



ANTELOPE VALLEY COLLEGE

# AP&P Minutes

Thursday, October 12, 2017

BE 314

3:00 – 5:30pm

**Type of Meeting:** *Regular*

**Note Taker:** *Melissa Jauregui, Academic Affairs Specialist*

**Please Review/Bring:** The past minutes for accuracy.

**Committee Members Present:**

Jeffrie Ahmad, Faculty Division Rep  
 Nancy Bednar, proxy  
 Maria Clinton, proxy  
 Bonnie Curry, Faculty Division Rep  
 Riley Dwyer, Academic Dean  
 Jessica Eaton, Articulation Officer  
 Luis Echeverria, Faculty Division Rep  
 Ibrahim Ganley, Faculty Division Rep  
 Tooraj Gordi, Faculty Division Rep  
 Richie Neil Hao, Faculty Division Rep  
 Michael Hutchison, Faculty Division Rep  
 Scott Lee, Faculty Division Rep/Librarian/DE Liaison  
 Cynthia Littlefield, Faculty Division Rep  
 Mark McGovern, Faculty Division Rep  
 Alberto Mendoza, Adjunct Rep  
 Gary Roggenstein, proxy  
 Duane Rumsey, proxy  
 Deborah Sullivan-Ford, Faculty Division Rep  
 Darcy Wiewall, Co-chair

**Committee Members Absent:**

Irit Gat, Faculty Division Rep  
 Terry Rezek, Faculty Division Rep  
 Tim Sturm, Faculty Division Rep  
 Bonnie Suderman, Co-chair  
 LaDonna Trimble, Student Services Dean  
 Les Uhazy, Technical Education Dean

**Guests Present:**

Kathleen Ballestero  
 Greg Bormann  
 Laureano Flores  
 Tom Graves  
 Cathy Hart  
 Jonet Leighton  
 Ande Sanders

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	Dr. Darcy Wiewall called the meeting to order at 3:10pm and welcomed the committee members to the meeting.  A motion was made and seconded to add an action item for CCE course offering. Motion carried.
II. Meeting Minutes – -9/28/2017	<i>All</i>	<p><b><u>Issues Discussed:</u></b> None.</p> <p><b><u>Action Taken:</u></b> A motion was made and seconded to approve the minutes for the 9/28/17 meeting. After a moment, it was noted that a correction to the spelling of Aurora’s name was needed. Motion carried as revised.</p> <p><b><u>Follow Up Items:</u></b> None.</p>
III. Informational Item –	<i>Darcy</i>	<b><u>Issues Discussed:</u></b>



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<p>-2017-2018 Meeting Schedule: 10/26/17, 11/9/17, 2/22/18 3/8/18, 3/22/18, 4/12/18 4/26/18, 5/10/18</p> <p>-Deactivations Impact ART 230 AUTO 176 BUS 203 CT 212 KIN 110, 111, 145, 165, 180, 190 MGT 105, 212 MKTG 121 Business Administration, AA Family Consumer Sciences, AS</p> <p>-Courses due Fall 2017</p>		<p>Dr. Darcy Wiewall asked the committee members to note the listed AP&amp;P meeting dates. She also requested they review the courses and programs not for deactivation. If any course or program deactivation impacts your division, please bring those concerns to this committee. If a course or program is tied to your course or program as a requisite of program requirement, then please revised those courses and programs through curricunet to review the link to the deactivated course.</p> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> The course deactivations will be placed on a future agenda for approval once all the programs and courses that are linked have been reviewed and revised through curricunet.</p>
<p>IV. Discussion Item – -Corporate Offerings (CCE)</p>	<p>All</p>	<p><b><u>Issues Discussed:</u></b> Darcy: Currently a page in handbook that says Corp &amp; Comm Ed, but haven't been approving Corp. Changes made last year to Comm side but not Corp, but this offering is the first of the Corp to come to the committee. Cathy: Some parts of this package are already being taught as Comm offerings; packaged together modules to make a comprehensive course for LACOE. Initial cohort of 15 students recruited by LACOE. Students will be enrolled for 1 unit of cooperative work exp upon completion. Hope to start in Nov. If successful, may gain contract with LACOE to run a few more times. Darcy: classes not open to public; closed, offered to specific group of students. Corps need fast turnaround, so trying to find a way to process Corp classes faster. Not trying to bypass, but want to find a way to do it faster. One suggestion is make it an informational item on the agenda and have reps take it to the department for discussion the next time. Another idea, if AP&amp;P approves, go straight to Board pending Senate approval. Mark: does faculty need to approve? Can the dean do it? Maria: Corps usually come to faculty for ideas of what can be done; in the past, have had numerous instances of duplicated offerings to standard college classes. Cathy: an example of what happens: BYD came to the college asking for help in both short- and long-term training to help them ramp up employment. May be able to develop a program to start that and also direct potential employees to existing credit courses. Small, local businesses may also come to the college needing training as well and come straight through the</p>



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		<p>CCE office. Usually for training that's not offered by the college already, and often an immediate need for the employer.</p> <p>Mark: we want faculty involved to prevent conflicts: instead of distributing to chairs, can the interested company reach out to faculty directly and have faculty be the liason?</p> <p>Cathy: faculty not required to teach, can be member of the interested company.</p> <p>Mark: if Corp ed is closed, why is the committee/college involved?</p> <p>Maria: Corp is attached to Comm, and Comm can infringe upon standard courses. Corp classes provide a pulse of what's happening in the community and presents an option to innovate and develop new credit curriculum for the college.</p> <p>Duane: back in the day, AP&amp;P decided they wanted to be involved.</p> <p>Cathy: I want transparency and cooperation.</p> <p>Darcy: table the discussion about Corp approvals and moved on to the specific LACOE program. Many of the components have already been taught, but not all.</p> <p>The goal is to make \$1m/yr on Corp Ed. Mark concerned about having too much to do with AP&amp;P and rather have a subcommittee. Something to look forward to discussing in spring.</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p> <p>The discussion surround Approval of Corporate Course Offerings will continue in the spring semester.</p>
<p>V. Report Item –</p> <ul style="list-style-type: none"> <li>-Credit by Exam</li> <li>-TOP/CIP/SAM/SO Code Review</li> <li>-Courses Not Taught in 2 or more yrs</li> <li>-Courses Never Taught</li> <li>-SWOT Analysis</li> </ul>		<p><b><u>Issues Discussed:</u></b></p> <p>Credit by Exam list:</p> <p>AHUM: David Babb does not want any studio art courses listed. Everything else stay the same.</p> <p>HSS: All of the NS science courses (101A, 102A, 103A, 200A, 201A, 202A, 203A, 204A, and 205A) should be on the list.</p> <p>MSE: No changes.</p> <p>SOC:</p> <p>All courses need SOC codes. Should pick what's most appropriate, but if you have a class meant for post-secondary education, it needs the proper SOC code.</p> <p>Training? You need to make sure your SOC matches what job students who take the class will potentially be moving into.</p> <p>Laureano: have already done this with CTE; can put together a workshop to help with this. Mainly, though, just follow the crosswalk and make sure that a proper code is selected for</p>



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		<p>each course. SOC important because it's a Federal code and will be looked at if a student goes to another state.  Darcy: I can sit with you and help look at them; the CTE folks are familiar with these as well.  Kathleen: willing to be a resource to help faculty select the SOC for their area.  Mike: sent list of changes to Melissa &amp; Kyle.  Jeffrie: will send changes to Melissa.</p> <p>Courses not taught:  ENGL 242 &amp; 256 will be deactivated. ENGL 133 and &amp; 299 have not been taught in two years but are being talked about right now in the division. LAC 299 is currently taught as an independent study.</p> <p>GEOG courses listed—no plan to deactivate, will be taught  CHEM—hasn't met enrollment, still trying to offer.</p> <p>SWOT: tabled</p> <p><b>Action Taken:</b>  None.</p> <p><b>Follow Up Items:</b>  This item will return to the next agenda to provide report opportunities for those divisions that have not done so.</p>
<p>VI. Action Item –</p> <ul style="list-style-type: none"> <li>-Credit by Exam</li> <li>-Request to adjust preq MUS 291/292</li> <li>-CCE Corporate Ed LACOE Offering</li> </ul> <p>Consent Agenda – Non-Substantial Course Rev:</p> <ul style="list-style-type: none"> <li>- AERO 120, AERO 121, AERO 230, AERO 231, AERO 240, AERO 241</li> <li>- AGRI 100, AGRI 104, AGRI 110, AGRI 134, AGRI 230, AGRI 234</li> <li>- AJ 206</li> <li>- ART 136</li> <li>- AUTO 102, AUTO 110, AUTO 112</li> <li>- BUS 201</li> <li>- CA 151</li> <li>- GEOG 201</li> <li>- PHYS 102</li> <li>- POLS 200, POLS 203</li> <li>- RCP 104, RCP 201</li> <li>- SOC 110, SOC 112, SOC 200</li> <li>- SPAN 203, SPAN 210SS, SPAN 220SS</li> <li>- THA 102, THA 215</li> <li>- WDTO 115, WDTO 120</li> </ul>	<p>All</p>	<p><b>Issues Discussed:</b></p> <p><b>Action Taken:</b>  A motion was made and seconded to approve the CCE Corporate Ed LACOE Offering as presented. Faculty in areas haven't seen the specific parts, but many parts have previous Community Ed approval. Motion carried.</p> <p>A motion was made and seconded to approve the Credit by Exam list as revised from various division requests to add and delete from the list. The Arts and Humanities division requested that all studio arts courses be removed and add MUSC 112. Health and Safety Sciences request that all NS courses be added to the list. Math, Science and Engineering indicated that the list is accurate as noted. Motion carried with revision.</p> <p>A motion was made and seconded to approve the memo for MUS 291 and MUS 292. Motion carried.</p>



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<p>Substantial Course Revision:</p> <ul style="list-style-type: none"><li>- AFAB 130, AFAB 210</li><li>- ART 210</li><li>- AUTO 126</li><li>- BUS 121</li><li>- CFE 101, CFE 111, CFE 116, CFE 120, CFE 120 Online, CFE 211</li><li>- CHEM 110</li><li>- COMM 103, COMM 217</li><li>- FREN 201</li><li>- HIST 104</li><li>- MATH 105</li><li>- SOC 110 Online and Hybrid</li><li>- SPAN 210SS Online and Hybrid, SPAN 220SS Online and Hybrid</li><li>- THA 133</li></ul>		<p>A motion was made and seconded to approve the courses noted under Consent Agenda-Non-Substantial Course Rev. Motion carried.</p> <p>A motion was made and seconded to approve the courses listed under Substantial Course Revision with the exception of CHEM 110 and SOC 110. After a review of each course individually, the motion passed. Motion carried.</p> <p><b><u>Follow Up Items:</u></b> CHEM 110 and SOC 110 will return to the next agenda for formal review and possible approval.</p>
<p><b>NEXT MEETING DATE:</b> 10/26/17</p>		<p>A motion was made and seconded to adjourn the AP&amp;P meeting at 5:09pm. Motion carried.</p>