

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: April 28, 2011  
LOCATION: BE 323 – Computer Room  
TIME: 3:06 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Beverly Beyer, faculty	Mrs. Sharon Lowry, V. P. Academic Affairs	Sarah Rothenberg, ASO Student
Nancy Cholvin, faculty	Rick Motawakel, Faculty	
Maria Clinton, Cochair	David Newman, Faculty	
De’Nean Coleman-Carew	Rieana Paul, Student Proxy	
Margaret Drake, Dean	Mike Rios, proxy	
Lee Grishman, Articulation	Duane Rumsey, Faculty	
Linda Harmon, Faculty	LaDonna Trimble, Dean	
Lisa Karlstein, Faculty	Les Uhazy, Dean	
Scott Lee, Faculty	Darcy Wiewall, Faculty	
Cynthia Littlefield, Faculty		
<u>GUESTS PRESENT</u>		
Rae Agahari	Jerry Lewis	
Kathy Bingham	Tim Lynskey	
Claude Gratton	Donna Meyer	
Tom Graves	Sandra Robinson	
Matthew Jaffe	Jeff Stephens	

**2010-2011**  
**Academic Policies & Procedures Committee Meeting No. 12**  
**MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

A motion was made and seconded to call the April 28, 2011 AP&P Committee Meeting to order at 3:06 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:06 p.m. Motion carried.

**2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**

Ms. Maria Clinton made a statement that two Communication studies courses were pulled from the transfer degree due to lack of revision. She continued to state that if those two courses did not receive AP&P approval by May 12, 2011 they would also be pulled from the catalog since we are still being reviewed by accreditation. She continued to state that the Mathematics transfer degree is being reviewed by Senate today and will be sent to the May Board of Trustees meeting for approval. She also stated that any course out of Title 5 compliance will be pulled from the coming catalog thus resulting in the course not being scheduled until it is eligible to return to the catalog. Mrs. Lowry requested clarification on the statement regarding classes. Ms. Clinton restated that any course not approved by AP&P on May 12, 2011 will be pulled from the college catalog. Mrs. Sharon Lowry stated that if there are significant changes to a course and those changes are not reflected in the catalog then they will not be offered Fall 2011. Ms. Clinton stated that if the course is updated this year and the old Course Outline of Record is not outdated until the next academic year then the course will be offered under the old Course Outline of Record and the new Course Outline of Record will be implemented the following catalog year. Ms. Sharon Lowry stated that we cannot offer a course under a Course Outline of Record that will become outdated during the next academic year. For example, if a Course Outline of Record is updated now but cannot be implemented with the coming college catalog, and the old outline becomes outdated in the interim of implementation then we will be out of Title 5 Compliance thus the course will not be scheduled until the new Course Outline of Record is implemented. A length discussion took place regarding past practices and Mrs. Lowry requested the AP&P Committee be advised that to be in compliance with Title 5 we cannot continue to schedule courses on outdate Course Outline of Records.

Ms. Clinton also mentioned that several committee members mentioned to Melissa that if the majority of AP&P Representatives have commented on a course and did not notate any necessary changes, she will request a motion to approve the course based on a majority approval in CurricUNET. This is being done in an effort to use the software to its full capacity.

### 3. APPROVAL OF MINUTES

#### a. April 14, 2011

A motion was made and seconded to table item 3a Approval of Minutes: April 14, 2011. Ms. Maria Clinton stated that those minutes will be completed when Melissa Jauregui returns from vacation and included on the next agenda. Motion carried.

### 4. INFORMATIONAL ITEMS

#### a. Technical Review Committee Member for 11-12 – Dr. Darcy Wiewall

Ms. Maria Clinton made an announcement that Dr. Darcy Wiewall volunteered to help with the Technical Review of substantial course revisions.

#### b. 11-12 AP&P Committee make-up

Ms. Maria Clinton announced that the 11-12 AP&P Committee make-up was included in the packet for review and division distribution.

### 5. REPORT ITEMS

#### a. Upper Division Units – (Maximum number of units allowed)

Ms. Maria Clinton asked the AP&P Representatives to report the consensus of their division on this topic:

- Business, Computer Studies, and Economics Development – 9-12 maximum units
- Health Sciences – Did not actually vote on a number but they did agree that a cap needed to be set and it should be by petition.
- Instructional Resources / Extended Services - Did not actually vote on a number but they did agree that a cap needed to be set and it should be by petition.
- Language Arts – Not present
- Math & Engineering – 10-12 Maximum units
- Science – 10-12 Maximum units
- Physical Education and Athletics – Will email division comments
- Social Behavioral Sciences – Will support the committees view
- Student Services/Counseling – Supported Dr. Lee Grishman’s recommendation of 12 units maximum and there was also a discussion about the form needing to be created along with the procedures and policy. Dr. Lee Grishman wished to clarify that his recommendation was that the maximum be set as 4 courses rather than units. Dr. De’Nean Coleman-Carew agreed that Students Services/Counseling wished to place the limit as 4 courses.
- Technical Education - Supported Dr. Lee Grishman’s recommendation as stated in the email notification
- Visual and Performing Arts - Supported Dr. Lee Grishman’s recommendation
- Students – would report back at later date

Ms. Maria Clinton asked the committee whether we wished to approve the use of 4 courses or 12 units. The AP&P Committee decided that 4 courses by petition was appropriate and asked for the procedures to be developed and accessible. Additional discussion took place regarding the fact that 4 courses being the maximum would not be appropriate for Mathematics and Science courses since they are so heavy in unit value. A subcommittee was constructed of Dr. Lee Grishman and Ms. LaDonna Trimble, which was tasked with the development of those procedures and guidelines. Once the documentation is developed it would then be brought back to the committee and a motion to establish that maximum would be made at that time.

### 6. ACTION ITEMS – Consent Items – Non-Substantial Course Revisions

- |   |   |
|---|---|
| a. <b>AUTO 102 Basic Automotive Practicum</b>         | <b>1 units, 3 hours weekly</b>                |
| b. <b>AUTO 190 Automotive Parts Specialist</b>        | <b>6 units, 6 hours weekly</b>                |
| c. <b>ENGR 185 Digital Logic and Design</b>           | <b>5 units, 3 lec/3 lab hours weekly</b>      |
| d. <b>HIST 112 Contemporary U.S. History: Vietnam</b> | <b>3 units, 3 hours weekly</b>                |
| e. <b>MATH 115 Statistics</b>                         | <b>4 units, 4 hours weekly</b>                |
| f. <b>MATH 125 Math for Business &amp; Economics</b>  | <b>5 units, 5 hours weekly</b>                |
| g. <b>MUS 291 Applied Music</b>                       | <b>1 units, 1 hour weekly</b>                 |
| h. <b>MUS 292 Applied Music Performance</b>           | <b>1 units, 1 hour weekly</b>                 |
| i. <b>PE 128 Beginning Golf</b>                       | <b>1 units, 3 hours weekly</b>                |
| j. <b>PE 210 Intercollegiate Women's Basketball</b>   | <b>1 unit, 115 hours fall/60 hours spring</b> |
| k. <b>PE 237 Intercollegiate Men's Golf</b>           | <b>2 units, 10 hours weekly</b>               |
| l. <b>DM 113 Photoshop I</b>                          | <b>3 units, 4 hours weekly</b>                |
| m. <b>DM 213 Photoshop II</b>                         | <b>3 units, 4 hours weekly</b>                |

Ms. Maria Clinton requested a motion to approve items 6a-m Consent Items for Non-Substantial course revisions. A motion was made and seconded to approve items 6a-m. Motion carried. A second motion was made and seconded to approve the content for 6a-m. Motion carried.

## 7. ACTION ITEMS – Second Reading – Course Revisions

- a. **CFE 168 ~~Foster Parenting the Medically Fragile Child~~-F Rate Pre-Service Training**  
- Faculty were asked to research and consider revising the course title. Faculty Changed to the title to “F Rate Pre-Service Training”
- b. **BIOL 100, 100L Elementary Human Anatomy and Physiology**      **3 units, 2 lec/3 lab hours weekly**  
- Faculty were asked to consider revising the description. Revisions to the description were made.
- c. **ED 141 Introduction to Special Education**      **3 units, 3 hours weekly**  
- Faculty were asked to consider adding a Limitation on Enrollment in lieu of mentioning the TB test in the description. Faculty removed the mention of the TB test instead.
- d. **ED 145 Understanding and Educating the Learning Disabled**      **3 units, 3 hours weekly**  
- Faculty were asked to consider adding a Limitation on Enrollment in lieu of mentioning the TB test in the description. Faculty removed the mention of the TB test instead.
- e. **GEOG 101L Physical Geography Lab: Earth's Surface Landscapes**      **1 units, 3 hours weekly**  
- Added Advisory  
- Faculty were asked to include the textbook on this course from the lecture course.

Ms. Maria Clinton requested a motion to approve items 7a-e Second Reading – Course Revisions stating that all requested changes from this committee were made by the instructor. A motion was made and seconded to approve items 7a-e. Motion carried. A second motion was made and seconded to approve the content for 7a-e. Motion carried.

## 8. ACTION ITEMS – First Reading – Course Revisions

### Jeff Stephens (Arriving at 3:00)

- a. **RCP 101, 101CL Fundamentals of Respiratory Care**      **6 units, 5 lec/3 lab hours weekly**
- b. **RCP 102 Clinical Preparation for Respiratory Care**      **.5 units, 36 lec hours total**
- c. **RCP 103, 103CL Concepts in Respiratory Care**      **6 units, 5 lec/6 lab hours weekly**
- d. **RCP 104 Respiratory Care Pharmacology**      **3 units, 3 hours weekly**
- e. **RCP 105, 105CL Fundamental of Clinical Respiratory Care**      **5 units, 2 lec/9 lab hours weekly**
- f. **RCP 201 Neonatal and Pediatric Respiratory Care**      **3 units, 3 hours weekly**
- g. **RCP 202, 202CL Fundamentals of Intensive Respiratory Care**      **4 units, 2 lec/6 lab hours weekly**
- h. **RCP 203, 203CL Seminar and Practicum in Respiratory Care I**      **6 units, 2 lec/12 lab hours weekly**
- i. **RCP 204, 204CL Seminar and Practicum in Respiratory Care II**      **9 units, 2 lec/21 lab hours weekly**

A motion was made and seconded to approve the course revisions to 8a-i. Mr. Jeff Stephens was present to discuss the changes made to the course. Ms. Maria Clinton stated that the only comment noted in CurricUNET requested a typo correction, which was made by Melissa Jauregui prior to the meeting. Mrs. Linda Harmon requested that the mention of C or better in the requisite section be left on each course since the accrediting agency will not allow a student to receive a C- or lower. Ms. Clinton stated that our college does not award plus or minus grades. Mrs. Harmon responded that students transferring into the program would need that statement. The committee decided that it was appropriate to leave the statement on each course. Motion carried.

### Rae Agahari (Arriving at 3:45)

- j. **CCA - ART 101 History of Art, Prehistoric to Gothic**      **3 units, 3 hours weekly**  
A motion was made and seconded to approve the course revisions to ART 101 History of Art, Prehistoric to Gothic. Ms. Rae Agahari was present to discuss the changes made to the course. Ms. Maria Clinton stated that the only comment noted in CurricUNET requested that ampersands be removed from the course content. Mrs. Margaret Drake stated that the content outline should be standardized. Ms. Maria Clinton stated that Academic Affairs can make those minor corrections. Motion carried. A second motion was made and seconded to approve the course content for ART 101 History of Art, Prehistoric to Gothic. Ms. Maria Clinton stated that all necessary changes were made to the course prior to meeting if the committee would review the WR report. Motion carried.
- k. **CCA - ART 102 History of Art, Renaissance to Modern**      **3 units, 3 hours weekly**  
A motion was made and seconded to approve the course revisions to ART 101 History of Art, Prehistoric to Gothic. Ms. Rae Agahari was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET regarding the course description to remove the “s” from Exams. Also it was requested that all objectives be linked to the methods of evaluations and a revision be made to the reading assignments in the homework section. Motion carried with revision made by Friday, May 6, 2011. A second motion was made and seconded to approve the course content for ART 102 History of Art, Renaissance to Modern. Motion carried.

### Tim Lyskey (Arriving at 4:00)

- l. **AJ 800 Peace Officer Intensive Basic Training**      **16 units, 452 lec/265 lab hours total**  
A motion was made and seconded to approve the course revisions made to AJ 800 Peace Officer Intensive Basic

Training. Mr. Tim Lynskey was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried.

**Matthew Rainbow on behalf of Jessica Harper (Arriving at 4:00)**

- m. **CCA - BIOL 110 General Molecular Cell Biology** **5 units, 4 lec/3 lab hours weekly**  
A motion was made and seconded to approve the course revisions made to BIOL 110 General Molecular Cell Biology. Mr. David Newman and Dean Les Uhazy were present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried. A second motion was made and seconded to approve the course content for BIOL 110 General Molecular Cell Biology. Motion carried.

**Debra Anderson (Arriving at 4:10)**

- n. **Hybrid – MATH 130 College Algebra** **4 units, 4 hours weekly**  
**- COR approved 4/14/11**  
A motion was made and seconded to approve the course revisions made to Hybrid – MATH 130 College Algebra. Ms. Nancy Cholvin and Dean Les Uhazy were present to discuss the changes made to the course. Ms. Maria Clinton stated that the only comment noted in CurricUNET requested whether or not Educo could be used in the document since it references a specific program. The committee decided that it was fine since all instructors are required to use the program. Motion carried.

**Luis Enriquez (Arriving at 4:10)**

- o. **Hybrid – MATH 060 Prealgebra** **4 units, 4 hours weekly**  
**- COR approved 4/14/11**  
A motion was made and seconded to approve the course revisions made to Hybrid – MATH 060 Prealgebra. Ms. Nancy Cholvin and Dean Les Uhazy were present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried.
- p. **NEW Hybrid - MATH 115 Statistics** **4 units, 4 hours weekly**  
**- DEC Approval on 4/20/11**  
A motion was made and seconded to approve the course revisions made to NEW Hybrid - MATH 115 Statistics. Ms. Nancy Cholvin and Dean Les Uhazy were present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried.

**Lisa Karlstein**

- q. **NEW Online Only – PHOT 107 History of Photography** **3 units, 3 hours weekly**  
**- COR approved 3/24/11**  
**- DEC Approval on 4/20/11**  
A motion was made and seconded to approve the course revisions made to NEW Online Only – PHOT 107 History of Photography. Ms. Lisa Karlstein was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried.

**Matthew Jaffe (Arriving at 4:15)**

- r. **CCA - HIST 101 Western Civilization, From Human Beginnings Until 1750** **3 units, 3 hours weekly**  
A motion was made and seconded to approve the course revisions made to HIST 101 Western Civilization, From Human Beginnings Until 1750. Dr. Matthew Jaffe was present to discuss the changes made to the course and requested that he be allowed to update textbook to reflect the updated version. Ms. Maria Clinton stated that a comment was noted in CurricUNET regarding the methods of evaluation, which was whether or not the items noted were enough to evaluate the student's success. Dr. Jaffe stated that the evaluations noted are the same as those on HIST 102 and on the course approved at the previous AP&P meeting. Ms. Maria Clinton stated that she added the textbooks as requested by the instructor. Motion carried. A second motion was made and seconded to approve the course content for HIST 101 Western Civilization, From Human Beginnings Until 1750. Motion carried.
- s. **CCA - HIST 102 Western Civilization, 1750-Present** **3 units, 3 hours weekly**  
A motion was made and seconded to approve the course revisions made to HIST 102 Western Civilization, 1750-Present. Dr. Matthew Jaffe was present to discuss the changes made to the course and requested that he be allowed to update textbook to reflect the updated version. Ms. Maria Clinton stated that she added the textbooks as requested by the instructor and that the methods of evaluation are okay as written. Motion carried. A second motion was made and seconded to approve the course content for HIST 102 Western Civilization, 1750-Present.

Motion carried.

- t. **CCA - HIST 109 Survey of U.S. History, 1607-Present** **3 units, 3 hours weekly**  
A motion was made and seconded to approve the course revisions made to HIST 109 Survey of U.S. History, 1607-Present. Dr. Matthew Jaffe was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET regarding two typos in the course content and multimedia being added to the methods of instruction, which were corrected during the meeting by Ms. Maria Clinton with the instructor's approval. Motion carried. A second motion was made and seconded to approve the course content for HIST 109 Survey of U.S. History, 1607-Present. Motion carried.

**Kenneth Shafer (Arriving at 4:15)**

- u. **Online Only – HIST 107 U.S. History, 1607-1877** **3 units, 3 hours weekly**  
- COR approved 11/18/10
- v. **Hybrid – HIST 107 U.S. History, 1607-1877** **3 units, 3 hours weekly**  
- COR approved 11/18/10
- w. **ITV – HIST 107 U.S. History, 1607-1877** **3 units, 3 hours weekly**  
- COR approved 11/18/10

A motion was made and seconded to table items 8u-w since the instructor was not able to attend the meeting and a proxy or Dean was not present. Motion carried.

**Sandra Hughes (Arriving at 4:15)**

- x. **MOA 110 Beginning Medical Office Assisting Skills** **4 units, 6 hours weekly**  
A motion was made and seconded to approve the course revisions made to MOA 110 Beginning Medical Office Assisting Skills. Ms. Sandra Robinson was present to discuss the changes made to the course. Ms. Maria Clinton stated that only one comment was noted in CurricUNET indicating that objectives may need revision. After a brief discussion, it was decided that the objectives were fine as written. Motion carried.
- y. **CCA - MOA 111 Advanced Medical Office Assisting Skills** **4 units, 6 hours weekly**  
- **Added Advisory of Eligibility for College Level Reading, ENGL 099 and MATH 070**  
A motion was made and seconded to approve the course revisions made to MOA 111 Advanced Medical Office Assisting Skills. Ms. Sandra Robinson was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried. A second motion was made and seconded to approve the course content for MOA 111 Advanced Medical Office Assisting Skills. Motion carried.

**Donna Meyer (Arriving at 4:30)**

- z. **BUS 121 Fundamentals of Investment and Personal Finance** **3 units, 3 hours weekly**  
A motion was made and seconded to approve the course revisions made to BUS 121 Fundamentals of Investment and Personal Finance. Ms. Donna Meyer was present to discuss the changes made to the course. Mrs. Sharon Lowry stated that a comment was noted in CurricUNET regarding a typo in question number three in the Distance Education form, which was corrected during the meeting. Motion carried. A second motion was made and seconded to approve the course content for BUS 121 Fundamentals of Investment and Personal Finance. Motion carried.
- aa. **Online Only - BUS 121 Fundamentals of Investment and Personal Finance** **3 units, 3 hours weekly**  
A motion was made and seconded to approve the course revisions made to Online Only - BUS 121 Fundamentals of Investment and Personal Finance. Ms. Donna Meyer was present to discuss the changes made to the course. Mrs. Sharon Lowry stated that a comment was noted in CurricUNET regarding a typo in question number three in the Distance Education form, which was made during the meeting. Motion carried.

**Tom Graves (Arriving at 4:45)**

- bb. **COMM 214 Studies in Storytelling** **3 units, 3 hours weekly**  
A motion was made and seconded to approve the course revisions made to COMM 214 Studies in Storytelling. Mr. Tom Graves was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET regarding a typo in the textbook section and homework section, which were corrected during the meeting. Motion carried.

*Ms. Maria Clinton stated that the Senate did not need any additional information regarding the AS-T in Mathematics and has approved the program. This program will now be forwarded to the Board of Trustees for approval. She also stated that she received an email from Ms. Melanie Parker which states that the Student Learning Outcomes for DM 103L, DM 105L, DM 113L, DM 115L, DM 128L, DM 133L, DM 203L, DM 205L, DM 213L, DM 215L, DM 233L, DM*

246L, FTV 155, FTV 215, FTV 251, PHOT 213L, PHTC 215L, THA 205, ENGR 185, and AUTO 198 have all been approved.

**Cynthia Kincaid (Arriving at 4:40)**

- cc. **CCA -DM 103 Graphic Design I** **3 units, 4 hours weekly**
  - Added Prerequisite of Completion of DM 101
  - Deleted Advisory of Completion of DM 101
  - Instructional Material Fee increased from \$12.50 to \$20
- dd. **CCA -DM 105 Flash Animation for Interactive Media** **3 units, 4 hours weekly**
  - Title Change
  - Deleted Advisory of Completion of ART 110 added Working knowledge of Adobe Photoshop strongly advised.
- ee. **CCA -DM 115 Graphic Communications I** **3 units, 4 hours weekly**
  - Added Prerequisite of Completion of DM 101
  - Deleted Advisory of Completion of DM 101
  - Instructional Material Fee increased from \$12.50 to \$20
- ff. **CCA -DM 203 Graphic Design II** **3 units, 4 hours weekly**
  - Deleted Advisory of Completion of DM 101
  - Instructional Material Fee increased from \$12.50 to \$20
- gg. **CCA -DM 205 Digital Illustration** **3 units, 4 hours weekly**
  - Added Prerequisite of Completion of DM 101
  - Changed Advisory from Completion of DM 101 to Completion of DM 113
  - Instructional Material Fee increased from \$12.50 to \$20
- hh. **CCA - DM 246 Portfolio and Job Search** **3 units, 4 hours weekly**
  - Added Prerequisite of Completion of DM 113
  - Instructional Material Fee decreased from \$23 to \$20

A motion was made and seconded to table items 8cc-hh since the instructor was not able to attend the meeting and a proxy or Dean was not present. Motion carried.

**Kathy Bingham (Arriving at 4:30)**

- ii. **CCA -PE 109 Intermediate/Advanced Hatha Yoga** **1 unit, 3 hours weekly**
  - Course Number Change

A motion was made and seconded to approve the course revisions made to PE 109 Intermediate/Advanced Hatha Yoga. Ms. Kathy Bingham was present to discuss the changes made to the course. After a brief moment, it was requested that the instructor remove the Hatha Yoga Journal from the textbook section. Also there was a small discussion regarding the repeatability of the course but no changes were requested. Dr. Grishman stated that the approvals need to be completed in time for him to submit changes for Articulation. The homework hours were listed as five hours a week however this number would need to be changed to .5 a week to complete a final written assignment.

Mrs. Sharon Lowry asked whether or not this course is taught in a way that is comparable to those taught at the fitness centers. Ms. Bingham responded that this course is much different from those taught at a fitness center since it covers more than just the physical movements. Mrs. Sharon Lowry stated that this issue is coming from the State all the way to the CEOs regarding the similarities between the type of courses offered at a community college and those at a fitness center. We are being asked to look at the college courses that could be and are delivered at a fitness center and consider whether or not it is appropriate to use tax payer dollars to fund such courses. A lengthy discussion took place regarding the other disciplines that would also be at risk if we as a Academic Committee were to approve courses with that in mind. It was also mentioned that career technical, basic skills, and transfer courses should be emphasized according to the states recommendations. Mrs. Sharon Lowry requested that it be reflected in the minutes

Motion carried with revision made by Friday, May 6, 2011. A second motion was made and seconded to approve the course content for PE 109 Intermediate/Advanced Hatha Yoga. Motion carried.

**James Burns (Arriving at 5:00)**

- jj. **JOUR 123 Newspaper Production** **3 units, 6 hours weekly**

A motion was made and seconded to table item 8jj since the instructor was not able to attend the meeting and a proxy or Dean was not present. Motion carried.

**Sandra Robinson (Arriving at 5:00) miracle**

- kk. **NS 230 Professional Nursing III** **.5 units, .5 hours weekly**

A motion was made and seconded to approve the course revisions made to NS 230 Professional Nursing III. Ms.

Sandra Robinson was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried.

**Claude Gratton (Arriving at 5:00)**

- ll. **CCA - PHIL 101 Fundamental Reasoning Skills** **3 units, 3 hours weekly**  
A motion was made and seconded to approve the course revisions made to PHIL 101 Fundamental Reasoning Skills. Mr. Claude Gratton was present to discuss the changes made to the course. Ms. Maria Clinton stated that only one comment was noted in CurricUNET indicating that the course was a bit wordy. After a brief discussion, it was decided that a minor typo and punctuation change was necessary to the course content, which were made during the meeting. Motion carried. A second motion was made and seconded to approve the course content for PHIL 101 Fundamental Reasoning Skills. Motion carried.
- mm. **CCA - PHIL 201 Critical Thinking** **3 units, 3 hours weekly**  
A motion was made and seconded to approve the course revisions made to PHIL 201 Critical Thinking. Mr. Claude Gratton was present to discuss the changes made to the course. Ms. Maria Clinton stated that only one comment was noted in CurricUNET indicating that the course writing assignments was a bit wordy. After a brief discussion, it was decided that a minor typo in the homework section needed to be corrected. Motion carried. A second motion was made and seconded to approve the course content for PHIL 201 Critical Thinking. Motion carried.

**Jerry Lewis (Arriving at 5:15)**

- nn. **ATH 100 Introduction to Athletic Training** **3 units, 3 hours weekly**  
A motion was made and seconded to approve the course revisions made to ATH 100 Introduction to Athletic Training. Mr. Jerry Lewis was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that the homework section need the hours corrected and the written assignments needed revision, which was corrected during the meeting. Mrs. Sharon Lowry stated that it was her understanding that all Athletic courses were still listed as stand alone courses thus indicating that the degree or certificate was not formally brought forward and approved by this committee. This being the case the approval can be made but these courses may not be allowed to be scheduled until they are organized into a degree or certificate program. It was also requested that the textbook section be updated or a rationale be provided. Motion carried with revision made by Friday, May 6, 2011.

**9. ACTION ITEMS – New Course Reading**

**Claude Gratton (Arriving at 5:00)**

- a. **CCA - PHIL 109 World Religion** **3 units, 3 hours weekly**  
A motion was made and seconded to approve the new course of PHIL 109 World Religion. Mr. Claude Gratton was present to discuss the new course development. Ms. Maria Clinton stated that only one comment was noted in CurricUNET indicating that the course objective number six needed to be revised or included in the methods of evaluation. After a brief discussion, it was decided that objective number 6 was too long and encompassed several separate objectives, the content needed to be expanded, and the methods of evaluation needed revision. It was requested that the Course Outline of Record only reflect the information relevant to the course and any instruction to faculty who may teach the course needs to be removed. Mrs. Sharon Lowry stated that this course may be covering too broad. The instructor was also asked to provide a rationale for the use of an older textbook. Motion failed.

**10. ACTION ITEMS – Request to change Instructional Material Fee**

- a. **PE 191 – increased from \$6.00 to \$15.00 (Jerry Lewis arriving at 5:15)**
- b. **DM 103 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**
- c. **DM 113 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**
- d. **DM 115 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**
- e. **DM 203 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**
- f. **DM 205 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**
- g. **DM 213 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**
- h. **DM 246 – decreased from \$23 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**

A motion was made and seconded to approve increasing the material fee for PE 191. Motion carried. A motion was made and seconded to table items 11b-h since the instructor was not able to attend the meeting and a proxy or Dean was not present. Motion carried.

**11. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P**

**Business and Computer Studies**

**CA 151 Microcomputer Operating System**

*CIS 175 Java Programming – Submitted*

## **Health Sciences / FACE**

*CFE 116 Justice, Equity & Inclusion in CFE – Submitted*  
*CFE 168 Foster Parent Med Fragile Child – Agenda*  
*CFE 211 Health Safety for Young Child – Submitted*  
*EMT 101 Emergency Medical Tech I – Submitted*  
*MOA 110 Beg Medical Office Assisting – Agenda*  
*MOA 111 Adv Medical Office Assisting – Agenda*  
*NS 230 Professional Nursing III – Agenda*  
*RCP 102 Clinical Preparation for Respiratory Care – Agenda*  
*RCP 103 Concepts in Respiratory Care – Agenda*  
*RCP 104 Respiratory Care Pharmacology – Agenda*  
*RCP 105 Fundamentals of Clinical Respiratory Care – Agenda*  
*RCP 201 Neonatal and Pediatric Respiratory Care – Agenda*  
*RCP 202 Fundamentals of Intensive Respiratory Care – Agenda*  
*RCP 203 Seminar & Practicum in Respiratory Care I – Agenda*  
*RCP 204 Seminar & Practicum in Respiratory Care II – Agenda*

## **Instructional Resources**

*LAC 100 Intro to Tutoring – Submitted*  
*LAC 200 Advanced Tutoring – Submitted*

## **Language Arts**

*COMM 105 Intro to Mass Communication – Submitted*  
**COMM 114 Art of Storytelling**  
*COMM 116 Forensics – Submitted*  
*COMM 214 Studies in Storytelling – Agenda*  
*JOUR 121 Beginning Journalism – Submitted*  
*JOUR 123 Newspaper Production – Agenda*

## **Math and Engineering**

*MATH 060 Prealgebra – Agenda*  
*MATH 115 Statistics – Agenda*  
*MATH 125 Math for Business & Economics – Agenda*  
*MATH 130 College Algebra – Agenda*  
*MATH 140 Precalculus – Submitted*  
*MATH 230 Intro Ordinary Diff Equations – Submitted*  
*MATH 250 Calculus & Analytic Geometry – Submitted*  
*ENGR 185 Digital Logic & Design – Agenda*

## **Science**

*BIOL 100 Elem Human Anatomy & Physiology – Submitted*  
*BIOL 101 General Biology – Submitted*  
*BIOL 110 General Molecular Cell Biology – Agenda*  
*CHEM 101 Introductory Chemistry – Submitted*  
*GEOG 101L Phys Geog Lab: Earth's Surface Landscape – Agenda*

## **Physical Education & Athletics**

*ATH 100 Intro to Athletic Training – Agenda*  
*ATH 102L Practical Appl of Athletic Training I Lab – Submitted*  
*ATH 102 Practical Appl of Athletic Training I – Submitted*  
*ATH 103L Practical Appl of Athletic Training II Lab – Submitted*  
*ATH 103 Practical Appl of Athletic Training II – Submitted*  
*HE 101 Health Education – Submitted*  
*PE 109 Hatha Yoga – Submitted*  
*PE 128 Beginning Golf – Agenda*  
*PE 128 Advanced Golf – Submitted*  
*PE 135 Physical Conditioning – Submitted*  
*PE 160 Beginning Tennis – Submitted*  
*PE 160 Intermediate Tennis – Submitted*  
*PE 160 Advanced Tennis – Submitted*  
*PE 193 Officiating Fall Sports – Submitted*



*PE 194 Officiating Spring Sports – Submitted*  
*PE 195 Sports Appreciation – Submitted*  
*PE 210 Intercollegiate Women's Basketball – Submitted*  
*PE 237 Intercollegiate Men's Golf – Agenda*

### **Social & Behavioral Sciences**

*ED 140 Introduction to Education – Agenda*  
*ED 141 Intro to Special Education – Submitted*  
*ED 145 Understand & Ed Learn Disabled – Submitted*  
*HIST 101 Western Civ, Human Begin Until 1750 – Submitted*  
*HIST 102 Western Civ, from 1750-Present – Submitted*  
*HIST 109 Survey U.S. History – Submitted*  
*HIST 112 Contemp U.S. History: Vietnam – Submitted*  
*PHIL 101 Fundamental Reasoning Skills – Agenda*  
*PHIL 105 Ethics: Moral Issues in Soc – Submitted*  
*PHIL 106 Intro to Philosophy – Agenda*  
*PHIL 108 Philosophy of Religion – Submitted*  
*PHIL 110 Introduction to Logic – Submitted*  
*PHIL 201 Critical Thinking – Agenda*  
*POLS 101 Amer Political Institutions – Submitted*  
*POLS 203 The Judicial Process – Submitted*  
*SOC 112 American Social Issues – Submitted*

### **Technical Education**

*AJ 800 Peace Officer Intensive Basic Training – Agenda*

### **Visual & Performing Arts**

*ART 101 History of Art: Prehistoric to Gothic – Agenda*  
*ART 102 History of Art: Renaissance to Modern – Agenda*  
*ART 110 Drawing – Submitted*  
*ART 140 Watercolor – Submitted*  
*ART 210 Advanced Drawing – Submitted*  
*ART 222 L Computerized Life Drawing Lab – Submitted*  
*ART 222 Computerized Life Drawing – Submitted*  
*MUS 291 Applied Music – Agenda*  
*MUS 292 Applied Music Performance – Agenda*

## **12. ADDITIONAL INFORMATION – SLOs by Division that need to be submitted to the SLO Committee**

### **Math/Science and Engineering**

ENGR 185 Digital Logic & Design  
MATH 099 Individualized Self-Study Math (Other Math Classes under this umbrella)

### **Physical Education & Athletics**

PE 237 Intercollegiate Men's Golf

### **Technical Education**

AUTO 198 Automotive Seminars

### **Visual & Performing Arts**

DM 103L Graphic Design I Lab  
DM 105L Interactive Media Lab  
DM 113L Photoshop I Lab  
DM 115L Graphic Communications I Lab  
DM 128L Web Des & Prod II Lab  
DM 133L Digital Printing I Lab  
DM 203L Graphic Design II Lab  
DM 205L Digital Illustration Lab  
DM 213L Photoshop II Lab  
DM 215L Graphic Communications II Lab  
DM 233L Digital Printing II Lab  
DM 246L Portfolio and Job Search Lab  
FTV 155 Film Festival Analysis

FTV 215 Directing for Film & Video  
FTV 251 Contemporary American Independent Film  
PHOT 213L Life Photography Lab  
PHTC 215L Photography Studio Practices Lab  
THA 205 Advanced Acting Workshop

### **13.ADJOURNMENT**

A motion was made and seconded to adjourn the 4/28/11 AP&P Committee meeting at 5:34 p.m. Motion carried.

#### 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 Mr. Christos Valiotis, 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.*