

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: March 12, 2015
LOCATION: BE 324 – Computer Room
TIME: 3:06 p.m.

| MEMBERS PRESENT | | | MEMBERS ABSENT |
|---------------------|----------------|-----------------------|---|
| Jeffrie Ahmad | Lisa Karlstein | Bonnie Suderman | Karen Cowell, CTE Dean Raul Curiel, ASO Rep Luis Echeverria, SS Rep Cynthia Littlefield, Div. 5 Rep Les Uhazy, Academic Dean Darcy Wiewall, Div. 4 Rep |
| Nancy Bednar, proxy | Scott Lee | Deborah Sullivan-Ford | |
| Jennifer Corona | Cynthia Lehman | Mary Rose Toll | |
| Tooraj Gordi | Mark McGovern | LaDonna Trimble | |
| Lee Grishman, proxy | Joe Owens | Denise Walker | |
| Linda Harmon | | | |
| GUESTS PRESENT | | | |
| Mark Hoffer | Kyle Jacobsen | | |

2014-2015
Academic Policies & Procedures Committee Meeting No. 8
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the March 12, 2015 AP&P Committee Meeting to order at 3:06p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:06p.m. Motion carried.

A motion was made and seconded to table item 3a and 3c and remove items 5a and 5b. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Mrs. Linda Harmon welcomed member to the meeting. She reminded committee member of the upper division course development approval process discussion from the last meeting and requested the minutes to note the report deadline for the taskforce, which is set as April 23, 2015. Dr. Lee Grishman, Dr. Scott Lee, Ms. Jeffrie Ahmad, Dr. Darcy Wiewall, Dr. L. Tom O'Neil, Dr. Les Uhazy, and Mrs. Linda Harmon agreed to participate on the taskforce. It was also noted though that Dr. Karen Cowell, CTE Dean, should also participate on the taskforce as she has a wealth of knowledge on this topic.

3. APPROVAL OF MINUTES

a. November 13, 2014 Minutes

Tabled per motion above.

b. December 11, 2014 Minutes

A motion was made and seconded to approve the minutes for December 11, 2014. Motion carried.

c. February 26, 2014 Minutes

Tabled per motion above.

4. INFORMATIONAL ITEMS

a. 2015-16 AP&P Deadline – Courses and Programs need to be approved by 12/11/2015 for Fall 2015 inclusion

- CORs due 2014-2015 academic year – List at the end of the agenda
- CORs due 2015-2016 academic year – Handout
- TMC Degrees that may need to be developed and brought to AP&P – List at the end of the agenda
- C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda

Ms. Linda Harmon indicated the list of courses due the next academic year will be made available soon for committee members to share with their divisions. Clarification was requested as to the year the approved courses would be implemented. A correction to the agenda was noted as these courses would be effective Fall 2016 if approved by 12/11/2015.

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

- IGETC
 1. AJ 204 – Area 4J
 2. GEOG 110 – Area 4E
 3. MATH 128 – Area 2A
 4. PSY 200 – Area 4I
 5. SOC 116 – Area 4J
 6. SPAN 110SS – Area 6A
 7. SPAN 210SS – Area 6A
 8. SPAN 220SS – Area 3B and Area 6A
- UC Transferable
 1. MATH 128
 2. SPAN 220SS
 3. THA 121A
 4. THA 121B
- CSU/GE
 1. AJ 210 – Area D10
 2. AJ 204 – Area D10
 3. ART 136 – Area C1
 4. CFE 211 – Area D7
 5. GEOG 110 – Area D5
 6. HD 102 – Area E
 7. KIN 100 – Area E
 8. MATH 128 – Area B4
 9. PSY 200 – Area D9
 10. SOC 116 – Area D4
 11. SOC 116 – Area D7
 12. SOC 116 – Area D10
 13. SPAN 110SS – Area C2
 14. SPAN 210SS – Area C2
 15. SPAN 220SS – Area C2
 16. THA 115B
 17. THA 116B
 18. THA 117B
 19. THA 118B
 20. THA 121B
- CSU Transferable
 1. FTEC 111
 2. FTEC 112
 3. FTEC 113
 4. FTEC 114
 5. FTEC 117
 6. MATH 105
 7. MATH 128
 8. NS 200A
 9. SPAN 220SS
 10. THA 121A
 11. THA 121B
 - 12.

Dr. Grishman, Articulation Officer, expressed concerns with keeping this item on the agenda as an informational item. He indicated that the CSU and IGETC review of courses takes time and an item like this will be listed for a long time before and change to their status can be reported on. Mrs. Melissa Jauregui gave historical information regarding the placement of this item on the agenda, which was initially done to track the progress of these requests so they can be reported back to the requesting discipline faculty member. Dr. Grishman suggested he and Linda reevaluate the need to list the item on every agenda.

5. DISCUSSION ITEM

~~a. Corporate and Community Ed course approval process~~

~~b. Noncredit Course Development~~

Removed per approved motion above.

c. CurricUNET Workshop Schedule

Mrs. Linda Harmon reminded committee members to contact Mrs. Melissa Jauregui to schedule their CurricUNET workshop.

d. Incomplete Grading Policy

Dr. Bonnie Suderman, VP Academic Affairs and AP&P Co-chair, distributed two items for the committee's consideration. The first item outlined the current AP 4230 language, AVC college catalog glossary pertaining to this subject, AVC college catalog Academic Policies/Programs language and the purposed language to replace the prior item. She indicated that faculty have been allowing students to receive an "I" (Incomplete Grade) for reasons not allowed under Title 5. To be eligible students must be in good standing for most of the semester but are unable to complete academic work for unforeseeable, emergency, or justifiable reasons. A student who attended the first couple weeks and disappeared only to reappear right before the final is not eligible to receive an "I" (Incomplete Grade). The second item distributed is a Draft of the new form Contract for Award of Incomplete Grade, which will require student, faculty and dean to approve the request. Dr. Suderman wished to clarify that it is not the intent that a dean approve a request of this nature but rather to approve the appropriate timeline is adhered to and the assignment for the student to complete is within the parameters of the course content. After a moment, the AP&P committee members requested clarification on the Title 5 language requirements for the awarding of an "I" (Incomplete Grade). Mr. Mark McGovern felt it would be more appropriate to identify a percent completion for full-term courses, similar to short-term, intersession, and summer courses. He further explained many course have culminating assignments due at the end of the semester such that a student would not have completed much of a course by the twelfth week. Dr. Suderman did not think Title 5 specifically spoke to percent of course completed but offered to add the information and send it to the committee for review with their divisions. Mrs. Linda Harmon asked that member speak with their division via a division meeting or send the information to all faculty via email requesting feedback. All division representatives should be able to report back by April 23, 2015. This item will also be an action item at that meeting.

6. ACTION ITEM

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

- i. **ENGL 265, Literature and Film**
 - **Changed maximum enrollment from 35 to 30**
A motion was made and seconded to approve the maximum enrollment reduction for ENGL 265. Mr. Mark Hoffer was present once again to answer questions pertaining to the enrollment reduction. After a brief moment, the committee agreed 30 was appropriate. Motion carried.
- b. **Third Reading: Substantial Course Revision (COR Complete / SLO Complete)**
 - i. **ENGL 221, American Literature, 1400-1865**
 - **Changed maximum enrollment from 35 to 30**
 - ii. **ENGL 222, American Literature, 1865-Present**
 - **Changed maximum enrollment from 35 to 30**
 - iii. **ENGL 225, English Literature, 800-1750**
 - **Changed maximum enrollment from 35 to 30**
 - iv. **ENGL 227, English Literature, 1750-Present**
 - **Changed maximum enrollment from 35 to 30**
 - v. **ENGL 230, World Literature 1**
 - **Changed maximum enrollment from 35 to 30**
 - vi. **ENGL 231, World Literature 2**
 - **Changed maximum enrollment from 35 to 30**
 - vii. **ENGL 235, Shakespeare: Tragedies and Histories**
 - **Changed maximum enrollment from 35 to 30**
 - viii. **ENGL 236, Shakespeare: Comedies, Romances, and Sonnets**
 - **Changed maximum enrollment from 35 to 30**
 - ix. **ENGL 240, Studies in Poetry**
 - **Changed maximum enrollment from 35 to 30**
 - x. **ENGL 242, Studies in Fiction**
 - **Changed maximum enrollment from 35 to 30**
 - xi. **ENGL 246, Studies in Drama**
 - **Changed maximum enrollment from 35 to 30**
 - xii. **ENGL 250, Cross-Cultural Literature in America**
 - **Changed maximum enrollment from 35 to 30**
 - xiii. **ENGL 253, African American Literature**
 - **Changed maximum enrollment from 35 to 30**
 - xiv. **ENGL 256, Hispanic and Latin American Literatures**
 - **Changed maximum enrollment from 35 to 30**
 - xv. **ENGL 257, Native American Literature**
 - **Changed maximum enrollment from 35 to 30**
 - xvi. **ENGL 259, Gender, Image, and Rhetoric**
 - **Changed maximum enrollment from 35 to 30**
 - xvii. **ENGL 279, Science Fiction and Dystopic Literature**
 - **Changed maximum enrollment from 30 to 30**
 - xviii. **ENGL 299, Special Topics in Literature**
 - **Changed maximum enrollment from 30 to 30**

A motion was made and seconded to approve the maximum enrollment reduction for those courses listed under 6b. Mr. Mark Hoffer was present once again to answer questions pertaining to the enrollment reduction. After a brief moment, the committee agreed 30 was appropriate. Motion carried.

7. INFORMATIONAL ITEM

- a. **SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

| Area of Study | CCCCO Template | Articulation Agreements | PLO | Recommended Plan of Study | CurricUNET Status |
|-------------------------------------|--------------------|-------------------------|-----|---------------------------|-------------------------------|
| 1. Agriculture Animal Sciences | X | | | | Not developing |
| 2. Agriculture Business | X | | | | Not developing |
| 3. Agriculture Plant Sciences | Available 2/1/2015 | | | | |
| 4. Biology | Available 2/1/2015 | | | | |
| 5. Chemistry | | | | | |
| 6. Child and Adolescent Development | Available 2/1/2015 | | | | |
| 7. Computer Science | X | | | | Can develop but units are too |

| | | | | | |
|--|--------------------|--|--|--|--|
| | | | | | high |
| 8. Elementary Teacher Education | X | | | | Cannot develop, no full-time faculty in area |
| 9. Film, Television and Electronic Media | Available 2/1/2015 | | | | Cannot develop, no full-time faculty in area |
| 10. Journalism | X | | | | Cannot develop, no full-time faculty in area |
| 11. Nutrition and Dietetics | | | | | |

b. AA-T/AS-T Degrees Submitted for CCCCCO Review and Approval

12. Economics 13. Spanish

Mrs. Melissa Jauregui informed the committee that no new information is available for these degree which were submitted for Chancellor's Office consideration in December. As of today, they remain at secondary review.

d. AA-T/AS-T Degrees CCCCCO Reviewed and Approved

14. Theatre Arts

Mrs. Melissa Jauregui informed the committee of the recent Chancellor's Office approval of the ADT in Theatre Arts.

e. C-ID REPORT FOR TMC's

| COURSE | C-ID DESC. | STATUS | EXPIRES | ADT | STATUS |
|----------------------|------------|--------------|------------|------------------------------|------------------------|
| AJ 101 | AJ 110 | CONDITIONAL | 11/20/2014 | Administration of Justice | |
| AJ 102 | AJ 120 | CONDITIONAL | 6/9/2015 | Administration of Justice | |
| AJ 210 | AJ 160 | CONDITIONAL | 6/9/2015 | Administration of Justice | |
| ART 101 | ARTH 110 | NOT APPROVED | | Studio Arts; and Art History | |
| ART 104 | ARTH 150 | NOT APPROVED | | Studio Arts; and Art History | |
| BIOL 201 | BIOL 110B | CONDITIONAL | 10/18/2015 | Anthropology Kinesiology | |
| BIOL 202 | BIOL 120B | CONDITIONAL | 9/27/2015 | Kinesiology | |
| CA 103 | BUS 140 | NOT APPROVED | | | |
| CFE 101 | ECE 120 | CONDITIONAL | 11/16/2015 | Early Childhood Ed | |
| CFE 116 | ECE 230 | CONDITIONAL | 4/29/2015 | Early Childhood Ed | |
| CFE 211 | ECE 220 | CONDITIONAL | 4/29/2015 | Early Childhood Ed | |
| CHEM 110 | CHEM 110 | NOT APPROVED | 1/16/2015 | Kinesiology Geology | |
| ERSC 101 | GEOL 121 | NOT APPROVED | | | |
| JOUR 123 | JOUR 210 | NOT APPROVED | | | |
| MATH 130 | MATH 150 | CONDITIONAL | 8/4/2015 | | Replaced with MATH 128 |
| MUS 101 | MUS 100 | CONDITIONAL | 1/20/2016 | | |
| PHYS 101 PHYS 102 | PHYS 100S | CONDITIONAL | 2/13/2014 | | |
| PHYS 101 | PHYS 105 | CONDITIONAL | 2/13/2014 | Kinesiology | |
| PHYS 102 | PHYS 110 | CONDITIONAL | 2/13/2014 | | |
| SOC 200 | SOCI 120 | CONDITIONAL | 2/4/2015 | | |

Mrs. Linda Harmon request all AP&P representatives who support faculty in the disciplines noted in this section to get in contact with the appropriate person to ensure these are reviewed, revised and approved as soon as possible.

f. 2014-2015 Course by Division that need to be revised and submitted to AP&P

| Div | Course | UC Transferable | Last Offered | Scheduling Restrictions | Status |
|-----|----------|-----------------|--------------|-------------------------|------------------------|
| D1 | AUTO 198 | | | Cannot schedule 15-16 | |
| D1 | CA 221 | Yes | | Cannot schedule 15-16 | Submitted |
| D2 | MATH 130 | Yes | | Cannot schedule 15-16 | Deactivation Submitted |
| D3 | JOUR 123 | Yes | | Cannot schedule 15-16 | Submitted |

| | | | | | |
|----|----------|-----|--|-----------------------|-----------|
| D4 | AJ 201 | Yes | | Cannot schedule 15-16 | |
| D4 | AJ 800 | | | Cannot schedule 15-16 | |
| D4 | AJ 810 | | | Cannot schedule 15-16 | |
| D4 | HIST 112 | Yes | | Cannot schedule 15-16 | Submitted |
| D5 | KIN 210 | Yes | | Cannot schedule 15-16 | Submitted |
| D5 | PHOT 250 | Yes | | Cannot schedule 15-16 | |

8. ADJOURNMENT

A motion was made and seconded to adjourn the 3/12/15 AP&P Committee meeting at 3:32 p.m. Mrs. Linda Harmon thanked the committee members for attending and she will see them in a few weeks. Motion carried.

NON-DISCRIMINATION POLICY

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