

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: August 25, 2011
LOCATION: BE 323 – Computer Room
TIME: 3:05 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Jeffrie Ahmad, Faculty	Tom Hutchison, Faculty	Beverly Beyer, Faculty
Maria Clinton, Cochair	Lisa Karlstein, Faculty	Nancy Cholvin, Faculty
Richard Coffman, Faculty	Scott Lee, Faculty	
De'Neen Coleman-Carew	Cynthia Littlefield, Faculty	
Margaret Drake, Dean	Mrs. Sharon Lowry, V. P. Academic Affairs	
Chris Dundee, ASO Student	LaDonna Trimble, Dean	
Lee Grishman, Articulation	Les Uhazy, Dean	
Linda Harmon, Faculty	Darcy Wiewall, Faculty	

2011-2012
Academic Policies & Procedures Committee Meeting No. 1
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the August 25, 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

a. **Summer Update**

Ms. Maria Clinton stated that most of her summer was spent identifying and correcting the issues in CurricUNET, which required the system to be brought down during those system upgrades. She also stated that she attended the Curriculum Institute where the Chancellor's Office communicated several changes coming our way for implementation next year. One of the items discussed in detail are the changes to the repeatability of course, which will be talked about later.

3. APPROVAL OF MINUTES

a. **May 26, 2011**

A motion was made and seconded to approve items 3a Approval of Minutes: May 26, 2011. Motion carried.

4. MANDATORY CHANCELLORS OFFICE TRAINING

a. **Stand-Alone Training**

This is the fifth year of the mandatory stand-alone course training, which will allow us to approve these types of courses. Ms. Clinton presented a 28 slide PowerPoint presentation from the Chancellor's Office and discussed each slide as required along with the four mandatory handouts. Maria Clinton said that we are in compliance with Title 5 and all the requirements are already built into our forms. She will send the certification form up to the Chancellor's Office next week with all necessary original signatures.

5. INFORMATIONAL ITEMS

a. **Technical Review Committee – Dr. Darcy Wiewall, Ms. Linda Harmon, Dr. Scott Lee, Ms. Nancy Cholvin**

Ms. Maria Clinton stated that the above individuals have volunteered to review all CORs as technical reviewers. Dr. Uhazy stated that Ms. Cholvin recently sent an email requesting to drop off of AP&P and DEC. Ms. Clinton stated that we will need to look for a replacement DES Liaison and Math representative. Ms. Clinton reviewed the approval process bringing attention to the technical review step and the role of those who review at this step.

b. **AP&P Handbook – under construction**

- <http://www.avc.edu/administration/organizations/app/documents.html>

Ms. Maria Clinton stated that the handbook is not quite ready since she still needs to incorporate the changes to the program process and the use of CurricUNET. She stated that she will be revising it during the next few weeks and will distribute soon.

c. **2011-12 Timeline/Meeting Dates**

- **Courses need to be approved by 12/8/2011 in order to be included in the 2012/13 College Catalog and class schedule**
- <http://www.avc.edu/administration/organizations/app/dates.html>

Ms. Maria Clinton stated that the dates of our upcoming meetings and deadlines associated with those meetings are posted to the above mentioned website. She also stressed the importance of receiving AP&P approval on all submitted material by December 8, 2011 so that it may be included in the next college catalog. In order to meet this deadline the material should be entered into CurricUNET no later than September 30, 2011. Any revisions approved in the spring semester may not be included in the catalog due to publication deadlines. Ms. Maria Clinton also stated that the courses listed below have the scheduling restrictions noted and has requested the committee to consider approving the revision of the courses in the sixth year instead of our current process of revising at year five. CurricUNET has speeded up our process and courses are moving through quicker than in the past. Mrs. Sharon Lowry stated that programs are required to be reviewed at year four and it really doesn't make sense to revise the program without revising the courses. Ms. De'Neen Coleman-Carew and Mrs. Margaret Drake stated that revising in year five allows the instructors a comfortable cushion just in case the course does not complete the process as quickly. Mrs. Margaret Drake also stated that review of the program at year four does not always trigger a revision to the courses at that time. Mrs. Sharon Lowry stated that the six year rule is a Title 5 requirement however this committee can decide to require our college to review earlier than six years, Title 5 only requires that we do not exceed the six year rule. Ms. Maria Clinton stated that we will continue to consider this change but we will not take any actions at this time.

d. **CurricUNET – www.curricunet.com/avc**

Ms. Maria Clinton stated that the program module is now up in CurricUNET and will be used to revise or create programs. She also stated that approval process for courses was cleaned up and requested that Ms. Melissa Jauregui bring up the courses module and display those changes. Ms. Melissa Jauregui stated that the approval process for Non-Substantial course revisions was revised to include the approval from the division dean and AP&P representative. This particular change required CurricUNET to be brought down so that the revisions did not adversely affect any courses being submitted. She also brought up the new program module, checklist for the programs and reviewed each item, along with the approval process for each type of revision or new program development.

e. **CORs that need to be revised this academic year – List at the end of the agenda**

Ms. Maria Clinton reiterated that the list of courses at the end of this agenda are required to be reviewed this year and must be entered and submitted in CurricUNET by the end of September to avoid scheduling restrictions in the 12-13 academic year. She requested the AP&P representatives review the list at each meeting to be sure that the courses are moving through the process.

f. **SB 1440**

Ms. Maria Clinton stated that there are additional links now on the AP&P Website for the faculty to review if developing new transfer degrees this year. She stated that we may want to bring a few more through this year while Mrs. Margaret Drake is with us since she is retiring next year. Ms. Melissa Jauregui brought up the list of approved transfer degrees on the Chancellor's Office Website for the committee's review. Ms. Maria Clinton stated that Studio Arts faculty have expressed interest in developing their degree this year, which will be brought through the new program module. She requested that Mrs. Margaret Drake assist in this process or at least be available to answer questions regarding the development of these degrees. Mrs. Margaret Drake indicated that she was not willing to fully participate in the development process this time around. Dr. Lee Grishman stated that a lot of discussion has taken place regarding the 18 unit cap on core course work for these degrees and therefore changes to the degree structure may be coming down. Additional discussion took place regarding this topic, Ms. Maria Clinton stated that changes will always occur but we may still want to move forward with the development of new degrees.

g. **Credit by Exam List**

Ms. Maria Clinton stated that the credit by exam list is attached to this packet for the committee member's review and distribution to their divisions. Any changes should be submitted to this committee in the format of a memo for consideration and approval.

6. CONTINUING AP&P 11-12 AGENDA ITEMS

a. **Upper Division Course Units Procedures**

Ms. Maria Clinton stated that Dr. Lee Grishman was going to develop the procedures for accepting upper division units and those will be brought to this committee.

b. **IB Examinations**

Ms. Maria Clinton stated that we needed to revisit this item this year in an effort to complete the discussion on this matter.

c. **Mission Statement**

Ms. Maria Clinton stated that we review the mission statement every year but last year some divisions wished to revise this existing statement. We will further discuss this in the spring.

d. **Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing Proficiency levels**

Ms. Maria Clinton stated that our Reading Proficiency is a little problematic because students are able to complete their entire degree but are not approved for graduation since they never took the assessment test. Dr. Lee Grishman stated that we have now come full circle on this item since the reading faculty had come to this committee to approve it this way. Mrs. Sharon Lowry stated that the State is revisiting this item and realizing that fulfilling a proficiency requirement such as ours may not be the best way to complete this requirement. Many institutions are looking at the possibility of other courses that may fulfill the reading proficiency requirement. Additional discussion regarding this topic took place, at which Ms. Maria Clinton stated that this item would return to the agenda with additional information for the committee to consider. Mrs. Sharon Lowry added that we really need to look at this item in regards to its practicality rather than be driven by budgetary reasons.

e. **Repeatable and Repeatability of courses**

Ms. Maria Clinton stated that changes are coming down regarding these two issues so our committee will need to discuss and implement the changes. She stated that the current language of course repeatability states that it can only be applied if the course is part of a degree core. Dr. De'Neen Coleman-Carew stated that DM 101 currently has repeatability but it is no longer part of the degree core. Ms. Maria Clinton stated that the repeatability on DM 101 would need to be removed based on the new interpretation of this law. Mrs. Sharon Lowry stated that the changes to repeatable courses, those retaken due to substandard grades, needs to be implemented once the new law is passed and vetted since students can be denied credit if allowed to take the courses past the number allowed through this new law.

7. REPORTS (limited to 5 min. each)

- a. CurricUNET Update - On-Site Training – 2 hour blocks
 - 1. Thursday, September 15, 2011 – (Computer Lab)
 - 3:00-5:00 p.m.
 - 2. Tuesday, September 27, 2011 – (Computer Lab)
 - 3:00-5:00 p.m.
 - 3. Tuesday, October 4, 2011
 - 9:00-11:00 a.m.
 - 4. Thursday, October 20, 2011
 - 5:00-7:00 p.m.

Ms. Maria Clinton stated that faculty and AP&P Representatives who are currently reviewing and revising course material are strongly encouraged to attend one or all of the trainings listed. These meetings are more like workshops and the instructor should bring all material to the meeting so that the changes can be submitted in CurricUNET by the end of the meeting.

8. Courses needing update from 10-11

Instructional Resources

LAC 200 Advanced Tutoring – Awaiting Course Author Revision

Language Arts

COMM 114 Art of Storytelling - Cannot be schedule 12-13

Physical Education & Athletics

PE 128 Advanced Golf – Submitted New number 129 – Awaiting Course Author Revision

Social & Behavioral Sciences

ED 140 Introduction to Education - Cannot be schedule 12-13

Ms. Maria Clinton stated that these courses were scheduled for review and revision last year but did not complete the process. She requested that the AP&P representatives remind faculty to revise their courses during the fall semester to avoid scheduling restrictions.

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

Course	Scheduling Restrictions if not approved by 12/8/11
Business and Computer Studies	
ACCT 115, Payroll Bookkeeping	No scheduling restrictions
ACCT 131, Introduction to Income Tax	No scheduling restrictions
BUS 203, Business Law	No scheduling restrictions
CA 103L, Intro to Microcomputers Lab	No scheduling restrictions
CA 132, Oracle SQL Database Mgt	No scheduling restrictions
CA 175, Admin Windows 2003 Server	No scheduling restrictions
CIS 101L, Intro to CIS Lab	No scheduling restrictions
CIS 161, Introduction to C Programming	No scheduling restrictions
MGT 105, Elements of Supervision	No scheduling restrictions
MGT 115, Human Behavior in Organization	No scheduling restrictions
MGT 212, Mgt Responsibility to Minority	No scheduling restrictions
MKTG 121, Salesmanship	No scheduling restrictions
OT 103, Advanced Computer Keyboarding	No scheduling restrictions
OT 121, Spreadsheets for the Office	No scheduling restrictions
OT 150, Basic Prin Coding Med Ofc	No scheduling restrictions
OT 152, Beg Medical Insurance	No scheduling restrictions
OT 205, Medical Office Procedures	No scheduling restrictions
OT 207, Legal Office Procedures I	No scheduling restrictions
Health Sciences	
CFE 102, The Developing Child	Cannot be scheduled 12-13
CFE 120, Infant/Toddler Development	No scheduling restrictions
CFE 177, ILP for Foster Youth	No scheduling restrictions
NS 200, Nursing Transition	Cannot be schedule Spring 2013
RADT 101, Introduction to Radiologic Technology	No scheduling restrictions
RADT 102, Patient Care in Radiology	No scheduling restrictions
RADT 103, Radiographic Positioning and Procedures I	No scheduling restrictions
RADT 104, Radiographic Principles I	No scheduling restrictions
RADT 106, Radiographic Clinical Practicum IA	No scheduling restrictions
RADT 107, Radiographic Positioning and Procedures II	No scheduling restrictions
RADT 108, Advanced Principles of Exposure	No scheduling restrictions
RADT 109, Radiation Physics	No scheduling restrictions
RADT 201, Radiologic Tech Clinical Practicum III	No scheduling restrictions
RADT 202, Radiographic Pathology	No scheduling restrictions
RADT 203, Flourosopic Imaging & Radiation Protect	No scheduling restrictions
RADT 204, Princ & Appl of Cross-Secl Anat in Imaging	No scheduling restrictions
RADT 207, Advanced Radiographic Procedures	No scheduling restrictions
RADT 208, Radiographic Certification Preparation	No scheduling restrictions
RADT 210, Principles of Venipunctures for Radiology	No scheduling restrictions
Instructional Resources	
LAC 100, Intro to Tutoring	Cannot be scheduled 12-13
LAC 200, Advanced Tutoring	Cannot be scheduled 12-13
Language Arts	
ENGL 235, Shakespeare: Tragedy & History	Cannot be schedule Spring 2013
ENGL 236, Shakespeare: Comedy, Romance	Cannot be schedule Spring 2013
ENGL 272, Literature of the Amer West	Cannot be schedule Spring 2013
SPAN 101HL, Elem Spanish for Heritage Learners I	No scheduling restrictions
Math and Engineering	
DRFT 125, Mechanical Drafting	Cannot be scheduled Spring 2013
DRFT 150, Intermediate 2-D Autocad	Cannot be scheduled Spring 2013
DRFT 230, Architectural Drafting II	Cannot be scheduled Spring 2013
ENGR 115, Basic Engineering Drawing	Cannot be scheduled Spring 2013

ENGR 120, Introduction 2-D Autocad	Cannot be scheduled Spring 2013
MATH 050C,	
MATH 050D,	
MATH 050E,	
MATH 050F,	
MATH 060C,	
MATH 060D,	
MATH 060E,	
MATH 060F,	
MATH 070C,	
MATH 070D,	
MATH 070E,	
MATH 070F,	
MATH 080C,	
MATH 080D,	
MATH 080E,	
MATH 080F,	
MATH 102C,	
MATH 102D,	
MATH 102E,	
MATH 102F,	
MATH 130C,	
MATH 130D,	
MATH 130E,	
MATH 130F,	
MATH 135C,	
MATH 135D,	
MATH 135E,	
MATH 140C,	
MATH 140D,	
MATH 140E,	
MATH 140F,	
MATH 140G,	
MATH 120, Math for Teachers	Cannot be scheduled 12-13
MATH 099, Individualized Self-Study Math	Cannot be scheduled Spring 2013
MATH 070, Elementary Algebra	Cannot be scheduled Spring 2013
MATH 070A, Elementary Algebra-1st Half	Cannot be scheduled Spring 2013
MATH 050A, Arithmetic - 1st Half	Cannot be scheduled Spring 2013
MATH 050B, Arithmetic - 2nd Half	Cannot be scheduled Spring 2013
Science	
BIOL 170, Tropical Biology	Cannot be scheduled 12-13
BIOL 202, General Human Physiology	Cannot be scheduled 12-13
BIOL 103, Introduction to Botany	Cannot be schedule Spring 2013
PHYS 211, General Physics	Cannot be scheduled 12-13
Physical Education & Athletics	
REC 101, Intro to Rec and Leisure	Cannot be schedule Spring 2013
REC 102, Recreational Leadership	Cannot be schedule Spring 2013
Social & Behavioral Sciences	
POLS 120, International Organizations	Cannot be schedule Spring 2013
PSY 211, Intro Chicano Psychology	Cannot be schedule Spring 2013
Technical Education	
AGRI 100, Fruit and Nut Production	Cannot be schedule Spring 2013
AGRI 102, Plant Pest Control	Cannot be schedule Spring 2013
AGRI 104, Nursery Practices	Cannot be schedule Spring 2013
AGRI 110, Basic Landscape Design	Cannot be schedule Spring 2013
AGRI 112, Plant and Landscape Maint	Cannot be schedule Spring 2013

AGRI 130, Environmental Gardening	Cannot be schedule Spring 2013
AGRI 132, Turf and Landscape Maint	Cannot be schedule Spring 2013
AGRI 134, Plant Identification I	Cannot be schedule Spring 2013
AGRI 153, Lands Const- Contrete/Masonry	Cannot be schedule Spring 2013
AGRI 155, Lands Const- Wood/Lighting	Cannot be schedule Spring 2013
AGRI 210, Advanced Landscape Design	Cannot be schedule Spring 2013
AGRI 212, Interior Plantscape	Cannot be schedule Spring 2013
AGRI 220, Landscape Irrigation	Cannot be schedule Spring 2013
AGRI 230, Soils and Plant Nutrition	Cannot be schedule Spring 2013
AGRI 234, Plant Identification II	Cannot be schedule Spring 2013
AGRI 250, Landscape Management	Cannot be schedule Spring 2013
AJ 209, Public Safety Communications	Cannot be scheduled 12-13
ELTE 110, Electronic Mathematics	No scheduling restrictions
ELTE 252, Introduction to Avionics	No scheduling restrictions
ELTE 254, Radio Telephone License	No scheduling restrictions
ELTE 101, Survey of Electronics	Cannot be schedule Spring 2013
Visual & Performing Arts	
ART 216, Life Drawing	Cannot be scheduled 12-13
ART 298, Special Studies in Art	Cannot be scheduled 12-13
ART 116, Illustration	No scheduling restrictions
ART 213, Advanced Painting	No scheduling restrictions
ART 223L, Advanced Computerized Drawing Lab	No scheduling restrictions
ART 223, Advanced Computerized Drawing	No scheduling restrictions
ART 225L, Adv Computerized Life Drawing Lab	No scheduling restrictions
ART 225, Adv Computerized Life Drawing	No scheduling restrictions
ART 130, Ceramics	Cannot be schedule Spring 2013
ART 131, Ceramics	Cannot be schedule Spring 2013
ART 132, Intro to Ceramics Hand Bldg	Cannot be schedule Spring 2013
ART 100, Art Appreciation	Cannot be schedule Spring 2013
ART 121L, Intro to Computer Drawing Lab	Cannot be schedule Spring 2013
ART 121, Intro to Computer Drawing	Cannot be schedule Spring 2013
THA 121, Theatre Production	Cannot be scheduled 12-13

Ms. Maria Clinton stated that this list changes as courses are approved. If the course appears on this list then it has not received AP&P approval. Be sure to communicate this list to you divisions as soon as possible so that the faculty can implement the course revisions in CurricUNET.

10. ADJOURNMENT

A motion was made and seconded to adjourn the 8/25/11 AP&P Committee meeting at 4:35 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.