



ANTELOPE VALLEY COLLEGE

AP&P Minutes

Thursday, April 13, 2017
 BE 323
 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
 Kathleen Ballestero, Proxy Faculty Division Rep
 Bonnie Curry, Faculty Division Rep
 Carol Eastin, Articulation Officer
 Luis Echeverria, Faculty Division Rep
 Laureano Flores, Technical Education Dean
 Ibrahim Ganley, Faculty Division Rep
 Tooraj Gordi, 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
 Tim Sturm, Faculty Division Rep
 Mary Rose Toll, Faculty Division Rep
 Les Uhazy, Academic Dean
 Darcy Wiewall, Co-chair

Committee Members Absent:
 Kerlin Grimaldi Linares, Student Rep
 Michael Hutchison, Faculty Division Rep
 Cynthia Lehman, Faculty Division Rep
 Marjorie Marquez, Student Rep
 Bonnie Suderman, Co-chair
 Deborah Sullivan-Ford, Faculty Division Rep
 LaDonna Trimble, Student Services Dean

Guests Present:
 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 3:05pm. She welcomed all the members to the meeting.
II. Meeting Minutes – -3/9/2017		<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the minutes as presented for the meeting on 3/9/2017. After a brief review, motion carried with two abstentions: Darcy Wiewall and Les Uhazy.</p> <p><u>Follow Up Items:</u> None.</p>
III. Informational Item -2016-2017 Meeting Schedule: 4/13/17, 4/27/17, 5/11/17 -Deactivations Impact BUS 203 MATH 125 Family Consumer Sciences, AS -16-17 AP&P Goals -Courses due Fall 2017	<i>Darcy</i>	<p><u>Issues Discussed:</u> Dr. Darcy Wiewall indicated that the meeting on 5/11 will be cut short due to faculty recognition. We will only meet for 45 minutes.</p> <p>Committee members requested an electronic list of courses due this fall term, which will be distributed to the whole campus shortly.</p>



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<p>-Review Duties, Responsibilities and AP&P Process</p>		<p>Mrs. Melissa Jauregui requested all committee members send at least 2 days and times they are available to conduct a 1.5-2 hour workshop on course/program revisions this spring semester.</p> <p>Dr. Wiewall also reminded the committee members of the need to fully review courses when they come to them in CurricUNET. Many courses were returned to faculty when they reached the technical review level to make additional edits to areas that should have been noticed earlier in the approval process. She stressed the importance of catching issues early in the approval process so it is not left to the technical review committee.</p> <p>Dr. Wiewall also reminded faculty that report items typically return to AP&P in a two week period and as such it would be appropriate to solicit input from faculty on the items discussed here via email. Waiting for a division meeting would slow our process down tremendously.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> None.</p>
<p>IV. Action Item –</p> <ul style="list-style-type: none"> -Distance Education Form -Credit by Exam -Review Checklist -Corporate Community Ed Process Rev <p>Substantial Course Rev: ELEC 130 (Requisites),</p> <p>Corporate Community Ed: AVSOMC String Academy An Introduction to Voiceovers</p>	<p>All</p>	<p><u>Issues Discussed:</u> Issues incorporated into the motions below.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the DE form. After a thorough review of the form and report from all AP&P representatives, many changes were requested which included: change question 3 answer Interactive to read Interactive Classroom; potentially remove question 3a and 3c; change question 4 to 4a; change question 4a to 4b; change question 4a, 4b, 5a, and 5b to a certification statement with a checkbox that it is understood. A discussion also occurred regarding the definitions for the four types of DE offerings. Committee members expressed various versions of the definitions they felt would best describe each form of DE offering: Online, Hybrid, Blended, and Remote Classroom. Motion failed pending revision and review of new form along with DETC consideration of new form.</p> <p>A motion was made and seconded to approve the credit by exam list. After a review and report from all AP&P</p>



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		<p>representatives, it was requested that music consider adding course to the list for those students who enter the school at a higher level. The AP&P representative, Cindy Littlefield, will discuss with the faculty in the area. Motion carried with the addition of music if faculty agree.</p> <p>A motion was made and seconded to approve the review checklist as presented. After a review of the document and report from all AP&P representatives, it was agreed that the “other” section at the bottom of page two did not need to be added. Motion carried with the removal of the “other possible questions to include” section.</p> <p>A motion was made and seconded to approve the corporate community education process revisions as presented. After a review of the document and report from all AP&P representatives, it was noted that the CTE faculty have concerns with leveled courses coming one at a time that potentially represent a single AVC course when considered all together, as well as the faculty approval in the division needed to be a particular percent of all faculty. After more discussion on the matter it was understood that CCE will be required to submit a biannual report of all course offers to AP&P. This would be the time to double check that leveled courses are not problematic. Also the division would need to consider whether it is appropriate to identify a percent faculty approval rate, it would not be up to AP&P to monitor such an approval rate. It was also requested that the course form submitted to AP&P include a printed name field so AP&P knows who signed the form. It was also asked that the procedure include a timeline allowed for department review which should be 4 weeks. Motion carried with revision.</p> <p>A motion was made and seconded to approve all there courses noted on the agenda: AVC course ELEC 130; CCE courses AVSOMC String Academy and An Introduction to Voiceovers. After a review of each course, no edits or concerns were mentioned. Motion carried by all members present.</p> <p><u>Follow Up Items:</u> The distance education form will return to the next meeting for final review and approval consideration.</p>
<p>NEXT MEETING DATE: 4/27/17</p>		<p>The meeting adjourned at 4:45pm. Dr. Darcy Wiewall thanked the committee for their time. She reminded the members of our next meeting on 4/27/2017.</p>