

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: November 8, 2012

LOCATION: BE 321 – Computer Room

TIME: 3:05p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Lisa Karlstein	Denise Walker	Linda Harmon Donna Meyer Elaine Tsai LaDonna Trimble
Richard Coffman	Scott Lee	Darcy Wiewall	
De'Nean Coleman-Carew	Cynthia Littlefield		
Karen Cowell	Sharon Lowry		
Lee Grishman	Eugenie Trow (proxy)		
Tom Hutchison	Les Uhazy		
GUESTS PRESENT			
Nancy Bednar	Mark Hoffer	Melissa Romero	
Richard Colgren	Daniel Humphries	Robert Ruckman	
David Earle	Bill Lund	Andrea Sanders	
Charlotte Forte-Parnell	Gary Roggenstein		

**2012-2013**  
**Academic Policies & Procedures Committee Meeting No. 6**  
**MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

A motion was made and seconded to call the November 8, 2012 AP&P Committee meeting to order at 3:05p.m. Mrs. Sharon Lowry, AP&P Co-Chair called the meeting to order at 3:05p.m. Motion carried.

**2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**

Mrs. Sharon Lowry requested a motion to amend the agenda to table item 10(b), Music 141 and to add item 3(f) DD214 Forms for Area E. Mrs. Lowry also requested that Ms. Ande Sander's agenda item be moved up on the agenda due to a schedule commitment.

Mrs. Lowry reported that, at a recent CIO Conference she had attended, it was announced that criteria had been added to the deadline for TMCs. After January 15, 2013, all TMC courses submitted for approval, must submit CIDs in order to be approved by the Chancellor's Office. Dr. Grishman will be working on the process, and the first ones he will be working on will be those that have already been approved: Math, Kinesiology and Studio Arts.

**3. 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

f. DD214 Forms for Area E

A motion was made and seconded to approve DD214 for Area E. Dr. Grishman explained that CSU allows Area E in the CSU General Education Breadth requirements to be met by submission of a DED214 form from a discharged service member. Use of the DD214 is at the community college's discretion. Dr. Grishman proposed the use of the DD214 as requisite documentation to satisfy Area E for the CSU Breadth requirements. Motion carried.

4. 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

5. 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

Dr. Grishman explained that the UC had requested changes to our revision cycle to 4 years for all courses and he felt that it seemed logical that we review all courses on the same cycle. Division representatives stated that this was discussed at division meetings, but did not receive feedback. Mrs. Lowry asked for division feedback and this will be brought back to the next meeting.

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

A motion was made and seconded to table this item due to lack of time. Motion carried.

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

A motion was made and seconded to table this item due to lack of time. Motion carried.

**6. ACTION ITEM**

- a. Changes our revision cycle to 4 years for all courses
- 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 approve items 6 (a) through (e). Motion carried.

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

- a. ANTH 112, Native North Americans
- b. ANTH 140, Introduction to Archaeology
- c. DFST 101L, American Sign Language (ASL I) Skill Building Lab
- d. FTV 101, Introduction to Film
- e. FTV 103, Introduction to Television
- f. FTV 107, History of Film, Pre 1950
- g. FTV 108, History of Film, 1950-Present
- h. FTV 121, Introduction to Digital Filmmaking
- i. FTV 134, Introduction to Screenwriting
- j. FTV 155, Film Festival Analysis
- k. FTV 201, Intercultural and Women's Film
- l. FTV 203, African-American Cinema
- m. FTV 220, Advanced Screenwriting
- n. FTV 230, Digital Cinematography
- o. FTV 244, Production and Post-Production of the Short Film
- p. FTV 251, Contemporary American Independent Film
- q. GER 202, Intermediate German 2
- r. GER 203, Intermediate German 3

A motion was made and seconded to approve items 7 (a) through (r). Motion carried.

**8. ACTION ITEM: FIRST READING – Substantial Course Revision**

- a. ANTH 101, Introduction to Physical Anthropology 3 hours lec weekly, 3 units  
A motion was made and seconded to approve the course revisions made to ANTH 101. Motion carried. A motion was made and seconded to approve the course revisions made to ANTH 101-O. It was noted that one of the concerns was the need for effective contact by a faculty member with the student. Motion carried.  
A motion was made and seconded to approve the course revisions made to ANTH 101-H. It was noted that there is one initial face-to-face orientation, and Mrs. Lowry stated that each student should sign a statement to certify that they are the registered student when they are taking a test. Motion carried.
- b. ANTH 102, Introduction to Cultural Anthropology 3 hours lec weekly, 3 units  
A motion was made and seconded to approve the course revisions made to ANTH 102. There being no discussion, the motion carried.
- c. SOC 111, Issues and Concepts in Aging 3 hours lec weekly, 3 units
  - Changed Advisory from Eligibility for ENGL 099 to Completion of SOC 101, and Eligibility for ENGL 099.A motion was made and seconded to approve the course revisions made to SOC 111. Bill Lund explained the changes were to do an online and hybrid course. Motion carried.
- d. Online – SOC 111, Issues and Concepts in Aging 3 hours lec weekly, 3 units  
A motion was made and seconded to approve the course revisions made to SOC 111-O. Dr. Cowell noted that the wording “such as EBSCOhost” should be removed from the research resources students may elect to use. Motion carried.
- e. Hybrid – SOC 111, Issues and Concepts in Aging 3 hours lec weekly, 3 units  
A motion was made and seconded to approve the course revisions made to SOC 111-H. Dr. Cowell noted that the wording “such as EBSCOhost” should be removed from the research resources students may elect to use. Motion carried.

- f. CFE 102, The Developing Child 3 hours lec weekly, 3 units
- Request to add CSU General Education area D7 and E
- A motion was made and seconded to approve the course revisions made to CFE 102. Ms. Ande Sanders reviewed the changes that had been made and it was noted that Louis Lucero had confirmed that a simple sentence regarding accommodations for students with disabilities would suffice on the distance education online only documentation. Motion carried.
- A motion was made and seconded to add CSU General Education area D7 and E. Motion carried.
- g. CFE 116, Diversity in Early Childhood 3 hours lec weekly, 3 units
- Request to add CSU General Education area D7 and AVC General Education area F
- A motion was made and seconded to approve the course revisions made to CFE 116. Motion carried.
- A motion was made and seconded to add CSU General Education area D7 and AVC General Education area F. Motion carried.
- h. CFE 211, Health, Safety and Nutrition for the Young Child 3 hours lec weekly, 3 units
- A motion was made and seconded to approve the course revisions made to CFE 211. Motion carried.
- A motion was made and seconded to approve CSU General Education area E. Motion carried.
- i. CT 110, Fundamentals of Clothing Construction 5 hours lec weekly, 3.5 units
- A motion was made and seconded to approve the course revisions made to CT 110. Ms. Melissa Romero explained that completion of, or concurrent enrollment of CT 105 was now a pre-requisite. Mrs. Lowry noted that there needed to be an additional half hour added to the reading. Motion carried.
- j. LATN 201, Intermediate Latin 5 hours lec weekly, 5 units
- A motion was made and seconded to approve the course revisions made to LATN 201. Robert Ruckman noted that the textbook will now have bible and medieval authors. Motion carried.
- k. THA 110, Fundamentals of Acting 2 hrs lec / 2 hrs labs, 3 units
- A motion was made and seconded to approve the course revisions made to THA 110. Eugenie Trow reviewed the changes that were made to the course outline. Mrs. Lowry stated that lecture should be changed to 2.5 hours with 1 ½ hours of lab. Motion carried pending changes as requested.
- 9. ACTION ITEM: SECOND READING – Substantial Course Revision**
- a. ENGL 104, The Research Paper 17 hours total, 1 unit
- Instructor was asked to find 3 Community Colleges along with 3 universities that offer this type of course, which would be presented prior to approval.
- A motion was made and seconded to approve the revisions made to ENGL 104. Mark Hoffer reviewed the information that the committee had requested. Mrs. Lowry asked if there were any similar courses at four year colleges in California. This item was tabled until the next meeting so Mr. Hoffer can provide additional information.
- b. MUSC 141, Concert Attendance 3 hours lab weekly, 1 unit
- This item was tabled until the next meeting.

**10. ACTION ITEM: SECOND READING – New Course Development**

- a. ENGR 125, Introduction to MATLAB, Simulink, Stateflow 3 hrs lec/ 3 hrs lab, 4 units
- Instructor was asked to review the homework, method of evaluation and potentially the content.
- A motion was made and seconded to approve the revisions made to ENGR 125. Richard Colgren explained that he had been contacted by Long Beach to offer these classes at AVC. Dr. Grishman stated that the UC had to be removed from the COR until it was approved. After discussion, it was recommended that Mr. Colgren look at course objectives and pre-requisites. Also, does the class fit Area B-4? Motion failed.
- b. ENGR 215, Dynamics 3 hours lec weekly, 3 units
- Instructor was asked to review the homework, method of evaluation and potentially the content.
- A motion was made and seconded to approve the revisions made to ENGR 215. Richard Colgren noted that this class was not offered for a few years, and was, therefore, obsoleted. Motion carried.
- c. ENGR 221, Engineering Thermodynamics 3 hours lec weekly, 3 units
- Instructor was asked to review the homework, method of evaluation and potentially the content.

A motion was made and seconded to approve the revisions made to ENGR 221. UC should be removed from the COR pending approval. Motion carried pending removal of UC.

**11. ACTION ITEM – Course Deactivations**

- a. ENGL 199 Work Experience
- b. AJ 209 Public Safety Communication

A motion was made and seconded to approve items 12 (a) and (b). Motion carried.

**12. INFORMATIONAL 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

Mrs. Lowry indicated that these are informational items and will appear on the next agenda for approval.

**13. 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

**14. 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
<b>Counseling/Student Services</b>			
EOPS 060, Enrichment Class		Cannot schedule 13-14	Submitted – Agenda
<b>Instructional Resources/Extended Services</b>			
LIB 105, Libraries and Information		Cannot schedule 13-14	
<b>Language Arts</b>			
CHIN 101, Elementary Chinese I		Cannot schedule 13-14	Submitted
CHIN 102, Elementary Chinese 2		Cannot schedule 13-14	Submitted
DFST 101L, ASL I Skill Building Lab		Cannot schedule 13-14	Submitted
GER 202, Intermediate German 2		Cannot schedule 13-14	Submitted
GER 203, Intermediate German 3		Cannot schedule 13-14	Submitted
LATN 201, Intermediate Latin		Cannot schedule 13-14	Submitted
<b>Science</b>			
ASTR 101L, Astronomy Laboratory		Cannot schedule 13-14	Submitted
CHEM 212, Organic Chemistry Support Laboratory		Cannot schedule 13-14	
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate		Cannot schedule 13-14	Submitted
GEOG 102, Phys Geog: Earth's Weather & Climate		Cannot schedule 13-14	Submitted
GEOG 298A, Special Studies in GIS		Cannot schedule 13-14	Submitted– Awaiting Faculty
GEOG 298B, Special Studies in GIS		Cannot schedule 13-14	Submitted– Awaiting Faculty

GEOG 298C, Special Studies in GIS		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty</i>
<b>Kinesiology, Athletics and Dance</b>			
KIN 230, Intercollegiate Women's Soccer		Cannot schedule 13-14	<i>Submitted</i>
<b>Social and Behavioral Sciences</b>			
ANTH 101, Intro Physical Anthropology		Cannot schedule 13-14	<i>Submitted – Agenda</i>
ANTH 102, Intro Cultural Anthropology		Cannot schedule 13-14	<i>Submitted – Agenda</i>
ANTH 112, Native North Americans		Cannot schedule 13-14	<i>Submitted – Agenda</i>
ANTH 130, Field Archaeology in Latin America		Cannot schedule 13-14	<i>Submitted</i>
ANTH 140, Intro to Archaeology		Cannot schedule 13-14	<i>Submitted – Agenda</i>
SOC 111, Issues Concepts in Aging		Cannot schedule 13-14	<i>Submitted – Agenda</i>
<b>Technical Education</b>			
AUTO 198, Automotive Seminars		Cannot schedule 13-14	
<b>Visual and Performing Arts</b>			
ART 145L, Design and Color Lab		Cannot schedule 13-14	<i>Submitted</i>
ART 160, Painting/Drawing Techniques		Cannot schedule 13-14	<i>Submitted</i>
ART 219, Intermediate Illustration		Cannot schedule 13-14	<i>Submitted</i>
FTV 101, Introduction to Film		Cannot schedule 13-14	<i>Submitted - Agenda</i>
FTV 103, Intro to Television		Cannot schedule 13-14	<i>Submitted</i>
FTV 107, History of Film, Pre 1950		Cannot schedule 13-14	<i>Submitted</i>
FTV 108, History of Film, 1950-Present		Cannot schedule 13-14	<i>Submitted</i>
FTV 121, Introduction to Digital Filmmaking		Cannot schedule 13-14	<i>Submitted</i>
FTV 134, Intro to Screenwriting		Cannot schedule 13-14	<i>Submitted</i>
FTV 155, Film Festival Analysis		Cannot schedule 13-14	<i>Submitted</i>
FTV 201, Intercultural & Women's Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 203, African-American Cinema		Cannot schedule 13-14	<i>Submitted</i>
FTV 215, Directing for Film & Video		Cannot schedule 13-14	<i>Submitted</i>
FTV 220, Advanced Screenwriting		Cannot schedule 13-14	<i>Submitted</i>
FTV 230, Digital Cinematography		Cannot schedule 13-14	<i>Submitted</i>
FTV 242, Writing and Pre-Production of the Short Film		Cannot schedule 13-14	<i>Submitted</i>

FTV 244, Production & Post-Production of the Short Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 251, Contemporary American Independent Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 261, Religion and Cinema		Cannot schedule 13-14	<i>Submitted</i>
MUS 191, Treble Choir-Children's Music		Cannot schedule 13-14	Submitted – <i>Agenda</i>
MUS 258, Composition		Cannot schedule 13-14	Submitted – <i>Agenda</i>
MUSC 123, Stage Voice Workshop		Cannot schedule 13-14	Submitted – <i>Agenda</i>
MUSC 141, Concert Attendance		Cannot schedule 13-14	Submitted – <i>Agenda</i>
MUSC 176, Beginning Rock Band Workshop		Cannot schedule 13-14	Submitted – <i>Agenda</i>
MUSC 224, Jazz Improvisation Workshop		Cannot schedule 13-14	Submitted
MUSC 225, Commercial Music Ensemble		Cannot schedule 13-14	<i>Submitted</i>
THA 110, Fundamentals of Acting		Cannot schedule 13-14	Submitted
THA 120A, Rehear&Perform: Drama		Cannot schedule 13-14	Submitted
THA 120B, Rehear&Perform: Comedy		Cannot schedule 13-14	Submitted –
THA 120C, Rehear&Perform: Musical Theatr		Cannot schedule 13-14	Submitted –
THA 130, Improvisation		Cannot schedule 13-14	Submitted
THA 133, Makeup for the Stage		Cannot schedule 13-14	
THA 205, Advanced Acting Workshop		Cannot schedule 13-14	Submitted –
THA 215, Acting for the Camera		Cannot schedule 13-14	Submitted
THA 218, Audition Tech for the Actor		Cannot schedule 13-14	Submitted
THA 220, Fundamentals of Directing		Cannot schedule 13-14	Submitted

## 15. ADJOURNMENT

A motion was made and seconded to adjourn the 11/08/2012 AP&P Committee meeting at 5:30p.m. Motion carried.

### NON-DISCRIMINATION POLICY

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