



# Academic Policies & Procedures

<b>AP&amp;P Minutes</b>	<b>Thursday, October 13, 2022</b> 3:00 pm – 5:30 pm via <a href="#">Zoom</a>
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**Type of Meeting:** *Regular*  
**Note Taker:** Debbie Lindsey  
**Please Review/Bring:** The past minutes for accuracy.

*Committee Members:*

<p><i>Dr. Scott Lee, Co-chair</i>  <i>Dr. Howard Davis, Co-chair, Vice President of Academic Affairs</i>  <i>Dr. Jessica Eaton, Articulation Officer</i>  <i>Tim Atkerson, AKIN Representative</i>  <i>Travis Lee, CTE Representative</i>  <i>Wendy Stout, CTE Representative</i>  <i>James Dorn, MSE Representative</i>  <i>Richard Biritwum, MSE Representative</i>  <i>Heidi Williams, LACA Representative</i>  <i>Dr. Ariel Tumbaga, LACA Representative</i>  <i>Gabby Poorman, SBS Representative</i>  <i>David Harrison, SBS Representative</i></p>	<p><i>Cynthia Littlefield, AHUM Representative/proxy-Jonet Leighton*</i>  <i>Glen Knowles, AHUM Representative*</i>  <i>Van Rider, Library Rep, Librarian*</i>  <i>Luis Echeverria, Student Services, Counseling</i>  <i>Tanya McGinnis, Student Services, Counseling</i>  <i>Larry Veres, Adjunct Representative</i>  <i>Greg Bormann, Administrative Position*</i>  <i>Kathryn Mitchell, Administrative Position*</i>  <i>LaDonna Trimble, Administrative Position</i>  <i>Cindy Hendrix, Outcomes Representative</i>  <i>Ronda Nogales, Outcomes Representative*</i>  <i>Oswaldo Gavidia, Student Representative*</i></p>
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*\*Absent*

Items	Person	Action
<p>I. Opening comments from the Co-chair</p>	<p><i>Dr. Howard Davis</i> <i>Dr. Scott Lee</i></p>	<p>The meeting was called to order at 3:01 p.m. Dr. Davis began with opening comments: Academic Affairs is currently in the process of cross-training to help with the scheduling process and provide some relief for Kyle Jacobson. Responsibilities are being divided. Sam Darby is still supporting AP&amp;P and in the process of learning scheduling and working through a couple of the divisions. This may take several months. At some point in time, Robyn Serrano will begin the process as well. The goal is to have them well rounded in all areas of Academic Affairs within the next 18 months. Robyn is now taking the lead with the AP&amp;P meetings. Please direct your questions regarding curriculum to Robyn Serrano. She has been well trained and is equipped to answer questions.</p> <p>Dr. Lee reminded everyone to also continue to use <a href="mailto:curriculum@avc.edu">curriculum@avc.edu</a> for questions.</p> <p>Dr. Lee's opening comments: There are only two scheduled meetings left to complete the workflows. There are 71 programs and 280 courses left in the queues to finalize. If there are a large number of programs and courses</p>



## Academic Policies & Procedures

		<p>to review after the next meeting, there will be a third meeting scheduled. Please be sure to keep up on the workflows, especially those in Stage 4 that need to be approved in order to make it to Stage 5 and be placed on the agenda.</p> <p>Dr. Davis said that faculty have been doing a good job in submitting courses. The backlog is within the committee, which needs to be streamlined. Workflows have been shut down so there will be no new workflows created for Fall 2023. This will allow time to focus on the remaining workflows in progress.</p>
II. Minutes 09/22/2022	<i>All</i>	<p>Motion to approve Minutes for 9/22/22 Motion Second Comments: Minutes were amended by Debbie Lindsey to include additional language for the Work Experience (WE 199) courses and the AD-T discussion. Motion approved</p>
<p>III. Informational Item</p> <ul style="list-style-type: none"> <li>- Meeting schedule: 10/27/22, 11/10/22, 1/26/23, 2/9/23, 2/23/23, 3/23/23, 4/13/23, 4/27/23</li> </ul>	<i>Dr. Scott Lee</i>	<p>If an additional meeting is added, it will most likely be on 12/1/22 or 12/2/22. Comment: Dr. Eaton asked everyone to please pay close attention to their queue and prioritize course creations that are coming through. Any new courses in development that have the potential to be submitted for transferability or GE need to be approved by the November 10th meeting. Her submission deadline is 12/2/22. Dr. Lee reminded everyone to be sure to scroll down on each tab to see if there are comments that need to be addressed.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> <li>- Credit for Prior Learning</li> <li>- Honors Courses</li> <li>- Math 102 Deactivation impact</li> <li>- Faculty Communication e-Newsletter</li> </ul>	<p><i>Dr. Scott Lee</i> <i>Dr. Howard Davis</i>  <i>Sam Darby</i></p>	<p><b>Items Discussed:</b> <b>Credit for Prior Learning:</b> Dr. Davis said that the campus went through the Credit for Prior Learning Process, but for some reason it wasn't completed. He asked Sam Darby to provide additional information. Sam said it was approved through AP&amp;P. It went to the College Coordinating Council (CCC) in February 2021. Someone had questions and it's been at a stand still since then. Dr. Davis will take what was worked on in February 2021 and bring it forward to the Council. Sam Darby further reported that AP&amp;P reviewed and revised the APs and BPs in April 2021. The</p>



## Academic Policies & Procedures

	<p>process began in November 2020 and was submitted to the Board in December 2020. It went to the CCC Council and then through the Senate in March 2021. It then came back to AP&amp;P in April 2021 because it was incorrect. It has been at a stand still since. An email from Patty McClure shows that it didn't complete the process. It was presented and was supposed to come back for additional revisions but it was never returned. Dr. Lee will look into it further to find out where it ended up.</p> <p><b>Honors Courses:</b> No updates. Dr. Eaton reached out to all the faculty members whose courses were not approved. She and Darcy Wiewall have a plan.</p> <p><b>Math 102 Deactivation Impact:</b> James Dorn said that since we can no longer offer MATH 102, it needs to be removed from the catalog. He asked the following questions regarding the deactivation process for MATH 102: What will the impact be? Do we need to create a dummy course since there will be no drop down menu available if the course is removed? He noticed in the prerequisite tab of eLumen that some of the classes didn't show the course number, but had the language. If the MATH 102 course is removed, can the language be entered? Comment: Dr. Eaton responded that once MATH 102 is fully deactivated, it needs to be removed from the catalog. She referred to Chem 110H, which is going through the process and the new language is there. Dr. Lee confirmed that you can still type in the language without selecting an actual course in the prerequisite tab. Comment: Debbie Lindsey said that in a previous AP&amp;P meeting it was decided by the committee that the Math 102 prerequisite and advisory language would be replaced with the blanket language that was agreed upon and the course would be removed from the catalog. (Refer to March 24, 2022 Minutes.) Comment: Dr. Eaton said there are a couple of issues. The language for Intermediate Algebra or placement by multiple measures needs to stay. It will need to be addressed in the transfer side of</p>
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## Academic Policies & Procedures

	<p>the catalog with some verbiage. She will look to see where it applies.</p> <p>There was an issue with Wendy Stout’s math courses being updated with the new language and Dr. Eaton is now receiving substitution forms to correct the issue. This will be addressed in the next catalog.</p> <p>There was further discussion on why we are keeping the language for Intermediate Algebra when we are no longer offering the course.</p> <p>Comment: Dr. Eaton said that we need to keep in line with UC transferability and they require the verbiage of Intermediate Algebra. We can add the additional language of “or higher or placement by multiple measures.” She doesn’t want to risk losing UC transferability. She will bring it up with them again at her next meeting.</p> <p>Comment: LaDonna Trimble asked for clarification: Until everything is up to speed in eLumen, we will need to include the Intermediate Algebra language until further notice without identifying a class? Does this mean that high school students that have taken Algebra II will not be blocked out of the class for the prerequisite requirements?</p> <p>Comment: Dr. Eaton referred back to the language for transferability. If a department feels that the language is not sufficient, then a different math class needs to be added.</p> <p>Comment: Luis Echeverria said that a student would be able to show evidence to counseling for an override, if needed. There was a list of all courses that had a MATH 102 prerequisite and that all were changed to the blanket language of “Intermediate Algebra or higher or placement by multiple measures.” If any discipline needed a specific language as a math prerequisite, they could do so at the next revision.</p> <p>Comment: James Dorn cautioned that the “or higher” is different than just Intermediate Algebra or placement by multiple measures. All of his entry level math classes should not have “or higher.”</p> <p>Comment: Sam Darby said that one of the system issues for Math 102 being removed from eLumen is that we will not be able to pull up that information if it is deactivated. The new language has to be tied to a course in order to pull the data</p>
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## Academic Policies & Procedures

		<p>and to keep the MATH 102 connected by replacing the course code with MATHXXX.</p> <p>Robyn Serrano shared her screen to demonstrate removing the Math 102 course in the prerequisite tab and just having the language.</p> <p>Comment: Sam Darby said that we need to leave Math 102 in order to pull the impact report and see what it is tied to.</p> <p>Dr. Lee said it's too late because it is already being removed during revisions.</p> <p>Sam will look for an old impact report as a starting point.</p> <p>Comment: Debbie Lindsey said that when she updated the language, she didn't change the MATH 102 Course ID in the prerequisite, so it should still be there unless faculty made changes during their revisions.</p> <p><b>Faculty Communication e-Newsletter</b>  <b>E-News Letter:</b></p> <p>Sam Darby shared a sample view of the Curricular Newsletter, which is being kept very concise and provides live links to different resources. This will help to connect with the faculty at large. She would like everyone's feedback on what topics to keep the faculty up-to-date with and direct them to resources. She will present the draft to the AP&amp;P Committee before sending it out to faculty at large.</p> <p>Comment: Heidi Williams said that the faculty will really find this helpful.</p> <p>Comment: Dr. Davis said that this will serve as a template for reps when they go to their division meetings.</p> <p>Comment: Dr. Lee said that once a month would work well for providing information for the meetings.</p>
<p>V. Reports</p>		
<p>VI. Action</p> <ul style="list-style-type: none"> <li>- ADT Guide</li> <li>- SLO requirement</li> <li>-</li> </ul>	<p>Dr. Scott Lee</p>	<p><b>Action Taken:</b></p> <p>Motion to approve ADT Guide</p> <p>Motion second</p> <p>This was provided at the last meeting to bring back feedback. This guide is for developing Associate Degrees for Transfer, which have highly</p>



## Academic Policies & Procedures

		<p>specific standards. It will be available on the website. Motion approved</p> <p>Motion to approve SLO requirement We officially have a requirement for all courses to have SLOs, but we do not have the requirement for labs. The Outcomes Committee provided a recommendation to make SLOs a requirement, which includes all labs as well as courses. Comment: Sam Darby said that we have not been forcing people to resubmit their workflows as substantial if they were missing SLOs. Motion second Motion approved Dr. Lee asked everyone to remind faculty to complete these SLOs. He said that we are also sending back those workflows that have not completed the curriculum map.</p>
<p><i>New Course Developments</i> ETHN 101 Introduction to Ethnic Studies MATH 030 Support Course for MATH 130 VN 122 Vocational Nursing in the Child-Bearing Family and Pediatric Patient</p> <p><i>Substantial course revisions</i> BIOL 110 General Molecular Cell Biology BIOL 120 General Organismal, Ecological and Evolutionary Biology MOA 110 Beginning Medical Office Assisting MOA 111 Advanced Medical Office Assisting MUSC 133 Studio Music Production I MUSC 134 Studio Music Production II NS 205A Transition to Professional Nursing PHIL 101 Fundamental Reasoning Skills PHIL 108 Philosophy of Religion PSY 201 Introduction to Physiological Psychology PSY 244 Introduction to Counseling</p> <p><i>Non-substantial course revisions</i> ELEC 140 Commercial &amp; Industrial Wiring &amp; Cabling ELEC 160 Fundamentals of Motor Control ELEC 250 Electricians Journeyman Review</p>	<p>Dr. Scott Lee</p>	<p><b><i>New Course Developments</i></b> Motion to approve: ETHN 101 Motion second Comment: Robyn Serrano said that the DE form needs to be completed. The last question should not be answered unless it's ER only. Comment: Gabby Poorman confirmed that it is not ER only. However, there are other questions that have not been answered that need to be completed. Comment: Dr. Davis said that this needs to move forward because it is critical to offer this course for our students. Comment: Dr. Lee said that this is crucial for transferability to CSUs and UCs. <b>Motion approved pending completion of the Distance Education form by Tuesday, 10/18/22.</b></p> <p>Motion to approve: MATH 030 Motion second Motion approved</p> <p>Motion to approve: VN 122</p>



## Academic Policies & Procedures

HE 101	Health Education	Motion second
HE 120	Stress Management	Comment: Wendy Stout confirmed that it is Emergency Distance Education only.
IATH 102	Pre-Season Sport Conditioning	Comment: Robyn Serrano confirmed that the VN 112 prerequisite was changed to VN 121 because the lower courses are being discontinued.
MUSC 102	History of Jazz	Motion approved
MUSC 103	History of Rock 'n Roll	
MUSC 112	Commercial Music Theory	
MUSC 113	Popular Song Writing	
MUSC 141	Concert Management	
MUSC 142	Musical Theatre Workshop	
MUSC 143A	Live Sound I	
MUSC 143B	Live Sound II	
RADT 101	Introduction to Radiologic Technology	<b>Substantial course revisions</b>
RADT 102	Patient Care in Radiology	Motion to approve:
RADT 103	Radiographic Positioning and Procedures I	BIOL 110
RADT 107	Radiographic Positioning and Procedures II	Motion second
RADT 108	Advanced Principles of Exposure	Motion approved
RADT 109	Radiation Physics	
RADT 201	Radiographic Clinical Practicum III	Motion to approve:
RADT 204	Principles and Applications of Cross-Sectional Anatomy in Imaging	BIOL 120
RADT 207	Advanced Radiographic Procedures	Motion second
RADT 208	Radiographic Certification Preparation	Motion approved
<b>Course Deactivations</b>		
CIS 101	Introduction to Computer Information Science	
CIS 111	Introduction to Programming & Algorithms	Motion to approve:
CIS 113	Data Structures	MOA 110
CIS 121	Computer Mathematics	Motion second
CIS 123	Assembly Language and Computer Architecture	Motion approved
CIS 161	Introduction to C Programming	
CIS 173	Introduction to C++ Programming	
CIS 174	Introduction to C# Programming	
CIS 175	Advanced Java Programming	
CIS 177	Introduction to Python Programming	
CIS 199	Work Experience	
ENGR 115	Basic Engineering Drawing	
ENGR 215	Dynamics	
OT 150	Basic Principles of Coding for the Medical Office	
OT 152	Beginning Medical Insurance	
		Motion to approve:
		MOA 111
		Motion second
		Note: <i>This was previously tabled to confirm Emergency Distance Education only and review of units and hours. It was changed to 7 units.</i>
		Motion approved
		Motion to approve:
		MUSC 133
		Motion second
		Motion approved
		Motion to approve:
		MUSC 134
		Motion second
		Motion approved
		Motion to approve:
		NS 205A
		Motion second



## Academic Policies & Procedures

<p>OT 205    Medical Office Procedures</p> <p><i>New Program Development</i> None</p> <p><i>Program revisions</i> None</p> <p><i>Program Deactivations</i> Communication Studies AA-T Engineering Technology AS Engineering Technology Cert</p>		<p>Motion approved</p> <p>Motion to approve: PHIL 101 Motion second Motion approved</p> <p>Motion to approve: PHIL 108 Motion second Motion approved</p> <p>Motion to approve: PSY 201 Motion second Motion approved</p> <p>Motion to approve: PSY 244 Motion second Motion approved</p> <p><b><i>Non-substantial course revisions</i></b> Motion to approve: ELEC 140 ELEC 160 ELEC 250 HE 101 HE 120 IATH 102 MUSC 102 MUSC 103 MUSC 112 MUSC 113 MUSC141 MUSC 142 MUSC 143A MUSC 143B RADT 101 RADT 102 RADT 103 RADT 107 RADT 108 RADT 109 RADT 201 RADT 204 RADT 207</p>
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## Academic Policies & Procedures

		<p>RADT 208 Motion second Motion approved</p> <p><b>Deactivations:</b> Motion to approve: Course Deactivations CIS 101 CIS 111 CIS 113 CIS 121 CIS 123 CIS 161 CIS 173 CIS 174 CIS 175 CIS 177 CIS 199 ENGR 115 ENGR 215 OT 150 OT 152 OT 205 Motion second Comment: Luis Echeverria requested that if they are being replaced by another course, to note in the new course that they were formerly known as (previous course in the catalog). Motion approved</p> <p>Motion to approve: <i>Program Deactivations</i> Communication Studies AA-T Engineering Technology AS Engineering Technology Cert Motion second Motion approved</p>
<p>VI. Closing Comments</p>	<p><i>Dr. Scott Lee</i></p>	<p>Dr. Lee asked everyone to please keep up on their queues so we won't need to have an extra meeting. Many are non-substantial and those are quickly approved. Comment: Luis Echeverria asked how many programs are still outstanding? Comment: Sam Darby said that 70% of what has been submitted for courses are still outstanding</p>



## *Academic Policies & Procedures*

		<p>and 81% of the programs submitted are still outstanding.</p> <p>Dr. Davis asked that everyone use this time to clear out their queues, since the meeting has finished early.</p> <p>Motion to adjourn meeting at 4:06 p.m.</p> <p>Motion seconded</p> <p>Motion approved</p>
<b>NEXT MEETING DATE: October 17, 2022</b>		