

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Ms. Beverly Beyer
Ms. Deborah Charlie
Ms. Maria Clinton
Dr. De'Nean Coleman-Carew
Mr. Jeffrey Cooper
Mr. Dexter Cummins
Ms. Margaret Drake
Mr. Tooraj Gordi
Dr. Lee Grishman
Ms. Linda Harmon
Mr. Scott Lee
Ms. Cynthia Littlefield
Mrs. Sharon Lowry
Mr. Rick Motawakel
Dr. David Newby
Dr. David Newman
Mr. Duane Rumsey
Ms. LaDonna Trimble
TBD, ASO voting
TBD, ASO non-voting

FROM: Ms. Charlie/Ms. Clinton/Mrs. Lowry

DATE: March 9, 2009

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, March 12, 2009, SSV 151-Board Room, from 3:00 – 5:30 pm

2008-2009
Academic Policies and Procedures Committee Meeting No. 10
AGENDA

1. Approval of Agenda
2. Approval of Minutes from February 12, 2009 and February 26, 2009
3. Curricunet Presentation – Informational/Discussion (There will be a request for Action next meeting.)
4. Campus courses that use electronic enhanced components – ex. SPAN 101 and SPAN 102. (There are several courses at AVC that have such electronic components. They require the students to use them, but they are not billed as hybrid courses because they are NOT Distance Education courses.)
5. New Courses/CORs – Third Reading
 - a. PHTC 211 – Wedding, Portrait and Event Photography 3 units, 4 hours weekly (Corrections made, No Corequisite: Concurrent enrollment in PHTC 211L Xeroxing required.)
Advisory: Completion of PHTC 101 or PHTC 125 and Eligibility for READ 099 and ENGL 099
IMF (form-ok)
SLO – on SLO committee's 3/9/09 agenda for approval ..._____
 - b. PHTC 211L – Wedding, Portrait and Event Photography Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in PHTC 211
6. New Courses/CORs – First Reading
 - a. CIS 159 – SUSE Linux Server Administration 3 units, 4 hours weekly
Prerequisite: Completion of CIS 157 or CA 151 or CA 171 or CA 173
Advisory: Eligibility for Completion of READ 099 and ENGL 099
SLO Approval _____?
 - b. DFST 108 - Visual, Gestural, and Non-Manual Aspects of ASL 3 units, 3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
(?? is Completion of DFST 102 going to be a Prerequisite? He has it on pg 10 of CPF, however, he doesn't have supporting pg 8 of CPF filled out, nor is it on the COR itself?)
SLO 3/4/2009
 - c. INT 206 – Introduction to Sign to English Interpreting (Voicing) 4 units, 4 hours weekly
Prerequisite: Completion of or concurrent enrollment in INT 201
Advisory: Eligibility for ENGL 099 and READ 099
SLO 3/4/2009

- d. PE 112A – Beginning Soccer 1 unit, 3 hours weekly
AVC/GE-Area E
SLO – 3/4/09
 - e. PE 112B – Intermediate Soccer 1 unit, 3 hours weekly
AVC/GE- Area E
SLO – 3/4/09
7. Revised Courses/CORs – Second Reading
- a. BUS 111 – Business English 3 units, 3 hours weekly
 - b. CFE 107 – Literacy for Young Children 3 units, 3 hours weekly (Corrections made, No Xeroxing required.)
Prerequisite: Completion of CFE 104
Advisory: Eligibility for College Level Reading and ENGL 101
Revised to:
CFE 107 – Literacy for Young Children 3 units, 3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101
Prerequisite Removed
 - c. HE 201 – Women’s Health Issues 3 units, 3 hours weekly
 - d. PSY 234 – Abnormal Psychology 3 units, 3 hours weekly (Corrections made, No Xeroxing required.)
 - e. SOC 101 – Introduction to Sociology 3 units, 3 hours weekly (Corrections made, No Xeroxing required.)
8. Revised Courses/CORs – First Reading
- a. ATH 102L – Practical Applications of Athletic Training I Lab 4 units, 12 hours weekly
Class maximum change only- reduced from 12 to 8.
 - b. CFE 104 – Literature for Children 3 units, 3 hours weekly
 - c. CFE 111 – Supervising Adults in Child Care Settings 2 units, 2 hours weekly
 - d. MM 215 – Internet Web Design and Production II 3 units, 6 hours weekly
Prerequisite: Completion of MM 115/CG 127
Corequisite: Concurrent enrollment in MM 215L
Advisory: Completion of ART 110 and Eligibility for READ 099
Revised to:
DM 128 – Web Design and Production II 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 128L
Advisory: Completion of DM 101 and READ 099
Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours
SLO – 3/4/2009
Removing prerequisite MM 115/CG 127
(Removing advisory of ART 110?)
 - e. MM 215L – Internet Web Design and Production II Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in MM 215
Revised to:
DM 128L – Web Design and Production II Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 128
 - f. FTEC 250 – (I-300) Intermediate Incident Command System 1.5 units, 24 hours total
Prerequisite: Completion of FTEC 102.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Revised to:
Prerequisite: Completion of FTEC 102 or FTEC 295A
Advisory: Eligibility for READ 099, ENGL 099, and MATH 070
Only change was added prerequisite.
 - g. FTEC 101A – Firefighter 1 Academy Module A 8 units, 140 hours total
Limitation on Enrollment: Requires....
Corequisite: Concurrent enrollment in FTEC 101AL
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
Revised to:
FTEC 295A – Firefighter 1 Academy Module A 8 units, 140 hours total
Limitation on Enrollment: Requires....
Corequisite: Concurrent enrollment in FTEC 295AL

- Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Only change was to Course Number to better indicate to students that this is an Advanced Level Course.
- h. FTEC 101AL – Firefighter 1 Academy Module A Lab 2 units, 125 hours total
Limitation on Enrollment: Requires....
Corequisite: Concurrent enrollment in FTEC 101A
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
Revised to:
FTEC 295AL – Firefighter 1 Academy Module A Lab 2 units, 125 hours total
Limitation on Enrollment: Requires....
Corequisite: Concurrent enrollment in FTEC 295A
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Only change was to Course Number to better indicate to students that this is an Advanced Level Course.
- i. FTEC 101B – Firefighter 1 Academy Module B 7 units, 128 hours total
Limitation on Enrollment: Requires....
Prerequisite: Completion of FTEC 101A and FTEC 101AL
Corequisite: Concurrent enrollment in FTEC 101BL
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
Revised to:
FTEC 295B – Firefighter 1 Academy Module B 7 units, 128 hours total
Limitation on Enrollment: Requires....
Prerequisite: Completion of FTEC 295A and FTEC 295AL
Corequisite: Concurrent enrollment in FTEC 295BL
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Only change was to Course Number to better indicate to students that this is an Advanced Level Course.
- j. FTEC 101BL – Firefighter 1 Academy Module B Lab 2.5 units, 135 hours total
Limitation on Enrollment: Requires....
Prerequisite: Completion of FTEC 101A and FTEC 101AL
Corequisite: Concurrent enrollment in FTEC 101B
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Revised to:
FTEC 295BL – Firefighter 1 Academy Module B Lab 2.5 units, 135 hours total
Limitation on Enrollment: Requires....
Prerequisite: Completion of FTEC 295A and FTEC 295AL
Corequisite: Concurrent enrollment in FTEC 295B
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Only change was to Course Number to better indicate to students that this is an Advanced Level Course.
- k. ID 120 – Interior Design and the Element of Color 3 units, 4 hours weekly
- l. ID 125 – Material Selection for Interior Design 3 units, 3 hours weekly
- m. CG 213 – Life Photography 3 units, 6 hours weekly
Prerequisite: Completion of PHOT 101 and CG 230.
Corequisite: Concurrent enrollment in CG 213L
Advisory: Completion of ART 110, and Eligibility for ENGL 101 and READ 099.
Revised to:
PHOT 213 – Life Photography 3 units, 4 hours weekly
Prerequisite: Completion of PHTC 101 or PHTC 125
Corequisite: Completion of ART 110, and Eligibility for ENGL 099 and READ 099
Removing prerequisite of CG 230
SLO-3/4/09
Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours
- n. CG 213L – Life Photography Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 213
Revised to:
PHOT 213L – Life Photography Lab .5 units, 24 hours total
Corequisite: Concurrent enrollment in PHOT 213.

9. DFST – Degrees and Certificates - Adding new courses to Program Electives
 - a. American Sign Language - ASL Certificate/Degree
 - b. Interpreter Training - INT Certificate/Degree
10. Family and Consumer Education major, Nutrition and Foods Emphasis – Add course to Degree electives
 - a. NF 110, Sports Nutrition-3 units added as an Elective
11. PHTC: Commercial Photography – Degrees and Certificates / Catalog Pages - Second Reading
 - a. Commercial Photography – Certificate
12. New Distance Education Courses – Second Reading
 - a. HD 105 – Personal Development 3 units, 3 hours weekly – new online equivalent
13. Obsolete Courses – First Review
 - a. GER 110 – Elementary German Conversation
 - b. GER 111 – Elementary German Conversation
 - c. GER 210 – Intermediate German Conversation
14. Announcements
 - a. SLO/AP&P liaison representative
 - b. Technical Review Volunteers
16. Adjournment. The next meeting will be March 26, 2009.

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. Patricia A. Márquez Sandoval, 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.

MINUTES OF ACADEMIC POLICIES AND PROCEDURES COMMITTEE MEETING NO. 10
2008-2009

DATE: March 12, 2009
PLACE: SSV 151 – Board Room
TIME: 3:00 p.m.

MEMBERS PRESENT

Beverly Beyer, Faculty
De'Nean Coleman-Carew, Faculty
Jeffrey Cooper, Dean
Dexter Cummins, Faculty
Dr. Uhazy proxy for Margaret Drake,
Dean
Tooraj Gordi, Faculty
Lee Grishman, Articulation
Linda Harmon, Faculty

Cynthia Littlefield, Faculty
Mrs. Sharon Lowry, V. P. Academic
Affairs
Jack Halliday proxy for Rick
Motawakel, Faculty
David Newby, Faculty
David Newman, Faculty
Duane Rumsey, Faculty
LaDonna Trimble, Dean

MEMBERS ABSENT

Deborah Charlie, Cochair
Maria Clinton, Cochair
Margaret Drake, Dean
Scott Lee, Faculty
TBA, non-voting ASO Student

Mrs. Sharon Lowry called the meeting to order at 3:10 p.m. Mrs. Lowry welcomed and thanked everyone for coming. Mr. George Tamas, Chief Executive Officer for Governet, the distributors of Curricunet is here to present an informational presentation/discussion. Dr. Uhazy will be proxy for Ms. Drake as vocational dean. Dr. Ed Beyer is here presenting for Mr. John Burns. Ms. Ande Sanders, Ms. Rosa Oneofre, Dean Michael Jacobs, Mr. Terry Rezek, Ms. Lisa Karstein-Francey, Mr. Falb, Mr. Jerry Stupar, were all in attendance to present their courses for today's agenda.

1. Approval of Agenda

Mrs. Lowry announced that she would be taking things out of order in order to accommodate instructors who needed to be back to their classrooms in order to teach. There were no concerns or problems with the agenda. It was moved and seconded to approve the agenda. The motion carried unanimously.

2. Approval of Minutes from February 12, 2009 and February 26, 2009

The minutes for February 12, 2009 were handed out for review. No action was taken. Action for approval will be at the next AP&P meeting on March 26, 2009. The minutes for February 26, 2009 will be given at the next meeting.

3. Curricunet Presentation – Informational/Discussion (There will be a request for Action next meeting.)

Mr. George Tamas, Chief Executive Officer for Governet, the distributors of Curricunet is here to present an informational presentation/discussion. Mrs. Lowry indicated that we will request for action next meeting deciding whether we want this product and wish to go forward with this program/software. Mr. Tamas indicated that they have been in business with this product since 1998 and they now have 123 colleges across the United States and Canada. He noted that 56 of all California Community Colleges are currently using this product and that the California Community College's Chancellor's Office now has this product too. He indicated that they are going to be using it for reporting, noncredit, and stand alone courses. He indicated that colleges using this product will be able to more easily file things electronically with the Chancellors Office.

This is an all web based program that can be used wherever internet connection is, and it can be used on both PC and Macs. Mr. Tamas indicated that information is placed into web forms in a very granular fashion... not as a text blog. This allows for better manipulation of data for example into reports and into student systems, etc. Mr. Tamas presented a brief demo of his product to the committee. He showed the committee examples of forms and various views and screens of this product. He spoke of Proposal Impact, course check list, workflow, etc. Mr. Tamas explained that changes made are real time changes, and he also mentioned some of the types of informational reports that can be generated by this product. Dr. Grishman questioned whether the system showed other colleges accreditation status when viewing examples of CORs online. Mr. Tamas indicated that this information is not listed; however, it was pointed out that faculty could look at colleges they are already familiar with. Dr. Coleman-Carew questioned the kind of support that would be available to users currently and in the future. Mr. Tamas indicated that for an annual support fee there would be unlimited user help by phone, e-mail, and Instant Messages. Ms. Connie Moise questioned what kind of ITS support they would need. Mr. Tamas indicated that it would only be at the front end of using this product and initial set up, etc.

Mrs. Lowry explained that the college has received Title 5 monies that can be used for this product. Mrs. Lowry indicated that with this committee's approval we can look at a 6-month timetable of implementation and can possibly go live with courses by next fall. Ms. Beyer did note that there is a steep learning curve; however, most other colleges that she is aware of that already uses this product much prefer it to other methods of handling curriculum. Mrs. Lowry noted that she doesn't know of any other curriculum programs at this time. Ms. Lowry asked Ms. Snow to send Mr. Tamas e-mail to everyone so they can ask him any questions they may have regarding this product. We will vote whether we want this product or not at the next AP&P meeting.

4. Campus courses that use electronic enhanced components – ex. SPAN 101 and SPAN 102. (There are several courses at AVC that have such electronic components. They require the students to use them, but they are not billed as hybrid courses because they are NOT Distance Education courses.) Discussion took place regarding courses being offered that require students to obtain and use electronic components even though it is not and cannot be billed as a hybrid course. Two courses specifically discussed at this time are SPAN 101 and SPAN 102 which currently requires students to buy and use an electronic e-book (workbook) called QUIA which allows students to do online exercises consisting of listening and pronunciation, etc. Dr. Uhazy noted that this is similar to some courses in his division already being offered with Interactive Math electronic components. His division puts a disclaimer in the schedule notifying the student that this particular section will be using this electronic component and that the student (may need) needs to purchase separate and different materials for this particular class. He also stated that this information should be on the course syllabus to the student. It was noted there should probably be future discussion whether to indicate course(s) which can be taught requiring electronic components and material(s) on the official COR. Mrs. Lowry stated that there needs to be a "Buyer Beware" notice in these instances. A disclaimer for SPAN 101 and SPAN 102 will be printed in the fall '09 schedule to warn students that QUIA is a required "e-book" for all sections of those courses. AP&P representatives need to notify their divisions that starting in the fall each class with required use of electronic components is to be advertised as such with a disclaimer printed in the schedules. This information will need to be communicated to the Academic Affairs Specialist when turning in schedule drafts to be input into Banner.

5. New Courses/CORs – Third Reading
 - a. PHTC 211 – Wedding, Portrait and Event Photography 3 units, 4 hours weekly (Corrections made, No Corequisite: Concurrent enrollment in PHTC 211L Xeroxing required.)
Advisory: Completion of PHTC 101 or PHTC 125 and Eligibility for READ 099 and ENGL 099
IMF (form-ok)
SLO – 3/4/2009
 - b. PHTC 211L – Wedding, Portrait and Event Photography Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in PHTC 211
Corrections were made to this new course and the SLO was approved on 3/9/09. It was moved and seconded to approve this course revision. The motion carried unanimously. It was moved and seconded to approve the content review for this revision. The motion carried unanimously.

6. New Courses/CORs – First Reading
 - a. CIS 159 – SUSE Linux Server Administration 3 units, 4 hours weekly
Prerequisite: Completion of CIS 157 or CA 151 or CA 171 or CA 173
Advisory: Eligibility for Completion of READ 099 and ENGL 099
SLO Approval _____
Dr. Ed Beyer presented this new course for Mr. John Burns who is on sabbatical. Mrs. Lowry stated that the SAM code for this course is "C," clearly occupational. Dr. Beyer noted that this course will be part of the Computer Networking Degree program. The advisory is *Eligibility* for READ 099 and ENGL 099. Dr. Beyer also confirmed that there are not any computational assignments required for this course. The methods of evaluation need to be broken into smaller phrases or statements each with the objectives linked to them. The date of the textbook being used needs to be listed. Corrections will be made and this course will come back for approval.
 - b. DFST 108 - Visual, Gestural, and Non-Manual Aspects of ASL 3 units, 3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
Prerequisite: Completion of DFST 102
SLO 3/4/2009
 - c. INT 206 – Introduction to Sign to English Interpreting (Voicing) 4 units, 4 hours weekly
Prerequisite: Completion of or concurrent enrollment in INT 201
Advisory: Eligibility for ENGL 099 and READ 099
SLO 3/4/2009

Mr. Rumsey presented these new courses which will be program electives for the Deaf Studies-Interpreter Training certificates and degrees. These will be transfer courses to CSU and on page 3 of the CPF it should be marked as category I, Vocational. The content review pages will be corrected for correct reading levels and a few minor corrections were requested for the COR and these courses will come back for approval.

- d. PE 112A – Beginning Soccer 1 unit, 3 hours weekly
AVC/GE-Area E
SLO – 3/4/09
- e. PE 112B – Intermediate Soccer 1 unit, 3 hours weekly
AVC/GE- Area E
SLO – 3/4/09

Mr. Jerry Stupar presented these two new courses because of the need to separate mainstream students from the more advanced athletes to help with lesson planning and better instruction for each group of students. Mrs. Lowry indicated that the SAM code is E, non-occupational and Dr. Grishman noted that this course is CSU and UC transferable. Minor changes to the course outline include adding the asterisk to the course name and add the # to the (R3#) reference note of the “Enrollment in any combination... is limited to 4 times” statement. Also requested was to change the language to be “...demonstrate and “supervise” in the methods of instruction. The division did indicate that they would like to teach the courses this summer. Mrs. Lowry said that they could be offered; however, not necessarily scheduled. Corrections will be made and this course will come back for approval.

7. Revised Courses/CORs – Second Reading

- a. BUS 111 – Business English 3 units, 3 hours weekly
Corrections were made adding an hour of homework to the writing assignments because of the optional “other” assignment listed and linking the objectives to the methods of evaluations. It was moved and seconded to approve this course outline revision. The motion carried unanimously.
- b. CFE 107 – Literacy for Young Children 3 units, 3 hours weekly (Corrections made, No Xeroxing required.)
Prerequisite: Completion of CFE 104
Advisory: Eligibility for College Level Reading and ENGL 101
Revised to:
CFE 107 – Literacy for Young Children 3 units, 3 hours weekly
Advisory: Eligibility for College Level Reading and ENGL 101
Prerequisite Removed
Corrections were made as requested to increase the homework hours to a minimum of six hours as required by Title 5. The prerequisite of CFE 104 was removed as requested originally. It was moved and seconded to approve this course revision. The motion carried unanimously.
- c. HE 201 – Women’s Health Issues 3 units, 3 hours weekly
The course objectives were linked to the methods of evaluations and the homework assignment hours were increased to be a minimum of six hours. The requested correction was to add objective #7 to the methods of evaluation #4. It was moved and seconded to approve this course revision with this correction. The motion carried unanimously.
- d. PSY 234 – Abnormal Psychology 3 units, 3 hours weekly (Corrections made, No Xeroxing required.)
- e. SOC 101 – Introduction to Sociology 3 units, 3 hours weekly (Corrections made, No Xeroxing required.)
Corrections were made as requested for the above two courses. It was moved and seconded to approve PSY 234 and SOC 101. The motion carried unanimously.

8. Revised Courses/CORs – First Reading

- a. ATH 102L – Practical Applications of Athletic Training I Lab 4 units, 12 hours weekly
Class maximum change only- reduced from 12 to 8.
Ms. Littlefield presented this class maximum change request to reduce from 12 to 8 for Mr. Jerry Lewis who was away attending the State Championship Tournament with the Women’s Basketball team in Fresno. The Commission on Accreditation of Athletic Training Education has limited the class size of a Lab in athletic training to 8, under Section J1.4 (page 10). After much discussion including whether these training labs were the same as clinical settings or like a practicum, concern of the “training lab” language, its relation to a program, and questions as to whether we are actually accredited by this agency and must follow their rules (Mrs. Lowry noted that we are not obligated to follow their regulations), it was decided to bring this course back when Mr. Jerry Lewis can answer questions that arise from the committee. This course will come back for a second reading.

- b. CFE 104 – Literature for Children 3 units, 3 hours weekly
Ms. Ande Sanders presented this course outline revision with minor changes to content and objectives. Requested corrections include making sure homework hours are a minimum of six hours per Title 5. The methods of evaluation should be broken into smaller phrases or sentences and linked to the course objectives. This course will come back for approval.
- c. CFE 111 – Supervising Adults in Child Care Settings 2 units, 2 hours weekly
Ms. Ande Sanders presented this course outline revision with minor changes to content and objectives. There needs to be a minimum of 4 homework hours as required by Title 5. Ms. Sanders said that the suggested textbook list was directly from the Chancellor’s Office. It was moved and seconded to approve this course outline revision with the correction of 4 minimum homework hours. The motion carried unanimously.
- d. MM 215 – Internet Web Design and Production II 3 units, 6 hours weekly
Prerequisite: Completion of MM 115/CG 127
Corequisite: Concurrent enrollment in MM 215L
Advisory: Completion of ART 110 and Eligibility for READ 099
Revised to:
DM 128 – Web Design and Production II 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 128L
Advisory: Completion of DM 101 and READ 099
Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours
SLO – 3/4/2009
Removing prerequisite MM 115/CG 127
Removing advisory of ART 110
- e. MM 215L – Internet Web Design and Production II Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in MM 215
Revised to:
DM 128L – Web Design and Production II Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 128
Mr. Rezek presented these course revisions that change the course designation from Multimedia to Digital Media. The mode of instruction changes from 6 hours lecture/lab to 4 hours lecture with 4 student contact hours. The prerequisite changes from CG/MM 101 to DM 101. There was a correction on the cpf pg #1 to yes, pass/no pass option and white out the special pass/no pass only designation box. The prerequisite of MM 115/CG 127 and the advisory of ART 110 are both being removed. Corrections requested are to correct the computational homework hours for the computational assignment listed. The lab course needs the “Special P/NP only” box checked. Both the lecture and lab course needs to tie the methods of evaluations to the objectives. Corrections will be made and these courses will come back for approval.
- f. FTEC 250 – (I-300) Intermediate Incident Command System 1.5 units, 24 hours total
Prerequisite: Completion of FTEC 102.
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070.
Revised to:
Prerequisite: Completion of FTEC 102 or FTEC 295A
Advisory: Eligibility for READ 099, ENGL 099, and MATH 070
Mr. Falb presented this course revision which the only change was the added prerequisite of FTEC 295A where the students complete content equivalent to fire service in-service course I-200, FTEC 102 which is already a current prerequisite of this course. It was moved and seconded to approve this revision. The motion carried unanimously. It was moved and seconded to approve the content review of this revision. The motion carried unanimously.
- g. FTEC 101A – Firefighter 1 Academy Module A 8 units, 140 hours total
Limitation on Enrollment: Requires....
Corequisite: Concurrent enrollment in FTEC 101AL
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
Revised to:
FTEC 295A – Firefighter 1 Academy Module A 8 units, 140 hours total
Limitation on Enrollment: Requires....
Corequisite: Concurrent enrollment in FTEC 295AL
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
- h. FTEC 101AL – Firefighter 1 Academy Module A Lab 2 units, 125 hours total
Limitation on Enrollment: Requires....

- Corequisite: Concurrent enrollment in FTEC 101A
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
Revised to:
FTEC 295AL – Firefighter 1 Academy Module A Lab 2 units, 125 hours total
Limitation on Enrollment: Requires....
Corequisite: Concurrent enrollment in FTEC 295A
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
- i. FTEC 101B – Firefighter 1 Academy Module B 7 units, 128 hours total
Limitation on Enrollment: Requires....
Prerequisite: Completion of FTEC 101A and FTEC 101AL
Corequisite: Concurrent enrollment in FTEC 101BL
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
Revised to:
FTEC 295B – Firefighter 1 Academy Module B 7 units, 128 hours total
Limitation on Enrollment: Requires....
Prerequisite: Completion of FTEC 295A and FTEC 295AL
Corequisite: Concurrent enrollment in FTEC 295BL
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
- j. FTEC 101BL – Firefighter 1 Academy Module B Lab 2.5 units, 135 hours total
Limitation on Enrollment: Requires....
Prerequisite: Completion of FTEC 101A and FTEC 101AL
Corequisite: Concurrent enrollment in FTEC 101B
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Revised to:
FTEC 295BL – Firefighter 1 Academy Module B Lab 2.5 units, 135 hours total
Limitation on Enrollment: Requires....
Prerequisite: Completion of FTEC 295A and FTEC 295AL
Corequisite: Concurrent enrollment in FTEC 295B
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Only change to these courses is to the course numbers to better indicate to students that this is an advanced level course and not a beginning level course. There were no problems or concerns with the lecture courses, with the exception of a minor outline format issue on the course content page of FTEC 295B. It was moved and seconded to approve FTEC 295A and FTEC 295B with the minor outline correction on FTEC 295B. The motion carried unanimously.
- The only corrections requested on FTEC 295AL and FTEC 295BL were to the homework pages of those course outlines of records. The homework assignments need to be noted as “assignments completed as required in the lecture course.” These two course revisions will be corrected and come back for approval.
- k. ID 120 – Interior Design and the Element of Color 3 units, 4 hours weekly
- l. ID 125 – Material Selection for Interior Design 3 units, 3 hours weekly
Ms. Leslie Baker presented these two updated course outlines with added SCANS competencies to the course objectives. Requested corrections to ID 120 include rewording for stronger verbs in course objectives #1 and #4. Requested corrections to ID 125 include adjusting the course content page for better outline format. Corrections will be made and both courses will come back for approval.
- m. CG 213 – Life Photography 3 units, 6 hours weekly
Prerequisite: Completion of PHOT 101 and CG 230.
Corequisite: Concurrent enrollment in CG 213L
Advisory: Completion of ART 110, and Eligibility for ENGL 101 and READ 099.
Revised to:
PHOT 213 – Life Photography 3 units, 4 hours weekly
Prerequisite: Completion of PHTC 101 or PHTC 125
Corequisite: Completion of ART 110, and Eligibility for ENGL 099 and READ 099
Removing prerequisite of CG 230
SLO-3/4/09
Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours
- n. CG 213L – Life Photography Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 213
Revised to:
PHOT 213L – Life Photography Lab .5 units, 24 hours total

Corequisite: Concurrent enrollment in PHOT 213.

Ms. Karstein-Francey presented this course revision which is changing discipline designation from CG to PHOT and updates the course outline with minor editing to the course description, methods of instruction, methods of evaluation and includes updated texts. The corequisite is changed to PHTC 213L, and the ENGL advisory is changing from ENGL 101 to ENGL 099 and the READ 099 and ART 110 advisories remain. The prerequisite of CG 230 is removed, and the prerequisite of PHOT 101 is changing to PHTC 101 or PHTC 125. Dr. Grishman mentioned that these courses are not transferable to UC, only CSU. Other requested corrections were for the lecture course to include mentioning lighting in the course objectives and the methods of evaluation. Corrections requested for the lab course is to make notations of "Not Applicable" or of no homework on the homework page, indicating that any homework is already tied to the lecture course. Corrections will be made and these courses will come back for approval.

9. DFST – Degrees and Certificates - Adding new courses to Program Electives
 - a. American Sign Language - ASL Certificate/Degree
 - b. Interpreter Training - INT Certificate/Degree
This certificate and degree revision that is adding the new courses being proposed as program electives will come back for approval when the new courses DFST 108 and INT 206 come back for approval.
10. Family and Consumer Education major, Nutrition and Foods Emphasis – Add course to Degree electives
 - a. NF 110, Sports Nutrition-3 units added as an Elective
It was moved and seconded to approve this added course to the degree electives for the Nutrition and Foods Emphasis of the Family and Consumer Education major. The motion carried unanimously.
11. PHTC: Commercial Photography – Degrees and Certificates / Catalog Pages - Second Reading
 - a. Commercial Photography – Certificate
This certificate will come back for approval when PHTC 213 and PHTC 213L, Life Photography and its Lab come back for approval.
12. New Distance Education Courses – Second Reading
 - a. HD 105 – Personal Development 3 units, 3 hours weekly – new online equivalent
The requested corrections were made and confirmed by Ms. Beverly Beyer on this distance education course. It was moved and seconded to approve this course. The motion carried unanimously.
13. Obsolete Courses – First Review
 - a. GER 110 – Elementary German Conversation
 - b. GER 111 – Elementary German Conversation
 - c. GER 210 – Intermediate German Conversation
These courses are coming in as being recommended as obsolete. There were no objections at this time. These courses will come back for a second review and approval.
14. Announcements
 - a. SLO/AP&P liaison representative
 - b. Technical Review Volunteers
Mr. Scott Lee has already volunteered to be a technical reviewer and Ms. Linda Harmon volunteered as well to be a technical reviewer. Ms. Lowry thanked them for volunteering. Dr. Coleman-Carew was going to think about volunteering for SLO/AP&P liaison representative; however, she has a class that conflicts with this position. The committee made mention that Mr. Rick Motawakel is considering volunteering for the SLO/AP&P liaison representative and the committee will confirm this with him at the next meeting.
16. Adjournment.
This meeting adjourned at 6:00 p.m. The next meeting will be March 26, 2009.