

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: December 8, 2011  
LOCATION: BE 321 – Computer Room  
TIME: 3:02 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Jeffrie Ahmad, Faculty	Linda Harmon, Faculty	Lee Grishman, Articulation
Beverly Beyer, Faculty	Tom Hutchison, Faculty	
Maria Clinton, Cochair	Lisa Karlstein, Faculty	
Richard Coffman, Faculty	Scott Lee, Faculty	
De'Nean Coleman-Carew	Cynthia Littlefield, Faculty	
Margaret Drake, Dean	Mrs. Sharon Lowry, V. P. Academic Affairs	
Chris Dundee, ASO Student	LaDonna Trimble, Dean	
Tooraj Gordi, Faculty	Les Uhazy, Dean	
	Darcy Wiewall, Faculty	
<u>GUESTS PRESENT</u>		
Freddy Aviles	Tom Graves	Tom O'Neil
David Babb	Jessica Harper	Lucia Pozo
Ed Beyer	Robert Harris	Ann Rees
Bud Boccock	Maria Kelly	Andrea Sanders
Magdalena Capriou	Cynthia Kincaid	Rich Sim
Joseph Esdin	Jonet Leighton	Wendy Stow
Robert Falb	Jerry Lewis	Mary Rose Toll
Diane Flores-Kagan	Jacquelynn Lott	Eugenie Trow
Charlotte Forte-Parnell	Rick Motawakel	Cindy Walter

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

**1. CALL TO ORDER AND ROLL CALL**

A motion was made and seconded to call the December 8, 2011 AP&P Committee Meeting to order at 3:02 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:02 p.m. Motion carried.

**2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**

Ms. Maria Clinton stated that there are a lot of new courses that have been developed over this semester. She would like to encourage the committee to take a particularly close look at those courses and ask the question of whether or not these are basic skills, transfer or associate degree, or CTE courses. This is our core mission and it is not always easy to say no to a colleague but we have to decide whether the courses being brought to our committee are appropriate. She continued to state that in these difficult times we need to be certain that the course we approve meet the mission set forth by the state because a lot of colleges did not say no in previous year, which is the reason community colleges are currently in this situation. She also reminded the committee that if an existing course that carries repeatability is broken into parts, the faculty member cannot develop more than three levels, beginning, intermediate and advance, which the unit value of those courses cannot exceed the original course. The original course would then be made obsolete once the three new courses are approved and offered in an overlay format when scheduled. Also these courses have to qualify as core courses of a degree for transfer to a four-year college.

**3. APPROVAL OF MINUTES**

- a. **October 13, 2011**
- b. **October 27, 2011**
- c. **November 8, 2011 – Consent Agenda, Email Approval**

A motion was made and seconded to table items 3a-c. Motion carried.

**4. ACTION ITEMS – Consent Items – Non-Substantial Course Revisions**

- a. **AJ 205, Criminal Investigation**
- b. **CCA - BIOL 103, 103L, Introduction to Botany**
- c. **CCA - BIOL 170, Tropical Biology**
- d. **CCA - 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. **CCA - MATH 120, Math for Teachers**
- j. **REC 102, Recreational Leadership**
- k. **CCA - SPAN 101HL, Elementary Spanish for Heritage Learners I**

Ms. Maria Clinton requested a motion to approve items 4a-k Consent Items for Non-Substantial course revisions. A motion was made and seconded to approve items 4a-k. Motion carried. A second motion was made and seconded to approve the course content for 4b-d, 4i, and 4k. Motion carried.

#### 5. **ACTION ITEMS – First Reading – Course Revisions**

##### a. **RADT 107, Radiographic Positioning and Procedures II**

A motion was made and seconded to approve the course revisions made to RADT 107, Radiographic Positioning and Procedures II. Ms. Maria Kelly was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried.

##### b. **RADT 108, Advanced Principles of Exposure**

A motion was made and seconded to approve the course revisions made to RADT 108, Advanced Principles of Exposure. Ms. Maria Kelly was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried.

##### c. **RADT 201, Radiologic Tech Clinical Practicum III**

A motion was made and seconded to approve the course revisions made to RADT 201, Radiologic Tech Clinical Practicum III. Ms. Maria Kelly was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried.

##### d. **RADT 202, Radiographic Pathology**

A motion was made and seconded to approve the course revisions made to RADT 202, Radiographic Pathology. Ms. Maria Kelly was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried.

##### e. **RADT 203, Fluoroscopic Imaging and Radiation Protection**

A motion was made and seconded to approve the course revisions made to RADT 203, Fluoroscopic Imaging and Radiation Protection. Ms. Maria Kelly was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried.

##### f. **CCA - CFE 106, Creative Experiences for Children**

- Adding Limitation on Enrollment, Changing LHE earned from Lecture/Lab to Lecture

A motion was made and seconded to approve the course revisions made to CFE 106, Creative Experiences for Children. Ms. Andrea Sanders was present to discuss the changes made to the course. Ms. Maria Clinton stated that a question was noted in CurricUNET requesting that the word required be removed from the homework section, and another note stated that Limitation on Enrollment was potentially problematic. Ms. Sanders explained that the LHE calculations were always lecture she thought. Ms. Clinton asked that she meet with the Dean and Faculty regarding the change to the course description for the limitation on enrollment and clarification on the LHE. Motion carried pending the resolution of those two items. A second motion was made and seconded to approve the course content for to CFE 106, Creative Experiences for Children. Motion carried.

##### g. **CFE 120, Infant/Toddler Development (Online Only)**

-Non-Substantial Revisions to COR, Approved 10/13/11

A motion was made and seconded to approve the course revisions made to CFE 120, Infant/Toddler Development (Online Only). Ms. Andrea Sanders was present to discuss the changes made to the course. Ms. Maria Clinton stated that a question was noted in CurricUNET requesting that course management system be used in lieu of Blackboard, and the accessibility language be strengthened. Motion carried pending revisions are completed and the course resubmitted to AP&P by Friday, December 16, 2011.

##### h. **DM 113, Photoshop I**

-Adding prerequisite

-Increase material fee to \$20

A motion was made and seconded to approve the course revisions made to DM 113, Photoshop I. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Lisa Karlstein stated that an objective is noted on the course that indicates that the students will need to operate a digital camera and devices. She stated that this may indicate a necessity to add a prerequisite of a beginning digital photography class as well. Ms. Kincaid indicated that students need to work on their own images and therefore this needs to remain on the course without adding a prerequisite of beginning photography. Mrs. Sharon Lowry stated that this class is photoshop and not a photography course. Ms. Kincaid stated that these disciplines overlap greatly and students should be allowed to use their own images. Ms. Clinton stated that students can be allowed to use their own

images but this does not need to be noted as an objective on the course. Mrs. Drake also added that since there is not content that you are teaching to address aspects of camera operations, is camera operation a major course objective or is it just ancillary to the course. Ms. Kincaid stated that when this was originally approved by this committee this was not an issue, but if it is now required that content be added that speaks to this item, then she would add the information since this is an important component of the course. Ms. Karlstein requested clarification on the statement provided by Mrs. Drake, who clarified that this may still be done if it is removed from the objectives. Ms. Kincaid requested further clarification on whether the students could utilize the college camera equipment if this is removed from the objective. Ms. Karlstein provided the clarification that the current college policy is that you can only utilize the college camera equipment if the student is taking a class that teaches them how to utilize said equipment. Ms. Kincaid stated that would be problematic since students need to have access to the camera equipment. Mrs. Lowry stated again that this is not a photography class it is a photoshop class, and students can take and bring in their own photos. Mrs. Drake stated that there seems to be some overlap between two disciplines within the same division, and perhaps that needs to be clarified prior to review by this committee. Ms. Clinton stated that this item will be returned to the faculty for further revision. Motion failed.

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.

A motion was made and seconded to approve the course revisions made to THA 121, Theatre Production. Ms. Eugenie Trow and Jonet Leighton were present to discuss the changes made to the course. Ms. Maria Clinton stated that since this course is not part of a degree program for transfer the repeatability needs to be removed. Mrs. Sharon Lowry felt that the decrease in class size was appropriate for the course. Ms. Leighton confirmed that this course was in fact a pure lab course. Ms. Clinton also stated that the LHE, student hours, and units earned may need to be changed now that the course is no longer variable. Mrs. Drake stated that the SAM code is incorrect and should be changed to E. Non-Occupational. Motion carried.

*Mrs. Sharon Lowry requested that Maria Clinton give a statement regarding the repeatability issue and the changes that will be implemented in the next catalog. Ms. Clinton stated that a report will be generated over the intersession and presented to this committee in the Spring that will indicate which courses will be losing their repeatability since they do not meet the requirements. She also stated that this is only being done to clean up our local process and more changes could come later when the State and the Chancellor's Office come to an agreement on this topic. Ms. Lisa Karlstein asked if the faculty from those areas will be allowed to bring their courses forward with revisions so to prepare for this change. Ms. Clinton stated that leveling the course or splitting them out into several courses was frowned upon at the State level. If we allow this to be done, we would have to make sure that any course that is split into several courses also split the units and hours so that the student is not exceeding the number of hours and units of the original course, which this would also impact the LHE for the faculty. The instructors are stating that students need to repeat the course in order to perform the objectives at a higher level. The State responded to this argument by stating that if the students are not meeting the requirements of the course then they should be failed. Mrs. Lowry stated that our college is not any worse than any other college. Ms. Karlstein requested clarification on leveled courses where we currently have a beginning and advance course without an intermediate level class, each of the two being 3 units. Mrs. Lowry stated that if you have two established Course Outline of Records then that is all you get but the repeatability will not be allowed any more. Developing a middle class just to accommodate the loss of repeatability is not allowed at the State level.*

j. **CCA - THA 225, Introduction to Playwriting**

-Decrease class size

-Requesting AVC GE Area C

A motion was made and seconded to approve the course revisions made to THA 225, Introduction to Playwriting. Ms. Eugenie Trow and Jonet Leighton were present to discuss the changes made to the course. Ms. Maria Clinton stated that since this course is not part of a degree program for transfer the repeatability needs to be removed. She also requested comments from Dr. Grishman regarding the addition of the Area C AVC/GE, however Dr. Grishman was not present. Mrs. Sharon Lowry felt that the decrease in class size was not appropriate for the course since it is a writing course and the majority of English writing courses are at 30 student seats. Research was done during the meeting to identify those English courses that are at a lower approved maximum enrollment. Ms. Trow stated that her understanding was that the English creative writing course was approved at 25 student seats. She also stated that the course has not had 30 students enrolled which prompted her to lower the enrollment. Mrs. Lowry stated that if the course has never attracted 30 students then there is no reason to lower the enrollment. Mrs. Lowry stated that there is not a reasonable justification to lower the enrollment, especially since you have indicated that the course does not enroll to the maximum. Ms. Trow stated that students shop around for their courses and so they drop out. Ms. Clinton stated that the repeatability will be removed and the maximum will be reverted back to the original approved maximum

- enrollment of 30 student seats. Motion carried. A second motion was made and seconded to approve the course content for to THA 225, Introduction to Playwriting. Motion carried.
- k. **REC 101, Intro to Rec and Leisure**  
A motion was made and seconded to approve the course revisions made to REC 101, Intro to Rec and Leisure. Ms. Cindy Littlefield was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried.
- l. **KIN 190, Introduction to Kinesiology**  
-Title and acronym change  
A motion was made and seconded to approve the course revisions made to KIN 190, Introduction to Kinesiology. Ms. Jacquelyn Lott was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET indicating that the SCANs notation needed to be removed from the objectives. Motion carried with revision.
- m. **CCA - 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)  
A motion was made and seconded to approve the course revisions made to READ 095, Basic Reading Strategies for College Success. Ms. Mary Rose Toll and Ms. Anne Rees were present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. Motion carried. A second motion was made and seconded to approve the course content for to READ 095, Basic Reading Strategies for College Success. Motion carried.
- n. **CCA - READ 097, Reading Comprehension for College Success**  
-Combined lecture and lab into one COR  
-Changed units, hours, and LHE  
A motion was made and seconded to approve the course revisions made to READ 097, Reading Comprehension for College Success. Ms. Mary Rose Toll and Ms. Anne Rees were present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. Motion carried. A second motion was made and seconded to approve the course content for to READ 097, Reading Comprehension for College Success. Motion carried.
- o. **SPAN 101HL, Elementary Spanish for Heritage Learners I (NEW Online Only)**  
A motion was made and seconded to approve the course revisions made to new distance education Online Only SPAN 101HL, Elementary Spanish for Heritage Learners I. Ms. Lucia Pozo was present to discuss the new distance education course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. Dr. Scott Lee, Distance Education Committee liaison, stated that he reviewed the course and did not find any issues. Motion carried.
- p. **CCA - CA 153, Windows Installation and System Support**  
- Deleting Prerequisite, adding Advisory  
A motion was made and seconded to approve the course revisions made to CA 153, Windows Installation and System Support. Dr. Ed Beyer was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. Motion carried. A second motion was made and seconded to approve the course content for to CA 153, Windows Installation and System Support. Motion carried.
- q. **MGT 115, Human Behavior in Organizations**  
A motion was made and seconded to approve the course revisions made to MGT 115, Human Behavior in Organizations. Mrs. Beverly Beyer was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. Motion carried.
- r. **CCA - MGT 212, Legal Issues and Diversity in Human Resources Management**  
-Title change, advisory added  
A motion was made and seconded to approve the course revisions made to MGT 212, Legal Issues and Diversity in Human Resources Management. Mrs. Beverly Beyer was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. The instructor requested that the mention of Blackboard be replaced with Course Management System in the homework section. Motion carried. A second motion was made and seconded to approve the course content for to MGT 212, Legal Issues and Diversity in Human Resources Management. Motion carried.
- s. **CCA - BIOL 202, 202L, General Human Physiology (Hybrid)**  
A motion was made and seconded to approve the distance education hybrid revisions made to BIOL 202, 202L, General Human Physiology. Mr. Joseph Esdin was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. Dr. Scott Lee, Distance Education Committee liaison, stated that he reviewed the course and did not find any issues. Motion carried.
- t. **ELTE 110, Electronic Mathematics**  
A motion was made and seconded to approve the course revisions made to ELTE 110, Electronic Mathematics. Mr. Rick Motawakel was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that the math proficiency may be too low and the total hours

may be miscalculated. Mrs. Melissa Jauregui stated that the total hours are correct and are automatically calculated based on an 18 week schedule even though we are on a condensed calendar per the Chancellor's Office requirement. Dr. Uhazy stated that scientific notation and logarithms are stated on the Course Outline of Record and would necessitate an algebra background. Mrs. Drake stated that the students utilize the calculator to assist in the calculations. A question was asked as to whether the students are successful, at which the Mr. Motawakel stated that the students are successful in this course. An extensive discussion took place regarding the title of the course and the student success. It was decided that the requisites for the course along with the title were appropriate and should remain as previously approved. Motion carried.

u. **FTEC 295A, Firefighter 1 Academy Module A**

-Add FTEC 111 as an advisory

A motion was made and seconded to approve the course revisions made to FTEC 295A, Firefighter 1 Academy Module A. Mr. Robert Falb was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were needed. Motion carried.

v. **CCA - DRFT 125, Mechanical Drafting**

A motion was made and seconded to approve the course revisions made to DRFT 125, Mechanical Drafting. Mr. Bud Bocock was present to discuss the changes made to the course. Ms. Clinton stated that a memo was on file indicating that Professor Jessica Harper entered the data as directed by the faculty who are approved to teach in the area. Ms. Maria Clinton stated that a comment was noted in CurricUNET indicating that the word AutoCAD needed correction in the course description, which would be done by Mrs. Melissa Jauregui. Motion carried. A second motion was made and seconded to approve the course content for to DRFT 125, Mechanical Drafting. Motion carried.

w. **CCA - DRFT 150, Intermediate 2-D Autocad**

A motion was made and seconded to approve the course revisions made to DRFT 150, Intermediate 2-D Autocad. Mr. Bud Bocock was present to discuss the changes made to the course. Ms. Clinton stated that a memo was on file indicating that Professor Jessica Harper entered the data as directed by the faculty who are approved to teach in the area. Ms. Maria Clinton stated that a comment was noted in CurricUNET indicating that the title needed correction, which would be done by Mrs. Melissa Jauregui. Motion carried. A second motion was made and seconded to approve the course content for to DRFT 150, Intermediate 2-D Autocad. Motion carried.

x. **CCA - DRFT 230, Architectural Drafting II**

A motion was made and seconded to approve the course revisions made to DRFT 230, Architectural Drafting II. Mr. Bud Bocock was present to discuss the changes made to the course. Ms. Clinton stated that a memo was on file indicating that Professor Jessica Harper entered the data as directed by the faculty who are approved to teach in the area. Ms. Maria Clinton stated that a comment was noted in CurricUNET indicating that the title needed correction, which would be done by Mrs. Melissa Jauregui. Motion carried. A second motion was made and seconded to approve the course content for to DRFT 230, Architectural Drafting II. Motion carried.

y. **CCA - ENGR 120, Introduction to 2-D Autocad**

A motion was made and seconded to approve the course revisions made to ENGR 120, Introduction to 2-D Autocad. Mr. Bud Bocock was present to discuss the changes made to the course. Ms. Clinton stated that a memo was on file indicating that Professor Jessica Harper entered the data as directed by the faculty who are approved to teach in the area. Ms. Maria Clinton stated that a comment was noted in CurricUNET indicating that the title needed correction, which would be done by Mrs. Melissa Jauregui. Motion carried. A second motion was made and seconded to approve the course content for to ENGR 120, Introduction to 2-D Autocad. Motion carried.

z. **CCA - COMM 114, The Art of Storytelling**

A motion was made and seconded to approve the course revisions made to COMM 114, The Art of Storytelling. Mr. Tom Graves was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET indicating that the homework section notates an exam, which should not be mentioned here. Motion carried as revised. A second motion was made and seconded to approve the course content for to COMM 114, The Art of Storytelling. Motion carried

aa. **MATH 070, Elementary Algebra (Hybrid)**

A motion was made and seconded to approve the distance education hybrid revisions made to MATH 070, Elementary Algebra. Mr. Tooraj Gordi was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. Dr. Scott Lee, Distance Education Committee liaison, stated that he reviewed the course and requested changes that have already been done. Motion carried.

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

a. **Physical Education change to Kinesiology**

A motion was made and seconded to approve the name change for the discipline Physical Education, which will change to Kinesiology. Ms. Cindy Littlefield and Mr. Jerry Lewis were present to discuss the name

change. Ms. Maria Clinton stated that the memo request is in the AP&P online packet for the committee's review. Motion carried.

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

- 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)**

A motion was made and seconded to approve the acronym changes for items 7a-c. Ms. Cindy Littlefield and Mr. Jerry Lewis were present to discuss the name change. Ms. Maria Clinton stated that the memo request is in the AP&P online packet for the committee's review. Mrs. Sharon Lowry stated that we cannot redirect an existing acronym from one discipline to another. As a result, the Intercollegiate Athletic Program courses cannot be designated ATH since that acronym has already been designated to Athletic Training. Mr. Lewis and Ms. Littlefield were not sure then how to proceed with this request and asked that it be taken back to the division for further consideration. Mrs. Lowry stated that this would then return to the agenda in the Spring 2012 semester for further review once a follow up memo has been sent to the committee. Mrs. Jauregui stated that if this item is not finalized today and implemented over the intersession then there is no way the Fall 2012 schedule would be live on time. Mrs. Lowry agreed that this item cannot delay or hinder the Fall 2012 class schedule. Ms. Clinton requested that the division consider making the Intercollegiate Athletics courses KIN along with all PE courses and leave Athletic Training ATH. She requested the committee to approve this pending the division consideration; if the division chooses a different action then this item would return in Spring 2012 but would not be implemented until catalog year 2013-2014 if approved. Motion carried with revision of all existing PE courses being changed to KIN and item 7b as denied.

**8. ACTION ITEMS – Degree Changes**

**a. Family Consumer Sciences, Associate Degree**

- i. Name Change

A motion was made and seconded to approve the name change for the Family Consumer Sciences, Associate Degree. Mrs. Margaret Drake was present to discuss the name change. Ms. Maria Clinton stated that the memo request is in the AP&P online packet for the committee's review. Motion carried.

**b. Kinesiology, Associate Degree**

- i. Name Change
- ii. Adding courses to the electives list

A motion was made and seconded to approve the name change for the Kinesiology, Associate Degree and the inclusion of the elective courses. Ms. Cindy Littlefield and Mr. Jerry Lewis were present to discuss the name change. Ms. Maria Clinton stated that the memo request is in the AP&P online packet for the committee's review. Motion carried.

**c. Radiologic Technology, Associate in Science**

- i. Unit change on two courses within the degree but no change to the total units required

A motion was made and seconded to approve the Radiologic Technology, Associate in Science degree, which was changed as a result of the unit shift in the courses. Ms. Maria Kelly was present to discuss the change to this degree. Motion carried.

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

**a. Athletic Training, Associate in Arts**

A motion was made and seconded to approve the new degree development of Athletic Training, Associate in Arts. Mr. Jerry Lewis was present to discuss the degree development. Mrs. Margaret Drake stated that the TOP code assigned to this program is a career-technical designated TOP code. Dr. Les Uhazy also stated that the course sequence needs to be checked as well because course prerequisites were not taken into consideration when ordering the courses. Mrs. Lowry stated that we also need to look at the fact that this program only yields 10 enrolled students a year. If this program is approved we are required to run the courses each semester in a sequence to get students graduated with little FTEs in return yet a higher cost to run the program. Ms. Maria Clinton stated that our committee requested him to bring this degree forward for our consideration. At which Mrs. Lowry stated that is the process and it must be followed, plus this committee would consider the impact to the college if approved. Mr. Lewis stated that the accrediting body has recently reduced the student enrollment in the lab to 8 but we are allowed to enroll more in the lectures, so we have 10-12 students vying for an 8 student lab. Therefore we have a need to offer more labs in the future. Ms. Coleman-Carew stated that there are several students that come to Counseling wishing to enroll in this program but since it doesn't yet exist they are encouraged to choose other paths. Also she stated that we currently do not offer enough seats in the anatomy and physiology courses to meet the demand so this program would add an additional strain on those courses. Ms. Clinton stated that this item is now tabled and will return in February. Motion failed.

**b. Dance, Associate in Arts**

A motion was made and seconded to approve the new degree development of Athletic Training, Associate in Arts. Ms. Cindy Littlefield was present to discuss the degree development. Mrs. Margaret Drake stated that

this program does not currently have a designated TOP code. Mrs. Lowry stated that currently there is not a projected number of annual completers and FTE estimated faculty workload needs to be higher based on the current number of faculty in this area. Ms. Maria Clinton stated that this item will be table and relooked at in February after the information is completed. Motion failed.

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

- a. **CCA - MATH 050C, Arithmetic Unit 1**
- b. **CCA - MATH 050D, Arithmetic Unit 2**
- c. **CCA - MATH 050E, Arithmetic Unit 3**
- d. **CCA - MATH 050F, Arithmetic Unit 4**
- e. **CCA - MATH 060C, Prealgebra Unit 1**
- f. **CCA - MATH 060D, Prealgebra Unit 2**
- g. **CCA - MATH 060E, Prealgebra Unit 3**
- h. **CCA - MATH 060F, Prealgebra Unit 4**

A motion was made and seconded to approve the course development of items 10a-h. Dr. Magdalena Capriou was present to discuss the development of these individual unit courses. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that slight revisions were needed to correct misspelling and punctuation, which will be cleaned up by AP&P. Motion carried. A second motion was made and seconded to approve the course content for items 10a-h. Motion carried.

- i. **CCA - MATH 070C, Elementary Algebra Unit 1**
- j. **CCA - MATH 070D, Elementary Algebra Unit 2**
- k. **CCA - MATH 070E, Elementary Algebra Unit 3**
- l. **CCA - MATH 070F, Elementary Algebra Unit 4**

A motion was made and seconded to approve the course development of items 10i-l. Dr. Magdalena Capriou was present to discuss the development of these individual unit courses. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that slight revisions were needed to correct misspelling and punctuation, which will be cleaned up by AP&P. Dr. Coleman-Carew stated that currently students are in MATH 099 for MATH 070C and MATH 070D but then drop out of MATH 099 and continue this sequence by taking MATH 070B and end up short a unit because of the way MATH 070A and MATH 070B are sequenced differently than the material in MATH 070C, MATH 070D, MATH 070E, MATH 070F. According the Dr. Capriou students are not allowed to exit MATH 099 mid-sequence of a group of courses. Ms. Trimble stated that we need to make sure that what Dr. Capriou wants to happen with MATH 099 is in fact happening. It was recommended that a note be placed on the MATH 070A and MATH 070B course description alerting students to this sequential issue along with a note on the MATH 099 description. Ms. Clinton stated that items 10i-l will be tabled until February. Motion failed.

- m. **CCA - MATH 080C, Plane Geometry Unit 1**
- n. **CCA - MATH 080D, Plane Geometry Unit 2**
- o. **CCA - MATH 080E, Plane Geometry Unit 3**
- p. **CCA - MATH 080F, Plane Geometry Unit 4**
- q. **CCA - MATH 102C, Intermediate Algebra Unit 1**
- r. **CCA - MATH 102D, Intermediate Algebra Unit 2**
- s. **CCA - MATH 102E, Intermediate Algebra Unit 3**
- t. **CCA - MATH 102F, Intermediate Algebra Unit 4**
- u. **CCA - MATH 130C, College Algebra Unit 1**
- v. **CCA - MATH 130D, College Algebra Unit 2**
- w. **CCA - MATH 130E, College Algebra Unit 3**
- x. **CCA - MATH 130F, College Algebra Unit 4**
- y. **CCA - MATH 135C, Plane Trigonometry Unit 1**
- z. **CCA - MATH 135D, Plane Trigonometry Unit 2**
- aa. **CCA - MATH 135E, Plane Trigonometry Unit 3**
- bb. **CCA - MATH 140C, Precalculus Unit 1**
- cc. **CCA - MATH 140D, Precalculus Unit 2**
- dd. **CCA - MATH 140E, Precalculus Unit 3**
- ee. **CCA - MATH 140F, Precalculus Unit 4**
- ff. **CCA - MATH 140G, Precalculus Unit 5**

A motion was made and seconded to approve the course development of items 10m-ff. Dr. Magdalena Capriou was present to discuss the development of these individual unit courses. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that slight revisions were needed to correct misspelling and punctuation, which will be cleaned up by AP&P. Motion carried. A second motion was made and seconded to approve the course content for items 10m-ff. Motion carried.

- gg. **CCA - READ 099X, Accelerated Reading for College Success**

A motion was made and seconded to approve the course development of READ 099X, Accelerated Reading for College Success. Ms. Mary Rose Toll and Ms. Anne Rees were present to discuss the course development. Ms. Maria Clinton stated that she was looking at the Course Proposal report and items are missing. Mrs.

Lowry requested clarification on how the courses would be scheduled, at which Ms. Toll stated that it is the intent to over lay these courses. Mrs. Lowry stated that we cannot overlay straight lecture course, she said the only courses that can be overlaid are those that have a component of lab that is a significant amount of time to accommodate another course that has that number of hours as their lecture. For example, course A would be a 2 hour lecture 2 hour lab course that could be over laid with course B that is built as a 2 hour lecture 2 hour lab course. The students in course A would be in lab while the students in course B are in lecture and vice versa. Since the individual courses are developed as lecture/lab with more than 50 percent in lecture format, they cannot be overlaid upon scheduling. The instructors were not aware of this potential issue and requested to pull the courses from the agenda so they may further consider this potential issue. Motion failed.

*Professor Rees stated that currently the eight week courses are not restricted so that a student enrolled in the first eight week READ 097 would be required to enroll in the second eight week READ 099 course. Mrs. Lowry requested clarification from Ms. Trimble on whether or not Banner is currently allowing us to restrict these courses so to create a cohort of students who move through both sections in a single semester. Ms. Trimble stated that it is possible to add the appropriate restrictions however we are not currently establishing the courses with that restriction. Mrs. Lowry stated that an offline conversation needed to occur with the reading faculty to determine their needs and test whether or not it is possible within Banner.*

hh. **CCA - READ 097A, Reading Comprehension for College Success**

ii. **CCA - READ 097B, Reading Comprehension for College Success**

jj. **CCA - READ 097C, Reading Comprehension for College Success**

kk. **CCA - READ 097D, Read Comp for College Success**

ll. **CCA - READ 099A, Critical Reading and Study Skills**

mm. **CCA - READ 099B, Critical Reading and Study Skills**

nn. **CCA - READ 099C, Critical Reading and Study Skills**

oo. **CCA - READ 099D, Critical Reading and Study Skills**

Items 10hh-oo are tabled per request above.

pp. **CCA - ART 133A, Ceramics: Basic Form Throwing**

qq. **CCA - ART 133B, Ceramics: Basic Dinnerware**

rr. **CCA - ART 133C, Ceramics: Basic Wheel Sculpture**

ss. **CCA - ART 133D, Ceramics: Basic Hand Building; Ancient Methods**

tt. **CCA - ART 133E, Ceramics: Basic Hand Building; Contemporary Methods**

uu. **CCA - ART 133F, Ceramics: Basic Organic Structural Forms**

A motion was made and seconded to approve the course development of items 10pp-uu. Mr. Rich Sim was present to discuss the course development. Mrs. Margaret Drake stated that the LHE calculation of a 108 does not seem that accurate. She also requested whether or not these courses are going to be overlaid since they are established as straight lecture courses. Professor Sims indicated that it was a typo and these courses should be labeled lecture/lab, at which it was indicated that the courses would then have scheduling problems. Mrs. Margaret Drake also stated that she did not see very much difference in content between these courses that would merit this many new courses. Professor Sims stated that if you have had ceramics you would know the differences in the content that is being presented. Mrs. Lowry indicated that the State would consider these courses avocational since there is not a degree established in this area. She also stated that until the degree is established these courses would come through as stand-alone and the State will not approve these courses. Ms. Clinton stated that there are also blank areas on the Course Proposal form, which include the reading, writing and mathematics proficiency level along with the textbook reading level and SAM code designation. It was requested that a degree be established and preferably a degree that aligns with the transfer modal curriculum. Motion failed.

vv. **CCA - HD 102, Readjustment Strategies for Veterans, Their Families and Friends**

A motion was made and seconded to approve the course development of HD 102, Readjustment Strategies for Veterans, Their Families and Friends. Dr. Robert Harris was present to discuss the development of this course, which he stated we can now anticipate a number of veterans to enroll at our college. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were needed. Ms. Maria Clinton also stated that there is new language from the Chancellor's Office asking community colleges to establish courses that meet the needs of veterans, disable students, etc. to increase student success. Motion carried with revision to the proficiency section of the course. A second motion was made and seconded to approve the course content of HD 102, Readjustment Strategies for Veterans, Their Families and Friends. Motion carried.

ww. **CCA - LAC 020, Managing Writing Anxiety**

A motion was made and seconded to approve the course development of LAC 020, Managing Writing Anxiety. Ms. Diane Flores-Kagan was present to discuss the development of this course, which she stated that this course was develop similarly to the Math Anxiety course already approved. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that the SCANs notations need to be removed from the objectives. Motion carried with revision to the proficiency section of the course. A second motion was made and seconded to approve the course content of LAC 020, Managing Writing Anxiety. Motion carried.

xx. **CCA - THA 225A, Playwriting: Five-minute Play**



yy. **CCA - THA 225B, Playwriting: Ten-Minute Play**

zz. **CCA - THA 225C, Playwriting: One-Act Play**

aaa. **CCA - THA 225D, Playwriting: Full-length Play**

A motion was made and seconded to approve the course development of items 10xx-aaa. Ms. Eugenie Trow was present to discuss the development of these courses. She stated that she reviewed her previously approved playwriting course which carries repeatability, identified all those activities that she has assigned her students over the years and broke them up into this sequence of courses. Mrs. Margaret Drake stated that in listening to how the existing course is being taught, whether or not the intention would be to overlay these courses, at which Professor Trow stated that yes that is the intent. It was then explained that unfortunately lecture courses cannot be overlaid and taught at the same time. Mrs. Lowry stated that unfortunately the State does not want us to break apart these courses to avoid the loss of repeatability. A question was asked as to whether this is truly a performance course, to which Professor Trow stated that the students are in a slight staged environment when reading their final play. Motion failed.

bbb. **CCA - ART 150, 3-D Design Basics**

A motion was made and seconded to approve the new course development of ART 150, 3-D Design Basics. Mr. David Babb was present to discuss the new course development and stated that this course is required for the faculty to move forward with the transfer modal curriculum SB 1440 degree. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that minor revisions were needed, which can be done next week along with finishing the missing items on the course proposal form and the objectives need to be cleaned-up. Motion carried pending revision to the specified areas. A second motion was made and seconded to approve the course content of ART 150, 3-D Design Basics. Motion carried.

ccc. **CCA - GEOG 110, World Regional Geography**

A motion was made and seconded to table item 10ccc due to lack of time. Motion carried.

ddd. **CCA - PSY 200, Research Methods for the Social Science**

A motion was made and seconded to approve the new course development of PSY 200, Research Methods for the Social Science. Mr. Freddy Aviles was present to discuss the new course development and stated that this course is required for the faculty to move forward with the transfer modal curriculum SB 1440 degree. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that minor revisions were needed, which can be done next week along with finishing the missing items on the course proposal form and cleaning up the course prerequisites. It was also stated that this course needs to be reassigned to Sociology (SOC) so that all instructors who worked on this course are able to teach when it is scheduled due to the minimum qualifications. Motion carried pending revision to the specified areas. A second motion was made and seconded to approve the course content of PSY 200, Research Methods for the Social Science. Motion carried.

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

a. **Respiratory Care Preceptorship**

A motion was made and seconded to approve the new Corporate and Community education course development of Respiratory Care Preceptorship. Ms. Wendy Stow was present to discuss the new course development. Motion carried.

## **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**

A motion was made and seconded to table items 12a-f due to lack of time. Motion carried.

## **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**

A motion was made and seconded to table item 11a due to lack of time. Motion carried.

## **14. DISCUSSION ITEMS**

a. **Course content validation – Mrs. Sharon Lowry**

A motion was made and seconded to table item 14a due to lack of time. Motion carried.

## **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**

A motion was made and seconded to table items 15a-b due to lack of time. Motion carried.

**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**

<b>Course</b>	<b>Scheduling Restrictions if not approved by 12/8/11</b>	<b>Status</b>
<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, Flourosopic 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

A motion was made and seconded to adjourn the 12/8/11 AP&P Committee meeting at 5:58 p.m. Motion carried.

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