

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

TO: Jeffrie Ahmad Lee Grishman LaDonna Trimble  
Beverly Beyer Linda Harmon Les Uhazy  
Maria Clinton Tom Hutchison Darcy Wiewall  
Richard Coffman Lisa Karlstein Chris Dundee, ASO voting  
De'Nean Coleman-Carew Scott Lee TBD, ASO non-voting  
Maggie Drake Cynthia Littlefield  
Tooraj Gordi Sharon Lowry

Technical Review Committee – Darcy Wiewall, Linda Harmon, and Scott Lee

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: December 5, 2011

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting  
**Thursday, December 8, 2011, BE 321 (Computer Lab), 3:00-5:30pm**

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**2011-2012**  
**Academic Policies & Procedures Committee Meeting No. 7**  
**AGENDA**

- 1. CALL TO ORDER AND ROLL CALL**
- 2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**
- 3. APPROVAL OF MINUTES**
  - a. October 13, 2011
  - b. October 27, 2011
  - c. November 8, 2011 – Consent Agenda, Email Approval
- 4. ACTION ITEMS – Consent Items – Non-Substantial Course Revisions**
  - a. AJ 205, Criminal Investigation
  - b. BIOL 103, 103L, Introduction to Botany
  - c. BIOL 170, Tropical Biology
  - d. BIOL 202, 202L, General Human Physiology
  - e. MATH 050A, Arithmetic - First Half with SAS
  - f. MATH 050B, Arithmetic - Second Half with SAS
  - g. MATH 070, Elementary Algebra
  - h. MATH 070A, Elementary Algebra - First Half with SAS
  - i. MATH 120, Math for Teachers
  - j. REC 102, Recreational Leadership
  - k. SPAN 101HL, Elementary Spanish for Heritage Learners I
- 5. ACTION ITEMS – First Reading – Course Revisions**

**Maria Kelly will arrive at 3:10**

  - a. RADT 107, Radiographic Positioning and Procedures II
  - b. RADT 108, Advanced Principles of Exposure
  - c. RADT 201, Radiologic Tech Clinical Practicum III
  - d. RADT 202, Radiographic Pathology
  - e. RADT 203, Fluoroscopic Imaging and Radiation Protection

**Andrea Sanders will arrive at 3:10**

  - f. CFE 106, Creative Experiences for Children  
- Adding Limitation on Enrollment, Changing LHE earned from Lecture/Lab to Lecture
  - g. CFE 120, Infant/Toddler Development (Online Only)  
-Non-Substantial Revisions to COR, Approved 10/13/11

**Cynthia Kincaid will arrive at 3:10**

- h. DM 113, Photoshop I
  - Adding prerequisite
  - Increase material fee to \$20**Eugenie Trow will arrive at 3:10**
- i. THA 121, Theatre Production
  - Change to course hours and decrease class size
  - Discussion during the AP&P meeting needs to occur regarding the change in course hours without change to unit value or LHE earned.
- j. THA 225, Introduction to Playwriting
  - Decrease class size
  - Requesting AVC GE Area C**Glenn Haller will arrive at 3:15**
- k. REC 101, Intro to Rec and Leisure
 **Jacquelynn Lott will arrive at 3:30**
- l. KIN 190, Introduction to Kinesiology
  - Title and acronym change**Mary Rose Toll will arrive at 3:20**
- m. READ 095, Basic Reading Strategies for College Success
  - Combined lecture and lab into one COR
  - Changed units, hours, and LHE (potential miscalculation of units earned)
- n. READ 097, Reading Comprehension for College Success
  - Combined lecture and lab into one COR
  - Changed units, hours, and LHE**Lucia Pozo will arrive at 3:20**
- o. SPAN 101HL, Elementary Spanish for Heritage Learners I (NEW Online Only)
 **Edward Beyer will arrive at 3:20**
- p. CA 153, Windows Installation and System Support
  - Deleting Prerequisite, adding Advisory**Beverly Beyer will arrive at 3:20**
- q. MGT 115, Human Behavior in Organizations
- r. MGT 212, Legal Issues and Diversity in Human Resources Management
  - Title change, advisory added**Joseph Esdin will arrive at 3:20**
- s. BIOL 202, 202L, General Human Physiology (Hybrid)
 **Rick Motawakel will arrive at 3:30**
- t. ELTE 110, Electronic Mathematics
 **Robert Falb will arrive at 3:30**
- u. FTEC 295A, Firefighter 1 Academy Module A
  - Add FTEC 111 as an advisory**Jessica Harper will arrive at 3:45**
- v. DRFT 125, Mechanical Drafting
- w. DRFT 150, Intermediate 2-D Autocad
- x. DRFT 230, Architectural Drafting II
- y. ENGR 120, Introduction to 2-D Autocad
 **Thomas Graves will arrive at 3:45**
- z. COMM 114, The Art of Storytelling
 **Michael Tran will arrive at 3:45**
- aa. MATH 070, Elementary Algebra (Hybrid)

**6. ACTION ITEMS – Discipline Name Change**

- Kathy Bingham will arrive at 3:45**
- a. Physical Education change to Kinesiology

**7. ACTION ITEMS – Discipline Acronym Change**

- Kathy Bingham will arrive at 3:45**
- a. Physical Education (PE) change to Kinesiology (KIN)
  - b. Athletic Training (ATH) change to Athletic Training (ATHT)
  - c. Athletic Program Courses (PE) change to Athletic Program Courses (ATH)

**8. ACTION ITEMS – Degree Changes**

- Karen Cowell will arrive at 3:45**
- a. Family Consumer Sciences, Associate Degree
    - i. Name Change

**Kathy Bingham will arrive at 3:45**

- b. Kinesiology, Associate Degree
  - i. Name Change
  - ii. Adding courses to the electives list

**Maria Kelly will arrive at 3:45**

- c. Radiologic Technology, Associate in Science
  - i. Unit change on two courses within the degree but no change to the total units required

**9. ACTION ITEMS – First Reading – New Degree Development**

**Jerry Lewis will arrive at 3:45**

- a. Athletic Training, Associate in Arts

**Cindy Littlefield will arrive at 3:45**

- b. Dance, Associate in Arts

**10. ACTION ITEMS – First Reading – New Course Development**

**Magdalena Capriou will arrive at 3:50**

- a. MATH 050C, Arithmetic Unit 1
- b. MATH 050D, Arithmetic Unit 2
- c. MATH 050E, Arithmetic Unit 3
- d. MATH 050F, Arithmetic Unit 4
- e. MATH 060C, Prealgebra Unit 1
- f. MATH 060D, Prealgebra Unit 2
- g. MATH 060E, Prealgebra Unit 3
- h. MATH 060F, Prealgebra Unit 4
- i. MATH 070C, Elementary Algebra Unit 1
- j. MATH 070D, Elementary Algebra Unit 2
- k. MATH 070E, Elementary Algebra Unit 3
- l. MATH 070F, Elementary Algebra Unit 4
- m. MATH 080C, Plane Geometry Unit 1
- n. MATH 080D, Plane Geometry Unit 2
- o. MATH 080E, Plane Geometry Unit 3
- p. MATH 080F, Plane Geometry Unit 4
- q. MATH 102C, Intermediate Algebra Unit 1
- r. MATH 102D, Intermediate Algebra Unit 2
- s. MATH 102E, Intermediate Algebra Unit 3
- t. MATH 102F, Intermediate Algebra Unit 4
- u. MATH 130C, College Algebra Unit 1
- v. MATH 130D, College Algebra Unit 2
- w. MATH 130E, College Algebra Unit 3
- x. MATH 130F, College Algebra Unit 4
- y. MATH 135C, Plane Trigonometry Unit 1
- z. MATH 135D, Plane Trigonometry Unit 2
- aa. MATH 135E, Plane Trigonometry Unit 3
- bb. MATH 140C, Precalculus Unit 1
- cc. MATH 140D, Precalculus Unit 2
- dd. MATH 140E, Precalculus Unit 3
- ee. MATH 140F, Precalculus Unit 4
- ff. MATH 140G, Precalculus Unit 5

**Mary Rose Toll will arrive at 4:00**

- gg. READ 099X, Accelerated Reading for College Success
- hh. READ 097A, Reading Comprehension for College Success
- ii. READ 097B, Reading Comprehension for College Success
- jj. READ 097C, Reading Comprehension for College Success
- kk. READ 097D, Read Comp for College Success
- ll. READ 099A, Critical Reading and Study Skills
- mm. READ 099B, Critical Reading and Study Skills
- nn. READ 099C, Critical Reading and Study Skills
- oo. READ 099D, Critical Reading and Study Skills

**Rich Sim will arrive at 4:15**

- pp. ART 133A, Ceramics: Basic Form Throwing
- qq. ART 133B, Ceramics: Basic Dinnerware
- rr. ART 133C, Ceramics: Basic Wheel Sculpture
- ss. ART 133D, Ceramics: Basic Hand Building; Ancient Methods

- tt. ART 133E, Ceramics: Basic Hand Building; Contemporary Methods
- uu. ART 133F, Ceramics: Basic Organic Structural Forms
- Robert Harris will arrive at 4:15**
- vv. HD 102, Readjustment Strategies for Veterans, Their Families and Friends
- Diane Flore-Kagan will arrive at 4:20**
- ww. LAC 020, Managing Writing Anxiety
- Eugenie Trow will arrive at 4:20**
- xx. THA 225A, Playwriting: Five-minute Play
- yy. THA 225B, Playwriting: Ten-Minute Play
- zz. THA 225C, Playwriting: One-Act Play
- aaa. THA 225D, Playwriting: Full-length Play
- David Babb will arrive at 4:20**
- bbb. ART 150, 3-D Design Basics
- Michael Pesses will arrive at 4:20**
- ccc. GEOG 110, World Regional Geography
- Freddy Aviles will arrive at 4:25**
- ddd. PSY 200, Research Methods for the Social Science

**11. ACTION ITEMS – First Reading – New CCE Course Development**

**Jeff Stephens will arrive at 4:30**

- a. Respiratory Care Preceptorship

**12. REPORTS (limited to 5 min. each)**

- a. BP 4020 Program, Curriculum, and Course Development
- b. AP 4020 Program and Curriculum Development
- c. AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment
- d. AP 5013 Student in the Military
- e. Graduation Requirements: Reading Proficiency
- f. Repeatability

**13. INFORMATIONAL ITEMS**

- a. PE 107 Intermediate/Advanced Hatha Yoga (previously requested to change number PE 108) will remain PE 107 due to PE 108 being Ballroom Dancing

**14. DISCUSSION ITEMS**

- a. Course content validation – Mrs. Sharon Lowry

**15. INFORMATIONAL ITEMS – Course Deactivation Request, Courses were deactivated several years ago since they are zero unit labs. These will be made historical in CurricUNET.**

- a. CIS 101L, Intro to CIS Lab
- b. CA 103L, Introduction to Microcomputers – Lab

**16. Courses needing update from 10-11**

**Language Arts -**

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

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

Course	Scheduling Restrictions if not approved by 12/8/11	Status
<b>Business and Computer Studies</b>		
CA 103L, Intro to Microcomputers Lab	No restrictions	Submitted-Agenda Ready
CIS 101L, Intro to CIS Lab	No restrictions	Submitted-Agenda Ready
MGT 115, Human Behavior in Organization	No restrictions	Submitted-Agenda Ready
MGT 212, Mgt Responsibility to Minority	No restrictions	Submitted-Agenda Ready
<b>Health Sciences</b>		
RADT 107, Radiographic Positioning and Procedures II	No restrictions	Submitted-Agenda Ready
RADT 108, Advanced Principles of Exposure	No restrictions	Submitted-Agenda Ready
RADT 201, Radiologic Tech Clinical Practicum III	No restrictions	Submitted-Agenda Ready

RADT 202, Radiographic Pathology	No restrictions	Submitted-Agenda Ready
RADT 203, Fluoroscopic Imaging & Radiation Protect	No restrictions	Submitted-Agenda Ready
<b>Language Arts</b>		
SPAN 101HL, Elem Spanish for Heritage Learners I	No restrictions	Submitted-Agenda Ready
<b>Math and Engineering</b>		
DRFT 125, Mechanical Drafting	Cannot schedule Spring 2013	Submitted-Agenda Ready
DRFT 150, Intermediate 2-D Autocad	Cannot schedule Spring 2013	Submitted-Agenda Ready
DRFT 230, Architectural Drafting II	Cannot schedule Spring 2013	Submitted-Agenda Ready
ENGR 120, Introduction 2-D Autocad	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 050C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 050D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 050E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 050F,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 060C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 060D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 060E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 060F,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 070C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 070D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 070E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 070F,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 080C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 080D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 080E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 080F,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 102C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 102D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 102E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 102F,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 130C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 130D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 130E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 130F,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 135C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 135D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 135E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 140C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 140D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 140E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 140F,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 140G,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 050A, Arithmetic - 1st Half	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 050B, Arithmetic - 2nd Half	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 070, Elementary Algebra	Cannot schedule Spring 2013	Submitted-Course Author
MATH 070A, Elementary Algebra-1st Half	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 099, Individualized Self-Study Math	Cannot schedule Spring 2013	
MATH 120, Math for Teachers	Cannot schedule 12-13	Submitted-Technical Review
<b>Science</b>		
BIOL 103, Introduction to Botany	Cannot schedule Spring 2013	Submitted-Agenda Ready
BIOL 170, Tropical Biology	Cannot schedule 12-13	Submitted-Technical Review
BIOL 202, General Human Physiology	Cannot schedule 12-13	Submitted-Agenda Ready
<b>Physical Education &amp; Athletics</b>		
REC 101, Intro to Rec and Leisure	Cannot schedule Spring 2013	Submitted-Agenda Ready
REC 102, Recreational Leadership	Cannot schedule Spring 2013	Submitted-Agenda Ready

<b>Technical Education</b>		
ELTE 110, Electronic Mathematics	No restrictions	Submitted-Agenda Ready
<b>Visual &amp; Performing Arts</b>		
THA 121, Theatre Production	Cannot schedule 12-13	Submitted-Agenda Ready


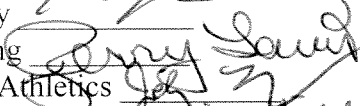

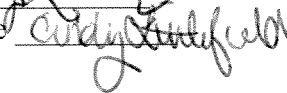
**18. ADJOURNMENT**

**NON-DISCRIMINATION POLICY**

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

*Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Mr. Christos Valiotis, Academic Senate President, at (661) 622-6306 (weekdays between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.*

To: AP&P Committee

From: Dean- Newton Chelette   
Faculty- Kathy Bingham, Kinesiology  
Faculty- Jerry Lewis, Athletic Training   
Faculty- John Taylor, Intercollegiate Athletics   
Faculty- Cindy Littlefield AP&P Representative 

Date: June 3, 2011

Subject: Request to change the discipline Acronym for the following courses

The division faculty and dean request the following numbering changes to our courses in order to reflect the discipline name change from Physical Education and Athletics to Kinesiology, ~~Athletics and Dance.~~

The proposed changes have been discussed with and approved by the division faculty on June 3, 2011.

Current	Change to:
ATH 100 *INTRODUCTION TO ATHLETIC TRAINING	ATHT 100 *INTRODUCTION TO ATHLETIC TRAINING
ATH 102 *PRACTICAL APPLICATIONS OF ATHLETIC TRAINING I	ATHT 102 *PRACTICAL APPLICATIONS OF ATHLETIC TRAINING I
ATH 102L *PRACTICAL APPLICATIONS OF ATHLETIC TRAINING I LAB	ATHT 102L *PRACTICAL APPLICATIONS OF ATHLETIC TRAINING I LAB
ATH 103 *PRACTICAL APPLICATIONS OF ATHLETIC TRAINING II	ATHT 103 *PRACTICAL APPLICATIONS OF ATHLETIC TRAINING II
ATH 103L *PRACTICAL APPLICATIONS OF ATHLETIC TRAINING II LAB	ATHT 103L *PRACTICAL APPLICATIONS OF ATHLETIC TRAINING II LAB
PE 101 *ADAPTIVE PHYSICAL EDUCATION	KIN 101 *ADAPTIVE PHYSICAL EDUCATION
PE 102 *WATER AEROBICS	KIN 102 *WATER AEROBICS
PE 103 *AEROBIC CONDITIONING	KIN 103 *AEROBIC CONDITIONING
PE 106 *HATHA YOGA	KIN 106 *HATHA YOGA
PE 108 *INTERMEDIATE/ADVANCED HATHA YOGA	KIN 108 *INTERMEDIATE/ADVANCED HATHA YOGA
PE 110 *ADVANCED BASEBALL TECHNIQUES	KIN 110 *ADVANCED BASEBALL TECHNIQUES
PE 111 *ADVANCED TENNIS TECHNIQUES	KIN 111 *ADVANCED TENNIS TECHNIQUES
PE 112A *BEGINNING SOCCER	KIN 112A *BEGINNING SOCCER
PE 112B *INTERMEDIATE SOCCER	KIN 112B *INTERMEDIATE SOCCER
PE 113 *ADVANCED SOCCER TECHNIQUES	KIN 113 *ADVANCED SOCCER TECHNIQUES
PE 115 *ADVANCED BASKETBALL TECHNIQUES	KIN 115 *ADVANCED BASKETBALL TECHNIQUES
PE 120 *ADVANCED FOOTBALL TECHNIQUES	KIN 120 *ADVANCED FOOTBALL TECHNIQUES
PE 128 *BEGINNING GOLF	KIN 128 *BEGINNING GOLF
PE 128 *ADVANCED GOLF	KIN 128 *ADVANCED GOLF
PE 135 *PHYSICAL CONDITIONING	KIN 135 *PHYSICAL CONDITIONING
PE 139 *TEAM SPORT FUNDAMENTALS	KIN 139 *TEAM SPORT FUNDAMENTALS
PE 140 *PRE-SEASON SPORT CONDITIONING	KIN 140 *PRE-SEASON SPORT CONDITIONING
PE 145 *ADVANCED WOMEN'S FAST-PITCH SOFTBALL TECHNIQUES	KIN 145 *ADVANCED WOMEN'S FAST-PITCH SOFTBALL TECHNIQUES
PE 150 *BEGINNING SWIMMING	KIN 150 *BEGINNING SWIMMING
PE 151 *INTERMEDIATE SWIMMING	KIN 151 *INTERMEDIATE SWIMMING
PE 152 *FITNESS SWIMMING	KIN 152 *FITNESS SWIMMING
PE 155 *BEGINNING VOLLEYBALL	KIN 155 *BEGINNING VOLLEYBALL
PE 156 *INTERMEDIATE VOLLEYBALL	KIN 156 *INTERMEDIATE VOLLEYBALL
PE 157 *ADVANCED VOLLEYBALL	KIN 157 *ADVANCED VOLLEYBALL

PE 160 *BEGINNING TENNIS	KIN 160 *BEGINNING TENNIS
PE 161 *INTERMEDIATE TENNIS	KIN 161 *INTERMEDIATE TENNIS
PE 162 *ADVANCED TENNIS	KIN 162 *ADVANCED TENNIS
PE 165 *ADVANCED TRACK TECHNIQUES	KIN 165 *ADVANCED TRACK TECHNIQUES
PE 170 *BEGINNING WEIGHT LIFTING	KIN 170 *BEGINNING WEIGHT LIFTING
PE 173 *INTERMEDIATE WEIGHT LIFTING	KIN 173 *INTERMEDIATE WEIGHT LIFTING
PE 175 *ADVANCED WEIGHT TRAINING FOR ATHLETES	KIN 175 *ADVANCED WEIGHT TRAINING FOR ATHLETES
PE 180 *ADVANCED VOLLEYBALL TECHNIQUES	KIN 180 *ADVANCED VOLLEYBALL TECHNIQUES
PE 187 *YELL AND SONG LEADING	KIN 187 *YELL AND SONG LEADING
PE 188 *PEP SQUAD LEADERSHIP	KIN 188 *PEP SQUAD LEADERSHIP
PE 189 *CHEER CONDITIONING	KIN 189 *CHEER CONDITIONING
PE 191 *FIRST AID AND EMERGENCY CARE	KIN 191 *FIRST AID AND EMERGENCY CARE
PE 193 *OFFICIATING-FALL SPORTS	KIN 193 *OFFICIATING-FALL SPORTS
PE 194 *OFFICIATING-SPRING SPORTS	KIN 194 *OFFICIATING-SPRING SPORTS
PE 195 *SPORTS APPRECIATION	KIN 195 *SPORTS APPRECIATION
PE 196 *WATER SAFETY INSTRUCTOR	KIN 196 *WATER SAFETY INSTRUCTOR
PE 197 *LIFEGUARD TRAINING	KIN 197 *LIFEGUARD TRAINING
PE 199 *OCCUPATIONAL WORK EXPERIENCE	KIN 199 *OCCUPATIONAL WORK EXPERIENCE
PE 200 INTERCOLLEGIATE BASEBALL	ATH 200 INTERCOLLEGIATE BASEBALL
PE 205 INTERCOLLEGIATE MEN'S BASKETBALL	ATH 205 INTERCOLLEGIATE MEN'S BASKETBALL
PE 210 INTERCOLLEGIATE WOMEN'S BASKETBALL	ATH 210 INTERCOLLEGIATE WOMEN'S BASKETBALL
PE 215 INTERCOLLEGIATE CROSS COUNTRY	ATH 215 INTERCOLLEGIATE CROSS COUNTRY
PE 220 INTERCOLLEGIATE FOOTBALL	ATH 220 INTERCOLLEGIATE FOOTBALL
PE 225 INTERCOLLEGIATE WOMEN'S TENNIS	ATH 225 INTERCOLLEGIATE WOMEN'S TENNIS
PE 230 INTERCOLLEGIATE WOMEN'S SOCCER	ATH 230 INTERCOLLEGIATE WOMEN'S SOCCER
PE 237 INTERCOLLEGIATE MEN'S GOLF	ATH 237 INTERCOLLEGIATE MEN'S GOLF
PE 240 INTERCOLLEGIATE WOMEN'S SOFTBALL	ATH 240 INTERCOLLEGIATE WOMEN'S SOFTBALL
PE 255 INTERCOLLEGIATE TRACK	ATH 255 INTERCOLLEGIATE TRACK
PE 265 INTERCOLLEGIATE WOMEN'S VOLLEYBALL	ATH 265 INTERCOLLEGIATE WOMEN'S VOLLEYBALL



# Degree / Certificate Change Request Memo

To: AP&P Committee

From: Dean- Dr. Karen Cowell, Dean, Health Sciences *KC*  
 Faculty- Division faculty from Tech Ed, Health Sciences, & Business & Computer  
 Studies/Social and Behavioral Sciences  
 AP&P Rep-Linda Harmon *LH*

Date: October 21, 2011

Subject: Degree/Cert Change Request for Family and Consumer Education Degree

This is a follow up to the May 2010 AP&P meeting at which the dean was asked to provide a Recommended Plan of Study for the changes to the Family and Consumer Education degree. The name of the discipline is to be changed to Family and Consumer Sciences to align with current discipline title as defined by the Chancellor’s Office (TOP Code 1301.00). Below are the recommended revisions to the cert/degree.

The proposed changes have been discussed with and approved by the faculty of the discipline at October 27, 2009 and February 8, 2010 meetings.

<b>Current: (As stated in current catalog)</b>	<b>Proposed: (list everything, even if no change)</b>
<p><b>Definition</b>                      Family and Consumer Education draws from the biological, physical and social sciences, and humanities to help individuals, families and community groups develop understanding, skills and attitudes essential to functioning effectively in changing family, community and work environments.</p> <p><b>Staff</b>                      To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.                      Program Advisement:                          Dr. Karen Cowell, Dean   ext. 6402                      Program Coordinator:                          Karen Smith   ext. 6402                      Faculty:                          Catherine Overdorf   ext. 6766                          Melanie Parker   ext. 6252                          Andrea Sanders   ext. 6502</p> <p><b>Program Description</b>                      The curriculum is designed to provide students with the knowledge and preparation for either occupational skills or lifelong learning. It is designed to address current educational priorities.</p> <p>Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.</p>	<p><b>Definition</b>                      Family and Consumer Sciences draws from the biological, physical and social sciences, and humanities to help individuals, families and community groups develop understanding, skills and attitudes essential to functioning effectively in changing family, community and work environments.</p> <p><b>Staff</b>                      To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.                      Program Advisement:                          Dr. Karen Cowell, Dean   ext. 6402                      Program Coordinator:                          Karen Smith   ext. 6402                      Faculty:                          Dr. Rona Brynin   ext. 6001                          Catherine Overdorf   ext. 6766                          Melanie Parker   ext. 6252                          Andrea Sanders   ext. 6502                          Ann Volk   ext. 6501</p> <p><b>Program Description</b>                      The curriculum is designed to provide students with the knowledge and preparation for either occupational skills or lifelong learning. It is designed to address current educational priorities.</p> <p>Students must receive a minimum grade of “C” or better in all required core courses and the specific courses listed as program</p>

## Distinctive Features

The curriculum is designed to provide educational opportunities that respond to human needs and future technologies to prepare students for employment, advanced study and lifelong learning, and help enable students to develop skills that improve the quality of life in a diverse society.

## Career Options

Day Care Home Provider

Dietary Aide

Early Childhood Teacher/Aide

Food Preparation Worker

Recreation Specialist

(Some of these careers may require education beyond the two-year college level.)

## Certificate Programs

The Child and Family Education and the School-Aged Child Care Certificates can be pursued concurrently.

## Associate Degree

The requirements for an associate degree in Family and Consumer Education may be satisfied by completing the required 12 units under Section "A" and at least 9 units in one area of emphasis under Section "B" in addition to the associate degree requirements. (See Graduation/Associate Degree Requirements.).

### Section A:

Complete the following required courses.

CFE 102, The Developing Child	3
CT 101, Princ. Of Clothing Selection	3
ID 100, Intro. to Interior Design	3
NF 100, Nutrition	3

### Section B:

Select at least 9 units from one of the following areas of emphasis.

### Child and Family Development

#### Required:

CFE 103, The Child in Family and Community Relationships	3
CFE 104, Literature for Children	3

#### Electives:

Select 3 units from the following:

CFE 101, Intro. to Early Childhood Ed.	3
CFE 105, Discovery-Based Ed. for Children	3
CFE 106, Creative Experiences for Children	3

### Clothing and Textiles

#### Required:

CT 102, Textiles	3
CT 110, Clothing Construction I	3.5

electives in order to qualify for the degree or certificate.

## Distinctive Features

The curriculum is designed to provide educational opportunities that respond to human needs and future technologies to prepare students for employment, advanced study and lifelong learning, and enable students to develop skills that improve the quality of life in a diverse society.

## Career Options

Day Care Home Provider

Dietary Aide

Early Childhood Teacher/Aide

Food Preparation Worker

Recreation Specialist

(Some of these careers may require education beyond the two-year college level.)

## Certificate Programs

Certificate not applicable.

## Associate Degree

The requirements for an associate degree in Family and Consumer Sciences may be satisfied by completing the required core courses under Section "A" and at least 9 units in one area of concentration under Section "B" in addition to the general education requirements. Nine units for the Consumer Services option or Nutrition and Foods option must be selected from the Electives from those areas of concentration. The Interior Design option does not have elective courses (See Graduation/Associate Degree Requirements.).

A minimum of 60 units of general education and courses for the major must be completed for all options.

### Section A:

Complete the following required courses.

Required:	units
CFE 101, Intro. to Early Childhood Education	3
CT 101, Prin. Of Clothing Selection	3
ID 100, Intro. to Interior Design	3
NF 100, Nutrition	3

### Section B:

Select at least 9 units from one of the areas of concentration.

### Child and Family Development option

#### Required:

CFE 102, The Developing Child	3
CFE 103, The Child in Family and Community Relationships	3

#### Electives:

Select 3 units from the following:

CFE 104, Literature for Children	3
CFE 105, Discovery-Based Ed. for Children	3
CFE 106, Creative Experiences for Children	3

<b>Electives:</b>	<b>units</b>		
CT 112, Clothing Construction II	3.5	<b>Clothing and Textiles option</b>	
CT 120, Introduction to Sergers	3.5	<b>Required:</b>	<b>units</b>
CT 141, Tailoring	3.5	CT 102, Textiles	3
CT 213, Clothing Construction III	3.5	CT 110, Fundamentals of Clothing Construction	3.5
CT 225, Clothing Construction Techniques for Wearable Art	3.5	<b>Electives:</b>	<b>units</b>
CT 242, Pattern Making by Flat Pattern	3.5	CT 200, Tailoring	3.5
		CT 212, Intermediate Construction-Pants	3.5
<b>Consumer Education</b>		CT 222, Pattern Making by Flat Pattern	3.5
<b>Required:</b>	<b>units</b>	CT 241, Advanced Construction-Fashion Sewing	3.5
CT 110, Clothing Construction I	3.5		
		<b>Consumer Services option</b>	
<b>Electives:</b>	<b>units</b>	<b>Required:</b>	
ACCT 201, Financial Accounting	4	There are no required courses in this area of concentration.	
COMM 101, Intro. to Public Speaking	3		
ID 105, Designing Residential Interiors	3	<b>Electives:</b>	<b>units</b>
PHTC 101, Beginning Black and White Photography	3	BUS 113, Business Communications	3
PSY 101, General Psychology	3	BUS 201, Business Law	3
		BUS 203, Business Law	3
<b>Interior Design</b>		COMM 105, Intro. to Mass Communications	3
<b>Required:</b>	<b>units</b>	COMM 109, Small Group Communications	3
CT 102, Textiles	3	COMM 125, Public Relations	3
ID 100, Intro. to Interior Design	3	ECON 102, Principles of Microeconomics	3
ID 105, Designing Residential Interiors	3	MKTG 101, Principles of Marketing	3
ID 115, History of Interior Architecture and Furniture I	3		
ID 210, Residential Space Planning	3	<b>Interior Design option</b>	
		<b>Required:</b>	<b>units</b>
<b>Nutrition and Foods</b>		CT 102, Textiles	3
<b>Electives:</b>	<b>units</b>	ID 150, History of Design I	3
NF 102, Nutrition and Food for Children	3	ID 220, Designing Residential Interiors	3
NF 104, Concepts in Nutrition: New Developments	1	ID 260, Residential Space Planning	3
NF 110, Sports Nutrition	3		
NF 150, Food and Culture	3	<b>Nutrition and Foods option</b>	
		<b>Electives:</b>	<b>units</b>
<b>Transfer</b>		NF 102, Nutrition and Food for Children	3
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: <a href="http://www.assist.org">www.assist.org</a>		NF 104, Concepts in Nutrition: New Developments	1
		NF 110, Sports Nutrition	3
		NF 150, Food and Culture	3
		Except in cases of a prerequisite requirement, it is not required to take courses in exactly this sequence; they are recommended in this order to facilitate success.	
		<b>Recommended Plan of Study</b>	
		<b>First Semester</b>	<b>units</b>
		ID 100, Intro to Interior Design	3

	NF 100, Nutrition 3 Course from option 3-3.5 Course from GE requirement Area A 3 Course from GE requirement Area D1 <u>3</u> <b>Total 15-15.5</b>
	<b>Second Semester units</b> CFE 101, Intro. To Early Childhood Ed. 3 CT 114, Prin. Of Clothing Selection 3 Course from Option 3-3.5 Course from Option 3-3.5 Course from GE requirement Area C <u>3</u> <b>Total 15-16</b>
	<b>Third Semester units</b> Course from GE requirement Area B 3 Course from GE requirement Area D2 3 Course from GE requirement Area E 3 Course from GE requirement Area F 3 Program Elective <u>3</u> <b>Total 15</b>
	<b>Fourth Semester units</b> Program Electives/Electives <u>15</u> <b>Total 15</b>
	<b>Degree total 60</b>

**NOTE: See Catalog for exact format and language.**

# Degree / Certificate Change Request Memo

To: AP&P Committee

From: Dean- Newton Chelette *Newton Chelette*  
 Faculty- Kathy Bingham, Kinesiology *Kathy Bingham*  
 Faculty- Jerry Lewis, Athletic Training *Jerry Lewis*  
 Faculty- John Taylor, Intercollegiate Athletics *John Taylor*  
 Faculty- Cindy Littlefield AP&P Representative *Cindy Littlefield*

Date: June 3, 2011

Subject: Discipline Name Change and Degree/Cert Change Request for PE&A

The discipline faculty are requesting to change the discipline name from Physical Education and Athletics to Kinesiology, Athletics and Dance. Below are the recommended revisions to the Kinesiology section in the catalog as approved by both the discipline faculty and Dean. Besides a few staff changes, the wording for the current catalog has been altered slightly to reflect the discipline name change and most of the course numbers have a change in prefix.

The proposed changes have been discussed with and approved by the division faculty on June 3, 2011.

Current:	Proposed:																																																				
<p><b>Definition</b>            Physical Education (PE) is both an activity curriculum and an academic area of study concerned with the physical and psychological aspects of human movement. Exercise, activity, and sports are an important component in the development of well-rounded individuals interested in physical well-being and the productive use of leisure time.</p>	<p><b>Definition</b>            Kinesiology is the academic discipline which involves the art and science of physical activity, human movement and its impact on health, society and the quality of life. Exercise, activity, and athletics are an important component in the development of well-rounded individuals interested in physical well-being and the productive use of leisure time.</p>																																																				
<p><b>Staff</b>            To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.</p> <p>Program Advisement:            Newton Chelette, Dean ext. 6441</p> <p>Administrative Assistant:            Julie Montana ext. 6440</p> <p>Equipment Managers:            Denise Warr ext. 6201            Justin Webb ext. 6203</p> <p>Faculty:</p> <table style="width: 100%; border: none;"> <tr><td>Kathleen Bingham</td><td style="text-align: right;">ext. 6622</td></tr> <tr><td>Frank Blua</td><td style="text-align: right;">ext. 6439</td></tr> <tr><td>Mark Covert</td><td style="text-align: right;">ext. 6442</td></tr> <tr><td>Jane Cwayna</td><td style="text-align: right;">ext. 6444</td></tr> <tr><td>Barry Green</td><td style="text-align: right;">ext. 6305</td></tr> <tr><td>Glenn Haller</td><td style="text-align: right;">ext. 6445</td></tr> <tr><td>Dieter Horton</td><td style="text-align: right;">ext. 6163</td></tr> <tr><td>Perry Jehlicka</td><td style="text-align: right;">ext. 6387</td></tr> <tr><td>Jerry Lewis</td><td style="text-align: right;">ext. 6446</td></tr> <tr><td>Cynthia Littlefield</td><td style="text-align: right;">ext. 6205</td></tr> <tr><td>Jacquelynn Lott</td><td style="text-align: right;">ext. 6447</td></tr> <tr><td>Mike Rios</td><td style="text-align: right;">ext. 6443</td></tr> <tr><td>John Taylor</td><td style="text-align: right;">ext. 6686</td></tr> </table>	Kathleen Bingham	ext. 6622	Frank Blua	ext. 6439	Mark Covert	ext. 6442	Jane Cwayna	ext. 6444	Barry Green	ext. 6305	Glenn Haller	ext. 6445	Dieter Horton	ext. 6163	Perry Jehlicka	ext. 6387	Jerry Lewis	ext. 6446	Cynthia Littlefield	ext. 6205	Jacquelynn Lott	ext. 6447	Mike Rios	ext. 6443	John Taylor	ext. 6686	<p><b>Staff</b>            To access faculty and staff, dial (661) 722-6300, then the 4-digit extension.</p> <p>Program Advisement:            Newton Chelette, Dean ext. 6441</p> <p>Administrative Assistant:            Julie Montana ext. 6440</p> <p>Equipment Managers:            Denise Warr ext. 6201            Justin Webb ext. 6203</p> <p>Faculty:</p> <table style="width: 100%; border: none;"> <tr><td>Kathy Bingham</td><td style="text-align: right;">ext. 6622</td></tr> <tr><td>Frank Blua</td><td style="text-align: right;">ext. 6439</td></tr> <tr><td>Mark Covert</td><td style="text-align: right;">ext. 6442</td></tr> <tr><td>Jane Cwayna</td><td style="text-align: right;">ext. 6444</td></tr> <tr><td>Barry Green</td><td style="text-align: right;">ext. 6305</td></tr> <tr><td>Glenn Haller</td><td style="text-align: right;">ext. 6445</td></tr> <tr><td>Perry Jehlicka</td><td style="text-align: right;">ext. 6387</td></tr> <tr><td>Jerry Lewis</td><td style="text-align: right;">ext. 6446</td></tr> <tr><td>Cynthia Littlefield</td><td style="text-align: right;">ext. 6205</td></tr> <tr><td>Jacquelynn Lott</td><td style="text-align: right;">ext. 6447</td></tr> <tr><td>Mike Rios</td><td style="text-align: right;">ext. 6443</td></tr> <tr><td>John Taylor</td><td style="text-align: right;">ext. 6686</td></tr> <tr><td>Cynthia Vargas</td><td style="text-align: right;">ext. 6708</td></tr> </table>	Kathy Bingham	ext. 6622	Frank Blua	ext. 6439	Mark Covert	ext. 6442	Jane Cwayna	ext. 6444	Barry Green	ext. 6305	Glenn Haller	ext. 6445	Perry Jehlicka	ext. 6387	Jerry Lewis	ext. 6446	Cynthia Littlefield	ext. 6205	Jacquelynn Lott	ext. 6447	Mike Rios	ext. 6443	John Taylor	ext. 6686	Cynthia Vargas	ext. 6708
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Cynthia Vargas	ext. 6708	Joseph Watts	ext. 6449
Joseph Watts	ext. 6449	Adjunct Faculty:	
Adjunct Faculty:		To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.	
To access adjunct faculty voice mail, dial (661) 722-6300, then the 4-digit number.			
	V.M.		V.M.
Barbara Allen	2407	Barbara Allen	2407
Christopher Anderson	2546	Christopher Anderson	2546
Tim Atkerson	ext. 6440	Tim Atkerson	2287
Jimmie Avalos	2996	Kathleen Burnett	2918
Roosevelt Brown	2545	Shelby Curtis	ext. 6194
Kathleen Burnett	2918	Sharon DeShane	2942
Shannon Culver	ext. 6039	Turhan Douglas	2964
Shelby Curtis	ext. 6194	George Fetters	6209
Sharon DeShane	2942	Jeffrey Leeds	ext. 6230
Turhan Douglas		Michele Lewallen	2936
George Fetters	6209	John Livermont	ext. 6180
Rochelle Guardado	2548	Becky MacQuarrie	2433
Joni Jackson	2968	Mike Martinez	ext. 6206
Keary Johns	ext. 6148	Brent Newcomb	2930
Jeffrey Leeds	ext. 6230	Wade Petersen	2703
Michele Lewallen	2936	Geoff Satterfield	ext. 6208
John Livermont	ext. 6180	Chad Shrout	2464
Grace Lubwama	2536	Jerry Stupar	ext. 6602
Becky MacQuarrie	2433	James Weese	2719
Tom Mahan	2031	Jerome Wright	2173
Chris Malloy	ext. 6163		
Mike Martinez	ext. 6206		
Brent Newcomb	2930		
Bill Norton	ext. 6207		
Wade Petersen	2703		
Glenda Potts	ext. 6703		
Geoff Satterfield	ext. 6208		
Chad Shrout	2464		
Jerry Stupar	ext. 6602		
James Vondra	ext. 6127		
James Weese	2719		

## Program Description

Physical education and athletics has two primary goals:

1. To provide a service program designed to accommodate all students through physical activity courses, health education courses, and intercollegiate athletics.
2. To provide a program of professional preparation courses for those students who are majoring in PE.

Physical education activity courses are numbered 101 through 180 and provide concepts and techniques to provide a base for lifelong patterns of healthful physical activity. Physical education professional courses are numbered 190 through 197. Inter-collegiate athletic courses are numbered 200 through 265. Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate.

## Program Description

Kinesiology, Athletics and Dance has three primary goals:

1. To provide a program of professional preparation courses for those students who are majoring in kinesiology, physical therapy, nursing science, athletic training, athletic management, recreation and leisure studies, dance, and physical education.
2. To provide a service program designed to accommodate all students through health education, intercollegiate athletics, dance, recreation and physical activity courses.
3. To provide concepts and techniques that create a foundation for lifelong patterns of physical activity and impart its value to the students' health and well-being.

Kinesiology activity courses are numbered 101 through 180 and provide concepts and techniques to provide a base for lifelong patterns of healthful physical activity. Kinesiology professional courses are numbered 190 through 197. Inter-collegiate athletic courses are numbered 200 through 265.

## Distinctive Features

Each semester, physical education classes enroll students from high school age to active senior citizens. Classes are offered in both the day and evening programs and offer the challenge of increasing skill and fitness levels under supervision of dedicated and capable instructors.

## Career Options

Athletic Trainer  
Camp Counselor  
Choreographer  
Coach  
Community Center Leader  
Corrective Therapist  
Dance Therapist  
Exercise Test Technologist  
Health and Safety Director  
Industrial Recreation Leader  
League Manager  
Lifeguard  
Playground Director  
Personal Trainer  
Pre-Physical Therapist  
Racquet Club Manager  
Recreation Leader  
Recreation Specialist  
Recruiter  
Referee  
Resort Sports Coordinator  
Sportscaster  
Sports Editor  
Teacher  
Water Safety Instructor

(Some of these careers may require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

The requirements for an associate degree in PE may be satisfied by completing 18 units as outlined below. A minimum of 12 units must be selected from the core and 6 units may be selected from the list of supporting courses. (See Graduation/Associate Degree Requirements.)

Recipients of this degree are prepared to pursue a major in Health or Physical Education at a four-year institution (see a counselor for specific transfer details). Additionally, the associate degree will provide students with the opportunity to gain entry level employment often times leading to careers in the physical fitness field. The associate degree will also enlighten the student with a broad range of knowledge

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for the degree or certificate

## Distinctive Features

Each semester, kinesiology classes enroll students from high school age to active senior citizens. Classes are offered in both the day and evening programs and offer the challenge of increasing skill and fitness levels under supervision of dedicated and capable instructors.

## Career Options

Athletic administrator  
Athletic trainer  
Athletic equipment manager  
Athletic facilities manager  
Camp Counselor  
Choreographer  
Coach  
Physical Therapist  
Dance Therapist  
Educator  
Health and Safety Director  
Lifeguard  
Nurse  
Playground Director  
Personal Trainer  
Recreation facilities manager  
Recreation Leader  
Recreation Specialist  
Referee  
Resort Sports Coordinator  
Water Safety Instructor

(Some of these careers may require education beyond the two-year college level.)

## Certificate Program

Certificate not applicable.

## Associate Degree

The requirements for an associate degree in Kinesiology may be satisfied by completing 20 units as outlined below. A minimum of 13 units must be selected from the core and 7 units may be selected from the list of supporting courses. (See Graduation/Associate Degree Requirements.)

Recipients of this degree are prepared to pursue a major in kinesiology, health education, physical therapy, nursing science, athletic training, athletic management, recreation and leisure studies, dance, and physical education at a four-year institution (see a counselor for specific transfer details). Additionally, the associate degree will provide students with the

promoting healthy lifestyles and habits to have a better quality of life.

**Core Courses:**

Select at least 12 units from the following:

ATH 100, Introduction to Athletic Training	3
BIOL 101, General Biology	4
BIOL 201, General Human Anatomy	4
BIOL 202, General Human Physiology	4
CHEM 101, Introductory Chemistry <b>or</b> CHEM 110, General Chemistry	5
PE 190, Introduction to Physical Education	3
PHYS 101, Introductory Physics	4

**Supporting Courses:**

Select a maximum of 6 units with no more than 3 units of PE or DA:

CHEM 102, Introductory Chemistry <b>or</b> CHEM 120, General Chemistry	4-5
DA 102, Beg. Ballet	1-4
DA 103, Beg. Mod. Dance	1-4
DA 104, Beg. Jazz Dance	1-4
DA 105, Beg. Tap Dance	1-4
DA 106, Ballroom Dance	1-4
DA 111, Choreography	1-4
DA 122, Intermediate Ballet	1-4
DA 123, Intermediate. Mod. Dance	1-4
HE 101, Health Education	3
PE 101, Adaptive Physical Ed.	1-4
PE 102, Water Aerobics	1-4
PE 103, Aerobic Conditioning	1-4
PE 109, Hatha Yoga	1-4
PE 110, Adv. Baseball Techniques	1-4
PE 111, Adv. Tennis Techniques	1-4
PE 113, Adv. Soccer Techniques	1-4
PE 115, Adv. Basketball Techniques	1-4
PE 118, Bowling	1-4
PE 120, Adv. Football Techniques	1-4
PE 128, Golf	1-4
PE 135, Physical Conditioning	1-4
PE 139, Team Sports Fundamentals	1-4
PE 140, Pre-Season Sport Conditioning	1-4
PE 145, Women's Fast-Pitch Softball Techniques	1-4
PE 150, Swimming	1-4
PE 151, Intermediate Swimming	1-4
PE 152, Fitness Swimming	1-4
PE 155, Volleyball	1-4
PE 160, Tennis	1-4
PE 165, Adv. Track Techniques	1-4
PE 170, Beginning Weight Lifting	1-4
PE 173, Intermediate Weight Lifting	1-4
PE 175, Adv. Weight Training for Athletes	2-8
PE 180, Adv. Volleyball Techniques	1-4
PE 200-265, Intercollegiate Sports	1-4

opportunity to gain entry level employment often times leading to careers in the physical fitness field. The associate degree will also enlighten the student with a broad range of knowledge promoting healthy lifestyles and habits to have a better quality of life.

**Core Courses:**

Select at least 12 units from the following:

ATHT 100, Introduction to Athletic Training	3
BIOL 101, General Biology	4
BIOL 201, General Human Anatomy	4
BIOL 202, General Human Physiology	4
CHEM 101, Introductory Chemistry <b>or</b> CHEM 110, General Chemistry	5
KIN 190, Introduction to Kinesiology	3
PHYS 101, Introductory Physics	4

**Supporting Courses:**

Select a maximum of 6 units with no more than 3 units of KIN or DA:

CHEM 102, Introductory Chemistry <b>or</b> CHEM 120, General Chemistry	4-5
DA 102, Beg. Ballet	1-4
DA 103, Beg. Mod. Dance	1-4
DA 104, Beg. Jazz Dance	1-4
DA 105, Beg. Tap Dance	1-4
DA 106, Ballroom Dance	1-4
DA 111, Choreography	1-4
DA 122, Intermediate. Ballet	1-4
DA 123, Intermediate. Mod. Dance	1-4
HE 101, Health Education	3
KIN 101, Adaptive Physical Ed.	1-4
KIN 102, Water Aerobics	1-4
KIN 103, Aerobic Conditioning	1-4
KIN 106, Hatha Yoga	1-4
KIN 108, Intermediate/Advanced Hatha Yoga	1-4
KIN 110, Adv. Baseball Techniques	1-4
KIN 111, Adv. Tennis Techniques	1-4
KIN 113, Adv. Soccer Techniques	1-4
KIN 115, Adv. Basketball Techniques	1-4
KIN 120, Adv. Football Techniques	1-4
KIN 128, Golf	1-4
KIN 135, Physical Conditioning	1-4
KIN 139, Team Sports Fundamentals	1-4
KIN 140, Pre-Season Sport Conditioning	1-4
KIN 145, Women's Fast-Pitch Softball Techniques	1-4
KIN 150, Beginning Swimming	1-4
KIN 151, Intermediate Swimming	1-4
KIN 152, Fitness Swimming	1-4
KIN 155, Beginning Volleyball	1-4
KIN 156, Intermediate Volleyball	1-4
KIN 157, Advanced Volleyball	1-4
KIN 160, Beginning Tennis	1-4
KIN 161, Intermediate Tennis	1-4
KIN 162, Advanced Tennis	1-4
KIN 165, Adv. Track Techniques	1-4




PHYS 102, Introductory Physics	4	KIN 170, Beginning Weight Lifting	1-4
<b>Transfer</b>		KIN 173, Intermediate Weight Lifting	1-4
Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: <a href="http://www.assist.org">www.assist.org</a>		KIN 175, Adv. Weight Training for Athletes	2-8
		KIN 180, Adv. Volleyball Techniques	1-4
		<del>KIN</del> 200–265, Intercollegiate Sports	1-4
		PHYS 102, Introductory Physics	4
		<b>Transfer</b>	
		Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: <a href="http://www.assist.org">www.assist.org</a>	



**Antelope Valley College**  
*Corporate & Community Services*

***MEMORANDUM***

DATE: December 1, 2011  
TO: AP&P Committee  
FROM: Dr. Tom O'Neil, Dean   
SUBJECT: Respiratory Care Preceptorship

---

Attached please find the proposal for the subject class. This very important class is evidently only available to the AVC nursing students in January 2012. It is almost exactly like the Nursing Preceptorship classes previously approved by AP&P, so we don't foresee any problems with its approval by the committee.

If you require additional information, please contact me.

Thank you.

Atch: as stated



# ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

AP&P Approval: \_\_\_\_\_  
Date: \_\_\_\_\_  
AP&P Denial: \_\_\_\_\_  
Date: \_\_\_\_\_  
Reason: \_\_\_\_\_

Course No. TBD  
Course Title: Respiratory Care Preceptorship Program

Instructor (print): Jeff Stephens

### Division Faculty Review

C. Beatty A.D.N 11-28-11  
Faculty Review Signature Discipline Date

Approved  Denied \_\_\_\_\_ Reason \_\_\_\_\_

Wendy Star RCD 11-28-11  
Faculty Review Signature Discipline Date

Approved  Denied \_\_\_\_\_ Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature Discipline Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature Discipline Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason \_\_\_\_\_

Anda Harmon 11-23-11  
AP&P Representative Signature Date

Approved  Denied \_\_\_\_\_ Reason \_\_\_\_\_

Karen W. Cowell 11/23/11  
Division Dean Signature Date

Approved  Denied \_\_\_\_\_ Reason \_\_\_\_\_

Flora O'Neil 11-28-2011  
C&CS Division Dean Signature Date

Approved  Denied \_\_\_\_\_ Reason \_\_\_\_\_



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: TBD
TITLE: Respiratory Care Preceptorship
INSTRUCTOR: Jeff Stephens
HOURS: 60 hrs. minimum for students on-the-job
NUMBER OF MEETINGS: An orientation will be provided to the students by the instructor. The students will meet with the instructor at least 3 times, and have one on-site visit.
ENROLLMENT FEE: \$225.00
MATERIALS/SUPPLIES FEE: None
(Instructors are paid 3hrs. per student +33%) Text / CDs / DVDs / Handouts: Workbook
Materials provided for review: Y N
ENROLLMENT EXPECTED: 18 students
DESCRIPTION OF OFFERING: Target audience: AVC Respiratory Care students

Recommended advisories/pre-requisites/instructor approval: Must be enrolled in the ADN program and must have completed the first year of the ADN program.

Course Description: The purpose of the Respiratory Care Preceptorship Program is to:

- 1. Provide for Associate Degree Respiratory Care students, during their basic program, an elective course that allows them to care for individuals and/or groups of patients in the clinical, outpatient, or community setting.
2. Provide opportunities to implement leadership and management skills.
3. Assist the student to develop expertise, skill in advanced clinical practice, and organizational skills, under the direct supervision of a registered respiratory therapist who is a member of the staff of the health care agency.

INSTRUCTOR BIOGRAPHY:

SPECIAL NEEDS:

Facilities: Hospitals - locations and schedules to be arranged by the instructors
Audio/Video:
Other:
Need software installed: None
ITS notified: \_\_\_\_\_

Date

Signature

ONLINE CLASS: No

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 Jeff Stephens	Organization Antelope Valley College	e-mail jstephens@avc.edu
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Mailing Address 3041 West Avenue K	City Lancaster	State CA	Zip Code 93536
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Phone Number 722-6300, Ext. 6139	Fax Number	Cell Number
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Course Number	Course Title Work Experience for Respiratory Care Nursing Preceptorship - 2012
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Number of Meetings	Total Hours Minimum of 60 hrs.	Course Fee \$225	Material Fee	Class Size
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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			Hospitals (locations/schedules TBD)	

**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)	

Date: 11/28/2011	Instructor or Contractor Signature: 
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**ANTELOPE VALLEY COLLEGE  
CORPORATE AND COMMUNITY SERVICES  
ASSOCIATE DEGREE RESPIRATORY CARE PRECEPTORSHIP PROGRAM**

PURPOSE

The purpose of the Respiratory Care Preceptorship Program is to:

1. Provide for Associate Degree Respiratory Care students, during their basic program, an elective course that allows them to care for individuals and/or groups of patients in the clinical, outpatient, or community setting.
2. Provide opportunities to implement leadership and management skills.
3. Assist the student to develop expertise, skill in advanced clinical practice, and organizational skills, under the direct supervision of a registered respiratory therapist who is a member of the staff of the health care agency.

The Associate Degree Registered Respiratory Therapist functions within a structured healthcare setting and is responsible for the management of patients and their self-care deficits. General management activities required to provide care to patients include: priority setting, delegation of patient care, supervision of patient care, patient care conferences, and patient and family education.

The faculty of Antelope Valley College Associate Degree Respiratory Care Program believes that if respiratory therapists follow the principles of the medical model of health care delivery, the profession and patients will benefit.

PROCEDURE

1. Students who have successfully completed the first year of the Associate Degree Respiratory Care Program at Antelope Valley College are given the opportunity to request RCP preceptorship in the summer session or intersession.
2. Assignments of students to preceptors are approved by the hospital directors and the RCP preceptor instructor at the college.
3. If a student is injured while on the health agency's premises, the agreement in the contract will be followed.

HOURS

To be arranged by the student and the preceptor. Students must complete a minimum of 60 hours.

SALARY

There will be no salary for the student or the preceptor.

**ANTELOPE VALLEY COLLEGE  
CORPORATE AND COMMUNITY SERVICES  
ASSOCIATE DEGREE RESPIRATORY CARE PRECEPTORSHIP PROGRAM**

PURPOSE

The purpose of the Respiratory Care Preceptorship Program is to:

1. Provide for Associate Degree Respiratory Care students, during their basic program, an elective course that allows them to care for individuals and/or groups of patients in the clinical, outpatient, or community setting.
2. Provide opportunities to implement leadership and management skills.
3. Assist the student to develop expertise, skill in advanced clinical practice, and organizational skills, under the direct supervision of a registered respiratory therapist who is a member of the staff of the health care agency.

The Associate Degree Registered Respiratory Therapist functions within a structured healthcare setting and is responsible for the management of patients and their self-care deficits. General management activities required to provide care to patients include: priority setting, delegation of patient care, supervision of patient care, patient care conferences, and patient and family education.

The faculty of Antelope Valley College Associate Degree Respiratory Care Program believes that if respiratory therapists follow the principles of the medical model of health care delivery, the profession and patients will benefit.

PROCEDURE

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2. Assignments of students to preceptors are approved by the hospital directors and the RCP preceptor instructor at the college.
4. If a student is injured while on the health agency's premises, the agreement in the contract will be followed.

HOURS

To be arranged by the student and the preceptor. Students must complete a minimum of 60 hours.

SALARY

There will be no salary for the student or the preceptor.

## STUDENT QUALIFICATIONS

1. The student will have satisfactorily completed the first year of the RCP Program.
2. The student is to be currently enrolled in the RCP Program at Antelope Valley College.
3. The student must have a current CPR card and yearly physical exam and TB test.
4. The student will maintain personal liability insurance.
5. Students may be required to sign a release of medical records.

## STUDENT RESPONSIBILITIES

The student:

1. Will receive the approval of the RCP preceptor instructor before enrolling in the program.
2. Will have and will follow written hospital or agency policies and respiratory care procedures with the health care agency.
3. Will only participate in any phase of health care in which he/she has received proper instruction and supervision, either by the preceptor or the respiratory care faculty.
4. Will engage in respiratory care actions only when his/her preceptor, or designated substitute, is present for supervision and evaluation.
5. Will assume full responsibility and accountability for his/her actions.
6. Will attend all meetings scheduled by the preceptor and/or RCP preceptor instructor.
7. Assumes responsibility for notifying the preceptor when he/she is unable to meet the schedule.
8. Will collaborate with the preceptor in the selection of clinical experiences that will enable the student to meet the objectives.
9. Is to wear the appropriate uniform and identification nametag while in the health care agency.
10. Must complete all forms in the RCP preceptorship packet.
11. Will notify the preceptor and the RCP preceptor instructor if the student chooses to withdraw prior to its completion.

## QUALIFICATIONS OF THE SUPERVISOR (PRECEPTOR)

1. Registered Respiratory Therapist possessing an active California license, who has had a minimum of one year's recent experience in the area of respiratory care practice in which he/she will be precepting.
2. Employee in good standing in the health care agency participating in the respiratory care preceptorship program.
3. Has expressed a desire to work with a student in the preceptor role.
4. Is able to communicate effectively with patients, faculty, students, and physicians.

## RESPONSIBILITIES OF SUPERVISOR (PRECEPTOR)

1. Work on a cooperative basis with the instructor in coordinating the experience for the student.
2. While retaining responsibility for the patient's respiratory care, the preceptor assumes the full responsibility for the student at the health care agency during the rotation.
3. Review the objectives supplied by the student.
4. In collaboration with the student, select learning experiences that will enable the student to meet the written objectives.



5. Give the student daily feedback regarding his/her clinical performance.
6. Assist faculty to complete an evaluation of student performance by submitting a written evaluation.
7. Notify faculty when and if any difficulties arise during the course.
8. Have the right to refuse to assume responsibility for the student. If this occurs, the student is to leave the agency immediately, and a written description of the incident(s) and reason(s) for refusing to continue supervision shall be sent to the RCP preceptor instructor.
9. In the event of illness and/or absence, make arrangements for a substitute preceptor after notifying the faculty member and gaining approval for the recommended substitute. The substitute must meet the qualifications of a preceptor.
10. Is encouraged to attend informational meetings held at the health care agency prior to onset of the preceptorship.

#### ROLE OF FACULTY (RCP PRECEPTOR INSTRUCTOR)

1. Assume management of preceptor program and final student outcome.
2. Select preceptors according to stated preceptor qualifications.
3. Coordinate with the education director and provide them and the preceptor with the student names, dates and hours of clinical experience.
4. Schedule meetings with the students prior to the start of the preceptorship, as needed.
5. Provide appropriate advice and counsel to the student.
6. Collaborate with preceptor in order to evaluate student performance.
7. Evaluate preceptor effectiveness.
8. Evaluate preceptor program as needed.

## **RCP Preceptor Student Requirements**

To participate in the Associate Degree Respiratory Care Preceptor program, students must:

1. Complete a minimum of 60 clinical hours.
2. Complete objectives that demonstrate the skills to be learned.
3. Write a typed 1 page paper discussing completed objectives, what I learned during the experience, and how I can improve my performance in the future.
4. Complete, sign, and submit all forms to the Preceptor Coordinator.

ANTELOPE VALLEY COLLEGE  
Corporate and Community Education  
RCP Preceptor Student Request Form

Student Name: \_\_\_\_\_

Semester entering in RCP program: \_\_\_\_\_

**Student Request:**

Anticipated number of precepting hours: \_\_\_\_\_

Preferred Clinical Facility: \_\_\_\_\_

Preferred Area of Nursing: \_\_\_\_\_

Preferred Shift (circle)      0700-1930      1900-0730

Preceptor Name: \_\_\_\_\_

I understand that assignments are made at the discretion of the instructor and the contracted facility based on availability. Any special requests for changes must be made within one week of receiving the assignment. I will contact the Preceptor Coordinator as soon as possible if problems occur.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Assignment to be completed by Preceptor Coordinator:**

Clinical Facility: \_\_\_\_\_ Unit: \_\_\_\_\_

Preceptor's Name: \_\_\_\_\_ Shift: \_\_\_\_\_

Preceptor's work phone number: \_\_\_\_\_

\_\_\_\_\_  
RCP Preceptor Coordinator's Signature

\_\_\_\_\_  
Date

ANTELOPE VALLEY COLLEGE

Corporate and Community Education  
RCP Preceptor Student Enrollment form

Date: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**To participate in the Associate Degree Respiratory Care Preceptor program, I must:**

1. Complete a minimum of 60 clinical hours to receive a certificate of completion.
2. Complete the preceptorship objectives satisfactorily.
3. Write a typed paper discussing the objectives, including what I learned during the clinical experience and how I can improve my performance in the future.
4. Complete, sign and submit all forms, including the written paper to the Preceptor Coordinator.

**I have read and agree to comply with the above requirements:**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

ANTELOPE VALLEY COLLEGE

Corporate and Community Education  
RCP Preceptor Objectives

Student: \_\_\_\_\_

Preceptor: \_\_\_\_\_

Facility: \_\_\_\_\_ Unit: \_\_\_\_\_

Please place an "S" for Satisfactory or a "U" for Unsatisfactory in the boxes below.

#	Objectives: At the end of the preceptorship, the student will be able to:	Preceptor	Student
1.	Perform an independent, thorough and accurate head-to-toe and focused assessment.		
2.	Complete the flow sheets correctly, chart a focused assessment and appropriately document events throughout the shift.		
3.	Identify medication categories and administer medications using the six rights and explain rationale for giving, adverse effects, respiratory care implications and effectiveness.		
4.	Consistently fulfill established respiratory care priorities of care in the allotted time.		
5.	Utilize teaching/learning principles educate the patient and/or caregiver regarding health care issues.		
6.	Maintain professional appearance, accountability and responsibility.		

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preceptor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RCP Preceptor Program Timesheet of Student Hours Worked

Current Date: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Daily Hours Worked for the Month of _____							
1	6	11	16	21	26	31	Total Monthly Hours <hr/>
2	7	12	17	22	27		
3	8	13	18	23	28		
4	9	14	19	24	29		
5	10	15	20	25	30		

Daily Hours Worked for the Month of _____							
1	6	11	16	21	26	31	Total Monthly Hours <hr/>
2	7	12	17	22	27		
3	8	13	18	23	28		
4	9	14	19	24	29		
5	10	15	20	25	30		

Daily Hours Worked for the Month of _____							
1	6	11	16	21	26	31	Total Monthly Hours <hr/>
2	7	12	17	22	27		
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5	10	15	20	25	30		

Daily Hours Worked for the Month of _____							
1	6	11	16	21	26	31	Total Monthly Hours <hr/>
2	7	12	17	22	27		
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4	9	14	19	24	29		
5	10	15	20	25	30		

Daily Hours Worked for the Month of _____							
1	6	11	16	21	26	31	Total Monthly Hours <hr/>
2	7	12	17	22	27		
3	8	13	18	23	28		
4	9	14	19	24	29		
5	10	15	20	25	30		

Total Hours Completed \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Preceptor's Signature

<i>Date to CCC:</i>	9/20/11	<i>Date reviewed by CCC:</i>	9/21/11	<i>Due date: Revisions due to Board within 60 days (BP 2410).</i>	11/4/11
<i>Reason for review: This policy was revised to comply with recently enacted U.S. Department of Education regulations. (CCLC Update 8/11)</i>					
<i>Academic and professional matter?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AP&amp;P):</i>	AP&P	
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>	11/4/11	
<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>Affects 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>		

## BP 4020 Program, Curriculum, and Course Development

Reference:

**Education Code Section 70901(b), 70902(b); 78016, Title 5, Section 51000, 51022, 55100, 55130, 55150 U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.**

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Academic Senate shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Program and curriculum development includes, but is not limited to, procedures for new, revised, or deleted courses and programs, the establishment of prerequisites, advisories, and limitations on enrollment, and procedures for changes in course number, title, units, repeatability, maximum class size, or hours. As specified in BP 2510, the Board of Trustees agrees to "rely primarily" on the Academic Senate in matters pertaining to Academic and Professional Matters, (1) Curriculum, including establishing prerequisites and (4) Education program development.

All new courses and programs, including program deletions, shall be approved by the Board.

All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Nondegree-applicable credit and degree-applicable credit courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

### **Credit Hour**

**Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.**

**The [CEO] will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.**

**The [ CEO ] shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The [ CEO ] shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.**

See Administrative Procedures #4020 and #4021

Adopted: 2/6/06

Revised: 3/10/08

**Revised:**

<i>Date to CCC:</i>	9/22/11	<i>Date reviewed by CCC:</i>	10/5/11	<i>Due date: Revisions due to Board within 60 days (BP 2410).</i>	11/4/11
<i>Reason for review: This procedure was revised to comply with recently enacted U.S. Department of Education regulations. (CCLC Update 8/11)</i>					
<i>Academic and professional matter?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AP&amp;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>Affects 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 4020 Program and Curriculum Development

Reference:

**Title V Sections 51021, 55000 et seq., 55100 et seq.; Accreditation Standards II.A.; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.**

Procedures for course and program development, review, approval, and evaluation processes; designated responsibility and authority for development, review, and approval of courses; time lines for the process, required forms, and publication of curriculum changes; and the criteria and standards for all program and curriculum development can be found in the Academic Policies and Procedures Committee "Standards & Practice Handbook," available on the AVC Intranet.

**Note: This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations**

**For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:**

- **One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for**



approximately [15 weeks for one semester or trlmester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of work over a different amount of time; or

- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

2/6/06

Revised:

<i>Date to CCC:</i>	9/22/11	<i>Date reviewed by CCC:</i>	10/5/11	<i>Due date:</i> Revisions due to Board within 60 days (BP 2410).	11/4/11
<i>Reason for review: This procedure was revised to reflect recent changes to the Title 5 Regulations regarding prerequisites and co-requisites. (CCLC Update 8/11)</i>					
<i>Academic and professional matter?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AP&amp;P):</i>		<i>AP&amp;P (review), Matriculation Committee (information only)</i>
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>		12/1/11
<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>Affects 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 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment**

Reference:

***Title 5, Sections 55000 et seq.***

**Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review.**

Antelope Valley College establishes pre-requisites, co-requisites, advisories, and limitations on enrollment in accord with the California Community Colleges Model District Policy

developed by the Chancellor's Task Force. The following procedures assure compliance with the Model District Policy.

1. Information in the Catalog and Schedule of Courses.

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree applicable basic skills courses, prerequisite and satisfactory grade.

2. Challenge Process

- A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
  - 1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
  - 2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.
- B. Grounds for challenge shall include the following:
  - 1. Those grounds for challenge specified in Title 5, Section 55201(f).
  - 2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
  - 3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
  - 4. The student has the obligation to provide documented satisfactory evidence that the challenge should be upheld. However, where facts essential to a

determination of whether the student's challenge should be upheld or ought to be in the college's own records, then the college has the obligation to produce that information.

C. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Section 53200-53204 **and within the limits set forth in** of Title 5 **Section 55003**. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, and advisories on recommended preparation, and limitations on enrollment only if:
  - a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
    - (1) Approve the course; and,
    - (2) As a separate action, approve any prerequisite or co-requisite, only if:
      - (a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
        - (i) involvement of faculty with appropriate expertise;
        - (ii) consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
        - (iii) be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
        - (iv) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
        - (v) identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
        - (vi) matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
        - (vii) maintain documentation that the above steps were taken.

(b) ~~The prerequisite or co-requisite meets the scrutiny specified in one of the procedures for review of individual courses (see below), and specify which.~~

(3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.

(4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.

(5) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.

(6) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.

b) A course which should have a prerequisite or co-requisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:

(1) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or

(2) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.

c) The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.

4. Program Review. As a regular part of the program review process or at least every six years, **except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years,** the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.

5. Implementing Prerequisites, Co-requisites, and Limitations on Enrollment. Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must

meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.

6. Instructor's Formal Agreement to Teach the Course as Described. Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

#### Review of Individual Courses:

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

#### ~~1. Prerequisites and Co-requisites~~

~~A. Levels of Scrutiny. Prerequisites and co-requisites must meet the requirements of at least one of the following subsections:~~

- ~~1. The Standard Prerequisites or Co-requisites. The college may establish satisfactory completion of a course as prerequisite or co-requisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the curriculum committee as provided above, the college specifies as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or co-requisite(s). Any combination of University of California campuses and California State University campuses is acceptable in satisfaction of this requirement.~~
- ~~2. Sequential Courses Within and Across Disciplines. A course may be established as a prerequisite or co-requisite for another course provided that, in addition to the review by faculty in the department or discipline and by the curriculum committee as described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.~~
- ~~3. Courses in Communication or Computation Skills. Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course by course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or co-requisite for any course other than another course in communication or computation skills if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:~~

- a) ~~A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record; and~~
- b) ~~Research is conducted as provided above.~~

~~The prerequisite or co-requisite may be established for a period of not more than two years while the research is being conducted provided that a determination is made that a student who lacks the particular skills is highly unlikely to receive a satisfactory grade because a sufficient percentage of the grade is directly dependent on these skills. This determination must be approved both by the faculty in the discipline and by the curriculum committee as provided above and must be based on a review of the syllabus as well as samples of tests and other assignments on which the grade is based.~~

- 4. ~~Cut Scores and Prerequisites. Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the prerequisites for the associated courses. If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the problems are resolved, and sufficient data exist to establish the cut scores. In such a case, the collection of these data shall be done in the manner prescribed above in addition to other requirements of law. Such a prerequisite may be changed to an advisory on recommended preparation while the problems are being resolved.~~
- 5. ~~Programs. In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.~~
- 6. ~~Health and Safety. A prerequisite or co-requisite may be established provided that, in addition to the review by faculty in the department or division and by the curriculum committee as provided above:~~
  - a) ~~The course for which the prerequisite is proposed is one in which the student might endanger his or her own health and safety or the health and safety of others; and~~
  - b) ~~The prerequisite is that the student possesses what is necessary to protect his or her health and safety and the health and safety of others before entering the course.~~
- 7. ~~Recency and Other Measures of Readiness: Recency and other measures of readiness may be established as a prerequisite or co-requisite only if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:~~
  - a) ~~A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.~~
  - b) ~~Data are gathered according to sound research practices in at least one of the following areas:~~
    - (1) ~~The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite or co-requisite is necessary.~~

~~(2) Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or co-requisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in courses or other indicators that the student was or was not ready to take the course.~~

~~(3) Comparison of students' performance at any point in the course with completion of the proposed prerequisite or co-requisite.~~

~~(4) Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question as described above.~~

~~e) The standard for any comparison done shall be that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite or co-requisite. The research design, operational definitions, and numerical standards, if appropriate, shall be developed by research personnel, discipline faculty, and representatives of the academic senate. If the evidence fails to meet the standard established, each college may establish the proposed prerequisite or co-requisite as a recommended preparation and may seek to establish it as a prerequisite or co-requisite only by following the process described in this policy and any applicable college policies.~~

~~d) If the curriculum committee has determined as provided in these procedures that a new course needs to have a prerequisite or co-requisite, then the prerequisite or co-requisite may be established for a single period of not more than two years while research is being conducted and a determination is being made, provided that:~~

~~(1) All other requirements for establishing the prerequisite or co-requisite have already been met; and~~

~~(2) Students are informed that they may enroll in the course although they do not meet the prerequisite. However, students who lack the prerequisite may not constitute more than 20% of those enrolled in any section of the course.~~

~~Prerequisites and co-requisites that are exempt from review at the time they are, or were, established are not eligible for this exception, and the research must be conducted during the six years before they must be reviewed.~~

~~B. Additional Rules. Title 5, Section 55202 specifies additional rules, which are to be considered part of this document as though reproduced here.~~

- ~~2. Advisories on Recommended Preparation. The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.~~
- ~~3. Limitations on Enrollment. The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The~~



following requirements must also be met in order to establish these particular limitations on enrollment.

- A. Performance Courses. The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
  2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

- B. Blocks of Courses or Sections. Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

**2/6/06**

**Revised: 3/10/08**

**Revised:**

<b>Date to CCC:</b>	9/22/11	<b>Date reviewed by CCC:</b>	10/5/11	<b>Due date:</b> Revisions due to Board within 60 days (BP 2410).	11/4/11
<b>Reason for review: This procedure was revised to reflect recent changes to the Title 5 Regulations regarding withdrawal. (CCLC Update 8/11)</b>					
<b>Academic and professional matter?</b>	Yes	No	<b>If yes, assigned for review by (e.g. AP&amp;P):</b>	AP&P, L. Trimble	
			<b>Approval/rejection/changes due to Superintendent/President's Office by (date):</b>	12/1/11	
<b>Collective bargaining issue?</b>	Yes	No	<b>If yes, assigned for review by (e.g. AVCFT):</b>		
			<b>Approval/rejection/changes due to Superintendent/President's Office by:</b>		
<b>Affects all campus constituencies?</b>	Yes	No	<b>If yes, CCC members responsible for sending to constituents for input.</b>		
			<b>Input/suggestions/objections due to CCC recording secretary by:</b>		
			<b>Approval/rejection/changes due to Superintendent/President's Office by:</b>		
<b>If none of the above, does policy/procedure need further review?</b>	Yes	No	<b>If yes, assigned for review by (e.g. Dean of Enrollment Services):</b> <b>If no, submit to Board for information at next meeting</b>		
			<b>Approval/rejection/changes due to Superintendent/President's Office by:</b>		

## AP 5013 Students in the Military

Reference:

**Education Code Sections 68074, 68075, 68075.5; Title 5, Section 55023, 55024, 54041, 54042, 54050, 58620**

### Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.

A parent who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a

resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (*Title 5, Sections 54041; 54042*)

#### **Withdrawal Policies for Members of the Military**

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. **Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals.**

**2/6/06**

**Revised: 1/8/07**

**Revised: 12/10/07**

**Revised:**