

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: September 11, 2014  
LOCATION: BE 324 – Computer Room  
TIME: 3:10 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Maranatha Javines	Bonnie Suderman	Karen Cowell, CTE Dean
Raul Curiel	Lisa Karlstein	Deborah Sullivan-Ford	
Luis Echeverria	Scott Lee	LaDonna Trimble	
Tooraj Gordi	Cynthia Littlefield	Denise Walker	
Lee Grishman	Mark McGovern	Darcy Wiewall	
Linda Harmon	Joe Owens	Les Uhazy, proxy	
GUESTS PRESENT			
Ronald Chapman	Kyle Jacobsen	Tom O'Neil	

**2014-2015**  
**Academic Policies & Procedures Committee Meeting No. 1**  
**AGENDA**

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

A motion was made and seconded to call the September 11, 2014 AP&P Committee Meeting to order at 3:10p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:10p.m. Motion carried.

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

Mrs. Linda Harmon welcomed the committee members to the first meeting of the fall semester and introduced the new VP of Academic Affairs, Dr. Bonnie Suderman.

**3. APPROVAL OF MINUTES**

- a. **April 24, 2014 Minutes**
- b. **May 8, 2014 Minutes**

A motion was made and seconded to approve the minutes for both April 24, 2014 and May 8, 2014. Motion carried without revision.

**4. INFORMATIONAL ITEMS**

- a. **2014-15 AP&P Deadline – Courses and Programs need to be approved by 11/13/2014 for Fall 2015 inclusion**

- **CORs that need to be revised this academic year – List at the end of the agenda**
- **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**

Mrs. Linda Harmon stated the courses continue to need the SLOs approved prior to the review of the COR and as a result courses need to be entered within CurricUNET quickly to ensure they are approved by the November 13, 2014 deadline. As in the past the courses requiring revision this academic year are listed at the end of the agenda.

Mrs. Harmon also reviewed the list of TMC degrees that can be adopted by the AVC listed under item 7b. Faculty should review the CCCCO program template to determine if our courses align with the program. Adopted programs should be entered and submitted within CurricUNET for AP&P review and approval. Dr. Uhazy indicated that it is not likely that AVC will be able to adopt Agriculture Animal Science or Agriculture Plant Science, however faculty are interested in Agriculture Business. He also indicated that Environmental Science is of interest when developed by C-ID.

Mrs. Harmon announced two additional TMC degrees have received the Chancellor's Office approval: Psychology and Administration of Justice. These degrees will be available for students to claim in Fall 2015 and will be listed in the next college catalog. Dr. Grishman expressed his concerns with waiting a year to make the programs available to students. He asked if it would be possible to publish an addendum to the catalog such that students could claim the degree in Spring 2015. Dr. Suderman requested clarification on the impact this would have on the Academic Affairs staff and the length of time needed to create this type of document. Mrs. Melissa Jauregui indicated that it could be done but that a format would first need to be developed as a document like this has never been created before. The first addendum would take a bit of time to create but future addendum would be simpler as they would follow the same format. Dr. Suderman indicated that she

would request clarification from the President, Mr. Knudson, on whether this is a possibility from the institutional stand point.

Mrs. Harmon also mentioned that there are many TMC degrees that require courses to be revised to align with the C-ID, which are noted under item 7d. The notices of changes would have been email by Dr. Grishman and faculty should revise the course within CurricUNET and submitted to receive local approval before the course can be submitted for C-ID approval.

**b. CurricUNET Workshops:**

- **Wednesday, September 10- November 12, 2014, 2-4pm, BE 321**
- **Thursday, September 11-November 13, 2014, 1:30-3pm, BE 324**

Mrs. Linda Harmon announced that weekly CurricUNET workshops have been scheduled for the Fall 2014 semester. She indicated that per the AP&P Handbook, all representatives are to sign up for one session to assist faculty with course and program revisions and developments.

**c. CSUGE/IGETC Course Designation – Dr. Lee Grishman**

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"><li>• IGETC</li><li>1. AJ 204 – Area J</li><li>2. AJ 210 – Area J</li><li>3. GEOG 110 – Area 4E</li><li>4. PSY 200 – Area 4I</li><li>5. SOC 116 – Area 4J</li></ul><br><ul style="list-style-type: none"><li>• UC/CSU Transferable</li><li>1. SOC 116</li></ul> | <ul style="list-style-type: none"><li>• CSU/GE</li><li>1. CFE 211 – Area D7</li><li>2. AJ 210 – Area D10</li><li>3. AJ 204 – Area D10</li><li>4. ART 136 – Area C1</li><li>5. GEOG 110 – Area D5</li><li>6. HD 102 – Area E</li><li>7. KIN 100 – Area E</li><li>8. PSY 200 – Area D9</li><li>9. SOC 116 – Area D4</li><li>10. SOC 116 – Area D7</li><li>11. SOC 116 – Area D10</li></ul> | <ul style="list-style-type: none"><li>• CSU Transferable</li><li>1. ENGL 100A</li><li>2. ENGL 100C</li><li>3. FTEC 111</li><li>4. FTEC 112</li><li>5. FTEC 113</li><li>6. FTEC 114</li><li>7. FTEC 117</li><li>8. ID 240</li><li>9. NS 101A</li><li>10. NS 102A</li><li>11. NS 103A</li><li>12. NS 201A</li><li>13. NS 202A</li><li>14. NS 203A</li><li>15. NS 204A</li><li>16. NS 205A</li><li>17. RADT 205</li></ul> |
|---|--|--|

Dr. Lee Grishman, Articulation Officer, announced updates to the list above. AJ 210 was not submitted for IGETC nor for CSU GE, however, it will be submitted in the next round of approvals for CSU GE. AJ 210 does not qualify for IGETC.

**5. DISCUSSION**

**a. Significant Lapse in Time**

Mrs. Linda Harmon announced this topic but indicated that this discussion item was requested by Dr. Cowell who is not in attendance. Dean LaDonna Trimble indicated that she could speak to this topic in Dr. Cowell's absence. She indicated that our current policy allows a student, who received a standard grade, to retake a course only after 5 years have passed. Title 5, on the other hand, allows a student, who received a standard grade, to repeat a course due to significant lapse in time after 36 months. The Nursing program now requires students to have a GPA not less than 2.5 and for some students, past coursework may need to be repeated in order to improve their GPA for admittance. She also indicated that repeated coursework does not impact student's college GPA as our policy is to only calculate the GPA using the first standard grade but the admittance process may look at the newer grade to determine eligibility. The committee requested clarification on the policy to only use the first standard grade when calculating GPA as this seems unfair to students. Dr. Les Uhazy indicated that the change to this policy will create additional competition in enrollment in the biology coursework required by the Nursing program. Additional discussion occurred on how this change would impact other programs as this seems specific to the Nursing program. It was stated that the change to this policy would be campus wide. The committee members were asked to consult with faculty in their area to determine if this change would negatively impact an area. It was requested that the Title 5 policy along with our Board and Administrative policy be sent to the representatives to be shared with their division faculty. Dean Trimble agreed to collect that information so it may be sent to the committee members.

**b. AP&P Handbook 2014-2015**

Mrs. Linda Harmon stated the handbook was revised to include the SLO information for course revisions as this process has been fully implemented. Other changes to the handbook include the requirement for AP&P representatives to assist faculty with the use of CurricUNET by attending at least on CurricUNET workshop each semester.

**6. ACTION ITEM**

**a. Consent Agenda: Non-substantial Course Revisions (COR Complete / SLO Complete)**

- i. RCP 101, 101CL, Fundamentals of Respiratory Care**
- ii. RCP 104, Respiratory Care Pharmacology**
- iii. RCP 201, Neonatal and Pediatric Respiratory Care**
- iv. THA 130, Improvisation**

A motion was made and seconded to approve items 6a Non-substantial course revisions. Motion carried. A second motion was made and seconded to approved the course content for the courses listed under item 6a. Motion carried.

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

**i. SOC 200, Research Methods for the Social Sciences**

A motion was made and seconded to approve SOC 200, Research Methods for the Social Sciences. Dr. Ron Chapman was present to discussion the course revisions. Motion carried without discussion.

*A motion was made and seconded to amend agenda to include the addition of item 6c, Scott Lee to remain on DETC as AP&P Representative. Mrs. Linda Harmon indicated that she was asked to reapprove Dr. Lee's placement on DETC as he is the AP&P Rep liaison. Motion carried.*

**c. Scott Lee to remain on DETC as AP&P Representative**

A motion was made and seconded to approve item 6c, Scott Lee to remain on DETC as AP&P Representative. Motion carried without discussion.

**7. INFORMATIONAL ITEMS**

**a. Course Deactivation Requests**

- i. CFE 168, F Rate Pre-Service Training**
- ii. CFE 169, D Rate Pre-Service Training**

Mrs. Linda Harmon stated that this is an informational item for Dr. Lee Grishman to investigate the impact of this requested change and for faculty to be sure this does not adversely affect any degree programs. It will return to the agenda as an action item at our next meeting.

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

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

**c. Completed AVC AA-T/AS-T Degrees**

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

**d. C-ID REPORT FOR TMC's**

C-ID	COURSE	STATUS	EXPIRES	STATUS

DESCRIPTOR				
AJ 110	AJ 101	CONDITIONAL	20-NOV-14	
AJ 120	AJ 102	CONDITIONAL	9-JUN-15	
AJ 160	AJ 210	CONDITIONAL	9-JUN-15	
ANTH 120	ANTH 102	CONDITIONAL	9-JUN-15	
ARTH 150	ART 104	NOT APPROVED		
BIOL 190	BIOL 110	CONDITIONAL	05-AUG-14	
BUS 125	BUS 201	CONDITIONAL	25-AUG-15	
ECE 120	CFE 101	NOT APPROVED		
ECE 230	CFE 116	CONDITIONAL	30-APR-15	
ECE 220	CFE 211	CONDITIONAL	30-APR-15	
CHEM 101	CHEM 101	NOT APPROVED		
CHEM 110	CHEM 110	NOT APPROVED		
CHEM 120S	CHEM 110, CHEM 120	NOT APPROVED		
COMP 152	CIS 121	NOT APPROVED		
COMM 130	COMM 107	CONDITIONAL	13-JAN-15	
GEOL 121	ERSC 101	NOT APPROVED		
JOUR 210	JOUR 123	NOT APPROVED		
KIN 100	KIN 190	NOT APPROVED		
KIN 101	KIN 191	CONDITIONAL	17-DEC-13	
MATH 150	MATH 130	CONDITIONAL	05-AUG-15	
MATH 155	MATH 140	CONDITIONAL	23-FEB-15	
MATH 240	MATH 230	CONDITIONAL	02-JUL-15	
MATH 250	MATH 220	CONDITIONAL	05-AUG-15	
MATH 230	MATH 250	CONDITIONAL	26-MAR-15	
PHIL 110	PHIL 110	NOT APPROVED		
PHYS 100S	PHYS 101 PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 105	PHYS 101	CONDITIONAL	13-FEB-14	
PHYS 110	PHYS 102	CONDITIONAL	13-FEB-14	
POLS 130	POLS 103	CONDITIONAL	06-JUN-15	
SOCI 120	SOC 200	NOT APPROVED		
SPAN 220	SPAN 101HL	NOT APPROVED		

e. 2013-2014 Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert /GE Area	Last Taught	Scheduling Restrictions if not approved by 11/14/2013	Status
<b>Language Arts</b>				
COMM 215		None	Cannot schedule 14-15	Submitted
<b>Math/Science</b>				
MATH 070B		Spring 13	Cannot schedule 14-15	Submitted
MATH 102A		Fall 12	Cannot schedule 14-15	Submitted
MATH 102B		Spring 13	Cannot schedule 14-15	Submitted
<b>Social Science</b>				
WE 197		None	Cannot schedule 14-15	
WE 199		Spring 13	Cannot schedule 14-15	
<b>Technical Education</b>				
AUTO 27 6		Fall 13	Cannot schedule 14-15	Submitted

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

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions if not approved by 11/13/2014	Status
D1	ACCT 115			Cannot schedule 15-16	
D1	ACCT 121			Cannot schedule 15-16	
D1	AERO 120			Cannot schedule 15-16	
D1	AERO 121			Cannot schedule 15-16	

D1	AUTO 100			Cannot schedule 15-16	
D1	AUTO 101			Cannot schedule 15-16	
D1	AUTO 102			Cannot schedule 15-16	
D1	AUTO 110			Cannot schedule 15-16	
D1	AUTO 111			Cannot schedule 15-16	
D1	AUTO 112			Cannot schedule 15-16	
D1	AUTO 198			Cannot schedule 15-16	
D1	AUTO 276			Cannot schedule 15-16	
D1	BUS 121			Cannot schedule 15-16	
D1	CA 103	Yes		Cannot schedule 15-16	
D1	CA 151			Cannot schedule 15-16	
D1	CA 221	Yes		Cannot schedule 15-16	
D1	CIS 157			Cannot schedule 15-16	
D1	CIS 161	Yes		Cannot schedule 15-16	
D1	CIS 175	Yes		Cannot schedule 15-16	
D1	CT 102	Yes		Cannot schedule 15-16	
D1	CT 212			Cannot schedule 15-16	
D1	FTEC 141			Cannot schedule 15-16	
D1	FTEC 144			Cannot schedule 15-16	
D1	FTEC 149			Cannot schedule 15-16	
D1	FTEC 216			Cannot schedule 15-16	
D1	FTEC 217			Cannot schedule 15-16	
D1	FTEC 295AL			Cannot schedule 15-16	
D1	FTEC 295B			Cannot schedule 15-16	
D1	FTEC 295BL			Cannot schedule 15-16	
D1	MGT 101			Cannot schedule 15-16	
D1	MKTG 112			Cannot schedule 15-16	
D1	MOA 101			Cannot schedule 15-16	
D1	RCP 101			Cannot schedule 15-16	
D1	RCP 104			Cannot schedule 15-16	
D1	RCP 201			Cannot schedule 15-16	
D1	WELD 101			Cannot schedule 15-16	
D1	WELD 110			Cannot schedule 15-16	
D1	WELD 120			Cannot schedule 15-16	
D1	WELD 130			Cannot schedule 15-16	
D2	AGRI 100	Yes		Cannot schedule 15-16	
D2	AGRI 110	Yes		Cannot schedule 15-16	
D2	AGRI 134	Yes		Cannot schedule 15-16	
D2	AGRI 230	Yes		Cannot schedule 15-16	
D2	BIOL 100			Cannot schedule 15-16	
D2	BIOL 101	Yes		Cannot schedule 15-16	
D2	BIOL 110	Yes		Cannot schedule 15-16	
D2	BIOL 120	Yes		Cannot schedule 15-16	
D2	CHEM 101	Yes		Cannot schedule 15-16	
D2	CHEM 102	Yes		Cannot schedule 15-16	
D2	CHEM 110	Yes		Cannot schedule 15-16	
D2	CHEM 120	Yes		Cannot schedule 15-16	

D2	GEOG 102L			Cannot schedule 15-16	
D2	GEOG 201			Cannot schedule 15-16	
D2	GEOG 205			Cannot schedule 15-16	
D2	MATH 102A			Cannot schedule 15-16	
D2	MATH 102B			Cannot schedule 15-16	
D2	MATH 125	Yes		Cannot schedule 15-16	
D2	MATH 130	Yes		Cannot schedule 15-16	
D2	MATH 140	Yes		Cannot schedule 15-16	
D2	MATH 150	Yes		Cannot schedule 15-16	
D2	MATH 160	Yes		Cannot schedule 15-16	
D2	MATH 230	Yes		Cannot schedule 15-16	
D2	MATH 70B			Cannot schedule 15-16	
D3	CHIN 101	Yes		Cannot schedule 15-16	
D3	COMM 101	Yes		Cannot schedule 15-16	
D3	COMM 103	Yes		Cannot schedule 15-16	
D3	COMM 105	Yes		Cannot schedule 15-16	
D3	COMM 107	Yes		Cannot schedule 15-16	
D3	COMM 112	Yes		Cannot schedule 15-16	
D3	COMM 115	Yes		Cannot schedule 15-16	
D3	COMM 215			Cannot schedule 15-16	
D3	COMM 219	Yes		Cannot schedule 15-16	
D3	DFST 101L			Cannot schedule 15-16	
D3	DFST 204			Cannot schedule 15-16	
D3	DFST 205			Cannot schedule 15-16	
D3	ENGL 111	Yes		Cannot schedule 15-16	
D3	ENGL 112	Yes		Cannot schedule 15-16	
D3	ENGL 265	Yes		Cannot schedule 15-16	
D3	GER 201	Yes		Cannot schedule 15-16	
D3	JOUR 121	Yes		Cannot schedule 15-16	
D3	JOUR 123	Yes		Cannot schedule 15-16	
D4	AJ 201	Yes		Cannot schedule 15-16	
D4	AJ 206	Yes		Cannot schedule 15-16	
D4	AJ 800			Cannot schedule 15-16	
D4	AJ 810			Cannot schedule 15-16	
D4	ANTH 101L	Yes		Cannot schedule 15-16	
D4	CFE 106			Cannot schedule 15-16	
D4	CFE 111			Cannot schedule 15-16	
D4	CFE 114			Cannot schedule 15-16	
D4	CFE 120			Cannot schedule 15-16	
D4	CFE 168			Cannot schedule 15-16	
D4	CFE 169			Cannot schedule 15-16	
D4	CFE 212			Cannot schedule 15-16	
D4	ECON 101	Yes		Cannot schedule 15-16	
D4	ED 141			Cannot schedule 15-16	
D4	HIST 101	Yes		Cannot schedule 15-16	
D4	HIST 102	Yes		Cannot schedule 15-16	
D4	HIST 104	Yes		Cannot schedule 15-16	

D4	HIST 105	Yes		Cannot schedule 15-16	
D4	HIST 107	Yes		Cannot schedule 15-16	
D4	HIST 108	Yes		Cannot schedule 15-16	
D4	HIST 109	Yes		Cannot schedule 15-16	
D4	HIST 110	Yes		Cannot schedule 15-16	
D4	HIST 111	Yes		Cannot schedule 15-16	
D4	HIST 112	Yes		Cannot schedule 15-16	
D4	HIST 113	Yes		Cannot schedule 15-16	
D4	HIST 114	Yes		Cannot schedule 15-16	
D4	HIST 115	Yes		Cannot schedule 15-16	
D4	HIST 118	Yes		Cannot schedule 15-16	
D4	HIST 119	Yes		Cannot schedule 15-16	
D4	POLS 101	Yes		Cannot schedule 15-16	
D4	POLS 200	Yes		Cannot schedule 15-16	
D4	POLS 203	Yes		Cannot schedule 15-16	
D4	SOC 112	Yes		Cannot schedule 15-16	
D4	WE 197			Cannot schedule 15-16	
D4	WE 199			Cannot schedule 15-16	
D5	ART 100	Yes		Cannot schedule 15-16	
D5	ART 101	Yes		Cannot schedule 15-16	
D5	ART 102	Yes		Cannot schedule 15-16	
D5	ART 110	Yes		Cannot schedule 15-16	
D5	ART 140	Yes		Cannot schedule 15-16	
D5	ART 210	Yes		Cannot schedule 15-16	
D5	ATH 102			Cannot schedule 15-16	
D5	FTV 242			Cannot schedule 15-16	
D5	FTV 244			Cannot schedule 15-16	
D5	FTV 251			Cannot schedule 15-16	
D5	FTV 261		Never	Cannot schedule 15-16	
D5	HE 101	Yes		Cannot schedule 15-16	
D5	KIN 101	Yes		Cannot schedule 15-16	
D5	KIN 111	Yes		Cannot schedule 15-16	
D5	KIN 115	Yes		Cannot schedule 15-16	
D5	KIN 128	Yes		Cannot schedule 15-16	
D5	KIN 135	Yes		Cannot schedule 15-16	
D5	KIN 140	Yes		Cannot schedule 15-16	
D5	KIN 155	Yes		Cannot schedule 15-16	
D5	KIN 160	Yes		Cannot schedule 15-16	
D5	KIN 180	Yes		Cannot schedule 15-16	
D5	KIN 193	Yes		Cannot schedule 15-16	
D5	KIN 194	Yes		Cannot schedule 15-16	
D5	KIN 195	Yes		Cannot schedule 15-16	
D5	KIN 205	Yes		Cannot schedule 15-16	
D5	KIN 210	Yes		Cannot schedule 15-16	
D5	KIN 225	Yes		Cannot schedule 15-16	
D5	KIN 265	Yes		Cannot schedule 15-16	
D5	PHOT 250	Yes		Cannot schedule 15-16	

D5	THA 121	Yes		Cannot schedule 15-16	
S1	HD 198			Cannot schedule 15-16	
S1	HD 198A			Cannot schedule 15-16	
S1	HD 198C			Cannot schedule 15-16	
S1	HD 198O			Cannot schedule 15-16	

**8. ADJOURNMENT**

A motion was made and seconded to adjourn the 9/11/14 AP&P Committee meeting at 4:13 p.m. Mrs. Linda Harmon asked the members to log into CurricUNET and track the progress within the approval process for each course and program in their area to be sure they are moving along. If the courses or programs are sitting, be sure to get in contact with the person who can move it forward. Dr. Suderman also stated that Mr. Knudson has replied to her email regarding the catalog addendum and he has indicated that if the programs and courses are approved by the Chancellor’s Office then they could be included in the addendum. Motion carried.

**NON-DISCRIMINATION POLICY**

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

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