

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: May 26, 2011
LOCATION: BE 323 – Computer Room
TIME: 3:05 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Beverly Beyer, faculty	Rick Motawakel, Faculty	Linda Harmon, Faculty
Nancy Cholvin, faculty	David Newman, Faculty	Mrs. Sharon Lowry, V. P. Academic Affairs
Maria Clinton, Cochair	Reaenna Paul, proxy	Sarah Rothenberg, ASO Student
De'Neen Coleman-Carew	Mike Rios, proxy	
Margaret Drake, Dean	Duane Rumsey, Faculty	
Lee Grishman, Articulation	Marianne Stewart, proxy	
Lisa Karlstein, Faculty	LaDonna Trimble, Dean	
Scott Lee, Faculty	Les Uhazy, Dean	
Cynthia Littlefield, Faculty	Darcy Wiewall, Faculty	
<u>GUESTS PRESENT</u>		
Ron Chapman	Jerry Lewis	
Dr. Karen Cowell	Harish Rao	
Diane Flores-Kagan	Andy Sanders	
Cynthia Kincaid	Bradley Smith	

2010-2011
Academic Policies & Procedures Committee Meeting No. 14
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the May 26, 2011 AP&P Committee Meeting to order at 3:05 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:05 p.m. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Ms. Maria Clinton stated that she did not have any comments for this section.

3. APPROVAL OF MINUTES

a. **April 28, 2011**

b. **May 12, 2011**

A motion was made and seconded to approve items 3a-b Approval of Minutes: April 28, 2011 and May 12, 2011. Duane Rumsey requested that the April 28, 2011 meeting minutes reflect that he was present. Motion carried as revised.

4. INFORMATIONAL ITEMS

a. **6 new AA-T and AS-T: Administration of Justice/Criminal Justice, Early Childhood Education, Geology, Physics, Theatre, and History. Check www.c-id.org for the development documentation.**

Ms. Maria Clinton stated that the Chancellor's Office has approved six new transfer degrees and we will work in the fall to develop these degrees for incorporation in the 12-13 College Catalog.

b. **Course Outlines of Record that will expire next year before implementation of new Course Outlines of Record**

Ms. Maria Clinton stated that the original AP&P deadline for revisions and new course implementation, which was February 24, 2011, has been extended by Mrs. Sharon Lowry to May 12, 2011 due confusion among the faculty as to the difference between submitted and approved. She also stated that scheduling restrictions apply to any course that will expire during the next academic year prior to implementation of the newly approved course outline of record, which will be sent by email in the next day or so. Ms. Clinton continued that the list of outdated course outlines of records for the 11-12 academic year has been posted to the website for each division. This list will only change if a course that was scheduled to expire this year did not come through the approval process. She encouraged the AP&P Representatives to notify their faculty of the deadline for course approvals, which is set for December 8, 2011. She also reminded that the representatives that the approval process in CurricUNET takes roughly 2 months for a course to run the full cycle so the faculty should submit their course revisions in September in hopes that the course will reach an AP&P agenda in time for the approval deadline.

5. ACTION ITEMS

a. Mission Statement – 7 out of 11 division representative approved the mission as is

Ms. Maria Clinton stated that she realizes that several AP&P representatives reported that revisions to the Mission Statement was necessary but unfortunately there is not enough time to implement those revisions. She stated that she would bring this back in the fall and present those recommended changes to the committee at that time. She requested a motion to approve the Mission Statement as is with a majority vote. A motion was made and seconded to approve the Mission Statement without revision. Motion carried.

6. ACTION ITEMS – Consent Items – Non-Substantial Course Revisions

- a. **CCA - MATH 140 Precalculus** **5 units, 5 hours weekly**
- b. **CCA - MATH 250 Calculus and Analytic Geometry** **5 units, 5 hours weekly**
- c. **DM 133L Digital Printing I Lab** **.5 units, 24 hours total**

Ms. Maria Clinton requested a motion to approve items 6a-c Consent Items for Non-Substantial course revisions. A motion was made and seconded to approve items 6a-c. Motion carried. Mrs. Melissa Jauregui requested to clarify the implementation date for these approvals, which would be in the 12-13 academic year and college catalog. Dr. Les Uhazy wished it be in the minutes that this action hurts students. Ms. Nancy Cholvin requested clarification on why these courses could not be implemented sooner since they were entered in CurricUNET months ago. She also stated that the faculty completed all necessary revisions in the paper format prior to the deadline for the use of CurricUNET. Mrs. Melissa Jauregui brought up the timeline for MATH 140 and stated that it was entered in CurricUNET and submitted on March 4, 2011, which was past the AP&P approval deadline and the course went back and forth between the instructor and the technical review committee because requested changes were not made by the instructor. It was also stated that paper copies were not submitted to AP&P by the September 15, 2010 deadline nor was any mention made that paper documents were in the process. A lengthy discussion took place, at which point Ms. Maria Clinton stated that the deadline had already been extended from February 24, 2011 to May 12, 2011 which in her opinion was already very generous and unfortunately, the catalog is done and additional revisions can not be made. A second motion was made and seconded to approve the content for 6a-b. Motion carried.

7. ACTION ITEMS – Second Reading – Course Revisions (AP&P requested faculty attendance)

Harish Rao will arrive at 3:30

- a. **CCA - COMM 116 Forensics** **3 units, 3 hours weekly**
 - Content has been corrected and units and hours have been adjusted per AP&P recommendationA motion was made and seconded to approve the course revisions made to COMM 116 Forensics. Mr. Harish Rao was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET regarding whether the field trips were mandatory. Mr. Rao stated that students are aware that the field trips are mandatory. Motion carried.

Wendy Williams will arrive at 3:30

- b. **CCA - FTV 230 Digital Cinematography** **4 units, 6 hours weekly**
 - AP&P requested revisions to the homework hours and to correct a typo in the methods of instructionA motion was made and seconded to approve the course revisions made to FTV 230 Digital Cinematography. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET regarding a possible misspelling in the methods of instruction and the excessive hours for homework, which were all addressed during the last meeting. Motion carried as revised. A second motion was made and seconded to approve the course content for FTV 230 Digital Cinematography. Motion carried.

8. ACTION ITEMS – First Reading – Course Revisions

Mark Covert will arrive at 3:35

- a. **PE 135 Physical Conditioning** **.5-1 units, 1.5-3 hours weekly**

A motion was made and seconded to approve the course revisions made to PE 135 Physical Conditioning. Ms. Cindy Littlefield was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET regarding a misspelling in the homework section and the use of a verb to start each objective, which were corrected during the meeting with the approval of the instructor. Dr. Lee Grishman requested the rationale for the use of an older book be revised so that it reads in complete sentences. Motion carried as revised. A second motion was made and seconded to approve the course content for PE 135 Physical Conditioning. Motion carried.

Adrienne King will arrive at 3:40

- b. **CCA - DM 115 Graphic Communications** **3 units, 4 hours weekly**
 - Added Prerequisite of Completion of DM 101
 - Deleted Advisory of Completion of DM 101
 - Instructional Material Fee increased from \$12.50 to \$20

A motion was made and seconded to approve the course revisions made to DM 115 Graphic Communications. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET regarding the use of an “a” and not a “b” in the course content, which was corrected during the meeting with the approval of the instructor. Motion carried as revised. A second motion was made and seconded to approve the course content for DM 115 Graphic Communications. Motion carried.

Bradley Smith will arrive at 3:40

c. CCA - DM 133 Digital Printing I 3 units, 4 hours weekly

- Added Prerequisite of Completion of DM 101
- Deleted Advisory of Completion of DM 101
- Instructional Material Fee decreased from \$16.50 to \$15.00

A motion was made and seconded to approve the course revisions made to DM 133 Digital Printing I. Ms. Cynthia Kincaid 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. A second motion was made and seconded to approve the course content for DM 133 Digital Printing I. Motion carried.

d. DM 233 Digital Printing II 3 units, 4 hours weekly

- Instructional Material Fee decreased from \$15.00 to \$12.50

A motion was made and seconded to approve the course revisions made to DM 233 Digital Printing II. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET regarding internet searches in the homework section. Mr. Bradley Smith was also present to clarify this question and stated that the internet homework searches are two separate items. Motion carried.

e. DM 233L Digital Printing II Lab .5 units, 24 hours total

A motion was made and seconded to approve the course revisions made to DM 233L Digital Printing II Lab. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET regarding the textbook for the course. Mr. Bradley Smith was also present to clarify this question and stated that the lab is used for all DM courses and the book used crosses over all DM courses. It was suggested that the parent course text be listed here. Motion carried pending revisions being made and sent back by May 27, 2011 at 4:30p.m.

Wendy Williams will arrive at 3:40

f. DM 110 Motion Graphics 3 units, 4 hours weekly

- Added Prerequisite of Completion of DM 106
- Deleted Advisory of Completion of DM 101
- Instructional Material Fee increased from \$18.50 to \$20.00

A motion was made and seconded to approve the course revisions made to DM 110 Motion Graphics. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET regarding need to capitalize “before enrolling” in the course description, which was corrected during the meeting. Motion carried. A second motion was made and seconded to approve the course content for DM 110 Motion Graphics. Motion carried.

g. DM 112 Experimental Digital Video 3 units, 4 hours weekly

- Added Prerequisite of Completion of DM 106
- Deleted Advisory of Completion of DM 101
- Instructional Material Fee increased from \$18.50 to \$20.00

A motion was made and seconded to approve the course revisions made to DM 112 Experimental Digital Video. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET regarding need for a rationale for the use of an older textbook but since we were on the cusp of the five years, this is not needed at this time. Motion carried. A second motion was made and seconded to approve the course content for DM 112 Experimental Digital Video. Motion carried.

Dorothy Williams and Diane Flores-Kagan will arrive at 3:50

h. LAC 100 Introduction to Tutoring 3 units, 3 hours weekly

A motion was made and seconded to approve the course revisions made to LAC 100 Introduction to Tutoring. Ms. Diane Flores-Kagan was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET regarding a misspelling in the course description, which was corrected during the meeting with the approval of the instructor. Dr. Lee Grishman requested the rationale for the use of an older book be revised so that it reads in complete sentences. Motion carried as revised.

- i. **New Hybrid DE - LAC 100 Introduction to Tutoring** **3 units, 3 hours weekly**
- DEC reviewed and made recommendations for revision on 4/20/11
A motion was made and seconded to approve the new distance education course of LAC 100 Introduction to Tutoring. Ms. Diane Flores-Kagan was present to discuss the new course distance education. Ms. Maria Clinton stated that the use of specific product names in the distance education needs to be removed, which was corrected during the meeting with the approval of the instructor. An additional conversation took place regarding the appropriateness of the accessibility statement number three and the end result was to add the OSD acronym so to avoid confusion. Motion carried as revised.

Mr. Duane Rumsey requested that an email notification be sent to the division and faculty regarding the course scheduling restrictions for the 2011-2012 academic year because Mr. Rao was not aware that his course was affected. Ms. Maria Clinton stated that Mr. Rao was notified over a month ago that COMM 116 would have scheduling restrictions if not approved by May 12, 2011. She continued to state that the Deans were notified also of the courses affected with scheduling restrictions. An email though will also be sent to the AP&P representatives later this week with that list attached.

Andy Sanders will arrive at 3:50 (Dr. Karen Cowell will also attend meeting)

- j. **CCA - CFE 116 Diversity in Early Childhood Education** **3 units, 3 hours weekly**
- Title change
A motion was made and seconded to approve the course revisions made to CFE 116 Diversity in Early Childhood Education. Ms. Andy Sanders was present to discuss the changes made to the course. Ms. Maria Clinton stated that two comments were noted in CurricUNET regarding a misspelling in the homework and content. An additional comment was made that New York should be capitalized in the textbook section and a limitation on enrollment should be added to the course along with the notation regarding transferability. Motion carried with all revisions made during the meeting with the approval of the instructor. A second motion was made and seconded to approve the course content for CFE 116 Diversity in Early Childhood Education. Motion carried.

- k. **CCA - CFE 211 Health, Safety and Nutrition for the Young Child** **3 units, 3 hours weekly**
- Title change
A motion was made and seconded to approve the course revisions made to CFE 211 Health, Safety and Nutrition for the Young Child. Ms. Andy Sanders was present to discuss the changes made to the course. Ms. Maria Clinton stated that a limitation on enrollment should be added to the course along with the notation regarding transferability. Motion carried with all revisions made during the meeting with the approval of the instructor. A second motion was made and seconded to approve the course content for CFE 211 Health, Safety and Nutrition for the Young Child. Motion carried.

Angela Davis will arrive at 4:10

- l. **CCA - SOC 112 American Social Issues: Problems and Challenges** **3 units, 3 hours weekly**
A motion was made and seconded to approve the course revisions made to SOC 112 American Social Issues: Problems and Challenges. Mr. Ron Chapman was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET regarding objective number three and the use of the word underemployment. Mr. Chapman stated that the word was carried over from the previous course outline of record, Dr. Wiewall felt the word was fine. Dr. Newman also had a comment regarding the other homework assignments and recommended that the words "preparation for" precede the oral presentation statement. Requested changes were made during the meeting with the approval of Mr. Chapman. Motion carried as revised. A second motion was made and seconded to approve the course content for SOC 112 American Social Issues: Problems and Challenges. Motion carried.

Cynthia Kincaid will arrive at 4:40

- m. **CCA - DM 103 Graphic Design I** **3 units, 4 hours weekly**
- Added Prerequisite of Completion of DM 101
- Deleted Advisory of Completion of DM 101
- Instructional Material Fee increased from \$12.50 to \$20
A motion was made and seconded to approve the course revisions made to DM 103 Graphic Design I. Ms. Cynthia Kincaid 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. Dr. Lee Grishman stated that the textbook rationale needs to be revised to use the words "still current." Mr. Rios stated that the descriptions for these courses were not consistent with their use of Mac OS and Mac Operating System. Ms. Kincaid stated that Mac OS was appropriate to use through out the descriptions. Motion carried with requested changes made during the meeting with the approval of the instructor. A second motion was made and seconded to approve the course content for DM 103 Graphic Design I. Motion carried.

- n. **CCA - DM 105 Flash Animation for Interactive Media** **3 units, 4 hours weekly**
 - Title Change
 - Deleted Advisory of Completion of ART 110 added Working knowledge of Adobe Photoshop strongly advised. A motion was made and seconded to approve the course revisions made to DM 105 Flash Animation for Interactive Media. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET regarding the advisory statement. Mrs. Beverly Beyer stated that the statement regarding Adobe knowledge should be placed in the description. Motion carried with requested changes made during the meeting with the approval of the instructor. A second motion was made and seconded to approve the course content for DM 105 Flash Animation for Interactive Media. Motion carried.
- o. **CCA - DM 203 Graphic Design II** **3 units, 4 hours weekly**
 - Deleted Advisory of Completion of DM 101
 - Instructional Material Fee increased from \$12.50 to \$20
 A motion was made and seconded to approve the course revisions made to DM 203 Graphic Design II. Ms. Cynthia Kincaid 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. A second motion was made and seconded to approve the course content for DM 203 Graphic Design II. Motion carried.
- p. **CCA - DM 205 Digital Illustration** **3 units, 4 hours weekly**
 - Added Prerequisite of Completion of DM 101
 - Changed Advisory from Completion of DM 101 to Completion of DM 113
 - Instructional Material Fee increased from \$12.50 to \$20
 A motion was made and seconded to approve the course revisions made to DM 205 Digital Illustration. Ms. Cynthia Kincaid 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. A second motion was made and seconded to approve the course content for DM 205 Digital Illustration. Motion carried.
- q. **CCA - DM 246 Portfolio and Job Search** **3 units, 4 hours weekly**
 - Added Prerequisite of Completion of DM 113
 - Instructional Material Fee decreased from \$23 to \$20
 A motion was made and seconded to approve the course revisions made to DM 246 Portfolio and Job Search. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET indicating that the word resume is used with and without the accent, it was requested that the accent be removed. Motion carried with revisions made during the meeting with the approval of the instructor. A second motion was made and seconded to approve the course content for DM 246 Portfolio and Job Search. Motion carried.

Jerry Lewis will arrive at 5:15

- r. **ATH 102 Practical Applications of Athletic Training I** **3 units, 3 hours weekly**
 A motion was made and seconded to approve the course revisions made to ATH 102 Practical Applications of Athletic Training I. Mr. Jerry Lewis was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that homework hours were noted for other assignments without homework in the field, the methods of evaluation listed the linked objectives twice, HIPAA should be one word, and the second line in the writing assignments should be corrected. Motion carried with revisions made during the meeting with the approval of the instructor.

9. ACTION ITEMS – New Course Reading – Second Reading

- a. **PHIL 109 World Religion** **3 units, 3 hours weekly**
 A motion was made and seconded to approve the new course development of PHIL 109 World Religion. Motion carried. A second motion was made and seconded to approve the course content for PHIL 109 World Religion. Motion carried.

10. ACTION ITEMS – Request to change Instructional Material Fee

- a. **DM 115 – increased from \$12.50 to \$20.00 (Adrienne King Arriving at 3:40)**
 b. **DM 133 – decreased from \$16.50 to \$15.00 (Bradley Smith Arriving at 3:40)**
 c. **DM 233 – decreased from \$15.00 to \$12.50 (Bradley Smith Arriving at 3:40)**
 d. **DM 110 – increased from \$18.50 to \$20.00 (Wendy Williams Arriving at 3:40)**
 e. **DM 112 – increased from \$18.50 to \$20.00 (Wendy Williams Arriving at 3:40)**
 f. **DM 103 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**
 g. **DM 113 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**
 h. **DM 203 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**
 i. **DM 205 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**

- j. **DM 213 – increased from \$12.50 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**
- k. **DM 246 – decreased from \$23 to \$20.00 (Cynthia Kincaid Arriving at 4:40)**

A motion was made and seconded to approve increasing the material fee for 10a-k. Cynthia Kincaid was present to discuss the increases and was asked to verify that the material fee for DM 133, DM 233 and DM 246 is in fact being decreased. Professor Kincaid confirmed that the materials fees for DM 133, DM 233 and DM 246 are being decreased. Motion carried.

11. ACTION ITEMS – Obsolete Memo Requests

- a. **PHIL 106 ITV**
- b. **HIST 107 ITV**
- c. **HIST 108 ITV**

A motion was made and seconded to approve designating the above distance education courses as obsolete. Motion carried.

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

Health Sciences / FACE

CFE 116 Justice, Equity & Inclu in CFE – Agenda

CFE 211 Health Safety for Young Child – Agenda

Instructional Resources

LAC 100 Intro to Tutoring – Agenda

LAC 200 Advanced Tutoring – Awaiting Course Author Revision

Language Arts

COMM 114 Art of Storytelling

COMM 116 Forensics – Agenda

Math and Engineering

MATH 140 Precalculus – Agenda

MATH 250 Calculus & Analytic Geometry – Agenda

Physical Education & Athletics

ATH 102 Practical Appl of Athletic Training I – Agenda

PE 128 Advanced Golf – Submitted New number 129 – Awaiting Course Author Revision

PE 135 Physical Conditioning – Agenda

Social & Behavioral Sciences

ED 140 Introduction to Education

SOC 112 American Social Issues – Agenda

13. ADJOURNMENT

A motion was made and seconded to adjourn the 5/26/11 AP&P Committee meeting at 5:34 p.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.

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