 - b. HD 105 – Personal Development 3 units, 3 hours weekly

Dr. Coleman-Carew and Dean Haley presented these two course outline revisions for Dr. Harris with revised assignments and methods of evaluations. The class maximum is increasing to 35 for HD 101. Minor changes are being made by Dr. Coleman-Carew and Dr. Harris. Also, minor changes requested by the committee will be made to both of these courses and they will come back for approval.
8. Obsolete Courses – First Review
 - a. ENGL 220 – American Literature 1400-1800 3 units, 3 hours weekly

The request to obsolete this course is because the three course American Literature sequence has been changed into two courses. There were no objections or concerns with this course becoming obsolete. This is to become effective in fall '09. This will come back for approval.
9. Obsolete Distance Education Courses – First Review
 - a. ENGL 099 OL – Intermediate Composition 4 units, 4 hours weekly (Online version only)

The English faculty has determined that pre-collegiate English courses are unsuitable for offering through the Distance Education program. There were no objections or concerns with this course becoming obsolete. This will come back for approval.
10. Syllabus Guidelines

Ms. Charlie notified the committee of the situation where two separate documents conflict 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. Dr. Fisher has stated that he wants it put back into board policy, giving AP&P the authority to decide on how much time should be granted. Ms. Trimble reminded the committee that students are under strict timelines and seeing their syllabus right away is a deciding factor of whether to drop/substitute a course and/or to get their money back. Mr. Lee made the suggestion that it could be defined by class session, for example, the syllabus must be distributed by the 2nd class session. Dr. Coleman-Carew suggested that it could be stated as by the 1st class meeting, no later than the 2nd class meeting. These options would address the concerns of classes that meet only once a week or have low enrollment at the first meeting. Ms. Charlie told the representatives to take this discussion back to their divisions for input from faculty. The three options are 1) keep the same two-week guidelines, 2) reduce the time to one week, or 3) require distribution by the 2nd class meeting/session. This will be brought back to AP&P for a final as an action item the first week of December.
11. Announcements

Ms. Charlie reminded the committee of the memo that went out on August 7 along with the color-coded matrix describing courses that must be revised this academic year. Ms. Charlie reminded the committee that if divisions are going to obsolete a course, they need to turn in a memo rather than just letting it become obsolete and pulled from the catalog.

Ms. Charlie also reminded the representatives to keep Distance Education Course Outlines in alignment with the regular course outline; the forms should always come to the committee together.
12. Adjournment.

This meeting adjourned at 5:05pm. The next meeting will be October 23, 2008.