

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO:

Beverly Beyer	Lisa Karlstein	LaDonna Trimble
Nancy Cholvin	Scott Lee	Les Uhazy
Maria Clinton	Cynthia Littlefield	Darcy Wiewall
De'Nean Coleman-Carew	Sharon Lowry	Sara Rothenberg, ASO voting
Maggie Drake	Rick Motawakel	TBD, ASO non-voting
Lee Grishman	David Newman	
Linda Harmon	Duane Rumsey	

Technical Review Committee – Linda Harmon, and Scott Lee

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: May 23, 2011

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, May 26, 2011, BE 323 (Computer Lab), 3:00-5:30pm

2010-2011
Academic Policies & Procedures Committee Meeting No. 14
AGENDA

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

3. APPROVAL OF MINUTES

- a. April 28, 2011
- b. May 12, 2011

4. INFORMATIONAL ITEMS

- a. 6 new AA-T and AS-T: Administration of Justice/Criminal Justice, Early Childhood Education, Geology, Physics, Theatre, and History. Check www.c-id.org for the development documentation.
- b. Course Outline of Records that will expire next year before implementation of new Course Outline of Record

5. ACTION ITEMS

- a. Mission Statement – 7 out of 11 division representative approved the mission as is

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

- a. MATH 140 Precalculus 5 units, 5 hours weekly
- b. MATH 250 Calculus and Analytic Geometry 5 units, 5 hours weekly
- c. DM 133L Digital Printing I Lab .5 units, 24 hours total

7. ACTION ITEMS – Second Reading – Course Revisions (AP&P requested faculty attendance)

Harish Rao will arrive at 3:30

- a. COMM 116 Forensics 3 units, 3 hours weekly
- Content has been corrected and units and hours have been adjusted per AP&P recommendation

Wendy Williams will arrive at 3:30

- b. FTV 230 Digital Cinematography 4 units, 6 hours weekly
- AP&P requested revisions to the homework hours and to correct a typo in the methods of instruction

8. ACTION ITEMS – First Reading – Course Revisions

Mark Covert will arrive at 3:35

- a. PE 135 Physical Conditioning .5-1 units, 1.5-3 hours weekly

Adrienne King will arrive at 3:40

- b. DM 115 Graphic Communications 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

Bradley Smith will arrive at 3:40

- c. DM 133 Digital Printing I 3 units, 4 hours weekly
 - Added Prerequisite of Completion of DM 101
 - Deleted Advisory of Completion of DM 101
 - Instructional Material Fee decreased from \$16.50 to \$15.00

- d. DM 233 Digital Printing II 3 units, 4 hours weekly
 - Instructional Material Fee decreased from \$15.00 to \$12.50

- e. DM 233L Digital Printing II Lab .5 units, 24 hours total

Wendy Williams will arrive at 3:40

- f. DM 110 Motion Graphics 3 units, 4 hours weekly
 - Added Prerequisite of Completion of DM 106
 - Deleted Advisory of Completion of DM 101
 - Instructional Material Fee increased from \$18.50 to \$20.00

- g. DM 112 Experimental Digital Video 3 units, 4 hours weekly
 - Added Prerequisite of Completion of DM 106
 - Deleted Advisory of Completion of DM 101
 - Instructional Material Fee increased from \$18.50 to \$20.00

Dorothy Williams and Diane Flores-Kagan will arrive at 3:50

- h. LAC 100 Introduction to Tutoring 3 units, 3 hours weekly

- i. New Hybrid DE - LAC 100 Introduction to Tutoring 3 units, 3 hours weekly
 - DEC reviewed and made recommendations for revision on 4/20/11

Andy Sanders will arrive at 3:50 (Dr. Karen Cowell will also attend meeting)

- j. CFE 116 Diversity in Early Childhood Education 3 units, 3 hours weekly
 - Title change

- k. CFE 211 Health, Safety and Nutrition for the Young Child 3 units, 3 hours weekly
 - Title change

Angela Davis will arrive at 4:10

- l. SOC 112 American Social Issues: Problems and Challenges 3 units, 3 hours weekly

Cynthia Kincaid will arrive at 4:40

- m. 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

- n. 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.

- o. 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

- p. 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

- q. 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

Jerry Lewis will arrive at 5:15

- r. ATH 102 Practical Applications of Athletic Training I 3 units, 3 hours weekly

9. ACTION ITEMS – New Course Reading – Second Reading

- a. CCA - PHIL 109 World Religion 3 units, 3 hours weekly

10. ACTION ITEMS – Request to change Instructional Material Fee

- a. DM 115 – increased from \$12.50 to \$20.00 (**Adrienne King Arriving at 3:40**)
- b. DM 133 – decreased from \$16.50 to \$15.00 (**Bradley Smith Arriving at 3:40**)
- c. DM 233 - decreased from \$15.00 to \$12.50 (**Bradley Smith Arriving at 3:40**)
- d. DM 110 – increased from \$18.50 to \$20.00 (**Wendy Williams Arriving at 3:40**)
- e. DM 112 – increased from \$18.50 to \$20.00 (**Wendy Williams Arriving at 3:40**)
- f. DM 103 – increased from \$12.50 to \$20.00 (**Cynthia Kincaid Arriving at 4:40**)
- g. DM 113 – increased from \$12.50 to \$20.00 (**Cynthia Kincaid Arriving at 4:40**)

- h. DM 203 – increased from \$12.50 to \$20.00 (**Cynthia Kincaid Arriving at 4:40**)
- i. DM 205 – increased from \$12.50 to \$20.00 (**Cynthia Kincaid Arriving at 4:40**)
- j. DM 213 – increased from \$12.50 to \$20.00 (**Cynthia Kincaid Arriving at 4:40**)
- k. DM 246 – decreased from \$23 to \$20.00 (**Cynthia Kincaid Arriving at 4:40**)

11. ACTION ITEMS – Obsolete Memo Requests

- a. PHIL 106 ITV
- b. HIST 107 ITV
- c. HIST 108 ITV

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

Health Sciences / FACE

- CFE 116 Justice, Equity & Inclu in CFE – Agenda*
- CFE 211 Health Safety for Young Child – Agenda*

Instructional Resources

- LAC 100 Intro to Tutoring – Agenda*
- LAC 200 Advanced Tutoring – Awaiting Course Author Revision*

Language Arts

- COMM 114 Art of Storytelling**
- COMM 116 Forensics – Agenda*

Math and Engineering

- MATH 140 Precalculus – Agenda*
- MATH 250 Calculus & Analytic Geometry – Agenda*

Physical Education & Athletics

- ATH 102 Practical Appl of Athletic Training I – Agenda*
- PE 128 Advanced Golf – Submitted New number 129 – Awaiting Course Author Revision*
- PE 135 Physical Conditioning – Agenda*

Social & Behavioral Sciences

- ED 140 Introduction to Education – Agenda*
- SOC 112 American Social Issues – Agenda*

13. ADJOURNMENT

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.

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	Cynthia Littlefield, Faculty	Duane Rumsey, Faculty
Nancy Cholvin, faculty	Mrs. Sharon Lowry, V. P. Academic Affairs	Sarah Rothenberg, ASO Student
Maria Clinton, Cochair	Rick Motawakel, Faculty	
De’Nean Coleman-Carew	David Newman, Faculty	
Margaret Drake, Dean	Rieana Paul, Student Proxy	
Lee Grishman, Articulation	Mike Rios, proxy	
Linda Harmon, Faculty	LaDonna Trimble, Dean	
Lisa Karlstein, Faculty	Les Uhazy, Dean	
Scott Lee, Faculty	Darcy Wiewall, 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. AUTO 102 Basic Automotive Practicum | 1 units, 3 hours weekly |
| b. AUTO 190 Automotive Parts Specialist | 6 units, 6 hours weekly |
| c. ENGR 185 Digital Logic and Design | 5 units, 3 lec/3 lab hours weekly |
| d. HIST 112 Contemporary U.S. History: Vietnam | 3 units, 3 hours weekly |
| e. MATH 115 Statistics | 4 units, 4 hours weekly |
| f. MATH 125 Math for Business & Economics | 5 units, 5 hours weekly |
| g. MUS 291 Applied Music | 1 units, 1 hour weekly |
| h. MUS 292 Applied Music Performance | 1 units, 1 hour weekly |
| i. PE 128 Beginning Golf | 1 units, 3 hours weekly |
| j. PE 210 Intercollegiate Women's Basketball | 1 unit, 115 hours fall/60 hours spring |
| k. PE 237 Intercollegiate Men's Golf | 2 units, 10 hours weekly |
| l. DM 113 Photoshop I | 3 units, 4 hours weekly |
| m. DM 213 Photoshop II | 3 units, 4 hours weekly |

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 Lynskey (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 & Inclu 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

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

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.

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: May 12, 2011
LOCATION: BE 323 – Computer Room
TIME: 3:05 p.m.

<u>MEMBERS PRESENT</u>	<u>MEMBERS ABSENT</u>
Beverly Beyer, faculty	Cynthia Littlefield, Faculty
Nancy Cholvin, faculty	Mrs. Sharon Lowry, V. P. Academic Affairs
Maria Clinton, Cochair	Rick Motawakel, Faculty
De’Nean Coleman-Carew	David Newman, Faculty
Margaret Drake, Dean	Mike Rios, proxy
Lee Grishman, Articulation	Sarah Rothenberg, ASO Student
Linda Harmon, Faculty	LaDonna Trimble, Dean
Lisa Karlstein, Faculty	Les Uhazy, Dean
Scott Lee, Faculty	Darcy Wiewall, Faculty
<u>GUESTS PRESENT</u>	
Nancy Bednar	Barry Green
Ed Beyer	Jerry Lewis
James Burns	Ron Mummaw
Newton Chellele	Tom O’Niel
Dr. Karen Cowell	Kenneth Shafer
Charlette Forte-Parnel	Sherri Zhu
Rosa Fuller	Xinmin Zhu
Tom Graves	

2010-2011
Academic Policies & Procedures Committee Meeting No. 13
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the May 12, 2011 AP&P Committee Meeting to order at 3:05 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:05 p.m. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Ms. Maria Clinton requested a motion to table item 8a PHIL 109 World Religion since the requested revisions have not been completed by the instructor. A motion was made and seconded to table item 8a PHIL 109 World Religion. Motion carried.

3. APPROVAL OF MINUTES

a. **April 14, 2011**

A motion was made and seconded to approve item 3a Approval of Minutes: April 14, 2011. Ms. LaDonna Trimble stated that some minor changes were necessary, which will be emailed shortly after the meeting. Motion carried as revised.

b. **April 28, 2011**

A motion was made and seconded to table item 3b Approval of Minutes: April 28, 2011. Ms. Maria Clinton stated that when the language is finalized this will be on the next agenda or emailed for an electronic approval. Motion carried.

4. INFORMATIONAL ITEMS

a. **11-12 Courses Ready for Revision**

Ms. Maria Clinton made an announcement that list of courses that need to be revised in the 11-12 academic year are attached to this packet. The list will be reevaluated after the May 28, 2011 meeting and courses from this year will be added to that list if they were not approved. She continued to state that CurricUNET will be offline from June 20-August 1, 2011 in an effort to revise and update the system and the approval processed. She also stated that any course that appears on these lists must be revised and approved by the AP&P Committee no later than December 8, 2011. Any course approved on a later date will not be incorporated in the 12-13 College Catalog and potentially will have scheduling restrictions during the 12-13 academic year if the existing Course Outline of

Record becomes outdated prior to the revised version being implemented. Several comments were made regarding the fact that faculty can only be encouraged so much by this committee. Mrs. Sharon Lowry stated that the AP&P Committee will then need to hold strong to those deadlines since offering a course on an outdated course outline of record would but Antelope Valley College in violation of Title 5 and accreditation. If we continue to allow these types of issues to occur then we can potentially receive a penalty from accreditation.

5. DISCUSSION ITEMS

a. Mission Statement

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

- Business, Computer Studies, and Economics Development – The mission statement is much too long, it was redundant and Mrs. Beverly Beyer will email those responses.
- Health Sciences – Fine
- Instructional Resources / Extended Services – Will email responses
- Language Arts – Not present
- Math & Engineering – Fine
- Science – Fine
- Physical Education and Athletics – Fine
- Social Behavioral Sciences – No response to email request. Fine
- Student Services/Counseling – The mission statement is too long
- Technical Education – Fine
- Visual and Performing Arts – Will email responses
- Students – Fine

Ms. Maria Clinton stated that Mr. Mike Rios posed a question regarding the vote for the upper division unit cap of twelve units discussed at the last meeting. She asked the committee whether or not they wanted to table this item and reevaluate it in the fall or if we want to move forward with 12 units or 4 courses as the maximum. Mrs. Sharon Lowry stated that from an academic standpoint it is more appropriate to speak in terms of course units rather than number of courses since there is such a variation in course unit value. After a brief discussion and reiteration of what was stated at the last meeting, the committee agreed that it was necessary to bring forward the clear guidelines and procedures for implementation of accepting upper division course work. Dr. Lee Grishman stated that those guidelines would be easier to establish if the limitations were set. A motion was made and seconded to establish 12 units as the maximum number of upper division transferrable course work that can be applied to a student's record. Motion carried. The subcommittee established at the last meeting, which was made up of Dr. Lee Grishman and Ms. LaDonna Trimble, is still 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 will be made to approve that documentation.

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

- | | |
|--|---------------------------------------|
| a. MUS 111 Fundamentals of Music | 3 units, 3 hours weekly |
| b. CCA - PE 107 Hatha Yoga | .5/1.5 units, 1/3 hours weekly |
| c. ART 110 Drawing | 3 units, 6 hours weekly |
| d. ART 140 Watercolor | 3 units, 6 hours weekly |
| e. ART 210 Advanced Drawing | 3 units, 6 hours weekly |
| f. ART 222 Computerized Life Drawing | 3 units, 6 hours weekly |
| g. ART 222L Computerized Life Drawing Lab | .5 units, 1.8 hours weekly |
| h. MATH 230 Introduction to Ordinary Differential Equations | 4 units, 4 hours weekly |

Ms. Maria Clinton requested a motion to approve items 6a-h 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. Motion carried.

7. ACTION ITEMS – First Reading – Course Revisions

Rosa Fuller (Arriving at 3:30)

- | | |
|---|--------------------------------|
| a. HD 198C Career and Major Exploration
- Title Change | .5 units, 9 hours total |
|---|--------------------------------|

A motion was made and seconded to approve the course revisions to HD 198C Career and Major Exploration. Ms. Rosa Fuller was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments noted in CurricUNET requested minor changes to the homework section and textbook section, which were done during the meeting with the approval of the faculty. Motion carried.

James Burns (Arriving at 3:40)

- | | |
|--|--------------------------------|
| b. JOUR 121 Beginning Journalism | 3 units, 3 hours weekly |
| c. Online Only DE - JOUR 121 Beginning Journalism | 3 units, 3 hours weekly |

A motion was made and seconded to approve the course revisions to JOUR 121 Beginning Journalism and accompanying online only distance education course. Mr. James Burns was present to discuss the changes made to the course and requested that Roman numeral four be removed from the course content. Ms. Maria Clinton stated that comments noted in CurricUNET requested elaboration to the offline homework section of the distance education course, minor changes to the homework section and textbook section. It was also requested that the mention of PowerPoint in number four of the distance education course be replaced with presentation software. With the approval of the instructor, the changes were done during the meeting. Motion carried.

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

A motion was made and seconded to approve the course revisions made to JOUR 123 Newspaper Production. Mr. James Burns 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.

Tom Graves (Arriving at 3:40)

e. **COMM 105 Introduction to Mass Communication** **3 units, 3 hours weekly**

f. **Online Only DE - COMM 105 Introduction to Mass Communication** **3 units, 3 hours weekly**

A motion was made and seconded to approve the course revisions to COMM 105 Introduction to Mass Communication and accompanying online only distance education course. Mr. James Burns and Mr. Tom Graves were present to discuss the changes made to the course. Ms. Maria Clinton stated that comments noted in CurricUNET requested elaboration to the offline homework section of the distance education course, and instruction for writing a research paper be added to the course content section of the course outline of record. It was also requested that the mention of PowerPoint in the distance education course be replaced with presentation software. With the approval of the instructor, the changes were done during the meeting. Motion carried.

g. **COMM 116 Forensics** **4 units, 4 hours weekly**

- **Changed Units from variable to non-variable**

- **Requesting Articulation to UC**

A motion was made and seconded to approve the course revisions to COMM 116 Forensics. Mr. Tom Graves was present to discuss the changes made to the course and stated that it seems that the content is incorrect. Ms. Maria Clinton stated that comments were noted in CurricUNET that requested justification for the use of an older textbook, as well as the course unit value being set at 3 hours a week and 3 units earned to keep in line with the transfer modal degree in Communication Studies. Mr. Graves requested to provide the originating instructor justification for the four units, four weekly designation, which is that the students will easily earn the four units practicing with the speech coach, if there are only three units students will be completing the hours but not receiving credit and by reducing the hours there will be less competitions completed and the team will be less competitive. Mrs. Margaret Drake responded that at some point we need to determine the rationale and standard of what is appropriate and with the transfer modal in place it states that students for this class should only receive three units. Mrs. Sharon Lowry also responded that some of what students are being asked to complete for that additional unit sounds more like homework time rather than class time. Dr. Lee Grishman also stated that it is in the best interest of the transfer degree to set this course at three units. Ms. Maria Clinton requested the originating faculty to bring the course back to the committee as a second reading after double checking the accuracy of the course content and to set the units earned and hours weekly to three. Motion failed.

Kenneth Shafer (Arriving at 3:50)

h. **Online Only – HIST 107 U.S. History, 1607-1877** **3 units, 3 hours weekly**

- **COR approved 11/18/10**

i. **Hybrid – HIST 107 U.S. History, 1607-1877** **3 units, 3 hours weekly**

- **COR approved 11/18/10**

j. **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 approve the course revisions made to the three HIST 107 distance education courses. Mr. Kenneth Shafer was present to discuss the changes made to the courses. Ms. Maria Clinton requested that the mention of PowerPoint in all three distance education courses be replaced with presentation software. It was also stated that the ITV format will need to be made obsolete and Dr. Tom O’Niel stated that he would provide a memo to the committee to that effect. With the approval of the instructor, the changes were done during the meeting. Motion carried.

Ed Beyer (Arriving at 3:50)

k. **CA 151 Microcomputer Operating Systems** **3 units, 4 hours weekly**

A motion was made and seconded to approve the course revisions made to CA 151 Microcomputer Operating Systems. Dr. Ed Beyer was present to discuss the changes made to the course and stated that no distance education course is attached to this course. Ms. Maria Clinton stated that no comments were noted in CurricUNET

indicating that revisions were necessary. Motion carried.

Ronald Mumshaw (Arriving at 4:00)

l. CIS 175 Java Programming

3 units, 4 hours weekly

A motion was made and seconded to approve the course revisions made to CIS 175 Java Programming. Mr. Ronald Mumshaw was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET that requested a minor typo be corrected in the course content, which was corrected during the meeting with the approval of the faculty. Motion carried.

Lance Hodge (Arriving at 4:00)

m. EMT 101 Emergency Medical Technician

5.5 units, 8.5 hours weekly

A motion was made and seconded to approve the course revisions made to EMT 101 Emergency Medical Technician. Ms. Linda Harmon and Dr. Karen Cowell were present to discuss the changes made to the course. Ms. Maria Clinton stated that only one comment was noted in CurricUNET that requested the outline format in the course content reflect the AP&P approved format. Ms. Clinton requested the committee to look at the WR report where it shows the correct format for this section. Motion carried.

Cindy Littlefield (Arriving at 4:00)

n. HE 101 Health Education

3 units, 3 hours weekly

o. Online Only DE - HE 101 Health Education

3 units, 3 hours weekly

A motion was made and seconded to approve the course revisions made to HE 101 Health Education and accompanying online only distance education course. Ms. Cindy Littlefield was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET, the first asking about the research project, which Ms. Littlefield stated that was a project and paper. The committee then requested that it state in the content and in the homework section that it is a research project/paper. It was also requested that the language in the distance education course that stated that a password protect site was used be replaced with the newer language, which is AVC has a course management system and MGT 101 distance education course can be used as a guide. Ms. Clinton also stated that a comment in CurricUNET requested that the homework number four, first sentence be rewritten and commas need to be added to the methods of instruction. Motion carried pending revisions made by Friday, May 20, 2011.

Jeffery Cooper (Arriving at 4:00)

p. CCA - CHEM 101, 101L Introductory Chemistry

5 units, 7 hours weekly

q. Hybrid DE - CHEM 101, 101L Introductory Chemistry

5 units, 7 hours weekly

A motion was made and seconded to approve the course revisions to CHEM 101, 101L Introductory Chemistry and accompanying online only distance education course. Dr. David Newman and Dr. 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 CHEM 101, 101L Introductory Chemistry. Motion carried.

Wendy Williams (Arriving at 4:10)

r. FTV 230 Digital Cinematography

4 units, 6 hours weekly

A motion was made and seconded to approve the course revisions made to FTV 230 Digital Cinematography. Ms. Lisa Karlstein and Mr. Newton Chelette were present to discuss the changes made to the course. Ms. Maria Clinton stated that only two comments were noted in CurricUNET that requested the homework hours be reconsidered and a typo be corrected in the methods of instruction. Motion failed.

Barry Green (Arriving at 4:10)

s. PE 160 Beginning Tennis

1 units, 3 hours weekly

**t. PE 161 Intermediate Tennis
- Course Number change**

1 units, 3 hours weekly

**u. PE 162 Advanced Tennis
- Course Number change**

1 units, 3 hours weekly

A motion was made and seconded to approve the course revisions to 7p-r. Mr. Barry Green was present to discuss the changes made to the course and stated that the maximum enrollment was being changes to 24. Ms. Maria Clinton stated that course revision type in CurricUNET did not indicate that change to the maximum enrollment. After a brief discussion, it was decided that the maximum enrollment would remain at 32 and the revision would be approved without the change to the maximum enrollment. Ms. Maria Clinton also requested that the Scans Competencies be removed from the objectives section since the objectives were not workplace related. Also a clarification was made regarding the repeatability; any combination of these courses can not be repeated more than three times. Motion carried with maximum enrollment at 32.

A lengthy discussion took place regarding statements made at the State level, which were that the repeatability of Physical Education courses may be eliminated due to the cost of offering such courses. Mr. Green asked how are students who are wishing to further their own development and understanding of the sport going to receive the knowledge and skills. Ms. Maria Clinton explained that at the State level they may be requesting the District to fund those courses if we still want to offer such courses without state funds. It was also recommended for those students who wish to further their skills and abilities to seek out private tutors or coaches in lieu of taxpayer funded course work.

Cindy Littlefield (Arriving at 4:10)

- v. **PE 193 Officiating - Fall Sports** **2 units, 2 hours weekly**
A motion was made and seconded to approve the course revisions made to PE 193 Officiating - Fall Sports. Ms. Cindy Littlefield 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.
- w. **PE 194 Officiating - Spring Sports** **2 units, 2 hours weekly**
A motion was made and seconded to approve the course revisions made to PE 194 Officiating - Spring Sports. Ms. Cindy Littlefield 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.

Glen Haller (Arriving at 4:10)

- x. **PE 195 Sports Appreciation** **3 units, 3 hours weekly**
A motion was made and seconded to approve the course revisions made to PE 195 Sports Appreciation. Ms. Cindy Littlefield 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.

Xinmin Zhu (Arriving at 4:20)

- y. **CCA - PHIL 105 Ethics: Moral Issues in Contemporary Society** **3 units, 3 hours weekly**
A motion was made and seconded to approve the course revisions made to PHIL 105 Ethics: Moral Issues in Contemporary Society. Mr. Xinmin Zhu 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 PHIL 105 Ethics: Moral Issues in Contemporary Society. Motion carried.
- z. **CCA - PHIL 110 Introduction to Logic** **3 units, 3 hours weekly**
aa. **New Hybrid DE - PHIL 110 Introduction to Logic** **3 units, 3 hours weekly**
- DEC reviewed and changes recommended on 4/20/11
A motion was made and seconded to approve the course revisions made to PHIL 110 Introduction to Logic and accompanying new hybrid distance education course. Mr. Xinmin Zhu was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET, the first asking about the computational assignments, which Mrs. Lowry stated that this course is approved as a math substitute so computational assignments would be noted in the homework section. The committee then requested that the language in the distance education course, which references Blackboard be replaced with course management system. Ms. Maria Clinton stated that comments noted in CurricUNET also requested elaboration to the offline and online homework section of the distance education course. Motion carried pending revisions made by Friday, May 20, 2011.

Dr. Lee Grishman wanted to make a separate statement regarding the use of CSU and UC at the end of a course description. He stated that students are often confused by the transferability notations at the end of the description because they are lead to believe that a course is a general education applicable course when that is not the case. He then requested that the committee add a statement which clarifies the confusion. Ms. Maria Clinton agreed that this is confusing and believes the committee should evaluate this and consider new language.

Sherri Zhu (Arriving at 4:30)

- bb. **CCA - PHIL 106 Introduction to Philosophy** **3 units, 3 hours weekly**
cc. **New Hybrid - PHIL 106 Introduction to Philosophy** **3 units, 3 hours weekly**
dd. **ITV - PHIL 106 Introduction to Philosophy** **3 units, 3 hours weekly**
A motion was made and seconded to approve the course revisions to PHIL 106 Introduction to Philosophy and accompanying online only distance education course. Ms. Sherri Zhu was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments noted in CurricUNET requested elaboration to the online and offline homework section of the distance education course. It was also stated that the ITV format will need to be made obsolete and Dr. Tom O'Neil stated that he would provide a memo to the committee to that effect. Motion carried pending revisions made by Friday, May 20, 2011.

- ee. **CCA - PHIL 108 Philosophy of Religion** **3 units, 3 hours weekly**
A motion was made and seconded to approve the course revisions made to PHIL 108 Philosophy of Religion. Ms. Sherri Zhu 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 PHIL 108 Philosophy of Religion. Motion carried.

John Vento (Arriving at 4:30)

- ff. **CCA - POLS 101 American Political Institutions** **3 units, 3 hours weekly**
- Changed Advisories to Completion of ENGL 101 and Eligibility for College Level Reading
gg. **Hybrid - POLS 101 American Political Institutions** **3 units, 3 hours weekly**
hh. **Online only - POLS 101 American Political Institutions** **3 units, 3 hours weekly**

A motion was made and seconded to approve the course revisions to POLS 101 American Political Institutions and accompanying online only distance education courses. Ms. Nancy Bednar was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments noted in CurricUNET requested that the last sentence of the course description be removed and to remove the mention of PowerPoint presentation from the distance education courses, which were corrected during the meeting with the approval of the faculty. Motion carried. A second motion was made and seconded to approve the course content for POLS 101 American Political Institutions. Motion carried.

Nancy Bednar (Arriving at 4:30)

- ii. **CCA - POLS 203 The Judicial Process** **3 units, 3 hours weekly**
- Changed POLS 101 from an advisories to a Prerequisite

A motion was made and seconded to approve the course revisions made to POLS 203 The Judicial Process. Ms. Nancy Bednar was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET that requested a sentence from the other assignments area of the homework be moved to the writing section, which was corrected during the meeting with the approval of the faculty. Motion carried. A second motion was made and seconded to approve the course content for POLS 203 The Judicial Process. Motion carried.

Angela Davis (Arriving at 4:30)

- jj. **SOC 112 American Social Issues: Problems and Challenges** **3 units, 3 hours weekly**

A motion was made and seconded to approve the course revisions made to SOC 112 American Social Issues: Problems and Challenges. Dr. Darcy Wiewal and Dr. Tom O'Neil were present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET that requested a correction to objective number three and in-class assignments be removed from the other homework section. Motion failed.

Jerry Lewis (Arriving at 5:15)

- kk. **ATH 102L Practical Applications of Athletic Training I Lab** **4 units, 12 hours weekly**

A motion was made and seconded to approve the course revisions made to ATH 102L Practical Applications of Athletic Training I Lab. Mr. Jerry Lewis 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.

- ll. **ATH 103 Practical Applications of Athletic Training II** **3 units, 3 hours weekly**

A motion was made and seconded to approve the course revisions made to ATH 102L Practical Applications of Athletic Training I Lab. Mr. Jerry Lewis was present to discuss the changes made to the course. Ms. Maria Clinton stated that one comment was noted in CurricUNET requesting the word subjective be removed from the methods of evaluation section number one, which was corrected during the meeting with the approval of the faculty. Motion carried.

- mm. **ATH 103L Practical Applications of Athletic Training II Lab** **4 units, 12 hours weekly**

A motion was made and seconded to approve the course revisions made to ATH 103L Practical Applications of Athletic Training II Lab. Mr. Jerry Lewis 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.

Mrs. Sharon Lowry stated that the Athletic courses were originally approved as stand-alone and in an effort to maintain the integrity of this committee's approval rights, these courses may not be scheduled until they are organized into a degree as stated when the first approval was granted six years ago. Ms. Maria Clinton recommended that this committee approve the revisions made to the course outline of records however she will work closely with Mr. Jerry Lewis to establish the degree or certificate program. Once the material is finalized, he will bring it to this committee for an approval and the courses can be allowed to be scheduled again.

8. ACTION ITEMS – New Course – Second Reading

a. **CCA - PHIL 109 World Religion**

3 units, 3 hours weekly

- Revise Objective #6, Content, Methods of Evaluations

This item was tabled per motion above.

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

Business and Computer Studies

CA 151 Microcomputer Operating System – Agenda

CIS 175 Java Programming – Agenda

Health Sciences / FACE

CFE 116 Justice, Equity & Inclu in CFE – Awaiting Course Author Revisions

CFE 168 Foster Parent Med Fagile Child – Agenda

CFE 211 Health Safety for Young Child – Awaiting Dean Approval

EMT 101 Emergency Medical Tech 1 – Agenda

Instructional Resources

LAC 100 Intro to Tutoring – Awaiting Course Author Revision

LAC 200 Advanced Tutoring– Awaiting Dean Approval

Language Arts

COMM 105 Intro to Mass Communication – Agenda

COMM 114 Art of Storytelling

COMM 116 Forensics – Agenda

JOUR 121 Beginning Journalism – Agenda

JOUR 123 Newspaper Production – Agenda

Math and Engineering

MATH 115 Statistics – DE on Agenda

MATH 140 Precalculus – Awaiting Course Author Revisions

MATH 230 Intro Ordinary Diff Equations – Agenda

MATH 250 Calculus & Analytic Geometry – Awaiting Course Author Revisions

Science

CHEM 101 Introductory Chemistry – Agenda

Physical Education & Athletics

ATH 102L Practical Appl of Athletic Training I Lab – Agenda

ATH 102 Practical Appl of Athletic Training I – Awaiting Course Author Revisions

ATH 103L Practical Appl of Athletic Training II Lab – Agenda

ATH 103 Practical Appl of Athletic Training II – Agenda

HE 101 Health Education – Agenda

PE 109 Hatha Yoga – Submitted new number PE 107 – Agenda

PE 128 Advanced Golf – Submitted new number PE 129 – Awaiting AP&P Rep Approval

PE 135 Physical Conditioning – Awaiting Course Author Revisions

PE 160 Beginning Tennis – Agenda

PE 160 Intermediate Tennis – Agenda new number

PE 160 Advanced Tennis – Agenda new number

PE 193 Officiating Fall Sports – Agenda

PE 194 Officiating Spring Sports – Agenda

PE 195 Sports Appreciation – Agenda

Social & Behavioral Sciences

ED 140 Introduction to Education – Awaiting Course Author Revisions

PHIL 105 Ethics: Moral Issues in Soc – Agenda

PHIL 106 Intro to Philosophy – Agenda

PHIL 108 Philosophy of Religion – Agenda

PHIL 110 Introduction to Logic – Agenda

POLS 101 Amer Political Institutions – Agenda

POLS 203 The Judicial Process – Agenda

SOC 112 American Social Issues – Agenda

Visual & Performing Arts

ART 110 Drawing – Agenda

ART 140 Watercolor – Agenda

ART 210 Advanced Drawing – Agenda

ART 222 L Computerized Life Drawing Lab – Agenda

ART 222 Computerized Life Drawing – Agenda

10. ADDITIONAL INFORMATION – SLOs by Division that need to be submitted to the SLO Committee

Math/Science and Engineering

MATH 099 Individualized Self-Study Math (Other Math Classes under this umbrella)

11. ADJOURNMENT

A motion was made and seconded to adjourn the 5/12/11 AP&P Committee meeting at 5:34 p.m. Motion carried.

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ANTELOPE VALLEY COLLEGE
Social and Behavioral Sciences Division

MEMORANDUM

Date: February 23, 2011
To: AP & P Committee
From: Dr. Tom O'Neil, Dean 
Dr. Claude Gratton
Dr. Sherri Zhu
Dr. Darcy Wiewall
Subject: Request to Make Philosophy 106 ITV Obsolete

We would like to request that the following course be made obsolete:

Philosophy 106 - ITV


The enrollment numbers are down and this courses is now available online. Philosophy 106 online is an increasingly more popular updated option for students.

Thank you for the consideration and please contact us with any further questions.



ANTELOPE VALLEY COLLEGE
Social and Behavioral Sciences Division

MEMORANDUM

Date: February 23, 2011
To: AP & P Committee
From: Dr. Tom O'Neil, Dean 
Kenneth Shafer
Dr. Cynthia Lehman
Dr. Darcy Wiewall
Subject: Request to Make History 107 ITV Obsolete
and History 108 ITV Obsolete

We would like to request that the following courses be made obsolete:

History 107 ITV
History 108 ITV

The enrollment numbers are down and these courses are now available online. History 107 & History 108 online is an increasingly more popular updated option for students.

Thank you for the consideration and please contact us with any further questions.