



ANTELOPE VALLEY COLLEGE

# AP&P Minutes

Thursday, September 14, 2017  
BE 314  
3:00 – 5:30pm

**Type of Meeting:** *Regular*  
**Note Taker:** *Melissa Jauregui, Academic Affairs Specialist*  
**Please Review/Bring:** The past minutes for accuracy.

**Committee Members Present:**  
Jeffrie Ahmad, Faculty Division Rep  
Riley Dwyer, Academic Dean  
Jessica Eaton, Articulation Officer  
Luis Echeverria, Faculty Division Rep  
Ibrahim Ganley, Faculty Division Rep  
Irit Gat, Faculty Division Rep  
Tooraj Gordi, Faculty Division Rep  
Richie Neil Hao, Faculty Division Rep  
Michael Hutchison, Faculty Division Rep  
Scott Lee, Faculty Division Rep/Librarian/DE Liaison  
Cynthia Littlefield, Faculty Division Rep  
Mark McGovern, Faculty Division Rep  
Alberto Mendoza, Adjunct Rep  
Terry Rezek, Faculty Division Rep  
Bonnie Suderman, Co-chair  
Deborah Sullivan-Ford, Faculty Division Rep  
LaDonna Trimble, Student Services Dean  
Les Uhazy, Technical Education Dean  
Denise Walker, proxy  
Darcy Wiewall, Co-chair

**Committee Members Absent:**  
Bonnie Curry, Faculty Division Rep (proxy present)  
Kerlin Grimaldi Linares, Student Rep  
Marjorie Marquez, Student Rep  
Tim Sturm, Faculty Division Rep

**Guests Present:**  
Nate Dillon  
Tom O’Neil

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	Dr. Darcy Wiewall called the meeting to order at 3:09pm and welcomed the committee members to the first meeting of the fall 2017 semester. She thanked the committee members for being present and their work to ensure 93% of courses due are working through the system.
II. Meeting Minutes – -5/25/2017	<i>All</i>	<p><b><u>Issues Discussed:</u></b> None.</p> <p><b><u>Action Taken:</u></b> A motion was made and seconded to approve the minutes from 5/25/2017 as presented. After a brief moment, no edits were requested. Motion carried.</p> <p><b><u>Follow Up Items:</u></b> None.</p>
III. Informational Item – -2017-2018 Meeting Schedule: 9/28/17, 10/12/17, 10/26/17,	<i>Darcy</i>	<p><b><u>Issues Discussed:</u></b> Dr. Wiewall requested the committee members to make a note of the future meetings. November 9<sup>th</sup> is the deadline to</p>



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<p>11/9/17          -Deactivations Impact          AJ 210          BUS 203          MGT 105, 212          MKTG 121          Family Consumer Sciences, AS          -17-18 AP&amp;P Goals          -Courses due Fall 2017          -Curriculum Institute Update</p>		<p>receive AP&amp;P approval for curricular changes.</p> <p>She requested committee members to notify their divisions of the courses that are being deactivated to be sure the courses do not affect other programs. She also requested the division reps for those areas to review the impact report within CurricUNET and notify the faculty who have affected courses or programs.</p> <p>Dr. Wiewall indicated that the 17-18 AP&amp;P Goals would be incorporated into the discussion on the SWOT Analysis later in the meeting.</p> <p>She also informed the committee on the Curriculum Institute training update for guided pathways. Dr. Suderman added that a large amount of money is available for colleges who work toward the development of guided pathways. The president of AVC would take a group of staff and faculty to the training on Oct 20<sup>th</sup>. Dr. Suderman currently holds meetings every other Monday afternoon so contact her office if interested in participating.</p> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> Additional courses will be added to the deactivation list each meeting. Once it is determined that the course deactivation does not affect other courses or programs, the course will be added to the action section of the agenda.</p>
<p>IV. Discussion Item –          -SWOT Analysis Review          -CurricUNET Refresher          -Elumin Information / Work Group          (Scott, Mark, and Michael)          -English Courses          -TOP/CIP/SAM/SO Code Review          -Max Enrollment Review          -Courses Not Taught in 2 or more yrs          -Courses Never Taught          -Credit by Exam</p>	<p>All</p>	<p><b><u>Issues Discussed:</u></b>          SWOT Analysis Review-Dr. Wiewall requested the committee to review the last meeting minutes for the discussion on the SWOT Analysis. On May 25, 2017 the committee thoroughly discussed potential process improvements that could be identified as our 17-18 Goal. She requested the committee to identify an area that is most important to each member and send it via email to both Melissa and herself. Dr. Gat requested mentoring to reps be made a priority. Mr. Hutchison suggested that a few items (handbook links, deadlines, and website concerns, etc) could be combined to make one goal. Dr. Echeverria suggested empty promises needs to be address for the sake of students. Faculty promise to make revisions and those changes never complete the approval cycle.</p> <p>CurricUNET Refresher-Dr. Wiewall announced that CurricUNET Meta unfortunately did not come to fruition this summer. The</p>



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company dragged their feet scheduling implementation dates over the summer. In the meantime we consulted with multiple institutions and found that users are still disappointed with the software. We were discouraged by others from using CurricUNET Meta. As a result, we will be looking at the possibility of using Elumin as the campus has recently purchased their software for the purpose of implementing a learning outcomes replacement for Weave. If we like it, the committee may agree to move in that direction. If the committee does not like it, we could decide to remain with CurricUNET.

Elumin Information / Work Group (Scott, Mark, and Michael)-  
Dr. Wiewall requested those who agreed to work on the CurricUNET upgrade, agree to look at Elumin as a replacement to CurricUNET. Those noted agreed to review the Elumin software.

English Courses-Dr. Wiewall announced that the committee was originally under the impression that ENGL 100A would replace ENGL 095, ENGL 097, and ENGL 099. It was her understanding that after approving ENGL 100A, ENGL 095, ENGL 097, and ENGL 099 would be submitted as course deactivations. It was brought to her attention that the English faculty wish to hold off on submitting the course deactivations so they may evaluate whether students are moving successfully through the new ENGL 100A course.

TOP/CIP/SO Code Review-Mrs. Melissa Jauregui informed the committee of the importance of evaluating the codes assigned to courses and identifying whether they are appropriate. The committee was provided with a report of all courses and the codes assigned to them, along with a report on what qualifies a course to carry a particular code. Dr. Wiewall requested the committee to review the file and additional material sent to them for accuracy. They are expected share the information with the faculty members in their division and collect comments and concerns for reporting to the whole committee.

Max Enrollment Review-Dr. Wiewall indicated the committee and faculty should review course max enrollment as curricular changes are implemented. The report will be circulated for distribution to division faculty. Any requests to adjust maximum enrollment should be submitted through CurricUNET as a substantial course revision.

Courses Not Taught in 2 or more yrs /Courses Never Taught-



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		<p>Division representatives were provided with a list of all courses offered by AVC and listed in the current college catalog. Many courses have not been offered in over two years while others have never been offered. The representatives were asked to review the list with faculty in their division and identify the best plan of action so our catalog reflects those courses we plan to offer to students in the near future.</p> <p>Credit by Exam – Dr. Darcy Wiewall requested the committee to review the credit by exam list for accuracy. Report all changes at the next meeting with the expected committee approval following shortly thereafter.</p> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> The following items will return to a future meeting as a report to gather input from each division representative:</p> <ul style="list-style-type: none"> <li>-TOP/CIP/SO Code Review</li> <li>-Max Enrollment Review</li> <li>-Courses Not Taught in 2 or more yrs</li> <li>-Courses Never Taught</li> <li>-Credit by Exam</li> </ul>
<p>V. Action Item – 17-18 Minimum Quals 17-18 AP&amp;P Handbook</p> <p>C&amp;CE New Course Dev: -Pre Apprenticeship Program Training</p> <p>Consent Agenda – Non-Substantial Course Rev: -ACCT 115, FTV 134, NS 204A, NS 205A, THA 117B, THA 130, THA 218</p> <p>New Program Dev: -Blueprints and Structures Local Cert</p>	<p>All</p>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b> A motion was made and seconded to approve the 17-18 Minimum Qualifications document. After a brief moment, no revisions were requested. Motion carried.</p> <p>A motion was made and seconded to approve the 17-18 AP&amp;P Handbook. After a brief moment, revisions to the division representative and deans were noticed. Motion carried with revision.</p> <p>A motion was made and seconded to approve the CCE Pre Apprenticeship Program Training. After a brief review of the submitted material, no revisions were requested. Motion carried.</p> <p>A motion was made and seconded to approve those courses listed under consent agenda-non-substantial course revisions. Motion carried.</p>



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		<p>A motion was made and seconded to approve the new program development in AFAB: Blueprints and Structures Local Certificate. Dr. Suderman was present to answer questions regarding the program. After a brief review of the program, no revisions were requested. Motion carried.</p> <p><b><u>Follow Up Items:</u></b> None.</p>
<p><b>NEXT MEETING DATE: 9/28/17</b></p>		<p>Dr. Darcy Wiewall thanked the committee members for their time. The meeting adjourned at 4:17pm.</p>