

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Jeffrie Ahmad Tom Hutchison LaDonna Trimble
Karen Cowell Lisa Karlstein Les Uhazy
Luis Echeverria Scott Lee Denise Walker
Tooraj Gordi Cynthia Littlefield Darcy Wiewall
Lee Grishman Donna Meyer TBD, ASO non-voting
Anne Hemsley Giovanni Sanchez

Technical Review Committee – Jeffrie Ahmad, Scott Lee, Denise Walker, and Darcy Wiewall

FROM: Ms. Linda Harmon / Mr. Edward Knudson

DATE: February 26, 2014

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, February 27, 2014, BE 321 (Computer Lab), 3:00-5:30pm

2013-2014
Academic Policies & Procedures Committee Meeting No. 8
AGENDA

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

3. APPROVAL OF MINUTES

- a. November 14, 2013 Minutes
- b. February 13, 2014 Minutes

4. INFORMATIONAL ITEMS

- a. 2013-14 AP&P Deadline – Courses and Programs need to be approved by 2/27/2014 for Fall 2014 inclusion
 - CORs that need to be revised this academic year – List at the end of the agenda
 - TMC Degrees that need to be developed and brought to AP&P – List at the end of the agenda
 - C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda
- b. CurricUNET Workshops:
 - Thursday, March 13, 2014 from 1-2:50pm, BE 321 – Donna Meyer
 - Tuesday, March 25, 2014 from 1-3pm, BE 321 – Denise Walker
 - Wednesday, April 9, 2014 from 10-12pm, BE 324 – Lisa Karlstein
- c. CSUGE/IGETC Course Designation – Dr. Lee Grishman
 - IGETC – (Current)
 1. CHIN 201 – Area 3B
 2. CHIN 202 – Area 3B
 3. GEOL 102L – Area 5A
 4. MATH 124 – Area 2A
 5. MATH 148 – Area 2A
 6. THA 130 – Area 3A
 - CSU/GE - (Current)
 1. ANTH 101L – Area B3
 2. BIOL 205 – Area B2, B3
 3. CFE 211 – Area D7
 4. CHIN 201 – Area C2
 5. CHIN 202 – Area C2
 6. ENGR 125 – Area B4
 7. MATH 148 – Area B4
 8. NF 103 – Area E
- d. AP&P Cochair replacement begins training summer 2014

5. DISCUSSION ITEM

- a. AP 4225 – Course Repetition
- b. AP 4227 – Repeatable Courses
- c. Review a fourth of all discipline course each Fall term

6. ACTION ITEM

- a. Review a fourth of all discipline course each Fall term
- b. Non-Substantial Course Revisions (Consent Agenda Item) (COR Complete / SLO Complete)

- i. ELTE 125, Direct Current and Alternating Current Principles
- ii. ELTE 130, Digital Circuit Analysis
- iii. ELTE 135, Analog Circuit Analysis
- iv. ELTE 235, Electronic Communications I
- v. ESL 018, ESL Reading and Writing 1
- vi. ESL 019, ESL Skills Building 1
- vii. ESL 020, ESL Vocabulary and Pronunciation 2
- viii. ESL 023, ESL Grammar 2
- ix. ESL 028, ESL Reading and Writing 2
- x. ESL 030, ESL Vocabulary and Pronunciation 3
- xi. ESL 033, ESL Grammar 3
- xii. ESL 038, ESL Reading and Writing 3
- xiii. ESL 040, ESL Vocabulary and Pronunciation 4
- xiv. ESL 043, ESL Grammar 4
- xv. ESL 048, ESL Reading and Writing 4
- xvi. ESL 058, ESL Reading and Writing 5
- xvii. KIN 102, Water Aerobics
- c. First Reading: Substantial Course Revision (COR Complete / SLO Complete)
 - i. BUS 201, Business Law
 - ii. CFE 101, Introduction to Early Childhood Education
 - iii. COMM 109, Small Group Communication
 - iv. COMM 217, Gender and Communication
 - v. Hybrid: ESL 018, ESL Reading and Writing 1
 - vi. Hybrid: ESL 023, ESL Grammar 2
 - vii. Hybrid: ESL 028, ESL Reading and Writing 2
 - viii. Hybrid: ESL 033, ESL Grammar 3
 - ix. Hybrid: ESL 038, ESL Reading and Writing 3
 - x. Hybrid: ESL 043, ESL Grammar 4
 - xi. Hybrid: ESL 048, ESL Reading and Writing 4
 - xii. Hybrid: ESL 058, ESL Reading and Writing 5
- d. First Reading: New Course Development
 - i. NS 101A, Fundamentals of Nursing Science
- e. Second Reading: New Course Development
 - i. ID 240, Fundamentals of Computer Aided Drafting and Design (CADD)
 - ii. NS 102A, Maternal and Newborn Nursing
 - iii. NS 103A, Medical Surgical I
 - iv. NS 201A, Psychiatric-Mental Health Nursing
 - v. NS 202A, Medical Surgical II
 - vi. NS 203A, Pediatrics
 - vii. NS 204A, Medical/Surgical Nursing III
 - viii. NS 205A, Transition to Professional Nursing
 - ix. RADT 205, Radiographic Clinical Practicum IV
- f. Course Deactivation
 - i. PSY 218, Psychology of Women
 - ii. READ 097, Reading Comprehension for College Success
- g. First Reading: Community Service Offering
 - i. Introduction to CAD for Pattern Design
 - ii. Grant Research Fundamentals
 - iii. Aramaic: The Bible Original: Hebrew & Aramaic (Step 1)
 - iv. Aramaic: The Bible Original: Hebrew & Aramaic (Step 2)

7. INFORMATIONAL ITEM

- a. **New Course Development**
 - PHTC 102L, Directed Photo Lab Studies
- b. **Course Deactivation**
 - READ 095L, Basic Reading Strategies for College Success Lab
 - READ 097L, Reading Comprehension for College Success Lab
 - READ 099L, Critical Reading and Study Skills Lab
 - READ 150, Speed Reading

8. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P

Area of Study	Template	Articulation	PLO	Recommended	CurricUNET Status
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	Attached	Agreements		Plan of Study	
1. Agriculture Animal Sciences					
2. Agriculture Business					
3. Agriculture Plant Sciences					
4. Chemistry					
5. Computer Science					Cannot develop, no discipline on campus aligns with coursework
6. Economics					
7. Elementary Teacher Education					Cannot develop, no full-time faculty in area
8. Film, Television and Electronic Media					Cannot develop, no full-time faculty in area
9. Journalism					Cannot develop, no full-time faculty in area
10. Philosophy					
11. Spanish					

Completed AVC AA-T/AS-T Degrees

- | | | | |
|-------------------------------|---------------|-----------------|------------------|
| 12. Administration of Justice | 16. English | 19. History | 22. Physics |
| 13. Anthropology | 17. Geography | 20. Kinesiology | 23. Psychology |
| 14. Business Administration | 18. Geology | 21. Music | 24. Theatre Arts |
| 15. Early Childhood Education | | | |

Chancellor's Office Approved

- | | |
|---------------------------|-----------------------|
| 25. Art History | 28. Political Science |
| 26. Communication Studies | 29. Sociology |
| 27. Mathematics | 30. Studio Arts |

9. ADDITIONAL INFORMATION - C-ID REPORT FOR TMC's

C-ID DESCRIPTOR	COURSE	STATUS	EXPIRES	STATUS
AJ 110	AJ 101	CONDITIONAL	20-NOV-14	
AJ 120	AJ 102	CONDITIONAL	4-JAN-14	
AJ 160	AJ 201	NOT APPROVED		
AJ 220	AJ 204	CONDITIONAL	2-JAN-14	
ARTH 150	ART 104	NOT APPROVED		
BUS 110	BUS 101	CONDITIONAL	13-MAY-14	Approved 2/10/2014
BUS 115	BUS 113	CONDITIONAL	12-JUN-14	
BUS 120	BUS 201	CONDITIONAL	11-NOV-14	
BUS 125	BUS 203	CONDITIONAL	26-JUL-14	
ECE 230	CFE 116	CONDITIONAL	27-JUN-14	
ECE 210	CFE 202	CONDITIONAL	27-JUN-14	
ECE 220	CFE 211	CONDITIONAL	8-APR-14	
ECE 130	CFE 213	NOT APPROVED		
CHEM 100	CHEM 101	NOT APPROVED		Resubmit for CHEM 101
ITIS 120	CIS 101	CONDITIONAL	1-JUL-14	
COMP 152	CIS 121	CONDITIONAL	2-APR-14	
COMM 130	COMM 107	CONDITIONAL	13-JAN-15	
ENGL 120	ENGL 102	CONDITIONAL	06-JAN-15	
GEOL 121	ERSC 101	CONDITIONAL	12-JUN-14	
	GEOG 101	NOT APPROVED		
HIST 130	HIST 107	NOT APPROVED		
HIST 140	HIST 108	CONDITIONAL	14-FEB-14	
JOUR 210	JOUR 123	NOT APPROVED		
KIN 100	KIN 190	NOT APPROVED		
KIN 101	KIN 191	CONDITIONAL	17-DEC-13	
SOCI 125	MATH 115	CONDITIONAL	20-SEP-14	
PHIL 110	PHIL 110	CONDITIONAL	16-OCT-14	

PHYS 100S	PHYS 101 PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 105	PHYS 101	CONDITIONAL	13-FEB-14	
PHYS 110	PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 200S	PHYS 110 PHYS 120 PHYS 211	CONDITIONAL	15-FEB-14	
PHYS 205	PHYS 110	CONDITIONAL	13-FEB-14	
PHYS 210	PHYS 120	CONDITIONAL	15-FEB-14	
PHYS 215	PHYS 211	CONDITIONAL	15-FEB-14	
PSY 130	PSY 212	CONDITIONAL	2-JUL-14	Approved 11/25/2013
SOCI 140	PSY 219	CONDITIONAL	20-SEP-14	Designated as Obsolete
PSY 115	PSY 233	CONDITIONAL	1-JUL-14	Approved 12/2/2013
PSY 120	PSY 234	NOT APPROVED		Approved 10/22/2013
PSY 200	SOC 200	CONDITIONAL	2-JUL-14	
SOCI 120	SOC 200	CONDITIONAL	25-JAN-14	
SPAN 220	SPAN 101HL	CONDITIONAL	19-AUG-14	
THTR 171	THA 102	CONDITIONAL	06-JAN-15	Resubmitted
THTR 175	THA 133	NOT APPROVED		

10. ADDITIONAL INFORMATION – 2013-2014 Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert /GE Area	Last Taught	Scheduling Restrictions if not approved by 11/14/2013	Status
Business				
CIS 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
Health Sciences				
CFE 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
Kinesiology				
KIN 196		Spring 12	Cannot schedule 14-15	<i>Submitted</i>
Language Arts				
COMM 109		Fall 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
COMM 215		None	Cannot schedule 14-15	<i>Submitted</i>
ESL 018		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 019		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 020		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 023		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 028		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 029		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 030		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 033		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 038		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 039		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 040		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 043		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 048		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 049		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 058		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 059		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
READ 150		Fall 11	Cannot schedule 14-15	<i>Submitted</i>
SPAN 203		Fall 08	Cannot schedule 14-15	<i>Submitted</i>
Math/Science				
MATH 070B		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
MATH 102A		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
MATH 102B		Spring 13	Cannot schedule 14-15	<i>Submitted</i>

Social Science				
ED 175		Spring 08	Cannot schedule 14-15	<i>Submitted</i>
PSY 218		Fall 08	Cannot schedule 14-15	<i>Submitted – Agenda</i>
WE 197		None	Cannot schedule 14-15	
WE 199		Spring 13	Cannot schedule 14-15	
Technical Education				
AERO 180		Fall 10	Cannot schedule 14-15	<i>Submitted</i>
AUTO 276		Fall 13	Cannot schedule 14-15	<i>Submitted</i>
ELTE 235		Fall 12	Cannot schedule 14-15	<i>Submitted – SLOs NEEDED</i>
Visual and Performing Arts				
PHTC 205		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
PHTC 205L		Fall 12	Cannot schedule 14-15	<i>Submitted</i>

11. 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 Ms. Maria Clinton, 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: November 14, 2013
LOCATION: BE 324 – Computer Room
TIME: 3:03 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Anne Hemsley	Tom O’Neil (proxy)	Karen Cowell, CTE Dean Sharon Lowry Giovanna Sanchez, Student Rep
Shyann Blanco (proxy)	Tom Hutchison	LaDonna Trimble	
Luis Echeverria	Lisa Karlstein	Les Uhazy	
Tooraj Gordi	Scott Lee	Denise Walker	
Lee Grishman	Cynthia Littlefield	Darcy Wiewall	
Linda Harmon	Donna Meyer		
GUESTS PRESENT			
David Babb	Jerry Lewis	Andrea Sanders	
Nancy Bednar	Mike McCully	Rich Sim	
De’Nean Coleman-Carew	Kathy Moore	Robert Starner	
Charlotte Forte-Parnell	David Newman	Genie Trow	
Glen Haller	Berkeley Price	Sherrie Zhu	
Mark Hoffer	Hiedi Preschler		

2013-2014
Academic Policies & Procedures Committee Meeting No. 6
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the November 14, 2013 AP&P Committee Meeting to order at 3:03p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:03p.m. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Mrs. Linda Harmon announced that after reviewing the number of courses that are still working through CurricUNET and recognizing the challenges of adding the SLO step to the approval process, she has decided to extend the approval deadline to February 27, 2014. She explained that this decision was only made after discussions with Academic Affairs as this will delay the development of the Fall 2014 schedule and the completion of the college catalog. She explained that both Melissa Jauregui and Kyle Jacobsen are on board with the deadline extension.

Mrs. Linda Harmon requested a motion to amend the agenda to add five items to the agenda: POLS 201 to action item 7a(lxvii); DA 109 to informational item 8d course deactivation; Reading Proficiency to informational item 4g; and Course Revision Timeline to informational item 4h. A motion was made and seconded to amend the agenda as requested. Motion carried.

3. APPROVAL OF MINUTES

- a. **October 10, 2013 Minutes**
- b. **October 24, 2013 Minutes**

A motion was made and seconded to table item 3a and 3b. Motion carried.

4. INFORMATIONAL ITEMS

- a. **2013-14 AP&P Deadline – Courses and Programs need to be approved by 11/14/2013 for Fall 2014 inclusion**

- **CORs that need to be revised this academic year – List at the end of the agenda**
- **TMC Degrees that need to be developed and brought to AP&P – List at the end of the agenda**
- **C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda**

Mrs. Harmon requested that the representatives continue to work with their division faculty to ensure the remaining courses at the end of this agenda are approved by the new extended deadline of February 27, 2014.

- b. **13-14 Academic Year AP&P Representative Proxy Memo needed for all committee members**

- **Establish Proxy for voting purposes by submitting a memo to AP&P**

- c. **Existing Programs in CurricUNET – Contact Melissa prior to creating a program copy**

d. CurricUNET Workshops:

- **No additional trainings**

Mrs. Linda Harmon requested that each representative sign up to present a 2-hour session in the spring and fall semesters. The workshops typically require the facilitator to open a computer lab and be available to those who show to work on their course/program revisions or developments. Since the SLO/PLO requirement has been added a small delay to the process, perhaps our offering more sessions in the spring semester will allow ample time for the courses and programs to move through the process and be approved fall 2014. Mrs. Harmon requested the members to look at their spring/fall calendars and identify a 2-hour block of time to facilitate a workshop. She asked that they email Melissa Jauregui so a location can be identified and the event can be advertised.

e. CSUGE/IGETC Course Designation – Dr. Lee Grishman

- IGETC – (Current)
 1. CHIN 201 – Area 3B
 2. CHIN 202 – Area 3B
 3. GEOL 102L – Area 5A
 4. MATH 124 – Area 2A
 5. MATH 148 – Area 2A
 6. THA 130 – Area 3A
- CSU/GE - (Current)
 1. ANTH 101L – Area B3
 2. BIOL 205 – Area B2, B3
 3. CFE 211 – Area D7
 4. CHIN 201 – Area C2
 5. CHIN 202 – Area C2
 6. ENGR 125 – Area B4
 7. MATH 148 – Area B4
 8. NF 103 – Area E

Dr. Lee Grishman requested that a final list of courses that are seeking general education designation and were approved by AP&P be sent to him for submission. Mrs. Melissa Jauregui agreed to compile the list based on the information entered in CurricUNET by discipline faculty.

f. Repeatability documentation

<http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/CreditCourseRepetitionGuidelinesFinal070513.pdf>

- Dance
- Theater
- Athletic Training
- Kinesiology
- Music
- Commercial Music

g. Reading Proficiency

Mrs. Linda Harmon indicated that the counseling faculty have brought to her attention that some students are being adversely affected by the recently revised reading proficiency graduation requirement. She indicated that the last three words, “other than AVC” have prevented AVC graduates from meeting this requirement. Several representatives mentioned that they did not feel that was the intent and perhaps those three words should be deleted so to prevent future occurrences of this issue.

Mrs. Linda Harmon requested a motion to amend the agenda to add Reading Proficiency: delete “other than AVC” to action item 7d(i). A motion was made and seconded to amend the agenda as requested. Motion carried.

h. Course Revision Timeline

Mrs. Melissa Jauregui communicated that an issue has been brought to her attention related to the approval process. Currently the technical review committee, along with the distance education review and student learning outcomes review occur at the same time however the system is allow the courses to move forward once a single approval is given instead of waiting for all to approve. Also if any area takes an action of hold for revision, the course is no longer accessible by the other individuals at this level. The result of this problem, SLO committee is ready to approve the SLO but the course is no longer visible by the committee to approve. To resolve this problem, the SLO committee will be one step before the technical review committee. Course will first need to be approved by the SLO committee, then reviewed and approved by the technical review committee and distance education liaison. Dr. Scott Lee, distance education liaison, mentioned that courses appear in his queue but do not have a distance education course attached for his review. Mrs. Melissa Jauregui indicated that this is another item she is working to resolve. The committee was asked whether a single approval was appropriate for the AP&P representative and dean once reviewed even if the course is held for revision by another person and then returned for re-review. The committee representatives and those deans that were present agreed that only one approval should be needed. Mrs. Melissa Jauregui indicated that she will also make sure this change is implemented.

5. REPORT ITEM

a. **Dance Repeatability – Cindy Littlefield**

Ms. Cindy Littlefield presented her documentation that supports repeatability for a handful of her courses. All other courses not noted on this document will be revised to exclude repeatability. Mrs. Linda Harmon thanked her for producing the document and indicated that it should fulfill the state requirements under the new law.

b. **Athletics Repeatability – Jerry Lewis**

Mr. Jerry Lewis presented the documentation collected to support repeatability in Athletic Training. Luckily the practical applications courses will be able to maintain their repeatability as this type of practice is necessary for students to be successful in this field.

c. **Taskforce Report on Score Card for English as a Second Language – Scott Jenison**

- ESL 018, ESL Reading and Writing 1
- Hybrid: ESL 018, ESL Reading and Writing 1
- ESL 019, ESL Skills Building 1
- ESL 020, ESL Vocabulary and Pronunciation 2
- ESL 023, ESL Grammar 2
- Hybrid: ESL 023, ESL Grammar 2
- ESL 028, ESL Reading and Writing 2
- Hybrid: ESL 028, ESL Reading and Writing 2
- ESL 029, ESL Skills Building 2
- ESL 030, ESL Vocabulary and Pronunciation 3
- ESL 033, ESL Grammar 3
- Hybrid: ESL 033, ESL Grammar 3
- ESL 038, ESL Reading and Writing 3
- Hybrid: ESL 038, ESL Reading and Writing 3
- ESL 039, ESL Skills Building 3
- ESL 040, ESL Vocabulary and Pronunciation 4
- ESL 043, ESL Grammar 4
- Hybrid: ESL 043, ESL Grammar 4
- ESL 048, ESL Reading and Writing 4
- Hybrid: ESL 048, ESL Reading and Writing 4
- ESL 049, ESL Skills Building 4
- ESL 058, ESL Reading and Writing 5
- Hybrid: ESL 058, ESL Reading and Writing 5
- ESL 059, ESL Skills Building 5

Mrs. Linda Harmon announced that new course developments are moving through the approval process in CurricUNET for ESL 101 and ESL 099. These courses will return to the agenda when the new courses are ready for approval.

d. **Content Review and Course Validation Process for Prerequisites**

Mrs. Linda Harmon indicated that the proposed document will be presented to the committee in February 2014 for committee review and approval.

6. ACTION ITEM – Non-Substantial Course Revisions (Consent Agenda Item) (COR Complete / SLO Complete)

- a. **AJ 102, Criminal Law**
- b. **BIOL 201, 201L, General Human Anatomy**
- c. **CA 121, Microcomputer Spreadsheets**
- d. **CA 141, Developing PowerPoint Presentations**
- e. **CA 176, Windows Server Networking**
- f. **CFE 213, Curriculum Strategies for School Age Programs**
- g. **CHEM 205, Quantitative Analysis**
- h. **CIS 111, Introduction to Programming and Algorithms**
- i. **DM 103, Graphic Design I**
- j. **DM 106, Video Design and Production I**
- k. **DM 133, Digital Printing I**
- l. **DM 133L, Digital Printing I Lab**
- m. **DM 203L, Graphic Design II Lab**
- n. **DM 206, Video Design and Production II**
- o. **DM 233L, Digital Printing II Lab**

- p. ECON 110, Economics of the Underclass
- q. ELEC 110, Fundamentals of Electricity
- r. ELEC 115, Electrical Codes and Ordinances
- s. ELEC 120, Residential Wiring
- t. ELEC 130, Alternating Current Theory
- u. ELEC 140, Commercial/Industrial Wiring and Cabling
- v. ELEC 150, Electrical Maintenance
- w. ELEC 160, Fundamentals of Motor Control
- x. ELEC 220, Advanced Motor Control-PLC
- y. ELEC 250, Electricians Journeyman Review
- z. ENGL 102, Critical Thinking and Literature
- aa. ENGL 103, Critical Thinking and Research
- bb. ENGL 221, American Literature, 1400-1865
- cc. ENGL 222, American Literature, 1865-Present
- dd. ENGL 225, English Literature, 800-1750
- ee. ENGL 257, Native American Literature
- ff. ENGL 299, Special Topics in Literature
- gg. FTEC 117, Preparing to be a Firefighter
- hh. FTEC 125, Haz Mat First Responder Operations
- ii. FTEC 131, (L-280) Followership to Leadership
- jj. FTEC 132, (S-131) Advanced Firefighter Training
- kk. FTEC 137, (S-211) Portable Pumps and Water Use
- ll. FTEC 142, (P-151) Wildfire Origin and Cause Determination
- mm. FTEC 150, (S-270) Basic Air Operations
- nn. FTEC 295A, Firefighter 1 Academy Module A
- oo. GEOG 299, Special Topics-Field Geography
- pp. GEOL 101, Physical Geology
- qq. ID 100, Introduction to Interior Design
- rr. ID 110, Interior Drafting and Design
- ss. ID 201, History of Design II
- tt. LAC 900, Supervised Tutoring
- uu. MATH 065, Basic Math
- vv. MATH 135, Plane Trigonometry
- ww. MUS 101, Music Appreciation
- xx. NS 231, 231CL, Pediatric/Community Health Nursing
- yy. PHIL 101, Fundamental Reasoning Skills
- zz. PHIL 105, Ethics: Moral Issues in Contemporary Society
- aaa. PHIL 106, Introduction to Philosophy
- bbb. PHIL 108, Philosophy of Religion
- ccc. PHIL 109, World Religions
- ddd. PHOT 107, History of Photography
- eee. RE 101, Real Estate Principles
- fff. RE 105, Real Estate Practices
- ggg. RE 131, Real Estate Appraisal
- hhh. SPAN 201, Intermediate Spanish 1

A motion was made and seconded to approve item 6a-hhh Non-Substantial course revision. Mrs. Harmon reminded the committee members that these courses have been reviewed and approved by the Dean, AP&P representative, and herself. Motion carried. A motion was made and seconded to approve the course content of 7a-hhh. Motion carried.

7. ACTION ITEM

a. **First Reading: Substantial Course Revision (COR Complete / SLO Complete)**

i. **ART 135, Beginning Wheel-Thrown Ceramics**

A motion was made and seconded to approve ART 135, Beginning Wheel-Thrown Ceramics course revision. Mr. David Bab and Rich Sim were present to discuss the course and answer questions. Motion carried without revision.

ii. **ART 137, Advanced Wheel-Thrown Ceramics**

A motion was made and seconded to approve ART 137, Advanced Wheel-Thrown Ceramics course revision. Mr. David Bab and Rich Sim were present to discuss the course and answer questions. Motion carried without revision.

iii. Hybrid: BIOL 201, 201L, General Human Anatomy

A motion was made and seconded to approve Hybrid: BIOL 201, 201L, General Human Anatomy course revision. Dr. David Newman was present to discuss the course and answer questions. After a brief moment, a revision was requested to distance education to remove mention of PowerPoint presentation along with the need to separate out the laboratory content in the course content section of the course outline of record. Motion carried as revised.

iv. BUS 101, Introduction to Business

A motion was made and seconded to approve BUS 101, Introduction to Business course revision. Ms. Donna Meyer was present to discuss the course and answer questions. Motion carried without revision.

v. Hybrid: BUS 101, Introduction to Business

A motion was made and seconded to approve Hybrid: BUS 101, Introduction to Business course revision. Ms. Donna Meyer was present to discuss the course and answer questions. Motion carried without revision.

vi. Online: BUS 101, Introduction to Business

A motion was made and seconded to approve Online: BUS 101, Introduction to Business course revision. Ms. Donna Meyer was present to discuss the course and answer questions. Motion carried without revision.

vii. BUS 113, Business Communications

A motion was made and seconded to approve BUS 113, Business Communications course revision. Ms. Donna Meyer and Dr. Tom O'Neil were present to discuss the course and answer questions. Motion carried without revision.

viii. BUS 203, Business Law

A motion was made and seconded to approve BUS 203, Business Law course revision. Ms. Donna Meyer and Dr. Tom O'Neil were present to discuss the course and answer questions. Motion carried without revision.

ix. Online: CA 121, Microcomputer Spreadsheets

A motion was made and seconded to approve Online: CA 121, Microcomputer Spreadsheets course revision. Ms. Kathleen Moore was present to discuss the course and answer questions. Motion carried without revision.

x. CFE 104, Literature for Children

A motion was made and seconded to approve CFE 104, Literature for Children course revision. Ms. Andrea Sanders was present to discuss the course and answer questions. Motion carried without revision.

xi. CFE 110, Supervision and Administration of Childhood Programs II

A motion was made and seconded to approve CFE 110, Supervision and Administration of Childhood Programs II course revision. Ms. Andrea Sanders was present to discuss the course and answer questions. Motion carried without revision.

xii. CFE 201, Child Development Practicum-Observation and Assessment

A motion was made and seconded to approve CFE 201, Child Development Practicum-Observation and Assessment course revision. Ms. Andrea Sanders was present to discuss the course and answer questions. Motion carried without revision.

xiii. CHEM 220, Organic Chemistry

A motion was made and seconded to approve CHEM 220, Organic Chemistry course revision. Dr. David Newman was present to discuss the course and answer questions. Motion carried without revision.

xiv. Online: CIS 111, Introduction to Programming and Algorithms

A motion was made and seconded to approve Online: CIS 111, Introduction to Programming and Algorithms course revision. Dr. O'Neil and Ms. Donna Meyer were present to discuss the course and answer questions. A request was made to remove the mention of blackboard and replace it with course management system. Motion carried as revised.

xv. ENGL 090, Grammar and Mechanics

A motion was made and seconded to approve ENGL 090, Grammar and Mechanics course revision. Mr. Mark Hoffer was present to discuss the course and answer questions. After a brief moment, clarification

was requested on the appropriate CB 08 and CB 21 code to which Mr. Hoffer responded that this class is basic skills and CB 21 is 3 levels below college level similar to ENGL 095. Motion carried without revision.

xvi. ENGL 101, Academic Composition

A motion was made and seconded to approve ENGL 101, Academic Composition course revision. Mr. Mark Hoffer was present to discuss the course and answer questions. After a brief moment, a request was made to clarify the prerequisites and complete the content review built into CurricUNET. Motion carried as revised.

xvii. Online: ENGL 101, Academic Composition

A motion was made and seconded to approve Online: ENGL 101, Academic Composition course revision. Mr. Mark Hoffer was present to discuss the course and answer questions. Motion carried without revision.

xviii. Online: ENGL 102, Critical Thinking and Literature

A motion was made and seconded to approve Online: ENGL 102, Critical Thinking and Literature course revision. Mr. Mark Hoffer was present to discuss the course and answer questions. A request was made to remove the mention of PowerPoint and replace it with presentation software. Motion carried as revised.

xix. Online: ENGL 103, Critical Thinking and Research

A motion was made and seconded to approve Online: ENGL 103, Critical Thinking and Research course revision. Mr. Mark Hoffer was present to discuss the course and answer questions. A request was made to remove the mention of PowerPoint and replace it with presentation software. Motion carried as revised.

xx. FTEC 113, Fire Protection Equipment and Systems

A motion was made and seconded to table item 7a(xx) since a second representative for the division is not present. Motion carried.

xxi. Hybrid: GEOG 101, Physical Geography: Earth's Surface Landscapes (COR Approved 10/24/2013)

A motion was made and seconded to approve Hybrid: GEOG 101, Physical Geography: Earth's Surface Landscapes course revision. Dr. Uhazy and Dr. Anne Hemsley were present to discuss the course and answer questions. A request was made to remove the mention of PowerPoint and replace it with presentation software, as well as remove blackboard and replace it with course management system. Motion carried as revised.

xxii. GEOG 102, Physical Geography: Earth's Weather and Climate

A motion was made and seconded to approve GEOG 102, Physical Geography: Earth's Weather and Climate course revision. Dr. Uhazy and Dr. Anne Hemsley were present to discuss the course and answer questions. Motion carried without revision.

xxiii. Hybrid: GEOG 102, Physical Geography: Earth's Weather and Climate

A motion was made and seconded to approve Hybrid: GEOG 102, Physical Geography: Earth's Weather and Climate course revision. Dr. Uhazy and Dr. Anne Hemsley were present to discuss the course and answer questions. A request was made to remove the mention of PowerPoint and replace it with presentation software, as well as remove blackboard and replace it with course management system. Motion carried as revised.

xxiv. Hybrid: GEOL 101, Physical Geology

A motion was made and seconded to approve Hybrid: GEOL 101, Physical Geology course revision. Dr. Uhazy and Dr. Anne Hemsley were present to discuss the course and answer questions. A request was made to remove the mention of PowerPoint and replace it with presentation software as well as remove blackboard and replace it with course management system. Motion carried as revised.

xxv. GER 101, Elementary German 1

A motion was made and seconded to approve GER 101, Elementary German 1 course revision. Ms. Heidi Preschler was present to discuss the course and answer questions. Motion carried without revision.

xxvi. Hybrid: GER 101, Elementary German 1

A motion was made and seconded to approve Hybrid: GER 101, Elementary German 1 course revision. Ms. Heidi Preschler was present to discuss the course and answer questions. Motion carried without revision.

xxvii. Online: GER 101, Elementary German 1

A motion was made and seconded to approve Online: GER 101, Elementary German 1 course revision. Ms. Heidi Preschler was present to discuss the course and answer questions. Motion carried without revision.

xxviii. GER 102, Elementary German 2

A motion was made and seconded to approve GER 102, Elementary German 2 course revision. Ms. Heidi Preschler was present to discuss the course and answer questions. Motion carried without revision.

xxix. Hybrid: GER 102, Elementary German 2

A motion was made and seconded to approve Hybrid: GER 102, Elementary German 2 course revision. Ms. Heidi Preschler was present to discuss the course and answer questions. Motion carried without revision.

xxx. Online: GER 102, Elementary German 2

A motion was made and seconded to approve Online: GER 102, Elementary German 2 course revision. Ms. Heidi Preschler was present to discuss the course and answer questions. Motion carried without revision.

xxxi. HD 105, Personal Development

A motion was made and seconded to approve HD 105, Personal Development course revision. Dr. De'Nean Coleman-Carew was present to discuss the course and answer questions. Motion carried without revision.

xxxii. Online: HD 105, Personal Development

A motion was made and seconded to approve Online: HD 105, Personal Development course revision. Dr. De'Nean Coleman-Carew was present to discuss the course and answer questions. Motion carried without revision.

xxxiii. KIN 191, First Aid and Emergency Care

A motion was made and seconded to approve KIN 191, First Aid and Emergency Care course revision. Mr. Jerry Lewis was present to discuss the course and answer questions. A request was made to establish repeatability as unlimited as this is a required certification course that requires students to renew each year or every other year for employment purposes. Motion carried as revised.

xxxiv. Online: LAC 900, Supervised Tutoring

A motion was made and seconded to approve Online: LAC 900, Supervised Tutoring course revision. Dr. Charlotte Forte-Parnell and Dr. Scott Lee were present to discuss the course and answer questions. Motion carried without revision.

xxxv. LIB 107, Information Literacy

A motion was made and seconded to approve LIB 107, Information Literacy course revision. Dr. Charlotte Forte-Parnell and Dr. Scott Lee were present to discuss the course and answer questions. Motion carried without revision.

xxxvi. Online: LIB 107, Information Literacy

A motion was made and seconded to approve Online: LIB 107, Information Literacy course revision. Dr. Charlotte Forte-Parnell and Dr. Scott Lee were present to discuss the course and answer questions. Motion carried without revision.

xxxvii. LIB 110, Introduction to Internet Research

A motion was made and seconded to approve LIB 110, Introduction to Internet Research course revision. Dr. Charlotte Forte-Parnell and Dr. Scott Lee were present to discuss the course and answer questions. Motion carried without revision.

xxxviii. Online: LIB 110, Introduction to Internet Research

A motion was made and seconded to approve Online: LIB 110, Introduction to Internet Research course revision. Dr. Charlotte Forte-Parnell and Dr. Scott Lee were present to discuss the course and answer questions. Motion carried without revision.

xxxix. Hybrid: MATH 065, Basic Math

A motion was made and seconded to approve Hybrid: MATH 065, Basic Math course revision. Dr. Les Uhazy and Mr. Tooraj Gordi were present to discuss the course and answer questions. A request was made

to remove the mention of blackboard and replace it will course management system. Motion carried as revised.

xl. MATH 070, Elementary Algebra

A motion was made and seconded to approve MATH 070, Elementary Algebra course revision. Dr. Les Uhazy and Mr. Tooraj Gordi were present to discuss the course and answer questions. A request was made to revise the method of evaluation and complete the content review process for establishing prerequisites, which is built into CurricUNET. Motion carried as revised.

xli. Hybrid: MATH 070, Elementary Algebra

A motion was made and seconded to approve Hybrid: MATH 070, Elementary Algebra course revision. Dr. Les Uhazy and Mr. Tooraj Gordi were present to discuss the course and answer questions. A request was made to remove the mention of how often the instructor will check emails. Motion carried as revised.

xlii. MATH 070C, Elementary Algebra Unit 1

A motion was made and seconded to approve MATH 070C, Elementary Algebra Unit 1 course revision. Dr. Les Uhazy and Mr. Tooraj Gordi were present to discuss the course and answer questions. A request was made to change the advisory note "Eligibility for MATH 070 (AVC Assessment)" to a prerequisite similar to other math courses. Motion carried as revised.

xliii. MATH 070D, Elementary Algebra Unit 2

A motion was made and seconded to approve MATH 070D, Elementary Algebra Unit 2 course revision. Dr. Les Uhazy and Mr. Tooraj Gordi were present to discuss the course and answer questions. Motion carried without revision.

xliv. MATH 070E, Elementary Algebra Unit 3

A motion was made and seconded to approve MATH 070E, Elementary Algebra Unit 3 course revision. Dr. Les Uhazy and Mr. Tooraj Gordi were present to discuss the course and answer questions. Motion carried without revision.

xlvi. MATH 070F, Elementary Algebra Unit 4

A motion was made and seconded to approve MATH 070F, Elementary Algebra Unit 4 course revision. Dr. Les Uhazy and Mr. Tooraj Gordi were present to discuss the course and answer questions. Motion carried without revision.

xlvi. MATH 099, Individualized Self-Study Mathematics

A motion was made and seconded to approve MATH 099, Individualized Self-Study Mathematics course revision. Dr. Les Uhazy and Mr. Tooraj Gordi were present to discuss the course and answer questions. Motion carried without revision.

xlvii. MATH 102C, Intermediate Algebra Unit 1

A motion was made and seconded to approve MATH 102C, Intermediate Algebra Unit 1 course revision. Dr. Les Uhazy and Mr. Tooraj Gordi were present to discuss the course and answer questions. A request was made to add "Completion of MATH 070F" to the prerequisites similar to other math "C" courses. Motion carried as revised.

xlviii. MATH 102D, Intermediate Algebra Unit 2

A motion was made and seconded to approve MATH 102D, Intermediate Algebra Unit 2 course revision. Dr. Les Uhazy and Mr. Tooraj Gordi were present to discuss the course and answer questions. Motion carried without revision.

xlvi. MATH 102E, Intermediate Algebra Unit 3

A motion was made and seconded to approve MATH 102E, Intermediate Algebra Unit 3 course revision. Dr. Les Uhazy and Mr. Tooraj Gordi were present to discuss the course and answer questions. Motion carried without revision.

l. MATH 102F, Intermediate Algebra Unit 4

A motion was made and seconded to approve MATH 102F, Intermediate Algebra Unit 4 course revision. Dr. Les Uhazy and Mr. Tooraj Gordi were present to discuss the course and answer questions. Motion carried without revision.

- ii. MATH 115, Statistics**
 A motion was made and seconded to approve MATH 115, Statistics course revision. Dr. Les Uhazy and Mr. Tooraj Gordi were present to discuss the course and answer questions. A request was made to add the statement "AVC Assessment" to the prerequisites. Motion carried as revised.
- iii. Hybrid: MATH 115, Statistics**
 A motion was made and seconded to approve Hybrid: MATH 115, Statistics course revision. Dr. Les Uhazy and Mr. Tooraj Gordi were present to discuss the course and answer questions. Motion carried without revision.
- liii. Online: MUS 101, Music Appreciation**
 A motion was made and seconded to approve Online: MUS 101, Music Appreciation course revision. Mr. Berkeley Price was present to discuss the course and answer questions. Motion carried without revision.
- liv. MUSC 143, Live Sound Reinforcement**
 A motion was made and seconded to approve MUSC 143, Live Sound Reinforcement course revision. Mr. Mike McCully was present to discuss the course and answer questions. Motion carried without revision.
- iv. Hybrid: PHIL 106, Introduction to Philosophy**
 A motion was made and seconded to approve Hybrid: PHIL 106, Introduction to Philosophy course revision. Dr. Sherrie Zhu was present to discuss the course and answer questions. A request was made to remove the mention of PowerPoint and replace it with presentation software, remove blackboard and replace it with course management system and remove MyAVC and replace it with campus portal. Motion carried as revised.
- lvi. Online: PHOT 107, History of Photography**
 A motion was made and seconded to approve Online: PHOT 107, History of Photography course revision. Ms. Lisa Karlstein was present to discuss the course and answer questions. Motion carried without revision.
- lvii. PHTC 125, Beginning Digital Photography**
 A motion was made and seconded to approve PHTC 125, Beginning Digital Photography course revision. Ms. Lisa Karlstein was present to discuss the course and answer questions. A request was made to list the actual evaluation methods used to determine if students have successfully met the objectives. Motion carried as revised.
- lviii. PHTC 125L, Beginning Digital Photography Lab**
 A motion was made and seconded to approve PHTC 125L, Beginning Digital Photography Lab course revision. Ms. Lisa Karlstein was present to discuss the course and answer questions. A request was made to remove language in the homework section that relates to in class work. Motion carried as revised.
- lix. PHTC 201, Advanced Black and White Photography**
 A motion was made and seconded to approve PHTC 201, Advanced Black and White Photography course revision. Ms. Lisa Karlstein was present to discuss the course and answer questions. Motion carried without revision.
- lx. PHTC 211, Wedding, Portrait & Event Photography**
 A motion was made and seconded to approve PHTC 211, Wedding, Portrait & Event Photography course revision. Ms. Lisa Karlstein was present to discuss the course and answer questions. A request was made to complete the content review process with CurricUNET for the new prerequisites. Motion carried as revised.
- lxi. PHTC 211L, Wedding, Portrait & Event Photo Lab**
 A motion was made and seconded to approve PHTC 211L, Wedding, Portrait & Event Photo Lab course revision. Ms. Lisa Karlstein was present to discuss the course and answer questions. A request was made to complete the content review process with CurricUNET for the new prerequisites. Motion carried as revised.
- lxii. PHTC 275, Advanced Digital Photography**
 A motion was made and seconded to approve PHTC 275, Advanced Digital Photography course revision. Ms. Lisa Karlstein was present to discuss the course and answer questions. A request was made to list the actual evaluation methods used to determine if students have successfully met the objectives. Motion carried as revised.

lxiii. PHTC 275L, Advanced Digital Photo Lab

A motion was made and seconded to approve PHTC 275L, Advanced Digital Photo Lab course revision. Ms. Lisa Karlstein was present to discuss the course and answer questions. Motion carried without revision.

lxiv. POLS 120, International Organizations

A motion was made and seconded to approve POLS 120, International Organizations course revision. Ms. Nancy Bednar was present to discuss the course and answer questions. Motion carried without revision.

lxv. Hybrid: RE 101, Real Estate Principles

A motion was made and seconded to approve Hybrid: RE 101, Real Estate Principles course revision. Ms. Kathleen Moore was present to discuss the course and answer questions. A request was made to remove the mention of PowerPoint and replace it with presentation software, remove blackboard and replace it with course management system and remove MyAVC and replace it with campus portal. Motion carried as revised.

lxvi. THA 133, Makeup for the Stage

A motion was made and seconded to approve THA 133, Makeup for the Stage course revision. Ms. Genie Trow was present to discuss the course and answer questions. Motion carried without revision.

lxvii. POLS 201, Contemporary International Relations

A motion was made and seconded to approve POLS 201, Contemporary International Relations course revision. Ms. Nancy Bednar was present to discuss the course and answer questions. Motion carried without revision.

b. First Reading: New Course Development

i. MATH 065C, Basic Math Unit 1

A motion was made and seconded to approve MATH 065C, Basic Math Unit 1 course revision. Mr. Tooraj Gordi and Dr. Les Uhazy were present to discuss the course and answer questions. After a brief moment, a request was made to remove the prerequisite as it does not pertain to this course. Motion carried as revised.

ii. MATH 065D, Basic Math Unit 2

A motion was made and seconded to approve MATH 065D, Basic Math Unit 2 course revision. Mr. Tooraj Gordi and Dr. Les Uhazy were present to discuss the course and answer questions. After a brief moment it was determined that revision was not necessary. Motion carried without revision.

iii. MATH 065E, Basic Math Unit 3

A motion was made and seconded to approve MATH 065E, Basic Math Unit 3 course revision. Mr. Tooraj Gordi and Dr. Les Uhazy were present to discuss the course and answer questions. After a brief moment it was determined that revision was not necessary. Motion carried without revision.

iv. MATH 065F, Basic Math Unit 4

A motion was made and seconded to approve MATH 065F, Basic Math Unit 4 course revision. Mr. Tooraj Gordi and Dr. Les Uhazy were present to discuss the course and answer questions. After a brief moment it was determined that revision was not necessary. Motion carried without revision.

v. PSY 200, Introduction to Research Methods in Psychology

A motion was made and seconded to table this item since the discipline faculty was not present to discuss the course. Motion carried.

c. Course Deactivation

i. CIS 174, Introduction to C#.NET Programming

ii. Hybrid: CIS 174, Introduction to C#.NET Programming

iii. FTEC 123, First Responder EMS

iv. GEOG 298A, Special Studies in Geographic Information Systems (GIS)

v. GEOG 298B, Special Studies in Geographic Information Systems (GIS)

vi. MATH 060C, Prealgebra Unit 1

vii. MATH 060D, Prealgebra Unit 2

viii. MATH 060E, Prealgebra Unit 3

ix. MATH 060F, Prealgebra Unit 4

x. PSY 211, Introduction to Chicano/Latino Psychology

- xi. **PSY 215, Psychology of Prejudice**
- xii. **PSY 219, Dynamics of Sex and Gender**

A motion was made and seconded to approve designating the courses listed as deactivated. Motion carried.

d. Reading Proficiency: delete “other than AVC”

A motion was made and seconded to approve remove the last three words of the current reading proficiency, “other than AVC”. Motion carried.

8. INFORMATIONAL ITEM

a. Non-Substantial Course Revisions (COR Complete / SLO Needed)

- ATH 100, Introduction to Athletic Training
- ATH 102L, Practical Applications of Athletic Training I Lab
- ATH 103, Practical Applications of Athletic Training II
- ATH 103L, Practical Applications of Athletic Training II Lab
- ELTE 125, Direct Current and Alternating Current Principles
- ELTE 130, Digital Circuit Analysis
- ELTE 135, Analog Circuit Analysis
- ELTE 180, Microprocessor Systems
- ELTE 235, Electronic Communications I
- KIN 102, Water Aerobics
- VN 109, Fundamentals of Patient Care for Vocational Nurses
- VN 112, Nursing to Promote Self-Care Agency in the Adult

b. First Reading Course Revision (COR Complete / SLO Needed)

- CIS 159, SUSE Linux Server Administration
- PHYS 101, Introductory Physics
- PHYS 102, Introductory Physics
- PHYS 110, General Physics
- PHYS 120, General Physics
- THA 103, Introduction to Stage Lighting

c. First Reading New Course Development

d. Course Deactivation

- ENGL 226, English Literature, 1750-1900
- DA 109, Dance and Technology (per motion above)

Mrs. Linda Harmon reminded the representatives to work with those faculty members who are responsible for submitting the paper SLO revision form for courses listed under 8a and 8b. The SLO revision must be submitted to the SLO committee and approved before AP&P and review and approve the COR.

9. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P

Area of Study	Template Attached	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Computer Science					
2. Elementary Teacher Education					
3. Film, Television and Electronic Media					
4. Journalism					
5. Philosophy					
6. Spanish					

Completed AVC AA-T/AS-T Degrees

- | | | | |
|-------------------------------|---------------|-----------------|------------------|
| 7. Administration of Justice | 11. English | 14. History | 17. Physics |
| 8. Anthropology | 12. Geography | 15. Kinesiology | 18. Psychology |
| 9. Business Administration | 13. Geology | 16. Music | 19. Theatre Arts |
| 10. Early Childhood Education | | | |

Chancellor’s Office Approved

- | | |
|---------------------------|-----------------------|
| 20. Art History | 23. Political Science |
| 21. Communication Studies | 24. Sociology |
| 22. Mathematics | 25. Studio Arts |

Mrs. Linda Harmon reminded the committee again that at this time we cannot develop the TMC in four degree areas: Elementary Teach Education; Film, Television and Electronic Media; Computer Science; and Journalism.

10. ADDITIONAL INFORMATION - C-ID REPORT FOR TMC's

C-ID DESCRIPTOR	COURSE	STATUS	EXPIRES	STATUS
AJ 110	AJ 101	CONDITIONAL	15-DEC-13	<i>Resubmitted to C-id</i>
AJ 120	AJ 102	CONDITIONAL	4-JAN-14	
AJ 160	AJ 201	NOT APPROVED		
AJ 220	AJ 204	CONDITIONAL	2-JAN-14	
BUS 110	BUS 101	CONDITIONAL	13-MAY-14	
BUS 115	BUS 113	CONDITIONAL	12-JUN-14	
BUS 125	BUS 203	CONDITIONAL	26-JUL-14	
ECE 230	CFE 116	CONDITIONAL	27-JUN-14	
ECE 210	CFE 202	CONDITIONAL	27-JUN-14	
ECE 220	CFE 211	CONDITIONAL	8-APR-14	
ECE 130	CFE 213	NOT APPROVED		
CHEM 100	CHEM 101	NOT APPROVED		<i>Resubmit for CHEM 101</i>
ITIS 120	CIS 101	CONDITIONAL	1-JUL-14	
COMP 152	CIS 121	CONDITIONAL	2-APR-14	
ENGL 110	ENGL 102	NOT APPROVED		<i>Resubmitted for ENGL</i>
GEOL 121	ERSC 101	CONDITIONAL	12-JUN-14	
	GEOG 101	NOT APPROVED		
GEOL 100L	GEOL 101L	CONDITIONAL	12-JUN-14	
HIST 130	HIST 107	NOT APPROVED		
HIST 140	HIST 108	CONDITIONAL	14-FEB-14	
JOUR 210	JOUR 123	NOT APPROVED		
KIN 100	KIN 190	NOT APPROVED		
KIN 101	KIN 191	CONDITIONAL	17-DEC-13	
SOCI 125	MATH 115	CONDITIONAL	20-SEP-14	
PHIL 110	PHIL 110	CONDITIONAL	16-Oct-14	
PHYS 100S	PHYS 101 PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 105	PHYS 101	CONDITIONAL	13-FEB-14	
PHYS 110	PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 200S	PHYS 110 PHYS 120 PHYS 211	CONDITIONAL	15-FEB-14	
PHYS 205	PHYS 110	CONDITIONAL	13-FEB-14	
PHYS 210	PHYS 120	CONDITIONAL	15-FEB-14	
PHYS 215	PHYS 211	CONDITIONAL	15-FEB-14	
PSY 130	PSY 212	CONDITIONAL	2-JUL-14	
SOCI 140	PSY 219	CONDITIONAL	20-SEP-14	
PSY 115	PSY 233	CONDITIONAL	1-JUL-14	
PSY 120	PSY 234	NOT APPROVED		<i>Resubmitted to C-id</i>
PSY 200	SOC 200	CONDITIONAL	2-JUL-14	
SOCI 120	SOC 200	CONDITIONAL	25-JAN-14	
SPAN 220	SPAN 101HL	CONDITIONAL	19-AUG-14	
THTR 171	THA 102	NOT APPROVED		
THTR 175	THA 133	NOT APPROVED		

11. ADDITIONAL INFORMATION – 2012-2013 Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 11/29/2012	Status
Science			
GEOG 102L		Cannot schedule 13-14	Submitted
GEOG 102		Cannot schedule 13-14	Submitted
GEOG 298A		Cannot schedule 13-14	<i>Awaiting Faculty</i>
GEOG 298B		Cannot schedule 13-14	<i>Awaiting Faculty</i>

Visual and Performing Arts

THA 133		Cannot schedule 13-14	Submitted
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12. ADDITIONAL INFORMATION – 2013-2014 Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert /GE Area	Last Taught	Scheduling Restrictions if not approved by 11/14/2013	Status
Business				
BUS 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
BUS 113		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CA 141		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CA 176		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
CIS 101		Summer 13	Cannot schedule 14-15	
CIS 111		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
CIS 113		Spring 13	Cannot schedule 14-15	
CIS 121		Fall 12	Cannot schedule 14-15	
CIS 123		Spring 13	Cannot schedule 14-15	
CIS 141		Spring 13	Cannot schedule 14-15	
CIS 145		Spring 13	Cannot schedule 14-15	
CIS 159		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
CIS 174		Spring 06	Cannot schedule 14-15	<i>Submitted</i>
Health Sciences				
CFE 101		Summer 13	Cannot schedule 14-15	
CFE 104		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CFE 107		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CFE 110		Spring 08	Cannot schedule 14-15	<i>Submitted</i>
CFE 122		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CFE 157		Spring 13	Cannot schedule 14-15	
CFE 201		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CFE 213		Spring 08	Cannot schedule 14-15	<i>Submitted</i>
NF 100		Summer 13	Cannot schedule 14-15	
NF 150		Spring 13	Cannot schedule 14-15	
VN 109		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
VN 112		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
Student Services/Counseling				
HD 105		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
IR/ES				
LIB 107		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
LIB 110		Spring 13	Cannot schedule 14-15	
LAC 900		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
Kinesiology				
DA 101		Spring 13	Cannot schedule 14-15	
DA 106		Fall 12	Cannot schedule 14-15	
DA 107A		Spring 13	Cannot schedule 14-15	
DA 107B		Spring 12	Cannot schedule 14-15	
DA 107C		Spring 13	Cannot schedule 14-15	
DA 108		Spring 13	Cannot schedule 14-15	
DA 109		None	Cannot schedule 14-15	
DA 111		Spring 13	Cannot schedule 14-15	
DA 113		Spring 13	Cannot schedule 14-15	
DA 115		Spring 07	Cannot schedule 14-15	
DA 116		Spring 13	Cannot schedule 14-15	
DA 204		Spring 12	Cannot schedule 14-15	

HE 201		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
KIN 112A		None (PE/KIN)	Cannot schedule 14-15	
KIN 112B		None (PE/KIN)	Cannot schedule 14-15	
KIN 113		Summer 13	Cannot schedule 14-15	
KIN 196		Spring 12 (as PE 196)	Cannot schedule 14-15	<i>Submitted</i>
Language Arts				
COMM 109		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
COMM 215		None	Cannot schedule 14-15	
ENGL 101		Summer 13	Cannot schedule 14-15	
ENGL 102		Summer 13	Cannot schedule 14-15	
ENGL 103		Spring 13	Cannot schedule 14-15	
ENGL 221		Spring 13	Cannot schedule 14-15	
ENGL 222		Fall 12	Cannot schedule 14-15	
ENGL 225		Fall 12	Cannot schedule 14-15	
ENGL 226		Spring 12	Cannot schedule 14-15	
ENGL 257		Spring 12	Cannot schedule 14-15	
ENGL 299		Fall 12	Cannot schedule 14-15	
ESL 018		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 019		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 020		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 023		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 028		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 029		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 030		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 033		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 038		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 039		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 040		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 043		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 048		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 049		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 058		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 059		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
READ 150		Fall 11	Cannot schedule 14-15	
SPAN 201		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
SPAN 203		Fall 08	Cannot schedule 14-15	
Math/Science				
BIOL 201		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CHEM 205		None	Cannot schedule 14-15	<i>Submitted</i>
DRFT 130		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
DRFT 240		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
ENGR 130L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ENGR 130		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ENGR 210PS		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
ENGR 210		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
GEOG 102L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
GEOG 102		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
GEOG 298A		Spring 10	Cannot schedule 14-15	<i>Submitted</i>
GEOG 298B		Fall 08	Cannot schedule 14-15	<i>Submitted</i>

GEOG 299		Spring 05	Cannot schedule 14-15	<i>Submitted</i>
GEOL 101		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
MATH 070B		Spring 13	Cannot schedule 14-15	
MATH 080		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
MATH 102A		Fall 12	Cannot schedule 14-15	
MATH 102B		Spring 13	Cannot schedule 14-15	
MATH 102		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
MATH 135		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
WDTO 101		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
WDTO 115		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
WDTO 120		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
Social Science				
ECON 110		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ED 175		Spring 08	Cannot schedule 14-15	
PSY 215		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
PSY 218		Fall 08	Cannot schedule 14-15	
WE 197		None	Cannot schedule 14-15	
WE 199		Spring 13	Cannot schedule 14-15	
Technical Education				
AERO 180		Fall 10	Cannot schedule 14-15	
AUTO 210		Spring 05	Cannot schedule 14-15	
AUTO 276		Fall 09	Cannot schedule 14-15	
ELEC 110		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ELEC 115		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ELEC 120		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
ELEC 130		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ELEC 140		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ELEC 150		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ELEC 160		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ELEC 220		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ELEC 250		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
ELTE 180		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ELTE 235		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
FTEC 113		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
FTEC 117		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
FTEC 123		None	Cannot schedule 14-15	<i>Submitted</i>
FTEC 125		Fall 11	Cannot schedule 14-15	<i>Submitted</i>
FTEC 131		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
FTEC 132		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
FTEC 137		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
FTEC 142		Spring 09	Cannot schedule 14-15	<i>Submitted</i>
FTEC 150		Spring 10	Cannot schedule 14-15	<i>Submitted</i>
Visual and Performing Arts				
DM 106		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 203L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 206		Spring 12	Cannot schedule 14-15	<i>Submitted</i>
PHTC 125L		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 125		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 201		None	Cannot schedule 14-15	<i>Submitted</i>
PHTC 205L		Fall 12	Cannot schedule 14-15	
PHTC 205		Fall 12	Cannot schedule 14-15	
PHTC 211L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>

PHTC 211		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 275L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 275		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
THA 102		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
THA 103		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
THA 133		Fall 06	Cannot schedule 14-15	<i>Submitted</i>

13. ADJOURNMENT

A motion was made and seconded to adjourn the 11/14/13 AP&P Committee meeting at 5:30p.m. Mrs. Linda Harmon asked the members to log into CurricUNET and track the progress of each course in the approval process in their area to be sure they are moving along. If the courses or programs are sitting, be sure to get in contact with the person who can move it forward. 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 Ms. Maria Clinton, 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.

AP 4225 Course Repetition
Update #23

<i>Date to Vice President</i>	February 24, 2014		<i>Date due to President's Office</i>	
<i>Date to CCC:</i>		<i>Date reviewed by CCC:</i>	March 17, 2014	<i>Due date:</i> Revisions due to Board within 60 days
<i>Reason for review:</i> This procedure was revised to align with the changes in Title 5 regarding the types of courses which may be designated as repeatable by the District.				
<i>Academic and professional matter?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AP&P):</i>	
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>	
<i>Collective bargaining issue?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AVCFT):</i>	
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>	
<i>Do the changes affect all campus constituencies?</i>	Yes	No	<i>If <u>yes</u>, CCC members responsible for sending to constituents for input.</i>	
			<i>Input/suggestions/objections due to CCC recording secretary by:</i>	
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>	
<i>If none of the above, does policy/procedure need further review?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services):</i> <i>If <u>no</u>, submit to Board for information at next meeting</i>	
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>	

AP 4225 Course Repetition
Update #23

AP 4225 Course Repetition

References:

Education Code Section 76224;
Title 5 Sections 55040, 55041, 55042, 55043, 55253, and 56029

Note: *This procedure is **legally required**. Local practice may be inserted here, which must include the following:*

Students may petition for approval to repeat up to a total of [*insert number*] units in which substandard grades (less than “C,” and including “FW”) were awarded in the following courses:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than [**four semesters or six quarters**]. This limit applies even if the student receives a substandard grade or “W” during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

[Insert local processes for petitioning for approval]

When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

Courses that are repeated shall be recorded on the student’s permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

AP 4225 Course Repetition
Update #23

Note: *Inclusion of the following depends on District practice. The elements are optional.*

- Students may petition for approval to repeat up to a total of **[insert number that is not more than three]** units in which substandard grades (less than “C,” and including “FW,” “NP,” or “NC”) were awarded as long as the District does not claim apportionment under Title 5 Section 58161. The District may disregard the first two substandard grades if the student repeats the class two or more times.

[Insert local processes for petitioning for approval, which may include]

- A list of the specific courses or categories of courses, if any, which are exempt from course repetition.
- Requirements to repeat courses after a significant amount of time **[include a definition of significant lapse of time, no less than 36 months]** or the District has established a recency prerequisite.
- An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than **[set period of time, such as 36 months]** have elapsed and the student provides documentation that the repetition is necessary for transfer.
- Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
- Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the District providing the student a refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions **[Note: When a course is repeated pursuant to this section, the District may allow the previous grade and credit to be disregarded in computing the student's GPA -- select shall or may]** be included when calculating a student's grade point average.
- Limits on the number of times students may repeat a course.
- Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
- Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field

AP 4225 Course Repetition
Update #23

and that course is not offered as a variable unit open-entry/open-exit course. Where only one work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

- Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029. ***[Note: The District may allow the previous grade to be disregarded when computing the GPA each time the course is repeated. If the District determines to do so, include: The District will disregard previous grades in computing the student's GPA each time the course is repeated.]***
- Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work. ***[Insert local procedure for students to certify the course is legally mandated.]***
- Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times. ***[Insert policy to require students to certify the course is needed because of a significant change in the industry or licensure standards.]***

Revised 7/02, 8/03, 8/06, 8/07, 2/08, 4/09, 9/12, 10/13

AP 4225 Course Repetition

Reference:

Title 5 Sections 55040, 55041, 55042, 55253, 56029; Education Code Section 76224

Non Repeatable Courses with Standard Grades

When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless:

1. There is a significant lapse of time of 60 months, or
2. AVC or another institution of higher education established a recency prerequisite for the course or program, or
3. Other circumstances as deemed appropriate by the Dean of Enrollment Services.

In all cases an Extenuating Circumstances petition must be submitted to the Dean of Enrollment Services for consideration, and documentation must be attached. Only one Extenuating Circumstances petition may be submitted for a course when a standard grade is earned.

In cases where the above-mentioned Extenuating Circumstances petition is approved:

The academic record shall remain legible, insuring a true and complete academic history, and the previous grade and credit will be disregarded in computing the student's grade point average (GPA).

Non-Repeatable Courses with Substandard Grades in Which Substandard Grades (less than "C," and including "NP," or "NC") Were Awarded:

A student receiving a substandard grade has two opportunities to repeat a course to alleviate the substandard grade provided the student's enrollment in the same course does not exceed three semesters. The first two substandard grades shall be excluded in counting the student's GPA.

Non-repeatable Exemption Classes:

1. Occupational Work Experience Classes – The grade received each time shall be included for purposes of calculating the student's GPA.
2. Special classes for students with disabilities may be repeated any number of times based on an individual determination that such repetition is required as a disability-related accommodation for that particular student. In these cases, the previous grade and credit shall be disregarded in computing the student's GPA each time the course is repeated.

No Repeat Limits When Conditions Are Met:

1. Military Withdrawal – Active or reserve duty in the United States military services who receives orders compelling withdrawal with verification of orders.
2. Extraordinary Conditions Withdrawal – Withdrawal without a "W" notation due to fire, flood, or other extraordinary condition or if the district is unable to keep the college open for at least 175 days due to fire, flood, epidemic, emergency created by war, or other major safety hazard.
3. Legally Mandated Training – In these cases, the grade received each time shall be included for purposes of calculating the student's GPA.

AVC CURRENT ADMINISTRATIVE PROCEDURE

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

Repeatable Courses

Certain specified courses may be repeated if they meet the following criteria and have been reviewed and approved by the AP&P Committee. "Each identified course is one in which the course content differs each time it is offered, and the student who repeats it is gaining an expanded educational experience." In addition, each repeatable course must prove one of the following justifications:

Skills or proficiencies are enhanced by supervised repetition and practice in class; or

Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained; or

"Instances when such repetition is necessary for a student to meet legally mandated training requirements as a condition of continued paid or volunteer employment. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student's grade point average."

These repeatable courses are approved by the Academic Policies & Procedures Committee and identified in the catalog and class schedule by the symbol **(R)** and a number which represents the total number of times the course can be repeated, e.g. **(R3)** means the course may be taken for a total of four times.

A student who received a substandard grade in a repeatable course would have to repeat the course one attempt beyond what is allowable to have the grade excluded from the calculation of the student's GPA.

Students who complete a course for the maximum number of times should request to audit the course for any additional participation in that course.

A student may request to repeat a repeatable course to have a substandard grade excluded (before the maximum allowable repeatability is completed) from the student's GPA by submitting a Petition for Extenuating Circumstances to the Dean of Student Services (Counseling) for consideration.

2/6/06

Revised: 6/11/07

Revised: 3/10/08

Revised: 5/11/09

Revised: 12/14/09

Revised: 7/9/12

**AP 4227 Repeatable Courses
Update #23**

<i>Date to Vice President</i>	<i>February 24, 2014</i>		<i>Date due to President's Office</i>	<i>March 17, 2014</i>
<i>Date to CCC:</i>		<i>Date reviewed by CCC:</i>		<i>Due date: Revisions due to Board within 60 days</i>
<i>Reason for review: This procedure was revised to align with the changes in Title 5 regarding the types of courses which may be designated as repeatable by the District.</i>				
<i>Academic and professional matter?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. AP&P):</i>	
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>	
<i>Collective bargaining issue?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. AVCFT):</i>	
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>	
<i>Do the changes affect all campus constituencies?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, CCC members responsible for sending to constituents for input.</i>	
			<i>Input/suggestions/objections due to CCC recording secretary by:</i>	
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>	
<i>If none of the above, does policy/procedure need further review?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services): If <u>no</u>, submit to Board for information at next meeting</i>	
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>	

AP 4227 Repeatable Courses

References:

Title 5 Sections 55040, 55041, 55253, and 56029

Note: *This procedure is **legally required**.*

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

The District must identify and designate such repeatable courses in its catalog.

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than **[four semesters or six quarters]**. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the

**AP 4227 Repeatable Courses
Update #23**

limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

New 2/08, Revised 9/08, 4/09, 10/13

AP 4227 Repeatable Courses

References:

Title 5 Sections 55040, 55041, 55042, and 55253

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

The district must identify and designate such repeatable courses in its catalog. The district must also determine and certify that each repeatable course is one in which either the course content differs each time the course is offered or the course is an activity courses subject to certain criteria. Foreign language courses, ESL courses, and non-degree applicable basic skills courses are not considered "activity courses" based on the above criteria.

Examples of activity courses that qualify as repeatable courses include physical education courses and courses in music, fine arts, theater, and dance. Absent substandard academic work courses may not be repeated for more than three semesters or five quarters including summers and intersessions.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5, Section 56029..

Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

5/11/09

Revised: 12/14/09



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. PFST.1213-002
Course Title: Introduction to CAD for Pattern Design

Instructor (print): Melissa Ramiro

Division Faculty Review

Faculty Review Signature Discipline Date
Approved Denied Reason

Faculty Review Signature Discipline Date
Approved Denied Reason

Faculty Review Signature Discipline Date
Approved Denied Reason

Faculty Review Signature Discipline Date
Approved Denied Reason

Karen W. Cowell 4/2/13
Division Dean Signature Date
Approved Denied Reason

Thomas J. J... 4.2.13
C&CS Division Dean Signature Date
Approved Denied Reason

**ANTELOPE VALLEY COLLEGE
COMMUNITY SERVICES PROGRAM
Course Information Form**

Melissa Ramiro	Antelope Valley College	mramiro@avc.edu
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20416 Weston Ave	Tehachapi	CA	93561
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661-823-8088	Fax Number	661-333-7926
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Course Number	Introduction to CAD for Pattern Design
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8	32 40	\$325.00	\$40.00 \$10.00	12
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COURSE DESCRIPTION

Please attach a document that includes the items listed below.
If the course description is already on file, do not submit unless you are updating information.
1) Target Audience 2) Prerequisites 3) Detailed Course Outline 4) Text or Materials Required

FACILITY REQUIREMENTS – PLEASE CHECK TYPE AND INDICATE ROOM NUMBER IF KNOWN

(x)	Type of Facility	Bldg/Room	(X)	Type of Facility	Bldg/Room
	Allied Health Lab			Computer Lab	
	Arts & Crafts Lab			Large Multipurpose Room	
	Athletic Facility			Music Lab	
X	Class Room	APL 108		Special Layout	Diagram
	Class Room With Open Space				

FACILITY REQUIREMENTS – PLEASE CHECK ALL THAT APPLY AND GIVE SPECIFICS

(x)	Type of Equipment	Description or Specifications
X	Computer/Software	Gerber CAD system/software-**already in APL108
	Projector/Screen	
	Sound Equipment	
	Television/VCR	
	Other (Describe)	

Date: 2/1/2013	Instructor or Contractor Signature: <i>Melissa Ramiro</i>
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Elayne Davis <edavis@avc.edu>

Community Ed class for CAD

1 message

Melissa Ramiro <mramiro@avc.edu>

Mon, Jan 28, 2013 at 3:39 PM

To: Louis O'Neil <loneil@avc.edu>, Karen Cowell <kcowell@avc.edu>, Elayne Davis <edavis@avc.edu>

Mr. O'Neil-

My name is Melissa Ramiro and I am an Adjunct Instructor/Program Coordinator (acting) for the Clothing and Textiles-Fashion Design program. I am proposing a course through Cooperate and Community Ed for a certificate course on Pattern making through CAD. The course will be 8-10 weeks long and each student will receive a certificate of completion to be included in his/her fashion design portfolio or for inclusion on their resume.

Two years ago the CT program went through a major revision of all courses and equipment. Industrial equipment was purchased to develop students skill/knowledge for Fashion Design employment. We purchased (through Perkins funding) a Gerber Technologies- Computer Aided Design system. Gerber CAD systems are utilized worldwide for fashion design. The system was installed this past summer. Through the supervision of our Dean, Dr. Cowell, both myself and a fellow CT Instructor were approved for and trained at the Cerritos Office of Gerber Technologies. We are certificated on all aspects of the system. Students have been anxious to learn the system since its inception. We have had a large number of program completers in the last few years, and anticipate a large number for the next few. These students have completed all requirements for the program, but lack any knowledge of the CAD system as it was just recently installed.

The course I am proposing is for recent graduates, current students, and any community member who has an understanding of pattern making and wants to increase his/her skill to include CAD. Upon a recent tour of "American Apparel" in LA, the C.O.O. stated there were opportunities for internships/employment with the companies technical design department. But the ideal candidate must know computer pattern making, manipulation, and design. I have had several students show interest in a course for CAD. Until such time as COR's can be updated and a new course proposal submitted, I am proposing a Community Ed course for our graduates/students to be prepared for the workforce. I am currently working on course content and a syllabus to submit. We have 6 workstations to accommodate up to 12-18 students. The course is proposed for Saturdays for 4-5 hours. The students will need a flash drive to hold all the information and for pattern work. The system is located in our classroom (APL108).

I will be submitting all pertinent paperwork shortly. Miss Davis e-mailed the forms and I'm currently researching curriculum. Thank you for your time and I look forward to hearing back from you.

Melissa Ramiro

Instructor- Clothing and Textiles-Fashion Design
mramiro@avc.edu
(661)333-7926



Elayne Davis <edavis@avc.edu>

Re: Course proposal

1 message

Melissa Ramiro <mramiro@avc.edu>
To: Elayne Davis <edavis@avc.edu>

Fri, Mar 29, 2013 at 3:31 PM

Melissa Ramiro- I was born and raised in Wisconsin, graduated from University of Wisconsin-Stout with a B.S. in Clothing Textiles and Design and moved to California for employment. Most of my earlier career centered on apparel manufacturing, pattern making, and technical design. After teaching at Allan Hancock College in Santa Maria, CA, I moved to Tehachapi. I began teaching at AVC in 1999 as an adjunct. In 2010, the full time faculty retired and I took over program duties as well as remained an adjunct instructor. Assisted by the Dean of Technical Ed. (Maggie Drake (R)), we changed the program to reflect an updated concentration in apparel design and manufacturing. Through Perkins funding, we procured a Gerber CAD system that is used worldwide for apparel and textile technical design and pattern making. The students of the Clothing and Textiles-Fashion Design program are excited to learn the basics of CAD. Our students and recent graduates need this knowledge to enter an industry reliant upon technology. I have been trained and certificated through Gerber Technologies, Inc. on the basic operation of the system. I am so excited on the direction the CT program is going and have enjoyed the enthusiasm the students have demonstrated through the updated courses completion.

On Thu, Mar 28, 2013 at 3:31 PM, Elayne Davis <edavis@avc.edu> wrote:

I am almost finished putting together the proposal. May I have a one paragraph biography on you?

Thank you,

--

Elayne S. Davis
Antelope Valley College
Corporate & Community Services
3041 W. Avenue K, BE 237
Lancaster, CA 93536
661.722.6300, Ext. 6584

COMMUNITY SERVICES PROGRAM

Instructor Information Form

Instructor Name or Contact Melissa Ramiro	Organization AVC	Cell phone # 661-333-7926
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Mailing Address 20416 Weston Ave.	City Tehachapi	State CA	Zip Code 93561
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Phone Number 661-823-8088	Fax Number	E-mail mramiro@avc.edu
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TYPE OF COMMUNITY SERVICES COURSES YOU WOULD LIKE TO INSTRUCT

Target Audience	Type of Courses
Current pre-graduating/recent graduates of the AVC CT program, fashion industry patternmakers, experienced patternmakers	An introduction to CAD for fashion industry-concentrating on pattern input, design, and manipulation, grading, plotting, and marker making. Gerber technology, a world-wide leader in the fashion industry, will be utilized.

RELATED EDUCATION

Institution	Degree, Certificate, or License
UW-Stout	B.S. Clothing, Textiles and Design
Gerber	Certificate of completion for AMCore training

RELATED EXPERIENCE

Institution	Work Performed (Paid or Voluntary)
AVC	Adjunct Instructor- 1999-present Program Coordinator (acting) 2010-present

INSTRUCTIONAL REFERENCES – WITHIN PAST TWO YEARS

Institution	City/State	Contact Name	Phone Number
AVC	Lancaster, CA	Dr. Cowell	661 722-6300 ext. 6402

Date: 2/1/2013	Instructor or Contractor Signature:	<i>Melissa Ramirez</i>

Introduction to CAD for Pattern Design

An eight week course dedicated to introducing students to Gerber CAD system for pattern/marker design and plotting. Gerber AccuMark Pattern Design/Silhouette is used worldwide for apparel design and manufacturing. Students will be instructed on a general overview on how to digitize, manipulate, grade, and plot both patterns as well as markers. A basic hands-on demonstration of limited techniques will provide students with a basis for employment within the apparel design and manufacturing field. The AVC Clothing and Textiles-Fashion Design program has purchased, installed, and updated the Gerber CAD system for use in instructing this course. There are 6 work stations for student use. If each workstation has two students assigned, that's a total of 12 student capacity. Students will receive a certificate of completion upon successful completion of the course. This certificate can be used for inclusion in their professional portfolio.

1. The target audience is specific. The CT program has experienced an increase in program completers for the past two years as well as the current school year. Students have witnessed the system from the planning, ordering to installation stage. Many have expressed desire to be trained on the system. The target audience is recent (2009-present) graduates and expected graduates of the CT program. Students must have gone through a college-level patternmaking course which covered basic pattern making, pattern alterations, grading, production patternmaking, as well as industrial marker making. The AVC CT222 course instructs students in all the above mentioned areas. If there are community members who have instruction in those areas or have had experience with other CAD systems, they would qualify too.

2. As stated above, if the proposed student is from AVC, he/she must have completed/or be enrolled in CT222- Patternmaking for Fashion Design, or an equivalent course, or CAD experience.

3.

Introduction to CAD for Pattern Design

Saturdays 10:00 am - 3:00 pm

- ❖ Introduction to Gerber CAD equipment. Review proper use of equipment. Overview of course.

- ❖ Import User files to personal flash/thumb drives. Review user environment table. Overview of personalized user settings.
- ❖ Establish notch table. Save all work to flash/thumb drive.
- ❖ Pattern input: Digitizing “block” patterns.
- ❖ Creating pattern models, via model editor, for input to true, manipulate copy or plot.
- ❖ Pattern Design System (PDS): pattern manipulation, trueing patterns, rotating to check grain lines.
- ❖ Points menu: add, move, modify, or remove points
- ❖ Notch menu: add, move, modify, or remove notches
- ❖ Line menu: add, move, modify, or remove lines
- ❖ View, Edit and Measure: view all the progress of patterns, edit mistakes or modifications, complete pattern design and manipulation process, darts, “walk” patterns or measure patterns
- ❖ Grade patterns through PDS: Grade menu, grade rules at grade points. Copy grade rules to grade rule table. View graded nests for proper grade adjustments
- ❖ Marker making: open model with easy order. Establish order layout rules. Process production markers. Creating markers for efficiency and utilization
- ❖ Plotting pieces. Printing “mini” markers
- ❖ Further applications possibilities through Gerber CAD

*Certification upon successful completion.

4. AVC has the current Gerber CAD system with updated software. Students must purchase and use a personal flash drive/thumb drive for use and storage of patterns and work done in class. Each student will import files necessary for use during course. The drives will only be able to use with the CAD system software. Flash drives are around 6-10\$ depending on GB of storage. AVC has textbooks for students to follow along.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

AP&P Approval: Date: _____ AP&P Denial: Date: _____ Reason: _____

Course No. PFBS.1011-018
Course Title: Grant Research Fundamentals

Instructor (print): John Drew

Division Faculty Review

<u><i>Laura Nley</i></u> Faculty Review Signature	<u><i>Office Tech</i></u> Discipline	<u>11-20-13</u> Date
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Approved Denied Reason _____

_____ Faculty Review Signature	_____ Discipline	_____ Date
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Approved _____ Denied _____ Reason _____

_____ Faculty Review Signature	_____ Discipline	_____ Date
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Approved _____ Denied _____ Reason _____

_____ Faculty Review Signature	_____ Discipline	_____ Date
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Approved _____ Denied _____ Reason _____

<u><i>Laura Nley</i></u> AP&P Representative Signature	<u>11-25-13</u> Date
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Approved _____ Denied _____ Reason _____

<u><i>Alcoma Ornel</i></u> Division Dean Signature	<u>11-21-13</u> Date
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Approved Denied Reason _____

_____ C&CS Division Dean Signature	_____ Date
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Approved _____ Denied _____ Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office

COMMUNITY SERVICE OFFERING

NUMBER: PFBS.1011-018

TITLE: Grant Research Fundamentals

INSTRUCTOR: John Drew

HOURS: 8 hrs. total NUMBER OF MEETINGS: 1

ENROLLMENT FEE: \$50 MATERIALS/SUPPLIES FEE: \$34
 Optional Materials: \$10
Text / CDs / DVDs / Handouts/Supplies
 Stated in course information provided.
 Materials provided for review: Y

ENROLLMENT EXPECTED: 10-20

DESCRIPTION OF OFFERING: Dr Drew provides an invigorating and informative hands-on workshop created for everyone who needs to get a detailed look at the technology and practical tips available to speed-up grant research. Participants will be introduced to the top websites for grant research including those provided by the federal government, the state of California, the Foundation Center of New York, and the most useful sites for identifying individual grants for art projects, scholarly research and scholarships for college and graduate school.

INSTRUCTOR BIOGRAPHY: John Drew is known in the Southern California area as an author, an award-winning teacher, and as a speaker on public opinion polls, grant-writing, and charismatic leadership. Combining his market research skills with fundraising expertise, John has helped turn around some of the Southland's most famous charities including the Museum of Latin American Art, the Friends of the Cerritos Center for the Performing Arts, the Los Angeles Society for the Prevention of Cruelty to Animals and Walking Shield American Indian Society. John has taught at Cornell University, Hope International University, University of Oregon, and Williams College in Massachusetts. He and his wife Patricia have lived in Laguna Niguel, California since 2003.

SPECIAL NEEDS:

Facilities: Computer lab

Audio/Video: Computer, Projector

Other:

Need software installed:

ITS notified: _____
 Date Signature

ONLINE CLASS: N/A

How offered? Independent study _____
 Online instructor _____
 Synchronous Only _____
 Synchronous and Asynchronous _____
 Number of required sessions _____
 Hybrid _____
 Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____ Open Y N

**ANTELOPE VALLEY COLLEGE
COMMUNITY SERVICES PROGRAM
Course Information Form**

Instructor Name or Contact <i>John C. Drew</i>	Organization <i>Drew & Associates</i>
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Mailing Address <i>25195 Via Catalina, Suite A</i>	City <i>Laguna Niguel</i>	State <i>CA</i>	Zip Code <i>92677</i>
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Phone Number <i>949.643.8058</i>	Fax Number <i>949.643.8375</i>	e-mail <i>john.drew25@msn.com</i>
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Course Number <i>PEBS.1011-018</i>	Course Title <i>Grant Research Fundamentals</i>
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Number of Meetings <i>1</i>	Total Hours <i>8</i>	Course Fee <i>50</i>	Material Fee <i>34</i>	Class Size <i>10-20</i>
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COURSE DESCRIPTION

Please attach a document that includes the items listed below.
If the course description is already on file, do not submit unless you are updating information.
1) Target Audience 2) Prerequisites 3) Detailed Course Outline 4) Text or Materials Required

FACILITY REQUIREMENTS - PLEASE CHECK TYPE AND INDICATE ROOM NUMBER IF KNOWN

(x)	Type of Facility	Bldg/Room	(X)	Type of Facility	Bldg/Room
	Allied Health Lab		<input checked="" type="checkbox"/>	Computer Lab	
	Arts & Crafts Lab			Large Multipurpose Room	
	Athletic Facility			Music Lab	
	Class Room			Special Layout	Diagram
	Class Room With Open Space				

FACILITY REQUIREMENTS - PLEASE CHECK ALL THAT APPLY AND GIVE SPECIFICS

(x)	Type of Equipment	Description or Specifications
<input checked="" type="checkbox"/>	Computer/Software	<i>standard</i>
<input checked="" type="checkbox"/>	Projector/Screen	<i>standard</i>
	Sound Equipment	
	Television/VCR	
	Other (Describe)	

PROPOSED SCHEDULE

(x)	Year	Semester	Months
<i>1</i>	<i>2011</i>	<i>Spring</i>	<i>February, March, April, May</i>
<i>1</i>	<i>2010</i>	<i>Summer</i>	<i>June, July, August</i>
<i>1</i>	<i>2010</i>	<i>Fall</i>	<i>September, October, November, December</i>

Schedule Options	Day(s)	Start Date	End Date	Start Time	End Time
Preferred	<i>1</i>	<i>10-23-10</i>	<i>10-23-10</i>	<i>9:00</i>	<i>4:00</i>
First Alternative	<i>1</i>	<i>10-16-10</i>	<i>10-16-10</i>	<i>9:00</i>	<i>4:00</i>

Date: <i>3-15-10</i>	Instructor or Contractor Signature: 
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**COMMUNITY SERVICES
COURSE PROPOSAL FOR ANTELOPE VALLEY COLLEGE**

Proposed Course Title: "Grant Research Fundamentals."

Instructor: John C. Drew, Ph.D. SSN or EIN:

Address: 25195 Via Catalina, Laguna Niguel, CA 92677

Phone # day: (949) 643-8058 Phone # eve: (949) 643-8978

Fax #: (949) 643-8375 E-Mail: johndrew25@msn.com

1) Target Audience

The target audience for this proposed class would be all the people who have taken my earlier grant writing courses, employees of non-profit and government agencies, individuals seeking grants for their art, research or education.

2) Prerequisites

None.

3) Detailed Course Outline

See, attached.

4) Text or Materials Required

Dr. Drew's Lightning Fast Grant Writing Techniques. (Drew & Associates: 2010)
Handouts including the course syllabus and fill-in the blank forms for each session.

Brochure description of course (50-60 words, see information sheet). This is how your description will appear in our schedule:

An invigorating, informative, hands-on workshop created for everyone who needs to get a detailed look at the technology and practical tips available to speed up grant research. Participants will be introduced to the top websites for grant research including those provided by the federal government, the State of California, the Foundation Center in New York, and the most useful sites for identifying individual grants for art projects, scholarly research and scholarships for college and graduate school.

Grant Research Fundamentals – One Day Workshop

Instructor: John C. Drew, Ph.D.

Session One – Trends in U.S. Foundation Funding of Projects in California.

Time: 9:00 a.m. to 9:30 a.m.

Topics:

- A. How much money is available?
- B. Who funds projects in your area?
- C. What sort of projects get funded?
- D. Distribution of key funding information to participants.

Class Exercise:

What do we have in common?

Session Two - How Do I Define My Project for the Grant Researcher?

Time: 9:30 a.m. to 10:50 a.m.

Topics:

- A. The use of the grant innovator form to speed up grant preparation.
- B. Should you appoint a grants coordinator?

Class Exercise:

Small groups meet to fill out a project innovator form and share their results with the rest of the class.

Session Three: How Do I Research Funders Through the Foundation Center?

Time: 11:00 a.m. to 11:50 p.m.

Topics:

- A. How to research funders through the Foundation Center in New York City.
- B. How to use a prospect research form to organize your research effort.
- C. Ten hot (10) tips for speeding up the search for prospective funders.
- D. How to interview a foundation officer: Key questions to ask.

Class Demonstration:

John will collect sample, filled out project innovator forms from the participants in the workshop. He will then conduct an actual grant research project for a number of agencies in Southern California you'll see him make use of the Foundation Center database in New York City to research potential funding for the agencies and to illustrate the amazing power of this low cost, easy-to-access grant research tool.

Session Four: How Do I Research Federal Grants through Grants.gov?

Time: 1:00 p.m. to 1:50 p.m.

Topics:

- A. How to get your charity established at Grants.gov.
- B. How to identify funding resources that match what you really want to do.
- C. How to determine whether or not a federal opportunity is worth going for.
- D. How to speak to a program officer.

Session Five: How Do I Research Funding Through the State of California?

Time: 2:00 p.m. to 2:50 p.m.

Topics:

- A. How to get started with the maze of State of California funding.
- B. How to identify the most important funding resources.
- C. How work with local and state-level political leaders in search of grants.
- D. Using a simple matrix to quickly get grant research leads.

Session Six: How Do I Research Funding for Arts, Research, and Scholarships?

Time: 3:00 p.m. to 3:50 p.m.

Topics:

- A. What are the best sites for finding grants for individuals.
- B. How to speed up the process by eliminating opportunities that do not fit.
- C. How to determine whether or not a scholarship opportunity is worth going for.
- D. How to access the standard resources available at educational institutions.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

AP&P Approval: Date: _____
AP&P Denial: Date: _____ Reason: _____

Course No. PDPL1011-027
 Course Title: Aramaic: The Bible Original: Hebrew & Aramaic (Step 1)
 Instructor (print): Dr. Estiphan Panoussi

Division Faculty Review

L. Boh
 Faculty Review Signature

Language Arts /
 Discipline
Foreign Languages
 Reason

Nov. 20, 2013
 Date

Approved Denied _____

 Faculty Review Signature

 Discipline

 Date

Approved _____ Denied _____

Reason _____

 Faculty Review Signature

 Discipline

 Date

Approved _____ Denied _____

Reason _____

 Faculty Review Signature

 Discipline

 Date

Approved _____ Denied _____

Reason _____

Jeff C. Olson
 AP&P Representative Signature

12/3/13
 Date

Approved Denied _____

Reason _____

[Signature]
 Division Dean Signature

12/6/13
 Date

Approved Denied _____

Reason _____

Thomas Dreif
 C&CS Division Dean Signature

12.10.13
 Date

Approved / Denied _____

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PDPI.1011-027
TITLE: Aramaic: The Bible Original: Hebrew & Aramaic (Step 1)
INSTRUCTOR: Dr. Estiphan Panoussi
HOURS: 15 hrs. per session NUMBER OF MEETINGS: 5
ENROLLMENT FEE: \$150 MATERIALS/SUPPLIES FEE: N/A
Text / CDs / DVDs / Handouts
Materials provided for review: Y N
ENROLLMENT EXPECTED: 10

DESCRIPTION OF OFFERING: Target audience: Pastors, Theologians
Recommended advisories/pre-requisites/instructor approval: No
Course description: Dr. Estiphan Panoussi, Professor Emeritus of Arabic from the University of Gothenberg, Sweden, brings to life the language of the Bible: Biblical Aramaic. This class will introduce you to the Semitic languages, providing information about the common script, the consonant and vowel systems, the phonology of both Biblical Hebrew and Biblical Aramaic, as well as the morphological parts of speech and syntactical structure of the Biblical Aramaic. Additionally, Bible passages in Biblical Aramaic will supplement the class.
Suggested texts to purchase: 1. Alger F. Johns, A Short Grammar of Biblical Aramaic (Andrew University Monographs, Vol. 1.) paperback. Any available edition in www.amazon.com (First Edition: 1963), used or new. 2. Franz Rosenthal (Ed.), An Aramaic Handbook, (I,1 and I,2), paperback, (Wiesbaden, Otto Harrarwowitz, Porta Linguarum Orientalium). Any available edition in www.amazon.com (First Edition: 1967), used or new.

INSTRUCTOR BIOGRAPHY: Dr. Estipahn Panoussi, instructor of Philosophy with AVC, possesses an impressive and extensive knowledge of languages, both spoken and written. Dr. Panoussi also translates ancient documents for institutions and organizations worldwide, and continues to actively research lost/dying languages.

SPECIAL NEEDS:

Facilities: Classroom with white board and projection system.

Audio/Video:

Other:

Need software installed:

ITS notified: Date Signature

ONLINE CLASS:

How offered? Independent study
Online instructor
Synchronous Only
Synchronous and Asynchronous
Number of required sessions
Hybrid
Number of required sessions online vs. face-to-face

Portal used, web address listed:

Enrollment: Start dates Open Y N

**ANTELOPE VALLEY COLLEGE
COMMUNITY EDUCATION PROGRAM
Course Information Form**

Instructor Name or Contact <i>Estiphan Panoussi</i>	Organization <i>AVC</i>
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Mailing Address <i>2408 Camellia S. 38118 53rd S. E. Palmdale, CA 93551</i>	City <i>Palmdale</i>	State <i>CA</i>	Zip Code <i>93554</i>
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Phone Number <i>(661) 285-6847</i>	Fax Number <i>(661) 945 8061</i>	e-mail <i>Epanoussi@avc.edu</i>
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Course Number	Course Title <i>ARAMAIC 1 The Bible in Original: Hebrew and Aramaic Readings with grammatical explanation. (step I)</i>
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Number of Meetings <i>5</i>	Total Hours <i>15</i>	Course Fee <i>150</i>	Material Fee <i>10</i>	Class Size <i>10</i>
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COURSE DESCRIPTION

Please attach a document that includes the items listed below.
If the course description is already on file, do not submit unless you are updating information.
1) Target Audience 2) Prerequisites 3) Detailed Course Outline 4) Text or Materials Required

FACILITY REQUIREMENTS - PLEASE CHECK TYPE AND INDICATE ROOM NUMBER IF KNOWN

(x)	Type of Facility	Bldg/Room	(X)	Type of Facility	Bldg/Room
	Allied Health Lab			Computer Lab	
	Arts & Crafts Lab			Large Multipurpose Room	
	Athletic Facility			Music Lab	
	Class Room			Special Layout	Diagram
	Class Room With Open Space				

FACILITY REQUIREMENTS - PLEASE CHECK ALL THAT APPLY AND GIVE SPECIFICS

(x)	Type of Equipment	Description or Specifications
	Computer/Software	
	Projector/Screen	
	Sound Equipment	
	Television/VCR	
	Other (Describe)	<i>Overhead projector</i>

PROPOSED SCHEDULE

(x)	Year	Semester	Months
<i>X</i>	<i>2009</i>	Spring	February, March, April, May
<i>X</i>	<i>2009</i> <i>2005</i>	Summer	June, July, August
		Fall	September, October, November, December

Schedule Options	Day(s)	Start Date	End Date	Start Time	End Time
Preferred	<i>Saturdays</i>	<i>June 11</i>	<i>July 9 incl.</i>	<i>3 p.m.</i>	<i>6 p.m.</i>
First Alternative	<i>Fridays</i>	<i>June 10</i>	<i>July 8 incl.</i>	<i>3 p.m.</i>	<i>6 p.m.</i>

To be updated

to: <i>May 12, 05</i>	Instructor or Contractor Signature: <i>Estiphan Panoussi</i>
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*Updated, Dec. 04, 06 E.P.
Re-updated, Aug. 18, 2009 E.P.*

ANTELOPE VALLEY COLLEGE
COMMUNITY EDUCATION PROGRAM

Instructor Information Form

Instructor Name or Contact <i>Estiphan Panoussi</i>		Organization AVC	
Mailing Address <i>38 118 53rd S. E.</i>		City <i>Palmdale</i>	State <i>CA</i>
Zip Code <i>93552</i>		Phone Number <i>(661) 285-6842</i>	Fax Number <i>(661) 445-8061</i>
E-mail <i>EPanoussi@avc.edu</i>			

TYPE OF COMMUNITY EDUCATION COURSES YOU WOULD LIKE TO INSTRUCT

Target Audience	Type of Courses (see the attached course outline)
<i>Pastors</i>	<i>The Bibel in Original: Hebrew & Aramaic</i>
<i>Theology students</i>	
<i>Missionaries</i>	
<i>Religion students</i>	
<i>Jewish community</i>	<i>In addition to handouts at the class, the student can use a.o. Franz Rosenthal. An Aramaic Handbook S.L. Seow, A Grammar for Biblical Hebrew Alger F. Johns, A short Grammar of Biblical Aramaic</i>

RELATED EDUCATION (see the attached C.V.)

Institution	Degree, Certificate, or License
<i>Pontificia Univ. Rome</i>	<i>B.A. 1957</i>
<i>" Rome / Italy</i>	<i>M.A. 1958</i>
<i>University of Louvain / Belgium</i>	<i>Ph.D (1st Degree) 1961</i>
<i>Wibingen / Germany</i>	<i>Study of Oriental Languages 1961-64</i>
<i>Univ. of Louvain / Belgium</i>	<i>Ph.D. (2nd Degree) 1967</i>

RELATED EXPERIENCE

Institution	Work Performed (Paid unpaid)
<i>64-66 Giessen / Germany</i>	<i>Teaching oriental languages and philosophy</i>
<i>67-66 Uni. Marburg "</i>	<i>" " " "</i>
<i>67-73 FU Berlin "</i>	<i>Assistant Prof. " " " "</i>
<i>73-1989 Univ. of Tehran</i>	<i>Teaching Latin, Italian, German, Hebrew, Aramaic</i>
<i>89-92 Univ. of Eichstätt</i>	<i>Teaching Philosophy and Aramaic, Arabic, Farsi...</i>
<i>92-2000 Un. Göttingen SWEDEN</i>	<i>Professor for ARABIC, Aramaic</i>

INSTRUCTIONAL REFERENCES - WITHIN PAST TWO YEARS

Institution	City/State	Contact Name	Phone Number
<i>VC</i>	<i>Lowchester</i>	<i>Fred Thompson</i>	<i>722-6482</i>
<i>Harvard University</i>	<i>Cambridge, MA</i>	<i>Wolfhart Heinrichs</i>	<i>(617) 495-3977</i>

May 12, 05 Instructor or Contractor Signature: *Estiphan Panoussi*

Re-updated, Aug. 18. 2009 E.P.

Aramaic: The Bible in Original: Hebrew and Aramaic (Step I)

A Course Outline

By Estiphan Panoussi, Ph.D.

Full Professor emeritus of Arabic from the University of Gothenburg / Sweden

1. Lesson I.

1.1 A short introduction in the Semitic languages (Akkadian comprising Babylonian and Assyrian; Aramaic comprising a.o. Biblical Aramaic, Talmudic Aramaic, Mandaic, Syriac, and modern Neo-Aramaic as Modern Assyrian and Modern Chaldean; Hebrew comprising Biblical Hebrew, Middle and Modern Hebrew; Arabic comprising Ancient South Arabic, Classical Qoran Arabic, Classical literary Arabic, and many dialects of Arabic; Amharic comprising Ethiopic etc.)

1.2 The common script of Biblical Hebrew and Biblical Aramaic.

1.2.1 The consonant system, and the Latin based special transliteration of the Hebrew-Aramaic consonants.

1.2.2 The vowel system, and the Latin based special transcription of the Hebrew-Aramaic vowels.

1.3 The phonology of both Biblical Hebrew and Biblical Aramaic.

1.3.1 The vowels impact on the consonants: The phonetic rule concerning the consonants BGDKPT [beḡadkefat].

1.3.2 Some bivalent letters as both consonant and vowel (matres lectionis).

1.3.2.1 'ālef, /ʔ/, as the glottal stop [ʔ] and as mainly long vowel [ā].

1.3.2.2 Hē, /ħ/, as the laryngal [ħ] and as mainly long vowel [ā].

1.3.2.3 Wāw, /w/, as the fricative bilabial [w], and as long vowels [ō] or [ū].

1.3.2.4 Yodh, /j/, as the semivowel [j] and as mainly long vowel [ī].

1.3.3 Some selective phonetic features:

1.3.3.1 The distinction between long and short syllables.

1.3.3.2 The distinction between closed and open syllables.

1.3.3.3 The distinction between long and short vowels.

1.3.3.4 The distinction between full and defective spellings.

1.3.3.5 The distinction between the dāḡeš forte and the dāḡeš lene.

1.3.3.6 The distinction between the three šewās: shewa quiescens, shewa medium and shewa mobile.

1.3.3.7 The distinction between the three composite šewās: ḡātef-pataḡ, ḡātef-seḡōl, and ḡātef-qāmeḡ.

1.3.3.8 The distinction between qāmeḡ [ā] and qāmeḡ-ḡāḡūf [o].

1.3.3.9 The distinction between qāmeḡ-ḡāḡūf [o] and ḡātef-qāmeḡ [ō].

1.3.3.10 The distinction between normal pataḡ [a], ḡātef-pataḡ [ā] and furtive pataḡ [ʔ].

1.3.3.11 The distinction between ḡireq [i,ī] and ḡireq magnum (with yodh) [ī].

1.3.3.12 The distinction between šērē [e, ē] and šērē magnum (with yodh, or the quiescent 'ālef) [ē].

1.3.3.13 The distinction between qibbuḡ [u, ū] and šūreq (with wāw) [ū].

1.3.3.14 The distinction between ḡōlem [o, ō] and ḡōlem magnum (with wāw) [ō].

1.3.3.15 The distinction between *segōl* [e] and *hātef-segōl* [ĕ].

1.3.3.16 The distinction between *ketūb* and *qerê*.

1.4 Stress or accent.

1.5 Some other features of the phonology (Assimilation, Dissimilation, Metathesis, Compensatory lengthening, etc.).

2. Lesson II.

2.1 The common basis of the verb and noun in the Semitic languages in general and in Hebrew and Aramaic in specific.

2.2 The reduction of any finite or infinite verb or any noun or adjective to a mainly three-radical root, represented grammatically as $C_1-C_2-C_3$.

2.3 The distinction between weak (having an 'ālef, /א/, a wāw, /ו/, or a yodh, /י/ as one of the three radicals) and strong (not having a weak consonant as a radical) roots.

2.3.1 Roots weak on the first radical (primae 'ālef, primae wāw, and primae yodh).

2.3.2 Roots weak on the second radical (secundae 'ālef, secundae wāw, and secundae yodh).

2.3.3 Roots weak on the third radical (tertiaae 'ālef, tertiaae wāw, and tertiaae yodh).

2.4 The formation of nouns and some selective patterns common to semitic languages and to Hebrew and Aramaic.

2.5 The two genders of noun, masculine and feminine.

2.6 The two numbers of noun, singular and plural.

2.7 The three status of noun, absolute, construct, emphatic).

2.7.1 The function of the absolute in a clause as marker of the predicative, and in a nominal phrase as marker of indefinite article.

2.7.2 The function of the emphatic status in a clause as marker of the subject, and in a nominal clause as marker of the definite article.

2.7.3 The function of the construct in a nominal phrase as a genitive marker.

2.8 The adjective, basic, comparative and superlative adjective.

2.8.1 The basic adjective in its declination's inflection in status and number.

2.8.2 The adjective agreement with the noun.

2.9 The adverb and formation of adverbs.

2.10 The personal, demonstrative and relative pronouns.

3. Lesson III.

- 3.1 A comparative survey of the Semitic verbal system.
 - 3.1.1 The reduction of the Semitic verbal system to a few verbal pattern in Hebrew and Aramaic.
- 3.2 The Verbal system in Hebrew.
- 3.3 The Verbal system in Aramaic.
- 3.4 The conjugational inflection.
 - 3.4.1 The conjugational inflection in Hebrew.
 - 3.4.2 The conjugational inflection in Aramaic.
- 3.5 The pronominal suffixes in Hebrew and Aramaic.
 - 3.5.1 The objective pronominal suffixes attached as affirmatives to a transitive verb in Hebrew and Aramaic.
 - 3.5.2 The possessive pronominal suffixes attached to a noun.
 - 3.5.3 The substitutional pronominal suffixes attached to a preposition.
- 3.6 Prepositions
 - 3.6.1 Some selective prepositional phrases, preposition and pronominal suffixes in Hebrew and Aramaic.
- 3.7 Interjections
- 3.8 Conjunctions.
 - 3.8.1 Coordinating conjunctions.
 - 3.8.2 Subordinating conjunctions.
- 3.9 Clauses.
 - 3.9.1 Main clauses.
 - 3.9.2 Subordinate clauses with subordinating conjunction or without it.
- 3.10 Differences between Hebrew and Aramaic
 - 3.10.1 Phonological differences.
 - 3.10.2 Morphological differences.
 - 3.10.3 Syntactical differences.

4. Lesson IV.

4.1 How to use a dictionary for Hebrew or Aramaic

4.2 Readings Hebrew.

4.2.1 From The Book of Genesis.

4.2.1.1 Genesis Chapter 1 - Chapter 2.

5. Lesson V.

5.1 Reading Aramaic.

5.1.1 From the Book of Daniel.

5.1.1 Daniel, 2,4 b - onwards.

Subject: Fwd: Question
From: epanoussi@avc.edu
Date: Mon, 02 Nov 2009 23:01:25 +0000 (GMT)
To: edavis@avc.edu

Yes Elayne, it is very appropriate. Small changes are added so that the text can be as follows:

Dr. Estiphan Panoussi, Professor Emeritus of Arabic from the University of Gothenberg, Sweden, brings to life the language of the Bible: Biblical Aramaic.

This class will introduce you to Semitic languages; providing information about common script, the consonant and vowel systems, the phonology of both Biblical Hebrew and Biblical Aramaic, as well as the morphological parts of speech and syntactical structure of the Biblical Aramaic. Additionally, Bible passages in Biblical Aramaic will supplement the class.

Thank you again Elayne,
Estiphan



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

AP&P Approval: Date: _____
AP&P Denial: Date: _____ Reason: _____

Course No. PDPL1011-028
 Course Title: Aramaic: The Bible Original: Hebrew & Aramaic (Step 2)
 Instructor (print): Dr. Estiphan Panoussi

Division Faculty Review

L. Boyle
 Faculty Review Signature
 Approved Denied _____ Reason _____
 Discipline Language Arts / Foreign Languages
 Date Nov. 20, 2013

 Faculty Review Signature
 Approved _____ Denied _____ Reason _____
 Discipline _____
 Date _____

 Faculty Review Signature
 Approved _____ Denied _____ Reason _____
 Discipline _____
 Date _____

 Faculty Review Signature
 Approved _____ Denied _____ Reason _____
 Discipline _____
 Date _____

J. McCann
 AP&P Representative Signature
 Approved Denied _____ Reason _____
 Date 12/3/13

[Signature]
 Division Dean Signature
 Approved Denied _____ Reason _____
 Date 12/6/13

Thomas O'Neil
 C&CS Division Dean Signature
 Approved Denied _____ Reason _____
 Date 12-10-13



ANTELOPE VALLEY COLLEGE

Academic Affairs Office COMMUNITY SERVICE OFFERING

NUMBER: PDPI.1011-028

TITLE: Aramaic Step 2

INSTRUCTOR: Dr. Estiphan Panoussi

HOURS: 15 NUMBER OF MEETINGS: 5

ENROLLMENT FEE: \$150 MATERIALS/SUPPLIES FEE: N/A
Text / CDs / DVDs / Handouts
Materials provided for review: Y N

ENROLLMENT EXPECTED: 10

DESCRIPTION OF OFFERING: Target audience: Those who have taken Aramaic Step 1.
Recommended advisories/pre-requisites/instructor approval: Aramaic Step 1

Course description: This course continues the Aramaic language course with the revision of the Grammatic dealt Aramaic Step 1, lesson 1 - 5. The course also includes anthological guided and continued readings from the Hebrew and Aramaic parts of the Bible.

INSTRUCTOR BIOGRAPHY: Dr. Estipahn Panoussi, instructor of Philosophy with AVC, possesses an impressive and extensive knowledge of languages, both spoken and written. Dr. Panoussi also translates ancient documents for institutions and organizations worldwide, and continues to actively research lost/dying languages.

SPECIAL NEEDS:

Facilities: Classroom with white board.

Audio/Video:

Other:

Need software installed:

ITS notified: _____
Date Signature

ONLINE CLASS:

How offered? Independent study _____
Online instructor _____
Synchronous Only _____
Synchronous and Asynchronous _____
Number of required sessions _____
Hybrid _____
Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____ Open Y N

**ANTELOPE VALLEY COLLEGE
COMMUNITY EDUCATION PROGRAM
Course Information Form**

Instructor Name or Contact <i>Estiphan Panoussi</i>	Organization <i>AVC</i>
--	----------------------------

Mailing Address <i>38118 53rd S. E.</i>	City <i>Palmida le</i>	State <i>CA</i>	Zip Code <i>92552</i>
--	---------------------------	--------------------	--------------------------

Phone Number <i>(661) 285-6847</i>	Fax Number <i>(661) 945-8061</i>	e-mail <i>Epanoussi@avc.edu</i>
---------------------------------------	-------------------------------------	------------------------------------

Course Number	Course Title <i>ARAMAIC The Bibel in Original: Hebrew & Aramaic (Step II)</i>
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Number of Meetings <i>5</i>	Total Hours <i>15</i>	Course Fee <i>150</i>	Material Fee <i>10</i>	Class Size <i>10</i>
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COURSE DESCRIPTION

Please attach a document that includes the items listed below.
If the course description is already on file, do not submit unless you are updating information.
1) Target Audience 2) Prerequisites 3) Detailed Course Outline 4) Text or Materials Required

FACILITY REQUIREMENTS – PLEASE CHECK TYPE AND INDICATE ROOM NUMBER IF KNOWN

(x)	Type of Facility	Bldg/Room	(X)	Type of Facility	Bldg/Room
	Allied Health Lab			Computer Lab	
	Arts & Crafts Lab			Large Multipurpose Room	
	Athletic Facility			Music Lab	
	Class Room			Special Layout	
	Class Room With Open Space				Diagram

FACILITY REQUIREMENTS – PLEASE CHECK ALL THAT APPLY AND GIVE SPECIFICS

(x)	Type of Equipment	Description or Specifications
	Computer/Software	
	Projector/Screen	
	Sound Equipment	
	Television/VCR	
	Other (Describe)	<i>overhead projector</i>

PROPOSED SCHEDULE

(x)	Year	Semester	Months
		Spring	February, March, April, May
<i>X</i>	<i>2005</i>	Summer	June, July, August
		Fall	September, October, November, December

Schedule Options	Day(s)	Start Date	End Date	Start Time	End Time
Preferred	<i>Saturdays</i>	<i>July 23</i>	<i>Aug. 20</i>	<i>3 p.m.</i>	<i>6 p.m.</i>
First Alternative	<i>Fridays</i>	<i>July 22</i>	<i>Aug. 19</i>	<i>"</i>	<i>"</i>

To be updated!

<i>May 12, 05</i>	Instructor or Contractor Signature: <i>Estiphan Panoussi</i>
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updated, Dec. 04.06

**ANTELOPE VALLEY COLLEGE
COMMUNITY EDUCATION PROGRAM**

Instructor Information Form

Instructor Name or Contact <i>Estiphan Panoussi</i>		Organization AVC	
Mailing Address <i>38 118 53rd S. E.</i>		City <i>Palmdale</i>	State <i>CA</i>
Zip Code <i>93552</i>		Phone Number <i>(661) 285-6847</i>	Fax Number <i>(661) 445-8061</i>
E-mail <i>Epanoussi@avc.edu</i>			

TYPE OF COMMUNITY EDUCATION COURSES YOU WOULD LIKE TO INSTRUCT

Target Audience	Type of Courses (See the attached course outline)
<i>Pastors</i>	<i>The Bibel in Original: Hebrew & Aramaic</i>
<i>Theology students</i>	<i>In addition to handouts at the</i>
<i>Missionaries</i>	<i>class, the student can use a.o.:</i>
<i>Religion students</i>	<i>Frang Rosenthal. An Aramaic Handbook</i>
<i>Jewish community</i>	<i>S.L. Seow. A Grammar for Biblical Hebrew</i> <i>Alger F. Johns. A short Grammar of Biblical Aramaic</i>

RELATED EDUCATION

Institution	Degree, Certificate, or License
<i>Pontificia Univ. Rome</i>	<i>B.A. 1957</i>
<i>" Rome / Italy</i>	<i>M.A. 1958</i>
<i>University of Louvain / Belgium</i>	<i>Ph.D (1st Degree) 1961</i>
<i>Tübingen / Germany</i>	<i>Study of Oriental Languages 1961-64</i>
<i>Univ. of Louvain / Belgium</i>	<i>Ph.D. (2nd Degree) 1967</i>

RELATED EXPERIENCE (see the attached C.V.)

Institution	Work Performed (Paid or Unpaid)
<i>1964-66 Giessen / Germany</i>	<i>Teaching oriental languages and philosophy</i>
<i>1967-68 Uni. Marburg "</i>	<i>" " " "</i>
<i>1967-73 FU Berlin</i>	<i>Assistant Prof. " " " "</i>
<i>1973-1989 Univ. of Tehran</i>	<i>Teaching Latin, Italian, German, Hebrew, Aramaic</i>
<i>1989-92 Univ. of Eichstätt</i>	<i>Teaching Philosophy and Drama, Arabic, Farsi...</i>
<i>1992-2000 Univ. Göteborg SWEDEN</i>	<i>Professor for ARABIC, Aramaic</i>

INSTRUCTIONAL REFERENCES - WITHIN PAST TWO YEARS

Institution	City/State	Contact Name	Phone Number
<i>VC</i>	<i>Lowchester</i>	<i>Fred Thompson</i>	<i>722-6482</i>
<i>Harvard University</i>	<i>Cambridge, MA</i>	<i>Wolfhart Heinrichs</i>	<i>(617) 495-3977</i>

May 12, 05 Instructor or Contractor Signature: *Estiphan Panoussi*

Aramaic: The Bible in Original: Hebrew and Aramaic
Step II
 A Course Outline
 By Estiphan Panoussi, Ph.D. and professor emeritus of Arabic

1. Lesson I.

Revision of the Grammatic dealt with in Step I: Lesson 1 - Lesson 5.

2. Lesson II.

Anthological guided readings from the Hebrew parts of the Bibel.

3. Lesson III.

Anthological guided readings from the Aramaic parts of the Bibel.

4. Lesson IV.

Continuing readings from the Hebrew parts of the Bibel.

5. Lesson V.

Continuing readings from the Aramaic parts of the Bibel.

Bibliography

The Interlinear Hebrew-Aramaic Old Testament. Ed. Jay P. Green, Sr., General Editor and Translator, Volume III, Hendrickson Publishers, 1991¹⁵.

The Hebrew-Greek Key Study Bible. New International Version. Edd. Spiros Zodhiates et alii. Chattanooga: AMG Publishers, 1996.

Rudolf Meyer. *Hebräische Grammatik. I. Einleitung[,] Schrift- und Lautlehre. II. Formenlehre [und] Flexionstabellen.* Berlin: Walter de Gruyter & Co., 1966, 1969.

Franz Rosenthal. *A Grammar of Biblical Aramaic.* Wiesbaden: Otto Harrassowitz, 1974.

C. L. Seow. *A Grammar for Biblical Hebrew.* Nashville: Abingdom Press, 1995.

Alger F. Johns. *A Short Grammar of Biblical Aramaic.* Berrien Springs: Andrews University Press, 1963, 1966, 1972, 1978, 1982.

Franz Rosenthal (Ed.). *An Aramaic Handbook.* I/1. Texts; I/2 Glossary. Wiesbaden: Otto Harrassowitz, 1967.

Course Proposal Check Sheet

Date Rec'd 8/18/09
Name E. Stephan Panoussi, Ph.D
Address 2408 Camella St Phone (661) 285-6847
Palmdale, CA 93551 Email epanoussi@awc.edu
Course Name Aramaic: The Bible in Original: Hebrew and Aramaic (Step 1)
Target Audience Pastors, Theology Students, etc. Incl. in desc. NO
Short Bio incl. NO Incl. in desc. NO
Resume incl. NO
Materials fee \$10- Breakdown NO Examples NO
Course Offering Outline
Checked for discrepancies Grammar Check

Date

Dean's signature
Rep signature
Routing to discipline faculty
AP7P committee
Bd approval