

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: November 29, 2012

LOCATION: BE 321 – Computer Room

Time: 3:00 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Linda Harmon	Donna Meyer	Elaine Tsai
Richard Coffman	Tom Hutchison	LaDonna Trimble	
De'Nean Coleman-Carew	Lisa Karlstein	Les Uhazy	
Karen Cowell	Scott Lee	Denise Walker	
Tooraj Gordi	Cynthia Littlefield	Darcy Wiewall	
Lee Grishman	Sharon Lowry		
GUESTS PRESENT			
Rae Agahari	Thomas Gragves	Jonet Leighton	
Nancy Bednar	Glenn Haller	Tom O'Neil	
Richard Colgren	Robert Harris	Berkeley Price	
Diane Flores Kagan	Mark Hoffer	Gary Roggenstein	
Charlotte Forte-Parnell	Mary Ann Holcomb	Eugenie Trow	
Irit Gat	Will Howard		

2012-2013
Academic Policies & Procedures Committee Meeting No. 7
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the November 29, 2012 AP&P Committee Meeting to order at 3:06 p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

A motion was made and seconded to amend the agenda to: move the approval of the minutes to the end of the agenda; and add item 8(r) Anthropology 101L under Action Items. Motion carried.

3. APPROVAL OF MINUTES

- a. November 8, 2012 Minutes
- b. October 11, 2012 Minutes
- c. October 25, 2012 Minutes

A motion was made and seconded to table the approval of minutes due to lack of time. Motion carried.

4. INFORMATIONAL ITEMS

- a. 2012-13 AP&P Deadline – Courses and Programs need to be approved by 11/29/2012 for Fall 2013 inclusion
 - CORs that need to be revised this academic year – List at the end of the agenda
 - TMC Degrees that need to be developed and brought to AP&P – List at the end of the agenda
 1. Highlighted items must be completed and approved by 11/29/12
- b. Existing Programs in CurricUNET – Contact Melissa prior to creating a program copy
- c. Establish Proxy for voting purposes by submitting a memo to AP&P
- d. Units changes to an existing course starting 2013-2014 – page 25 of the handbook
- e. CSUGE/IGETC Course Designation
 - IGETC
 1. ECON 100 – Area 4
 2. GEOG 101L – Area 5C
 3. PHIL 109 – Area 3
 4. POLS 200 – Area 4
 5. SOC 200 – Area 4
 - CSU/GE
 1. ART 150 – Area C1
 2. ECON 100 – Area D2
 3. PHIL 109 – Area C2
 4. POLS 200 – Area D8
 5. SOC 200 – Area D10

5. ACTION ITEM: CONSENT AGENDA – Non-Substantial Course Revisions

- a. ABDY 112, Basic Auto Body Repair
- b. ABDY 113, Basic Auto Body Repair
- c. ABDY 115, Basic Auto Body Repair
- d. ABDY 122, Basic Automotive Refinishing
- e. ABDY 123, Automotive Refinishing
- f. ABDY 125, Basic Automotive Refinishing
- g. ABDY 212, Advanced Automotive Collision Repair I
- h. ABDY 213, Advanced Automotive Collision Repair II
- i. ABDY 215, Advanced Automotive Collision Repair
- j. ABDY 222, Advanced Automotive Refinishing I
- k. ABDY 223, Advanced Automotive Refinishing II
- l. ABDY 225, Advanced Automotive Refinishing
- m. FTV 215, Directing for Film and Video
- n. FTV 242, Writing & Pre-Prod of Short Film
- o. FTV 261, Religion and Cinema

A motion was made to approve items 5 (a) through (o) -- Non-Substantial Course Revisions. Motion carried.

6. ACTION ITEM: FIRST READING – New Program Development

- a. Business Administration – Donna Meyer
Ms. Mayer noted that when the TMC was put in, it put us over the unit cap. The plan of study is completed. A motion was made and seconded to approve the new program development. Motion carried.
- b. Sociology, AA-T – Ronald Chapman
Dr. Darcy Wiewall reported that the PLOs have been approved and the plan of study would be submitted shortly. A motion was made and seconded to approve the new program development pending submission of the plan of study by December 7, 2012. Motion carried.
- c. Political Science, AA-T – Dr. Nancy Bednar
Dr. Bednar reported that the plan of study was completed and the PLOs were approved by the SLO Committee on November 12. A motion was made and seconded to approve the new program development. Motion carried.
- d. Psychology, AA-T – Dr. Irit Gat

- Dr. Gat reported that the recommended plan of study was completed and the PLOs have been submitted and approved. A motion was made and seconded to approve. Motion carried.
- e. Administration of Justice, AS-T – Marvin Cummins
Will Howard noted that all CIDs line up with the state and the plan of study has been submitted and approved. A motion was made and seconded to approve the Administration of Justice, AS-T pending submission of the plan of study by December 7, 2012. Motion carried.
 - f. Geography, AS-T, Michael Pesses
Dr. Richard Coffman reported that the PLOs have all been submitted and approved and the plan of study is complete. A motion was made and seconded to approve Geography AS-T. Motion carried.
 - g. Geology, AS-T – Richard Coffman
Dr. Coffman reported that this program was not complete, and the item was tabled until the spring.
 - h. Art History, AA-T – Rae Agahari
Ms. Agahari reported that the PLOs have been submitted and approved, but the plan of study is not complete. A motion was made and seconded to approve pending submittal of the plan of study by Friday, December 7, 2012. Motion carried.
 - i. Theatre Arts, AA-T – Jonet Leighton
Ms. Leighton reported that the PLOs have been submitted and approved. However, the format for the plan of study was incorrect and needed to be redone. A motion was made and seconded to approve pending submittal of the plan of study by Friday, December 7, 2012. Motion carried.

7. ACTION ITEM: FIRST READING – Program Revision

- a. Communication Studies, AA-T – Thomas Graves
Mr. Graves reported that the PLOs are completed and approved, but the plan of study has not been submitted yet. A motion was made and seconded to approve pending submittal of the plan of study by Friday, December 7, 2012. Motion carried with no objections or abstentions.

8. ACTION ITEM: FIRST READING – Substantial Course Revision

- a. CHIN 101, Elementary Chinese 1 5 hours lec weekly, 5 units
Andrew Miller reported that he has revised the objectives to make them more in line with the proficiency, and also changed the textbooks to be more appropriate for a college level course.
- b. CHIN 102, Elementary Chinese 2
Same as CHIN 101. A motion was made and seconded to approve Chinese 101 and 102. Motion carried.
- c. CHIN 201, Intermediate Chinese
- d. CHIN 202, Intermediate Chinese
Mr. Miller explained that Chinese 201 and 202 are no longer on the books, but he was asked to recreate them so they can be offered when funding improves. He is asking for the class size to be reduced from 35 to 30. The committee felt that class size for second level foreign languages should be consistent. A motion was made and seconded to approve CHIN 201 and 202 with a maximum class size of 35. Motion carried.
- e. ENGR 120, Introduction to 2-D CAD
Dr. Richard Colgren reported that he had removed the pre-requisite and also changed the title. A motion was made and seconded to approve ENGR 120. Motion carried.
- f. ENGR 185, Digital Logic and Design
Dr. Colgren reported that he had changed the units on this class. A motion was made and seconded to approve ENGR 185. Motion carried.
- g. KIN 230, Intercollegiate Women's Soccer
Cindy Littlefield reported that there was a change in terminology and also updated the textbook. She explained that this is an intercollegiate course and there is no homework. A motion was made and seconded to approve KIN 230. Motion carried.
- h. LAC 100, Introduction to Tutoring
Diane Flores-Kagan explained that a note was added that if the student completes the course with an A or B, has a 3.0 GPA, and accumulates 25 hours of supervised tutoring experience, they may be certified through the professional tutoring association. A motion was made and seconded to approve LAC 100. Motion carried.
- i. Hybrid – LAC 100, Introduction to Tutoring

Ms. Flores-Kagan explained that, although this is an online course, all presentations and role plays will take place in a face-to-face setting. A motion was made and seconded to approve LAC 100 hybrid. Motion carried.

- j. LAC 200, Advanced Tutoring
Ms. Flores-Kagan explained that a note was added that if the student completes the course with an A or B, has a 3.0 GPA, and accumulates 25 hours of supervised tutoring experience, they may be certified through the professional tutoring association. A motion was made and seconded to approve LAC 200. Motion carried.
- k. MUSC 225, Commercial Music Ensemble
Dr. Berkeley Price reported that this course was converted to a lab to maintain repeatability. A motion was made and seconded to approve MUSC 225. Motion carried.
- l. THA 120A, Rehearsal and Performance: Drama
Eugenie Trow and Jonet Leighton reported that the class maximum has been increased from 25 to 50 to accommodate the size of the cast. A motion was made and seconded to approve THA 120A. Motion carried.
- m. THA 120B, Rehearsal and Performance: Comedy
Ms. Trow and Leighton reported that the hours and units had been adjusted to maintain repeatability. A motion was made and seconded to approve THA 120B. Motion carried.
- n. THA 120C, Rehearsal and Performance: Musical Theatre
Ms. Trow and Ms. Leighton reported that the units and hours had been adjusted to maintain repeatability. . A motion was made and seconded to approve THA 120C. Motion carried.
- o. THA 120D, Rehearsal and Performance: Children's Theatre
Ms. Trow and Leighton reported that the units and hours had been adjusted to maintain repeatability. . A motion was made and seconded to approve THA 120D. Motion carried
- p. THA 205, Advanced Acting Workshop
Ms. Trow noted that all requested changes had been made. A motion was made and seconded to approve THA 205. Motion carried.
- q. THA 225, Introduction to Playwriting
Ms. Trow reported that THA 225 was in the TMC. A motion was made and seconded to approve. Motion carried.
- r. ANTH 101L, Physical Anthropology Laboratory
Dr. Darcy Wiewall reported on this new course . A motion was made and seconded to approve. Motion carried.

9. ACTION ITEM: THIRD READING – Substantial Course Revision

- a. ENGL 100, The Research Paper 17 hours total, 1 unit
Mark Hoffer provided information regarding other California universities that offer this type of course. He also noted that the course number was changed from ENGL 104 to ENGL 100. He distributed copies of emails he had received from faculty members who support offering this course. Mr. Hoffer noted that the course could be offered as a basic skills course instead of a transfer course, and he asked for comments from the committee regarding that. He is also considering offering it as a pass/no pass. A motion was made to approve ENGL 100 as a transferrable level course as either pass/no pass or for credit. Motion seconded and carried.

10. ACTION ITEM: SECOND READING – Substantial Course Revision

- a. MUSC 141, Concert Attendance 3 hours lab weekly, 1 unit
Dr. Berkeley Price reported that the wording had been changed and alternate assignments will now be allowed. A motion was made and seconded to approve MUSC 141. Motion carried.
- b. EMT 101, Emergency Medical Technician (EMT) 3 hours lab weekly, 1 unit
Denise Walker noted that the limitation on enrollment had been adjusted and hours for ambulance ride-along would be included into the homework section. A motion was made and seconded to approve. Motion carried.
- c. THA 130, Improvisation 4 hours lec/lab weekly, 3 units
- d. THA 215, Acting for the Camera 4 hours lec/lab weekly, 3 units
- e. THA 218, Audition Techniques for the Actor 4 hours lec/lab weekly, 3 units
- f. THA 220, Fundamentals of Directing 4 hours lec/lab weekly, 3 units

Eugenie Trow and Jonet Leighton reported that the repeatability had been removed and that these courses were not part of the TMC but were part of the local degree. Mrs. Lowry expressed concern that these classes were not directly transferrable when the Chancellor's Office has stated that our top priority should be transferrable courses. A motion was made and seconded to approve THA 130, THA 215, THA 218 and THA 220. Motion carried.

11. ACTION ITEM: THIRD READING – New Course Development

- a. ENGR 125, Introduction to MATLAB, Simulink, Stateflow 3 hrs lec/ 3 hrs lab, 4 units
Dr. Richard Colgren reported that he had made the changes that the committee had recommended. A motion was made and seconded to approve ENGR 125. Motion carried.

12. ACTION ITEM: FIRST READING – New Course Development

- a. HD 102, Soldiers to Scholars
Dr. Bob Harris stated that this course was approved last year as a 1½ unit course, but it has been rewritten as a 3 unit class. Dr. Harris discussed the need for this course and noted that it is not only for veterans who have had active military duty, but also for their family and friends as well. Mrs. Lowry stated that it would be helpful to have a list of some of the colleges who offer these courses. Dr. Harris will bring HD 102 back to the committee in the spring.
- b. KIN 181, Organization and Administration of Athletics and Fitness
- c. KIN 182, Sport Psychology
Dr. Glenn Haller reported that each of these two classes are taught in the community colleges in California and also in private schools in the state. However, these are upper division course work in the CSU system. Mrs. Lowry stated that we can only offer lower division classes according to our charter. Dr. Haller agreed to bring back information where these courses are offered in the lower division.
- d. LAC 299, Master Tutor
Ms. Flores Kagan explained that LAC 299 is part of the trilogy planned for the training of AVC tutors and tutors in the community. This course is designed for supervisors of tutors and meets CRLA certification. A motion was made and seconded to approve LAC 299. Motion carried.

13. ACTION ITEM – Course Deactivations

- a. ART 121L, Introduction to Computerized Drawing Lab
- b. ART 145L, Design and Color Lab
- c. ART 160, Painting and Drawing Techniques
- d. ART 199, Work Experience
- e. ART 219, Intermediate Illustration
- f. ART 222, Computerized Life Drawing
- g. ART 222L, Computerized Life Drawing Lab
- h. EOPS 060, Enrichment Class
- i. MUS 199, Work Experience
- j. MUS 201, History of Music in Western Civilization I
- k. MUS 202, History of Music in Western Civilization II
- l. MUSC 123, Stage Voice Workshop
- m. MUSC 176, Beg Rock Band Workshop
- n. MUSC 224, Jazz Improvisation Workshop
A motion was made and seconded to approve items (a) through (n). Motion carried.

14. INFORMATIONAL ITEM – Course Deactivations

- a. CHEM 212, Organic Chemistry Support Laboratory
- b. LIB 105, Libraries and Information

15. CONTINUING AP&P 11-12 AGENDA ITEMS

- a. Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing Proficiency levels
- b. Repeatability of courses
- c. Content Review and Course Validation Process for Prerequisites

16. REPORTS (limited to 5 min. each)

- a. UC Changes in COR and Textbook Requirements
- Changes our revision cycle to 4 years for all courses
 - Discuss, Collect Comments, and Report to AP&P on November 8, 2012
 - Business, Computer Studies and Economic Dev.
 - Health Sciences
 - Instructional Resources/Extended Services
 - Language Arts
 - Math & Engineering
 - Science
 - Kinesiology, Athletics and Dance
 - Social and Behavioral Sciences
 - Student Services/Counseling
 - Technical Education
 - Visual and Performing Arts
- b. Proficiency Requirements upon Graduation 12-13 College Catalog, page 50, top of third column (Memos are attached)
Discuss, Collect Comments, and Report to AP&P on November 8, 2012
- **Reading:** Eligibility for College Level Reading (AVC Assessment) or completion of READ 099 with a minimum grade of “P” (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.
 - **Mathematics:** Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by assessment into a math course higher than MATH 102.
 - **Writing:** Completion of ENGL 101 with a minimum grade of “C.” NOTE: Completion of ENGL 101 with a “P” (Pass) option does not satisfy this requirement.
 - Business, Computer Studies and Economic Dev.
 - Health Sciences
 - Instructional Resources/Extended Services
 - Language Arts
 - Math & Engineering
 - Science
 - Kinesiology, Athletics and Dance
 - Social and Behavioral Sciences
 - Student Services/Counseling
 - Technical Education
 - Visual and Performing Arts
- c. Course to meet both the major and general education requirements for local degrees
- Current Policy: 12-13 College Catalog, page 49, top of third column: No course may be counted as meeting both a GE requirement and a major requirement in any District degree.
 - Evaluate our degrees, discuss with discipline faculty in your divisions and report to AP&P on November 8, 2012
 - Business, Computer Studies and Economic Dev.
 - Health Sciences
 - Instructional Resources/Extended Services
 - Language Arts
 - Math & Engineering
 - Science
 - Kinesiology, Athletics and Dance
 - Social and Behavioral Sciences
 - Student Services/Counseling
 - Technical Education
 - Visual and Performing Arts

17. ACTION ITEM

- a. Changes our revision cycle to 4 years for all courses
A motion was made and seconded to change the revision cycle to 4 years. Motion carried.
- b. Proficiency Requirements: Reading
- c. Proficiency Requirements: Writing
- d. Proficiency Requirements: Mathematics
- e. Course to meet both the major and general education requirements
A motion was made and seconded to table items (b) through (d) due to lack of time. Motion carried.

18. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P

Area of Study	Template Attached	Articulation Agreements	PLO	CurricUNET Status
1. Administration of Justice/Criminal Justice a. Plan of Study is needed	X	X	NEEDED	Submitted – Agenda Ready
2. Anthropology			NEEDED	
3. Art History a. Plan of Study is needed	X	X	NEEDED	Submitted – Agenda Ready
4. Business Administration a. CA 221 may push the unit value over the allowed amount after double counting is calculated b. Plan of Study is needed	X	X	NEEDED	Submitted – Once a-b are resolved, program will be placed on an agenda for review and approval
5. Computer Science			NEEDED	
6. Early Childhood Education	NEEDED		NEEDED	Submitted
7. Elementary Teacher Education			NEEDED	
8. English			NEEDED	
9. Geography	NEEDED	NEEDED	NEEDED	Submitted – Agenda Ready
10. Geology	X	NA	NEEDED	Submitted – Agenda Ready
11. History	NEEDED		NEEDED	Submitted – Awaiting Dean and Rep
12. Journalism			NEEDED	
13. Music	X		NEEDED	Process Started in CurricUNET
14. Physics	X	NA	NEEDED	Submitted – Agenda Ready
15. Political Science	X	X	NEEDED	Submitted – Agenda Ready
16. Psychology	X	NEEDED	NEEDED	Submitted – Awaiting Div Fac
17. Sociology a. Plan of Study needed	X	X	NEEDED	Submitted – Agenda Ready
18. Theatre Arts a. Units may be too high on our courses	X	NA	NEEDED	Submitted – Agenda Ready

Completed AVC AA-T/AS-T Degrees

- 19. Communication Studies
- 20. Mathematics

- 21. Kinesiology
- 22. Studio Arts

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

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 12/13/12	Status
Counseling/Student Services			
EOPS 060, Enrichment Class		Cannot schedule 13-14	Submitted – <i>Agenda</i>
Instructional Resources/Extended Services			
LIB 105, Libraries and Information		Cannot schedule 13-14	Submitted – <i>Agenda</i>
Language Arts			
CHIN 101, Elementary Chinese I		Cannot schedule 13-14	<i>Submitted – Agenda</i>
CHIN 102, Elementary Chinese 2		Cannot schedule 13-14	<i>Submitted – Agenda</i>
Science			
CHEM 212, Organic Chemistry Support Laboratory		Cannot schedule 13-14	<i>Submitted – Agenda</i>
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 102, Phys Geog: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 298A, Special Studies in GIS		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty</i>
GEOG 298B, Special Studies in GIS		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty</i>
GEOG 298C, Special Studies in GIS		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty</i>
Kinesiology, Athletics and Dance			
KIN 230, Intercollegiate Women's Soccer		Cannot schedule 13-14	<i>Submitted – Agenda</i>
Visual and Performing Arts			
ART 145L, Design and Color Lab		Cannot schedule 13-14	<i>Submitted – Agenda</i>
ART 160, Painting/Drawing Techniques		Cannot schedule 13-14	<i>Submitted – Agenda</i>
ART 219, Intermediate Illustration		Cannot schedule 13-14	<i>Submitted – Agenda</i>

FTV 101, Introduction to Film		Cannot schedule 13-14	<i>Submitted – Agenda</i>
FTV 215, Directing for Film & Video		Cannot schedule 13-14	<i>Submitted – Agenda</i>
FTV 242, Writing and Pre-Production of the Short Film		Cannot schedule 13-14	<i>Submitted – Agenda</i>
FTV 261, Religion and Cinema		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUS 191, Treble Choir-Children's Music		Cannot schedule 13-14	Submitted
MUS 258, Composition		Cannot schedule 13-14	Submitted
MUSC 123, Stage Voice Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 141, Concert Attendance		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 176, Beginning Rock Band Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 224, Jazz Improvisation Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 225, Commercial Music Ensemble		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 120A, Rehear&Perform: Drama		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 120B, Rehear&Perform: Comedy		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 120C, Rehear&Perform: Musical Theatr		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 130, Improvisation		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 133, Makeup for the Stage		Cannot schedule 13-14	
THA 205, Advanced Acting Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 215, Acting for the Camera		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 218, Audition Tech for the Actor		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 220, Fundamentals of Directing		Cannot schedule 13-14	<i>Submitted – Agenda</i>

20. ADJOURNMENT

A motion was made and seconded to adjourn the meeting at 5:34p.m. 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.

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