



ANTELOPE VALLEY COLLEGE

<p>IV. Action Item- Consent Agenda-Non substantial Course Rev: OT 1.01, OT 1.02, OT 1.03, OT 1.13 Substantial Course Rev: ELEC 1.30 (Requisites), OT 1.01 Hybrid and Online, OT 1.02 Hybrid and Online, OT 1.03 Hybrid and Online, OT 1.13 Hybrid and Online Corporate Community Ed: Online Food Safety Exam Bird of Prey of the AV Managing Culture in Workplace The Art of Effective Negotiation Course Deactivation: NS 1.10, 1.11, 1.20, 1.21, 1.22, 2.00, 2.30, 2.31, 2.32</p>	<p>A//</p>	<p>Issues Discussed: ELEC 1.30 prerequisite documentation was not available for distribution at today's meeting. Action Taken: A motion was made and seconded to approve those course noted under non-substantial course revision. Motion carried by all members present. A motion was made and seconded to approve the distance education courses noted under substantial course revisions. After a brief review of each course noted, credits were not requested. Motion carried by all members present. A motion was made and seconded to table ELEC 1.30. Motion carried by all members present. A motion was made and seconded to approve the corporate community education courses noted under that section. After a brief review of each course noted, credits were not requested. Motion carried by all members present. A motion was made and seconded to approve the deactivation of the course noted in that section. Motion carried by all members present. Follow Up Items: ELEC 1.30 will return to the next agenda for review and possible approval.</p>
<p>NEXT MEETING DATE: 3/23/17</p>	<p></p>	<p>The meeting adjourned at 4:00pm. Dr. Mark McGovern thanked the committee for their time. He reminded the members of our next meeting on 3/23/2017.</p>

AP&P Distance Education

In order to improve the college's compliance with state and accrediting guidelines, all distance education course proposal forms need to be updated. Please complete the new form below for your distance education course.

* Required

1. Did the faculty member developing the course take professional development courses/workshops? *

- CVC: California Virtual Campus www.cvc.edu
- OLC: Online Learning Consortium
- @One: www.onefortraining.org
- Other: _____

2. Is at least 51% of the course conducted through distance education? *

- Yes
- No

3. Choose all that apply. *

- Online
- Interactive
- Hybrid (complete 3a and 3b below)
- Blended (complete 3c and 3d below)

3a. If Hybrid is selected above, how frequently will students meet on campus for instructional purposes?

- Weekly
- Bi-weekly
- Monthly
- Other: _____

3b. If Hybrid is selected above, what is the purpose of the on campus meetings?

- Orientation
- Exams
- Other: _____

3c. If Blended is selected above, how frequently will students meet on campus for instructional purposes?

- Weekly
- Bi-weekly
- Monthly
- Other: _____

3d. If Blended is selected above, what is the purpose of the on campus meetings?

- Lecture/Instruction
- Orientation
- Exams
- Other:

4. What technology resources will be used to teach this course? *

(Choose at least three from the options below.)

- Collaborative Tools (Discussion Forums, Chatrooms, CCC Confer, etc.)
- Document Files (PDF's, MS Word, Presentations, Spreadsheets, etc.) (ADA Compliance Requires use of proper document structuring)
- Images (Photographs, Diagrams, etc.) (ADA Compliance Requires use of alternative text)
- Interactive Media (Games, Self-Graded Tutorials, etc.)
- Links to Resources Outside the LMS (Other Websites, Publisher Sites, etc.) (ADA Compliance Requires that outside resources are verified as accessible)
- Multimedia Files (Uploaded or Streaming) (ADA Compliance Requires use of closed captioning)
- Publisher-Supplied Resources (ADA Compliance Requires that publisher-supplied materials are verified as accessible)
- Other:

If you plan to use resources not listed above or have chosen less than three, please provide an explanation here:

4a. What additional resources, if any, will be used to ensure that course content is fully accessible and conforms to ADA requirements?

- Alternative Text
- Closed Captioning
- Descriptive Audio
- Outside Resources Verified as Accessible
- Publisher-Supplied Materials Verified as Accessible
- Transcripts
- Use of Proper Document Structuring
- Other:

5a. What tools/methods will be used to ensure regular effective contact with the class or groups of students? *

(Choose at least two from the group of options below.)

- Group One: Discussion Forums
- Group One: Field Trips
- Group One: Instructor-Led Group Meetings (Online or Face-to-face)
- Group One: Individual Meetings

MATH 140	Precalculus
MATH 148	Calculus for Business and Economics
MATH 150	Calculus and Analytic Geometry
MATH 160	Calculus and Analytic Geometry
MATH 220	Linear Algebra
MATH 230	Introduction to Ordinary Differential Equations
MATH 250	Calculus and Analytic Geometry
MGT 101	Management Principles
MGT 105	Elements of Supervision
MGT 115	Human Behavior in Organizations
MGT 121	Human Resources Management
MKTG 101	Principles of Marketing
MKTG 112	Introduction to Advertising
MKTG 121	Salesmanship
MOA 101	Beginning Medical Terminology
MOA 102	Advanced Medical Terminology
NS 110	Professional Nursing I
NS 120	Professional Nursing II
NS 230	Professional Nursing III
NS 240	Professional Nursing IV
OT 101	Beginning Computer Keyboarding
OT 102	Intermediate Computer Keyboarding
OT 103	Advanced Computer Keyboarding
OT 121	Spreadsheets for the Office
OT 152	Beginning Medical Insurance
RE 111	Real Estate Finance
RE 121	Legal Aspects of Real Estate
RE 141	Escrow Principles
RE 161	Property Management
SPAN 101	Elementary Spanish 1
SPAN 102	Elementary Spanish 2
VN 109	Fundamentals of Patient care for Vocational Nurses
VN 110	Self-Care: Fundamentals and Pharmacology
VN 111	Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient
VN 112	Nursing to Promote Self-Care Agency in the Adult
VN 113	Nursing Leadership to Promote Self-Care Agency in the Adult

Antelope Valley College Checklist for Curriculum Review
Course Outline of Record (COR)

Course Title: _____ Course# _____

Instructions:

1. "N/A" answers indicate an issue does not apply to the proposed course.
2. "YES" answers indicate approval.
3. "NO" answers indicate a need for revision.
4. "?" answers indicate a need for additional information before the review can be completed.

Questions:	N/A	YES	NO	?
1. Does the course fall within the mission of the community college (e.g., transfer to a four year institution, career technical education, pre-collegiate, basic skills).				
2. If applicable, for a new course approval, could the course articulate with CSU or UC? Add list of campuses or courses (ASSIST).				
3. If applicable, for a course being reviewed for revisions, does the course articulate with CSU or UC? Add list of campuses or courses (ASSIST).				
4. Does the course meet requirements for UC Transfer Course Agreement or CSU GE Breadth?				
5. Is the course part of an approved program? (If not needs a program proposal submitted)				
6. If applicable, is the course in accord with state and federal laws including licensing body or special funding provision?				
7. If applicable, have requirements of national, state and local approval and/or accrediting agencies been met?				
8. Is this a course written at the baccalaureate level?				
9. Does the course fulfill one or more of these purposes: <ul style="list-style-type: none"> • A prerequisite for a subsequent course? • A general education, graduation requirement, district competency, or major requirement for a certificate of achievement, associate degree or an elective/stand alone course? • A requirement of the intended occupation? 				
10. Is this course in compliance with District Policy ### in that it does not duplicate an existing course?				
11. Does the title of the course accurately reflect the content of the course?				
12. Are the units accurate and appropriate?				
13. Does the catalog description contain complete sentences written in the present tense, does it clearly state the goals and outcomes a successful learner can demonstrate at the end of the course and is the audience identified?				
14. Are the prerequisite(s)/corequisite(s) appropriate?				
15. Have the prerequisite/corequisite statements been validated?				
16. Are the prerequisite/corequisite/advisory statements correct?				
17. Do the course objectives describe the outcomes in terms of what a successful learner can demonstrate at the end of the period of instruction? [See Title 5.55002(a)]				
18. Does the outline of topics include the course content in outline form, following the order of the objectives and utilize subtopics to show the emphasis each topic generally receives? [See Title 5.55002(a)]				
19. Does the "Homework" section specify what is appropriate for this specific course? Are the hours accurate and appropriate for the class type (e.g., lecture, lab, or lecture/lab)? [See Title 55002.5, 55002(a)(2)(B), and 55002(b)(2)(B)]				
20. Does the "Methods of Instruction" section specify what is appropriate for this specific course (e.g. lecture, lecture/laboratory, lecture/discussion, discussion/seminar, laboratory, work experience, independent study, distance learning, media-aided instruction, computer-assisted instruction, field experience, internship, or other)? [See Title 5.55002(a)]				

Antelope Valley College Checklist for Curriculum Review
Course Outline of Record (COR)

Questions:	N/A	YES	NO	?
21. Does the outline of topics include the course content in outline form, following the order of the objectives and utilize subtopics to show the emphasis each topic generally receives? [See Title 5.55002(a)]				
22. Does the "Methods of Evaluation" section specify procedures which are consistent with the objectives, the course content, and the scope of the course and are based on demonstrated proficiency, at least in part, by means of essay, problem-solving exercises or skills demonstrations? [See Title 5.55002(a)(A)(B)(C); 55758; AVC###]				
23. Does the "Required Textbooks" section list examples of the specific textbooks with copyright dates or other college-level materials appropriate for the course and representative of current and emerging knowledge and practice? If the suggested textbook is older than five years, a rationale is required. [See Title 5.55002(a); AVC ###] (Minimum of 2, maximum of 5 textbook examples)				
24. Course Impact Report Statement				
25. If applicable, Instructional Material Fee				
26. DE Component				
Comments: (Identify the #'s being commented on.)				

Other Possible Questions to include:

Currently AP&P does not specifically ask for these sections on our COR.

1. Does the "Appropriate Readings" section list specific types or provide reading examples which reference both the outline of topics and at least one course objective? [See Title 5.55002(a)] (Minimum of 2 examples.)
2. Does the "Writing Assignments" section list specific types or provide examples of writing assignments and other demonstrations of ability (e.g. use symbol systems, logic, math, music, etc.) which reference both the outline of topics and at least one course objective? (Minimum of 2 examples.) [See Title 5.55002(a)]
3. Does the "Appropriate Outside Assignments" section list specific types or provide examples of assignments that students are required to work on outside of the class which reference both the outline of topics and at least one course objective? (Minimum of 2 examples.) [See Title 5.55002(a)]
4. Does the "Appropriate Assignments that Demonstrate Critical Thinking" section list types or provide examples of assignments requiring students to think critically and apply the concepts, and which reference both the outline of topics and at least one course objective? (Minimum of 2 examples.)

6 March 2017

Recommendation for Changes to the Corporate and Community Service (CCS) Process

D.L. Wiewall

Amend the guidelines to include a statement that allows for the respective division and the discipline faculty to develop an internal process to review CCS course proposals. My recommendation is to minimally revise sections 3, 5, 6, and 7.

3) the Dean for Corporate and Community Services then sends the Corporate and Community Services Offerings Outline form to the appropriate division department chair who consult with the appropriate discipline faculty. The faculty will have XX number of days to review the course proposal and submit their comments/critiques/approval, etc. to the Department Chair.

5) if the faculty have no concerns or questions, they will sign off on the offering(s) and return the form(s) to the Department Chair who will forward it to the division dean and the AP&P representative for approval and then to the Dean for Corporate and Community Services;

6) if the faculty, division dean, or the AP&P representative have concerns or questions, they will meet with the Dean for Corporate and Community Services to discuss their concerns or questions and present suggestions for revision;

7) the faculty, division dean and the AP&P representative then have the right to approve the offering or not; if approved, signatures are required on the form;

- Please note that the approved change to require CCS to submit a bi-annual memo will be added to this portion of the document.
- In addition, the committee may wish to review and revise this entire section of the handbook.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. PDTE.1617.002

Course Title: Antelope Valley Symphony Orchestra Strings Academy

Instructor (print): David Newby

Division Faculty Review


Faculty Review Signature

Music
Discipline

3/22/17
Date

Approved Denied Reason _____

Faculty Review Signature Discipline Date

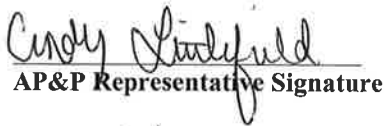
Approved _____ Denied _____ Reason _____

Faculty Review Signature Discipline Date

Approved _____ Denied _____ Reason _____

Faculty Review Signature Discipline Date

Approved _____ Denied _____ Reason _____


AP&P Representative Signature

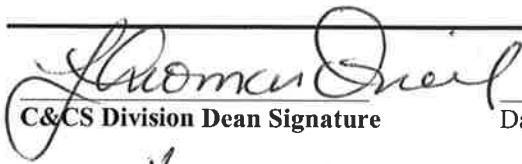
3/22/17
Date

Approved Denied Reason _____


Division Dean Signature

3/22/17
Date

Approved _____ Denied _____ Reason _____


C&CS Division Dean Signature

3.22.17
Date

Approved Denied Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office

COMMUNITY SERVICE OFFERING

NUMBER: PDTE.1617.002

TITLE: Antelope Valley Symphony Orchestra Strings Academy

INSTRUCTOR: David Newby

HOURS: 30 hrs. Two hours weekly with extra hours during performance weeks

NUMBER OF MEETINGS: 15

ENROLLMENT FEE: \$20

MATERIALS/SUPPLIES FEE: N/A

Text / CDs / DVDs / Handouts

Materials provided for review: Y N

ENROLLMENT EXPECTED: Min. 30, Max. 40

DESCRIPTION OF OFFERING: Target audience: Youth up to age 18. The AVSO String Academy and Youth Orchestra provides instruction in playing violin, viola, cello, and contrabass instruments. Students receive training in instrumental technique. They are taught principals of intonation, tone, rhythm, and music reading. They learn how to care for a musical instrument. Students prepare music for public performance and receive ensemble performance experience. They gain a practical understanding of the diversity of musical styles, studying and performing orchestral repertoire from European masterworks of the last five centuries, popular selections, American folk music, world music and other traditions. Students are required to obtain approved performance attire for public performances.

The String Academy seeks to establish itself as a member of international El Sistema network. In keeping with the goals of El Sistema, the AVSO String Academy and Youth Orchestra hopes to provide free music instruction to many or all participating students. This includes providing musical instruments for students to use at no cost, likely through a participating musical instrument repair shop. The AVSOMC has received a grant that will provide instruction through June and hopes to conduct additional fund raising to sustain the program indefinitely.

INSTRUCTOR BIOGRAPHY:

SPECIAL NEEDS:

Facilities: FA3-162

Audio/Video:

Other:

Need software installed:

ITS notified: _____

Date _____ Signature _____

ONLINE CLASS:

How offered? Independent study _____

Online instructor _____

Synchronous Only _____

Synchronous and Asynchronous _____

Number of required sessions _____

Hybrid _____

Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____ Open Y N



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. PDTE.1617.001
Course Title: An Introduction to Voiceovers
Instructor (print): Voices for All

Division Faculty Review

[Signature]
Faculty Review Signature

Film & Television
Discipline

11/21/16
Date

Approved Denied

Reason _____

[Signature]
Faculty Review Signature

Film + TV
Discipline

11/30/16
Date

Approved Denied

Reason we don't offer a class like this

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

[Signature]
AP&P Representative Signature

2/28/17
Date

Approved Denied

Reason This class was previously offered and ran.

[Signature]
Division Dean Signature

12/1/16
Date

Approved Denied

Reason Based on faculty approval

[Signature]
C&CS Division Dean Signature

3.6.17
Date

Approved Denied

Reason _____