

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO:

Jeffrie Ahmad	Linda Harmon	LaDonna Trimble
Maria Clinton	Tom Hutchison	Les Uhazy
Richard Coffman	Lisa Karlstein	Darcy Wiewall
De'Nean Coleman-Carew	Scott Lee	Chris Dundee, ASO voting
Maggie Drake	Cynthia Littlefield	TBD, ASO non-voting
Tooraj Gordi	Sharon Lowry	
Lee Grishman	Donna Meyer	

Technical Review Committee – Darcy Wiewall, Linda Harmon, and Scott Lee

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: February 21, 2012

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, February 23, 2012, BE 321 (Computer Lab), 3:00-5:30pm

2011-2012
Academic Policies & Procedures Committee Meeting No. 8
AGENDA

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

3. APPROVAL OF MINUTES

- a. October 13, 2011
- b. October 27, 2011
- c. November 8, 2011 – Consent Agenda, Email Approval
- d. December 8, 2011

4. INFORMATIONAL ITEMS

- a. PE 107 Intermediate/Advanced Hatha Yoga (previously requested to change number PE 108) will remain PE 107 due to PE 108 being Ballroom Dancing
- b. CIS 101L, Intro to CIS Lab & CA 103L, Introduction to Microcomputers – Lab - Course Deactivation Request, Courses were deactivated several years ago since they are zero unit labs. These will be made historical in CurricUNET.
- c. Courses due for revision Fall 2012
- d. Courses that carry repeatability
- e. Prerequisite waiver process and counselor involvement – DeNean Coleman-Carew

5. DISCUSSION ITEM

- a. THA 225, Introduction to Playwriting (Instructor Jonet Leighton and Eugenie Trow)
 - Requesting AVC GE Area C
 - COR approved 12/8/2011
- b. AP&P Handbook review
 - Technical Review Committee: Duties and Responsibilities & Appendices
 - Prior to Course and Program Development
 - Guidelines for Course Development
 - Other Curriculum Regulations and Procedures
 - Certificate Program and Degree Development
- c. Mission Statement

6. REPORTS (limited to 5 min. each)

- a. BP 4020 Program, Curriculum, and Course Development
- b. AP 4020 Program and Curriculum Development

- c. AP 4100 – Graduation Requirements for Degrees and Certificates
- d. AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment
- e. AP 5013 Student in the Military
- f. Graduation Requirements: Reading Proficiency

7. ACTION ITEMS – Second Reading – New Course Development

- a. CCA - MATH 070C, Elementary Algebra Unit 1
- b. CCA - MATH 070D, Elementary Algebra Unit 2
- c. CCA - MATH 070E, Elementary Algebra Unit 3
- d. CCA - MATH 070F, Elementary Algebra Unit 4

10. ACTION ITEMS – Discipline Name Change

- a. All PE Courses are now Kinesiology – KIN
- b. All Athletic Training courses will remain ATH

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

Course	Scheduling Restrictions if not approved by 12/8/11	Status
Math and Engineering		
MATH 070C,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070D,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070E,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070F,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 099, Individualized Self-Study Math	Cannot schedule Spring 2013	

12. ADJOURNMENT

NON-DISCRIMINATION POLICY

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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 Mr. Christos Valiotis, 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.

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: October 13, 2011
LOCATION: BE 323 – Computer Room
TIME: 3:02 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Jeffrie Ahmad, Faculty	Linda Harmon, Faculty	Tooraj Gordi, Faculty
Beverly Beyer, Faculty	Tom Hutchison, Faculty	Cynthia Littlefield, Faculty
Maria Clinton, Cochair	Lisa Karlstein, Faculty	Les Uhazy, Dean
Richard Coffman, Faculty	Scott Lee, Faculty	
De’Nean Coleman-Carew	Mrs. Sharon Lowry, V. P. Academic Affairs	
Margaret Drake, Dean	Tom O’Niel, proxy	
Chris Dundee, ASO Student	LaDonna Trimble, Dean	
Lee Grishman, Articulation	Darcy Wiewall, Faculty	
	<u>GUESTS PRESENT</u>	
Stacey Adams	Jonet Leighton	
Fredy Aviles	Patricia Marquez	
Nancy Cholvin	Donna Meyer	
Maria Kelly	Eugenie Trow	
Stella Konisek	Denise Walker	

2011-2012
Academic Policies & Procedures Committee Meeting No. 3
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the October 13, 2011 AP&P Committee Meeting to order at 3:02 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:02 p.m. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Ms. Maria Clinton, AP&P Co-chair, stated that herself, Mrs. Sharon Lowry, Academic Senate President, division dean, AP&P representative, and discipline faculty will meet with the students who have circulated the flyer titled “Students Against the Destruction of Calculus 3.” This meeting is being called to discuss how we can resolve this issue since students need this course to complete the series of math courses needed for transfer. Since this is a legal matter, Title 5 regulated, we have identified a legal loophole that will allow us to lift the scheduling restrictions this course and this course only since it is the last course in a sequence for transfer. However, as a committee we have approved and recommended to the Academic Senate that they approve the scheduling restrictions and therefore we need to have documentation from the discipline faculty and dean identifying why there was a scheduling restriction and the need to lift the restriction. Once that memo is received, I will bring that to the whole committee for review and vote of approval or disapproval, which will then be submitted to the Academic Senate President. Ms. Maria Clinton also stated that she is very sympathetic to the needs of the students. Mrs. Sharon Lowry added that as the other Co-chair, she wished to remind the committee that it is the responsibility of the faculty within the discipline to review and revise their courses. If faculty are not revising the courses, the dean and AP&P representative cannot review and revise the courses in their place.

3. APPROVAL OF MINUTES

- a. **August 25, 2011**
- b. **September 8, 2011**

Ms. Maria Clinton requested a motion to approve the August 25 and September 8, 2011 AP&P Committee meeting minutes. A motion was made and seconded to approve item 3a and 3b. Motion carried.

4. INFORMATIONAL ITEMS

- a. **CurricUNET FLEX Training Conducted by Linda Harmon:
Thursday, October 20, 2011 – TE7 103 (Computer Lab) from 5:00-7:00 p.m.**

Ms. Maria Clinton stated that Linda Harmon will be co-presenting this training in an effort to prepare her for the role of AP&P Co-chair.

b. **AP&P Meetings will be held in BE 321 for the rest of the semester**

Ms. Maria Clinton stated that an 8-week course will be starting in this room next week so we will be meeting in BE 321 for the remainder of the semester.

5. **ACTION ITEM**

a. **Credit by Exam list**

Ms. Maria Clinton requested a motion to approve the Credit by Exam list. A motion was made and seconded to approve item 4a. Motion carried

b. **Requirement of Program Learning Outcomes approved and on file before the review of the program by AP&P**

Ms. Maria Clinton requested a motion to approve the new AP&P policy of Program Learning Outcomes approved and on file before the review of the program by AP&P. A motion was made and seconded to approve item 4b. Motion carried

c. **DM 113 Photoshop I – Reverse AP&P Approval from May**

Ms. Maria Clinton stated that this course was approved by AP&P after the deadline and was not implemented in the current catalog. The discipline faculty are requesting to make additional edits to this course, which they are unable to do at this time since the previous course revisions have not completed the cycle within CurricUNET. A motion was made and seconded to approve item 4c which will reverse the approval of DM 113. Motion carried

6. **REPORTS (limited to 5 min. each)**

a. **Catalog Rights Language Change (Patricia Marquez):**

NOTE: Those students, regardless of catalog rights, who receive a substandard grade (D, F, NP) for a course have the opportunity to repeat the course once. If on the second attempt the course has a current prerequisite, corerequisite, or limitation of enrollment **that was not in effect the first time the course was taken**, the student must meet the most recent academic requirement.

Ms. Maria Clinton stated that she would go over this item in Patricia's absence. There was some confusion among students as to the extent of catalog rights in reference to course requisites. Students were of the impression that our current catalog rights language does not specifically state that it excludes the requisites on the course if they were to change. As a result, Patricia Marquez has revised the existing note on the catalog rights to clearly state that these rights do not extend to the course requisites. Ms. Maria Clinton requested that the AP&P Representatives review this language with their divisions, collect comments, and report back to the committee at the next meeting.

b. **BP 4020 Program, Curriculum, and Course Development**

c. **AP 4020 Program and Curriculum Development**

Ms. Maria Clinton stated that the BP and AP 4020 policies bolded language is new and the cross out will be deleted as recommended by CCC. Please take this back to your divisions for consideration of approval or further revision. Typically we review the document as a committee, report the changes to our divisions, collect comments/suggestions, and then approve the adoption of the language. This will return to the next meeting as a report and approval item.

d. **Repetition and Repeatability**

Ms. Maria Clinton stated that the Chancellor's Office has adopted the approved changes to the repetition of courses due to a substandard grade, which is effective October 12, 2011. The new policy states that student will only be allowed to repeat a course due to substandard grades 3 times and 1 by petition. The Chancellor's Office is allowing the community colleges the remainder of this academic year to revise existing policies and implement those changes. The other issue of Repeatability, which she has received many calls from the VAPA division, is the repeatability of a course that meets the requirement of being part of a program core for transfer. Many community colleges have been abusing this particular Title 5 allowance and therefore the Statewide Academic Senate is in negotiations with the legislature to discuss and resolve this issue. Ms. Maria Clinton stated that Mrs. Melissa Jauregui will be producing a list of all courses that carry the Repeatability number in the course description and identifying which courses truly should carry the repeatability since they are part of a program core for transfer. All courses that currently have repeatability but should not will be presented to the committee as an action item to have the repeatability removed in an effort to clean up our local implementation of this allowance. Also instructors have taken a single course, split it into a sequence of three courses, and the repeatability has remained, which the state has said that this is not an option and should not be done. Mrs. Sharon Lowry stated that this will be a huge impact to the Dance courses since this area does not have a degree. She continued to state that this really needs to be explained to the VAPA faculty. Ms. Lisa Karlstein stated that the faculty are reluctant to change anything until they know where it is going. Ms. Clinton stated that repeatability for VAPA courses is going away. Dean Margaret Drake stated that the reality in California is

that this is being driven by how many times the tax payers should subsidize a given student's educational goal and when should they subsidize, which this is not uncommon in other states. Ms. Lisa Karlstein wished to clarify that the courses needing to be part of a core for transfer for a certificate or degree and repeatability as a whole will go away later. Ms. Maria Clinton stated that the course needs to be part of a degree not a certificate and repeatability as a whole is being discussed statewide. Dr. Grishman stated that the degree cannot just be a degree at our college but articulated for transfer to a CSU or UC.

e. AP 4100 – Graduation Requirements for Degrees and Certificates

Ms. Maria Clinton stated that our current AP 4100 policy states that the completion of ENGL 101 will satisfy the reading proficiency requirement. When our catalog was updated to reflect the current requirement for this proficiency, the Administrative Policy was not updated. She continued to state that Title 5 recently approved some noncredit courses being eligible to be used toward the graduation requirements. As a result, she needs to research the new language, along with the actions of other Community Colleges and bring to the committee the appropriate language for the AP 4100 policy. This item will return to the committee with the new language for our review and approval.

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

- a. **Hybrid - ECON 101 Principles of Macroeconomics** **3 units, 3 hours weekly**
- b. **Online Only - ECON 101 Principles of Macroeconomics** **3 units, 3 hours weekly**
- c. **Hybrid - ECON 102 Principles of Microeconomics** **3 units, 3 hours weekly**
- d. **Online Only - ECON 102 Principles of Microeconomics** **3 units, 3 hours weekly**
- e. **AGRI 100 Fruit and Nut Production** **3 units, 2 lec/3 lab hours weekly**
- f. **CCA - ART 100 Art Appreciation** **3 units, 3 hours weekly**
- g. **CCA - ART 130 Ceramics** **3 units, 6 hours weekly**
- h. **CFE 120 Infant/Toddler Development** **3 units, 3 hours weekly**
- i. **CFE 177 Independent Living Skills for Foster Youth** **2 units, 36 hours total**
- j. **ELTE 101 Survey of Electronics** **4 units, 6 hours weekly**
- k. **MGT 105 Elements of Supervision** **3 units, 3 hours weekly**
- l. **MKTG 121 Salesmanship** **3 units, 3 hours weekly**
- m. **OT 121 Spreadsheets for the Office** **3 units, 4 hours weekly**

Ms. Maria Clinton requested a motion to approve items 7a-m Consent Items for Non-Substantial course revisions. A motion was made and seconded to approve items 7a-m. Motion carried. A second motion was made and seconded to approve the course content for items 7f-g. Motion carried.

8. ACTION ITEMS – First Reading – Course Revisions

Freddy Aviles will arrive at 3:40

- a. **CCA - PSY 211, Intro Chicano Psychology** **3 units, 3 hours weekly**
A motion was made and seconded to approve the course revisions made to PSY 211, Intro Chicano Psychology. Mr. Freddy Aviles 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 PSY 211, Intro Chicano Psychology. Motion carried.

Stacey Adams will arrive at 345

- b. **ACCT 115 Payroll Bookkeeping** **2 units, 36 hours total**
A motion was made and seconded to approve the course revisions made to ACCT 115 Payroll Bookkeeping. Ms. Stacy Adams 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.
- c. **ACCT 131 Introduction to Income Tax** **3 units, 3 hours weekly**
A motion was made and seconded to approve the course revisions made to ACCT 131 Introduction to Income Tax. Ms. Stacy Adams 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.

Edward Beyer will arrive at 4:00

- d. **CA 132 Oracle SQL Database Management** **3 units, 4 hours weekly**
A motion was made and seconded to approve the course revisions made to CA 132 Oracle SQL Database Management. Mrs. Beverly Beyer 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.

Melanie Parker will arrive at 4:00

- e. **CFE 169 D Rate Pre-Service Training** **1 units, 18 hours total**
-Title Change
A motion was made and seconded to table item 8e due to the instructor's absence. Motion carried.

Catherine Overdorf will arrive at 4:10

- f. **CFE 102 The Developing Child** **3 units, 3 hours weekly**

- g. **Online Only - CFE 102 The Developing Child** **3 units, 3 hours weekly**
A motion was made and seconded to table item 8f-g due to the instructor's absence. Motion carried.

Victoria Beatty will arrive at 4:10

- h. **NS 200 Nursing Transition** **3 units, 32 lec/48 lab hours weekly**
A motion was made and seconded to approve the course revisions made to NS 200 Nursing Transition. Ms. Denise Walker 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.

Jonet Leighton will arrive at 4:15

- i. **THA 101 Theatre Appreciation** **3 units, 3 hours weekly**
-Reduced Max enrollment from 40 to 30
- j. **THA 110 Fundamentals of Acting** **3 units, 4 hours weekly**
-Reduced Max enrollment from 25 to 20
- k. **THA 120A Rehearsal and Performance: Drama** **1-3 units, 54-162 hours weekly**
-Increased Max enrollment from 25 to 50
- l. **THA 120D Rehearsal and Performance: Children's Theatre** **1-3 units, 54-162 hours weekly**
-Increased Max enrollment from 25 to 50
- m. **THA 225 Introduction to Playwriting** **3 units, 4 hours weekly**
-Reduced Max enrollment from 25 to 20

A motion was made and seconded to approve the course revisions made items 8i-m. Ms. Jonet Leighton and Eugenie Trow were present to discuss the changes made to the courses. Ms. Maria Clinton stated that there were some concerns with reducing the class maximums. The AP&P committee requested that the faculty research other colleges to determine whether or not this request is in line with other institutions. Plus to also consider whether or not a change from lecture to lecture/lab is appropriate based on transfer requirements for UC and CSU for these courses. Motion failed.

Stella Konisek will arrive at 4:20

- n. **ED 140 Introduction to Education** **3 units, 3 hours weekly**
A motion was made and seconded to approve the course revisions made to ED 140 Introduction to Education. Ms. Stella Konisek was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET make minor revisions to the homework section and remove SCANs competency from the course objectives. Motion carried pending the revisions are completed and the course resubmitted to AP&P by Friday, October 21, 2011.

Donna Meyer will arrive at 4:20

- o. **OT 103 Advanced Computer Keyboarding** **3 units, 5 hours weekly**
A motion was made and seconded to approve the course revisions made to OT 103 Advanced Computer Keyboarding. Ms. Donna Meyer 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.
- p. **OT 150 Basic Principles of Coding for the Medical Office** **3 units, 3 hours weekly**
A motion was made and seconded to approve the course revisions made to OT 150 Basic Principles of Coding for the Medical Office. Ms. Donna Meyer was present to discuss the changes made to the course. Ms. Maria Clinton stated that only one comment was noted in CurricUNET requesting that the AVC notation be added to the course description, which can be done by AP&P. Motion carried.
- q. **OT 207 Legal Office Procedures** **3 units, 3 hours weekly**
-Title change
A motion was made and seconded to approve the course revisions made to OT 207 Legal Office Procedures. Ms. Donna Meyer 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.

Cindy Littlefield will arrive at 4:30

- r. **PE 129 Advanced Golf** **1 unit, 3 hours weekly**
-Course number change
A motion was made and seconded to table item 8r due to the instructor's absence. Motion carried.

Maria Kelly will arrive at 4:30

- s. **RADT 101 Introduction to Radiologic Technology** **2 units, 36 hours total**
A motion was made and seconded to approve the course revisions made to RADT 101 Introduction to Radiologic Technology. Ms. Maria Kelly was present to discuss the changes made to the course. Ms. Maria Clinton stated that only one comment was noted in CurricUNET requesting that a misspelling be corrected in the content area, which can be done by AP&P. Motion carried.
- t. **RADT 102 Patient Care in Radiology** **2 units, 36 hours total**
A motion was made and seconded to approve the course revisions made to RADT 102 Patient Care in Radiology. Ms. Maria Kelly was present to discuss the changes made to the course. Ms. Maria Clinton stated that only one comment was noted in CurricUNET requesting that the double entry of the objectives on the Methods of Evaluation be corrected. Motion carried pending the revisions being completed and returned to the committee by October 21, 2011.

- u. **CCA - RADT 103 Radiographic Positioning and Procedures I** **10 units, 2 hours weekly/390 total lab**
 -Increased Unit value, no change to hours
 -Expenditure of \$500 – Radiation monitoring Disometers
 A motion was made and seconded to approve the course revisions made to RADT 103 Radiographic Positioning and Procedures I. Ms. Maria Kelly 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 RADT 103 Radiographic Positioning and Procedures I. Motion carried.
- v. **RADT 104 Radiographic Principles I** **3 units, 3 hours weekly**
 A motion was made and seconded to approve the course revisions made to RADT 104 Radiographic Principles I. Ms. Maria Kelly 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.
- w. **RADT 109 Radiation Physics** **3 units, 3 hours weekly**
 A motion was made and seconded to approve the course revisions made to RADT 109 Radiation Physics. Ms. Maria Kelly 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.
- x. **RADT 204 Principles and Applications of Cross-Sectional Anatomy in Imaging** **2 units, 2 hours weekly**
 -Decreased unit value and hours per week
 A motion was made and seconded to approve the course revisions made to RADT 204 Principles and Applications of Cross-Sectional Anatomy in Imaging. Ms. Maria Kelly 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 RADT 204 Principles and Applications of Cross-Sectional Anatomy in Imaging. Motion carried.
- y. **RADT 210 Principles of Venipuncture for Radiology** **1 unit, 18 hours total**
 A motion was made and seconded to approve the course revisions made to RADT 210 Principles of Venipuncture for Radiology. Ms. Maria Kelly 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.

9. ACTION ITEMS – Degree Changes

- a. **Welding Certificate**
- b. **Welding Associate Degree**

A motion was made and seconded to approve the revisions made to the Welding certificate and associate degree. Mrs. Margaret Drake was present to discuss the changes made to the two programs. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried.

10. Courses needing update from 10-11

Language Arts -

COMM 114 Art of Storytelling - Cannot be schedule 12-13 - Submitted

Physical Education & Athletics -

PE 128 Advanced Golf – Submitted New number 129 – On the Agenda

Social & Behavioral Sciences -

ED 140 Introduction to Education - Cannot be schedule 12-13 – On the Agenda

Ms. Maria Clinton reminded the representatives that several courses are still outstanding but for the most part the courses have been entered into CurricUNET and are working through the approval process. She requested that the representatives continue to work with their faculty to be sure all courses receive approval by December 8, 2011 which is the absolute deadline for the 12-13 Academic Year and 12-13 College Catalog. Any course not approved by this date will potentially have scheduling restrictions during the 12-13 Academic Year as noted below and above.

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

Course	Scheduling Restrictions if not approved by 12/8/11	Status
Business and Computer Studies		
ACCT 115, Payroll Bookkeeping	No restrictions	Submitted – <i>On the Agenda</i>
ACCT 131, Introduction to Income Tax	No restrictions	Submitted – <i>On the Agenda</i>
BUS 203, Business Law	No restrictions	Submitted
CA 103L, Intro to Microcomputers Lab	No restrictions	Submitted
CA 132, Oracle SQL Database Mgt	No restrictions	Submitted – <i>On the Agenda</i>
CA 175, Admin Windows 2003 Server	No restrictions	Submitted

CIS 101L, Intro to CIS Lab	No restrictions	
CIS 161, Introduction to C Programming	No restrictions	Submitted
MGT 105, Elements of Supervision	No restrictions	Submitted – <i>On the Agenda</i>
MGT 115, Human Behavior in Organization	No restrictions	Submitted
MGT 212, Mgt Responsibility to Minority	No restrictions	
MKTG 121, Salesmanship	No restrictions	Submitted – <i>On the Agenda</i>
OT 103, Advanced Computer Keyboarding	No restrictions	Submitted – <i>On the Agenda</i>
OT 121, Spreadsheets for the Office	No restrictions	Submitted – <i>On the Agenda</i>
OT 150, Basic Prin Coding Med Ofc	No restrictions	Submitted – <i>On the Agenda</i>
OT 152, Beg Medical Insurance	No restrictions	Submitted
OT 205, Medical Office Procedures	No restrictions	Submitted
OT 207, Legal Office Procedures I	No restrictions	Submitted – <i>On the Agenda</i>
Health Sciences		
CFE 102, The Developing Child	Cannot schedule 12-13	Submitted – <i>On the Agenda</i>
CFE 120, Infant/Toddler Development	No restrictions	Submitted – <i>On the Agenda</i>
CFE 177, ILP for Foster Youth	No restrictions	Submitted – <i>On the Agenda</i>
NS 200, Nursing Transition	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
RADT 101, Introduction to Radiologic Technology	No restrictions	Submitted – <i>On the Agenda</i>
RADT 102, Patient Care in Radiology	No restrictions	Submitted – <i>On the Agenda</i>
RADT 103, Radiographic Positioning and Procedures I	No restrictions	Submitted – <i>On the Agenda</i>
RADT 104, Radiographic Principles I	No restrictions	Submitted – <i>On the Agenda</i>
RADT 106, Radiographic Clinical Practicum IA	No restrictions	Submitted
RADT 107, Radiographic Positioning and Procedures II	No restrictions	Submitted
RADT 108, Advanced Principles of Exposure	No restrictions	Submitted
RADT 109, Radiation Physics	No restrictions	Submitted – <i>On the Agenda</i>
RADT 201, Radiologic Tech Clinical Practicum III	No restrictions	Submitted
RADT 202, Radiographic Pathology	No restrictions	Submitted
RADT 203, Flourosopic Imaging & Radiation Protect	No restrictions	Submitted
RADT 204, Princ & Appl of Cross-Secl Anat in Imaging	No restrictions	Submitted – <i>On the Agenda</i>
RADT 207, Advanced Radiographic Procedures	No restrictions	Submitted
RADT 208, Radiographic Certification Preparation	No restrictions	Submitted
RADT 210, Principles of Venipunctures for Radiology	No restrictions	Submitted – <i>On the Agenda</i>
Language Arts		
ENGL 235, Shakespeare: Tragedy & History	Cannot schedule Spring 2013	Submitted
ENGL 236, Shakespeare: Comedy, Romance	Cannot schedule Spring 2013	Submitted
ENGL 272, Literature of the Amer West	Cannot schedule Spring 2013	Submitted
SPAN 101HL, Elem Spanish for Heritage Learners I	No restrictions	Submitted
Math and Engineering		
DRFT 125, Mechanical Drafting	Cannot schedule Spring 2013	Submitted
DRFT 150, Intermediate 2-D Autocad	Cannot schedule Spring 2013	Submitted
DRFT 230, Architectural Drafting II	Cannot schedule Spring 2013	Submitted
ENGR 115, Basic Engineering Drawing	Cannot schedule Spring 2013	
ENGR 120, Introduction 2-D Autocad	Cannot schedule Spring 2013	Submitted

MATH 050C,	Cannot schedule Spring 2013	Submitted
MATH 050D,	Cannot schedule Spring 2013	Submitted
MATH 050E,	Cannot schedule Spring 2013	Submitted
MATH 050F,	Cannot schedule Spring 2013	Submitted
MATH 060C,	Cannot schedule Spring 2013	Submitted
MATH 060D,	Cannot schedule Spring 2013	Submitted
MATH 060E,	Cannot schedule Spring 2013	Submitted
MATH 060F,	Cannot schedule Spring 2013	Submitted
MATH 070C,	Cannot schedule Spring 2013	Submitted
MATH 070D,	Cannot schedule Spring 2013	Submitted
MATH 070E,	Cannot schedule Spring 2013	Submitted
MATH 070F,	Cannot schedule Spring 2013	Submitted
MATH 080C,	Cannot schedule Spring 2013	Submitted
MATH 080D,	Cannot schedule Spring 2013	Submitted
MATH 080E,	Cannot schedule Spring 2013	Submitted
MATH 080F,	Cannot schedule Spring 2013	Submitted
MATH 102C,	Cannot schedule Spring 2013	Submitted
MATH 102D,	Cannot schedule Spring 2013	Submitted
MATH 102E,	Cannot schedule Spring 2013	Submitted
MATH 102F,	Cannot schedule Spring 2013	Submitted
MATH 130C,	Cannot schedule Spring 2013	Submitted
MATH 130D,	Cannot schedule Spring 2013	Submitted
MATH 130E,	Cannot schedule Spring 2013	Submitted
MATH 130F,	Cannot schedule Spring 2013	Submitted
MATH 135C,	Cannot schedule Spring 2013	
MATH 135D,	Cannot schedule Spring 2013	Submitted
MATH 135E,	Cannot schedule Spring 2013	
MATH 140C,	Cannot schedule Spring 2013	Submitted
MATH 140D,	Cannot schedule Spring 2013	Submitted
MATH 140E,	Cannot schedule Spring 2013	Submitted
MATH 140F,	Cannot schedule Spring 2013	Submitted
MATH 140G,	Cannot schedule Spring 2013	
MATH 050A, Arithmetic - 1st Half	Cannot schedule Spring 2013	
MATH 050B, Arithmetic - 2nd Half	Cannot schedule Spring 2013	
MATH 070, Elementary Algebra	Cannot schedule Spring 2013	Submitted
MATH 070A, Elementary Algebra-1st Half	Cannot schedule Spring 2013	
MATH 099, Individualized Self-Study Math	Cannot schedule Spring 2013	
MATH 120, Math for Teachers	Cannot schedule 12-13	Submitted
Science		
BIOL 103, Introduction to Botany	Cannot schedule Spring 2013	Submitted
BIOL 170, Tropical Biology	Cannot schedule 12-13	
BIOL 202, General Human Physiology	Cannot schedule 12-13	Submitted
PHYS 211, General Physics	Cannot schedule 12-13	Submitted
Physical Education & Athletics		
REC 101, Intro to Rec and Leisure	Cannot schedule Spring 2013	Submitted
REC 102, Recreational Leadership	Cannot schedule Spring 2013	Submitted
Social & Behavioral Sciences		
POLS 120, International Organizations	Cannot schedule Spring 2013	Submitted
PSY 211, Intro Chicano Psychology	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
Technical Education		
AGRI 100, Fruit and Nut Production	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
AGRI 102, Plant Pest Control	Cannot schedule Spring 2013	Submitted
AGRI 104, Nursery Practices	Cannot schedule Spring 2013	Submitted
AGRI 110, Basic Landscape Design	Cannot schedule Spring 2013	Submitted
AGRI 112, Plant and Landscape Maint	Cannot schedule Spring 2013	Submitted
AGRI 130, Environmental Gardening	Cannot schedule Spring 2013	Submitted

AGRI 132, Turf and Landscape Maint	Cannot schedule Spring 2013	Submitted
AGRI 134, Plant Identification I	Cannot schedule Spring 2013	Submitted
AGRI 153, Lands Const-Contrete/Masonry	Cannot schedule Spring 2013	Submitted
AGRI 155, Lands Const-Wood/Lighting	Cannot schedule Spring 2013	Submitted
AGRI 210, Advanced Landscape Design	Cannot schedule Spring 2013	Submitted
AGRI 212, Interior Plantscape	Cannot schedule Spring 2013	Submitted
AGRI 220, Landscape Irrigation	Cannot schedule Spring 2013	Submitted
AGRI 230, Soils and Plant Nutrition	Cannot schedule Spring 2013	Submitted
AGRI 234, Plant Identification II	Cannot schedule Spring 2013	Submitted
AGRI 250, Landscape Management	Cannot schedule Spring 2013	Submitted
AJ 209, Public Safety Communications	Cannot schedule 12-13	Submitted
ELTE 101, Survey of Electronics	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
ELTE 110, Electronic Mathematics	No restrictions	Submitted
ELTE 252, Introduction to Avionics	No restrictions	Submitted
ELTE 254, Radio Telephone License	No restrictions	Submitted
Visual & Performing Arts		
ART 100, Art Appreciation	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
ART 116, Illustration	No restrictions	Submitted
ART 121, Intro to Computer Drawing	Cannot schedule Spring 2013	Submitted
ART 121L, Intro to Computer Drawing Lab	Cannot schedule Spring 2013	Submitted
ART 130, Ceramics	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
ART 131, Ceramics	Cannot schedule Spring 2013	Submitted
ART 132, Intro to Ceramics Hand Bldg	Cannot schedule Spring 2013	Submitted
ART 213, Advanced Painting	No restrictions	Submitted
ART 216, Life Drawing	Cannot schedule 12-13	Submitted
ART 223, Advanced Computerized Drawing	No restrictions	Submitted
ART 223L, Advanced Computerized Drawing Lab	No restrictions	Submitted
ART 225, Adv Computerized Life Drawing	No restrictions	Submitted
ART 225L, Adv Computerized Life Drawing Lab	No restrictions	Submitted
ART 298, Special Studies in Art	Cannot schedule 12-13	Submitted
THA 121, Theatre Production	Cannot schedule 12-13	

12. ADJOURNMENT

A motion was made and seconded to adjourn the 10/13/11 AP&P Committee meeting at 4:44 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.

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 Mr. Christos Valiotis, 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.

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: October 27, 2011
LOCATION: BE 321 – Computer Room
TIME: 3:04 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Jeffrie Ahmad, Faculty	Linda Harmon, Faculty	Mrs. Sharon Lowry, V. P. Academic Affairs
Beverly Beyer, Faculty	Tom Hutchison, Faculty	
Maria Clinton, Cochair	Lisa Karlstein, Faculty	
Richard Coffman, Faculty	Scott Lee, Faculty	
De'Neen Coleman-Carew	Cynthia Littlefield, Faculty	
Margaret Drake, Dean	LaDonna Trimble, Dean	
Chris Dundee, ASO Student	Les Uhazy, Dean	
Tooraj Gordi, Faculty	Darcy Wiewall, Faculty	
Lee Grishman, Articulation		
<u>GUESTS PRESENT</u>		
David Babb	Catherine Overdorf	
Ed Beyer	Melanie Parker	
Mark Hoffer	Charlotte Forte-Parnell	
Maria Kelly	Ann Rees	
Donna Meyer	Mary Rose Toll	
Tom O'Neil	Aaron Voelcker	

2011-2012
Academic Policies & Procedures Committee Meeting No. 4
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the October 27, 2011 AP&P Committee Meeting to order at 3:04 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:04 p.m. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Ms. Maria Clinton stated that Title 5 language on repetition, which is the number of times a student can repeat a course due to substandard grades (D, F, W, or NP) has officially been revised and approved by the state with an effective date of October 12, 2011. The revisions now allow a student to enroll in a course no more than 3 times, which means that a student cannot have more than three notations on their transcripts for a particular course. It was also stated that a fourth repeat would be allowed under extenuating circumstances, which were defined as flood, earthquake, or college closure. This policy will be reflected in the next catalog, which the language will be drafted by Dean Trimble and Ms. Clinton and brought to AP&P for approval during the spring semester. It was requested that this language be available on the AP&P website if possible. Ms. Clinton requested that Mrs. Jauregui work with Mr. Stephen Burns to develop a web page to include all items discussed at AP&P.

3. INFORMATIONAL ITEMS

a. **AP&P Meetings will be held in BE 321 for the rest of the semester**

Ms. Maria Clinton stated that an 8-week course will be starting in this room next week so we will be meeting in BE 321 for the remainder of the semester.

b. **Repeatability**

Ms. Maria Clinton stated that Mrs. Melissa Jauregui will be putting a list together of all courses that currently carry an approved repeatability. This list will then be evaluated to determine which courses meet the criteria of repeatability which is that they are part of a core degree program approved for transfer. The courses that will have the repeatability removed will be brought to the committee as an informational item. This is a local clean-up to be sure we are in compliance with the law as it currently is written.

4. ACTION ITEM

a. **FTV 230 – Reverse AP&P Approval from May**

A motion was made and second to approve reversing the approval of FTV 230. Ms. Maria Clinton stated that this approval needed to be reversed due to the revising faculty member not being eligible to revise the material. She stated that in order for a faculty member to revise a course in CurricUNET, they must be eligible to teach

the material. Motion carried.

b. **PE 135 – Scheduling restrictions**

A motion was made and second to approve lifting the scheduling restrictions for PE 135. Ms. Maria Clinton stated that this course was reviewed and approved by AP&P in late May, which was too late for implementation in the current catalog. As a result, this course along with several others had scheduling restrictions for the 11-12 Academic Year. Earlier this semester we approved lifting the scheduling restrictions on a Math course since it was part of a sequence of courses for transfer. This course on the other hand is essential for our athletic program. She also stated that this division statistically has always meet our deadlines and unfortunately the Dean sat on this course for too long. Mrs. Beverly Beyer wanted it noted that she did not agree with this request and would like to deny the approval. Mrs. Margaret Drake and Dr. Richard Coffman wanted it noted that they abstained from the vote. Motion carried.

c. **Catalog Rights Language Change (Patricia Marquez):**

NOTE: Those students, regardless of catalog rights, who receive a substandard grade (D, F, NP) for a course have the opportunity to repeat the course once. If on the subsequent attempt the course has a current prerequisite, corerequisite, or limitation of enrollment **that was not in effect the first time the course was taken**, the student must meet the most recent academic requirement.

A motion was made and second to approve the new language for the note section of catalog rights. Motion carried.

d. **BP 4020 Program, Curriculum, and Course Development**

e. **AP 4020 Program and Curriculum Development**

Ms. Maria Clinton requested the division representatives to report on items 4d-e. This report was to include comments from the division faculty from their last division meeting. Several representatives stated that their divisions have not meet since the last AP&P meeting. As a result, Ms. Clinton requested these items to be tabled until the next AP&P meeting, which at that point the divisions will report the division concerns with the requested changes to these BP and AP policies. Motion carried.

5. DISCUSSION ITEMS

a. **Graduation Requirements: Reading Proficiency**

Ms. Maria Clinton stated that at the last meeting it was requested that research be conducted on the success rate of those students who have tested at a particular level in reading in comparison to the grade received in English 101 with or without prior reading classes. She stated that Institutional Effectiveness, Research and Planning office has pulled the data and Mr. Aaron Voelker, Research Analyst, was present to discuss the findings. Mr. Voelker stated that a study was carried out in order to determine if students placed at college level reading performed differently in ENGL 101 than students placed in remedial (basic skills) reading. Essentially, students that are placed at college level reading perform better in ENGL 101 than students that are placed in remedial (basic skills) reading. The evidence for this is a nearly 9% increase in passing grades (A through C) and a 10% increase in A's awarded, when comparing grade distributions of the two groups. Furthermore, a correlation analysis was conducted on the Compass Writing Assessment Scores and the Compass Reading Assessment Scores. The output of the correlation analysis was that a very strong positive correlation between these two variables exists (Pearson's $r = .86$), suggesting that the writing and reading assessment scores, because they are on the same scale, could be interchangeable. Ms. Maria Clinton asked the committee members for any additional questions for Mr. Voelker, at which Ms. Jeffrie Ahmad requested that this item be tabled until the faculty within both disciplines can get together to determine whether it is appropriate to compare the two areas. Ms. Maria Clinton reminded the committee that if a request is made of the committee for a particular report then that must be carried out and cannot be table. At the previous meeting it was requested that a study be conducted regarding this topic which is what Aaron presented to the committee. This is only a discussion item and no decision is made until a solution is presented to the committee. Since no other questions were asked, Ms. Clinton thank Mr. Voelker for his time. She stated that this item will return to the agenda at a later date as a report from the discipline faculty.

6. REPORTS (limited to 5 min. each)

a. **AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment**

b. **AP 5013 Student in the Military**

Ms. Maria Clinton stated that we have also been tasked with reviewing the above mention AP policies, which should be in the packet for your review and to take back to the division faculty for their input. The committee stated that the items were not in the packet. Ms. Clinton requested Mrs. Melissa Jauregui to email these policies along with BP 4020 and AP 4020 to the representatives. These two items along with the two mentioned earlier in the agenda will return to the next agenda as a report item for the representatives to provide the committee with the feedback from the divisions.

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

- a. **AGRI 102, Plant Pest Control**
- b. **AGRI 104, Nursery Practices**
- c. **AGRI 110, Basic Landscape Design**
- d. **AGRI 112, Plant and Landscape Maintenance**
- e. **AGRI 130, Environmental Gardening**
- f. **AGRI 132, Turf and Landscape Maintenance**
- g. **AGRI 134, Plant Identification I**
- h. **AGRI 153, Landscape Construction – Concrete and Masonry**
- i. **AGRI 155, Landscape Construction – Wood and Lighting**
- j. **AGRI 210, Advanced Landscape Design**
- k. **AGRI 212, Interior Plantscape**
- l. **AGRI 220, Landscape Irrigation**
- m. **AGRI 230, Soils and Plant Nutrition**
- n. **AGRI 234, Plant Identification II**
- o. **AGRI 250, Landscape Management**
- p. **AJ 209, Public Safety Communications**
- q. **CIS 161, Introduction to C Programming**
- r. **OT 152, Beginning Medical Insurance**
- s. **CCA - PHYS 211, General Physics**

Ms. Maria Clinton requested a motion to approve items 7a-s Consent Items for Non-Substantial course revisions. A motion was made and seconded to approve items 7a-s. Motion carried. A second motion was made and seconded to approve the course content for PHYS 211, General Physics. Motion carried.

8. ACTION ITEMS – First Reading – Course Revisions

Melanie Parker will arrive at 3:40

- a. **CFE 169 D Rate Pre-Service Training**
-Title Change

A motion was made and seconded to approve the course revisions made to CFE 169 D Rate Pre-Service Training. Ms. Melanie Parker 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.

Catherine Overdorf will arrive at 3:40

- b. **CFE 102 The Developing Child**

A motion was made and seconded to approve the course revisions made to CFE 102 The Developing Child. Ms. Catherine Overdorf was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET requesting that the other assignments sections in the Homework be moved to the writing section. Motion carried pending revisions are completed and the course resubmitted to AP&P by Friday, November 4, 2011.

- c. **Online Only - CFE 102 The Developing Child**

A motion was made and seconded to approve the course revisions made to Online Only - CFE 102 The Developing Child. Ms. Catherine Overdorf was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET requesting that question three be strengthened to better address accessibility. Motion carried pending revisions are completed and the course resubmitted to AP&P by Friday, November 4, 2011.

Mark Hoffer will arrive at 3:40

- d. **ENGL 235, Shakespeare: Tragedies and Histories**

A motion was made and seconded to approve the course revisions made to ENGL 235, Shakespeare: Tragedies and Histories. Mr. Mark Hoffer 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.

- e. **ENGL 236, Shakespeare: Comedies, Romances, and Sonnets**

A motion was made and seconded to approve the course revisions made to ENGL 236, Shakespeare: Comedies, Romances, and Sonnets. Mr. Mark Hoffer 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.

- f. **ENGL 272, Literature of the American West**

A motion was made and seconded to approve the course revisions made to ENGL 272, Literature of the American West. Mr. Mark Hoffer 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.

Edward Beyer will arrive at 3:45

- g. **CA 175, Administering Windows Server**

A motion was made and seconded to approve the course revisions made to CA 175, Administering Windows

Server. Dr. Ed Beyer 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.

Donna Meyer will arrive at 4:00

h. OT 205, Medical Office Procedures

A motion was made and seconded to approve the course revisions made to OT 205, Medical Office Procedures. Ms. Donna Meyer was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET requesting that the prerequisites be fixed by AP&P to mirror what was previously approved. Motion carried.

Cindy Littlefield / Dean Chelette will arrive at 4:00

i. PE 129 Advanced Golf

-Course number change

A motion was made and seconded to approve the course revisions made to PE 129 Advanced Golf. Ms. Cindy Littlefield was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET requesting that the course description include the repeatability language, which states that the course cannot be repeated more than 4 times in combination with PE 128 and PE 129. Motion carried pending revisions are completed and the course resubmitted to AP&P by Friday, November 4, 2011.

Maria Kelly will arrive at 3:45

j. RADT 106, Radiographic Clinical Practicum IA

A motion was made and seconded to approve the course revisions made to RADT 106, Radiographic Clinical Practicum IA. Ms. Maria Kelly 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.

k. RADT 207, Advanced Radiographic Procedures

A motion was made and seconded to approve the course revisions made to RADT 207, Advanced Radiographic Procedures. Ms. Maria Kelly 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.

l. RADT 208, Radiographic Certification Preparation

A motion was made and seconded to approve the course revisions made to RADT 208, Radiographic Certification Preparation. Ms. Maria Kelly 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.

Mary Rose Toll will arrive at 4:00

m. READ 099, Critical Reading and Study Skills

-Combined lecture and lab into one course

-Change to LHE and Student hours

-Removed corequisite requirement

A motion was made and seconded to approve the course revisions made to READ 099, Critical Reading and Study Skills. Ms. Mary Rose Toll and Dr. Ann Rees were 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.

9. ACTION ITEMS – Change to Instructional Material Fee

a. ART 145, Design and Color – increase from \$12.50 to \$18.50

b. PE 191, First Aid and Emergency Care – increase from \$15.00 to \$27.00

A motion was made and seconded to approve the requested increase to the instructional material fees for items 9a-b. Mr. David Babb and Mr. Jerry Lewis were present to answer any questions related to these two courses. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried.

10. INFORMATIONAL ITEMS – Course Deactivation

a. CA 103L, Introduction to Microcomputers – Lab

b. OT 208, Legal Office Procedures II

Ms. Maria Clinton stated that this is an informational item for Dr. Lee Grishman to investigate the impact of this requested change. It will return to the agenda as an action item at our next meeting. Please note though that OT 208 was made obsolete by this committee September 2010 and will therefore not return for further action.

11. Courses needing update from 10-11

Language Arts -

COMM 114 Art of Storytelling - Cannot be schedule 12-13 - Submitted

Physical Education & Athletics -

PE 128 Advanced Golf – Submitted New number 129 – On the Agenda

Ms. Maria Clinton reminded the committee that these courses along with those listed below must be approved by

AP&P no later than December 8, 2011 in order to avoid scheduling restrictions as noted during the 12-13 academic year.

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

Course	Scheduling Restrictions if not approved by 12/8/11	Status
Business and Computer Studies		
BUS 203, Business Law	No restrictions	Submitted
CA 103L, Intro to Microcomputers Lab	No restrictions	Submitted – <i>On the Agenda</i>
CA 175, Admin Windows 2003 Server	No restrictions	Submitted – <i>On the Agenda</i>
CIS 101L, Intro to CIS Lab	No restrictions	Submitted
CIS 161, Introduction to C Programming	No restrictions	Submitted – <i>On the Agenda</i>
MGT 115, Human Behavior in Organization	No restrictions	Submitted
MGT 212, Mgt Responsibility to Minority	No restrictions	Submitted
OT 152, Beg Medical Insurance	No restrictions	Submitted – <i>On the Agenda</i>
OT 205, Medical Office Procedures	No restrictions	Submitted – <i>On the Agenda</i>
Health Sciences		
CFE 102, The Developing Child	Cannot schedule 12-13	Submitted – <i>On the Agenda</i>
RADT 106, Radiographic Clinical Practicum IA	No restrictions	Submitted – <i>On the Agenda</i>
RADT 107, Radiographic Positioning and Procedures II	No restrictions	Submitted
RADT 108, Advanced Principles of Exposure	No restrictions	Submitted
RADT 201, Radiologic Tech Clinical Practicum III	No restrictions	Submitted
RADT 202, Radiographic Pathology	No restrictions	Submitted
RADT 203, Fluoroscopic Imaging & Radiation Protect	No restrictions	Submitted
RADT 207, Advanced Radiographic Procedures	No restrictions	Submitted – <i>On the Agenda</i>
RADT 208, Radiographic Certification Preparation	No restrictions	Submitted – <i>On the Agenda</i>
Language Arts		
ENGL 235, Shakespeare: Tragedy & History	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
ENGL 236, Shakespeare: Comedy, Romance	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
ENGL 272, Literature of the Amer West	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
SPAN 101HL, Elem Spanish for Heritage Learners I	No restrictions	Submitted
Math and Engineering		
DRFT 125, Mechanical Drafting	Cannot schedule Spring 2013	Submitted
DRFT 150, Intermediate 2-D Autocad	Cannot schedule Spring 2013	Submitted
DRFT 230, Architectural Drafting II	Cannot schedule Spring 2013	Submitted
ENGR 115, Basic Engineering Drawing	Cannot schedule Spring 2013	Submitted
ENGR 120, Introduction 2-D Autocad	Cannot schedule Spring 2013	Submitted
MATH 050C,	Cannot schedule Spring 2013	Submitted
MATH 050D,	Cannot schedule Spring 2013	Submitted
MATH 050E,	Cannot schedule Spring 2013	Submitted
MATH 050F,	Cannot schedule Spring 2013	Submitted
MATH 060C,	Cannot schedule Spring 2013	Submitted
MATH 060D,	Cannot schedule Spring 2013	Submitted
MATH 060E,	Cannot schedule Spring 2013	Submitted
MATH 060F,	Cannot schedule Spring 2013	Submitted
MATH 070C,	Cannot schedule Spring 2013	Submitted
MATH 070D,	Cannot schedule Spring 2013	Submitted

MATH 070E,	Cannot schedule Spring 2013	Submitted
MATH 070F,	Cannot schedule Spring 2013	Submitted
MATH 080C,	Cannot schedule Spring 2013	Submitted
MATH 080D,	Cannot schedule Spring 2013	Submitted
MATH 080E,	Cannot schedule Spring 2013	Submitted
MATH 080F,	Cannot schedule Spring 2013	Submitted
MATH 102C,	Cannot schedule Spring 2013	Submitted
MATH 102D,	Cannot schedule Spring 2013	Submitted
MATH 102E,	Cannot schedule Spring 2013	Submitted
MATH 102F,	Cannot schedule Spring 2013	Submitted
MATH 130C,	Cannot schedule Spring 2013	Submitted
MATH 130D,	Cannot schedule Spring 2013	Submitted
MATH 130E,	Cannot schedule Spring 2013	Submitted
MATH 130F,	Cannot schedule Spring 2013	Submitted
MATH 135C,	Cannot schedule Spring 2013	Submitted
MATH 135D,	Cannot schedule Spring 2013	Submitted
MATH 135E,	Cannot schedule Spring 2013	Submitted
MATH 140C,	Cannot schedule Spring 2013	Submitted
MATH 140D,	Cannot schedule Spring 2013	Submitted
MATH 140E,	Cannot schedule Spring 2013	Submitted
MATH 140F,	Cannot schedule Spring 2013	Submitted
MATH 140G,	Cannot schedule Spring 2013	Submitted
MATH 050A, Arithmetic - 1st Half	Cannot schedule Spring 2013	Submitted
MATH 050B, Arithmetic - 2nd Half	Cannot schedule Spring 2013	
MATH 070, Elementary Algebra	Cannot schedule Spring 2013	Submitted
MATH 070A, Elementary Algebra-1st Half	Cannot schedule Spring 2013	Submitted
MATH 099, Individualized Self-Study Math	Cannot schedule Spring 2013	
MATH 120, Math for Teachers	Cannot schedule 12-13	Submitted
Science		
BIOL 103, Introduction to Botany	Cannot schedule Spring 2013	Submitted
BIOL 170, Tropical Biology	Cannot schedule 12-13	
BIOL 202, General Human Physiology	Cannot schedule 12-13	Submitted
PHYS 211, General Physics	Cannot schedule 12-13	Submitted – <i>On the Agenda</i>
Physical Education & Athletics		
REC 101, Intro to Rec and Leisure	Cannot schedule Spring 2013	Submitted
REC 102, Recreational Leadership	Cannot schedule Spring 2013	Submitted
Social & Behavioral Sciences		
POLS 120, International Organizations	Cannot schedule Spring 2013	Submitted
Technical Education		
AGRI 102, Plant Pest Control	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
AGRI 104, Nursery Practices	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
AGRI 110, Basic Landscape Design	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
AGRI 112, Plant and Landscape Maint	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
AGRI 130, Environmental Gardening	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
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AGRI 134, Plant Identification I	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
AGRI 153, Lands Const-Contrete/Masonry	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
AGRI 155, Lands Const-Wood/Lighting	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
AGRI 210, Advanced Landscape Design	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
AGRI 212, Interior Plantscape	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
AGRI 220, Landscape Irrigation	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
AGRI 230, Soils and Plant Nutrition	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
AGRI 234, Plant Identification II	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
AGRI 250, Landscape Management	Cannot schedule Spring 2013	Submitted – <i>On the Agenda</i>
AJ 209, Public Safety Communications	Cannot schedule 12-13	Submitted – <i>On the Agenda</i>
ELTE 110, Electronic Mathematics	No restrictions	Submitted

ELTE 252, Introduction to Avionics	No restrictions	Submitted
ELTE 254, Radio Telephone License	No restrictions	Submitted
Visual & Performing Arts		
ART 116, Illustration	No restrictions	Submitted
ART 121, Intro to Computer Drawing	Cannot schedule Spring 2013	Submitted
ART 121L, Intro to Computer Drawing Lab	Cannot schedule Spring 2013	Submitted
ART 131, Ceramics	Cannot schedule Spring 2013	Submitted
ART 132, Intro to Ceramics Hand Bldg	Cannot schedule Spring 2013	Submitted
ART 213, Advanced Painting	No restrictions	Submitted
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ART 223, Advanced Computerized Drawing	No restrictions	Submitted
ART 223L, Advanced Computerized Drawing Lab	No restrictions	Submitted
ART 225, Adv Computerized Life Drawing	No restrictions	Submitted
ART 225L, Adv Computerized Life Drawing Lab	No restrictions	Submitted
ART 298, Special Studies in Art	Cannot schedule 12-13	Submitted
THA 121, Theatre Production	Cannot schedule 12-13	Submitted

13. ADJOURNMENT

A motion was made and seconded to adjourn the 10/27/11 AP&P Committee meeting at 4:38 p.m. Motion carried.

NON-DISCRIMINATION POLICY

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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 Mr. Christos Valiotis, 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.

DATE: November 8, 2011

MEMBERS WHO APPROVED

Jeffrie Ahmad, Faculty	Chris Dundee, ASO Student	Cynthia Littlefield, Faculty
Beverly Beyer, Faculty	Tooraj Gordi, Faculty	LaDonna Trimble, Dean
Richard Coffman, Faculty	Linda Harmon, Faculty	Les Uhazy, Dean
De'Neen Coleman-Carew	Lisa Karlstein, Faculty	Darcy Wiewall, Faculty
Margaret Drake, Dean	Scott Lee, Faculty	

MEMBERS WHO DID NOT VOTE

Maria Clinton, Cochair	Tom Hutchison, Faculty
Lee Grishman, Articulation	Mrs. Sharon Lowry, V. P. Academic Affairs

2011-2012
Academic Policies & Procedures Committee
MINUTES

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

- a. **CCA - ART 113, Painting**
- b. **ART 116, Illustration**
- c. **ART 121, Introduction to Computerized Drawing**
- d. **ART 121L, Introduction to Computerized Drawing Lab**
- e. **CCA - ART 131, Advanced Ceramics**
- f. **CCA - ART 132, Introduction to Ceramics: Hand-Building**
- g. **CCA - ART 213, Advanced Painting**
- h. **ART 216, Life Drawing**
- i. **ART 223, Advanced Computerized Drawing**
- j. **ART 223L, Advanced Computerized Drawing Lab**
- k. **ART 225, Advanced Computerized Life Drawing**
- l. **ART 225L, Advanced Computerized Life Drawing Lab**
- m. **ART 298, Special Studies in Art**
- n. **BUS 203, Business Law**
- o. **ELTE 252, Introduction to Avionics**
- p. **ELTE 254, Radio Telephone License**
- q. **ENGR 115, Basic Engineering Drawing**
- r. **POLS 120, International Organizations**

Ms. Maria Clinton requested an electronic motion to approve items 1a-r Consent Items for Non-Substantial course revisions. A motion was made and seconded to approve items 1a-r. Motion carried. A second motion was made and seconded to approve the course content for items 1a, and 1e-g. Motion carried.

2. INFORMATIONAL ITEM: Courses needing update from 10-11

Language Arts -

COMM 114 Art of Storytelling - Cannot be schedule 12-13 – Submitted – Awaiting faculty revision

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

Course	Scheduling Restrictions if not approved by 12/8/11	Status
Business and Computer Studies		
BUS 203, Business Law	No restrictions	Submitted-Consent Agenda
CA 103L, Intro to Microcomputers Lab	No restrictions	Submitted-Agenda Ready
CIS 101L, Intro to CIS Lab	No restrictions	Submitted-Agenda Ready
MGT 115, Human Behavior in Organization	No restrictions	Submitted-Technical Review
MGT 212, Mgt Responsibility to Minority	No restrictions	Submitted-Awaiting Dean Review
Health Sciences		
CFE 102, The Developing Child	Cannot schedule 12-13	Submitted – Pending Approval after Revisions

RADT 107, Radiographic Positioning and Procedures II	No restrictions	Submitted- <i>Agenda Ready</i>
RADT 108, Advanced Principles of Exposure	No restrictions	Submitted- <i>Agenda Ready</i>
RADT 201, Radiologic Tech Clinical Practicum III	No restrictions	Submitted- <i>Agenda Ready</i>
RADT 202, Radiographic Pathology	No restrictions	Submitted- <i>Agenda Ready</i>
RADT 203, Flourosopic Imaging & Radiation Protect	No restrictions	Submitted- <i>Awaiting faculty revision</i>
Language Arts		
SPAN 101HL, Elem Spanish for Heritage Learners I	No restrictions	Submitted- <i>Awaiting faculty revision</i>
Math and Engineering		
DRFT 125, Mechanical Drafting	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
DRFT 150, Intermediate 2-D Autocad	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
DRFT 230, Architectural Drafting II	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
ENGR 115, Basic Engineering Drawing	Cannot schedule Spring 2013	Submitted- <i>Consent Agenda</i>
ENGR 120, Introduction 2-D Autocad	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 050C,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 050D,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 050E,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 050F,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 060C,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 060D,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 060E,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 060F,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 070C,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 070D,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 070E,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 070F,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 080C,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 080D,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 080E,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 080F,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 102C,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 102D,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 102E,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 102F,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 130C,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 130D,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 130E,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 130F,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 135C,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 135D,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 135E,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 140C,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 140D,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 140E,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 140F,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 140G,	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 050A, Arithmetic - 1st Half	Cannot schedule Spring 2013	Submitted- <i>Awaiting faculty revision</i>
MATH 050B, Arithmetic - 2nd Half	Cannot schedule Spring 2013	
MATH 070, Elementary Algebra	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
MATH 070A, Elementary Algebra-1st Half	Cannot schedule Spring 2013	Submitted- <i>Awaiting faculty revision</i>
MATH 099, Individualized Self-Study Math	Cannot schedule Spring 2013	
MATH 120, Math for Teachers	Cannot schedule 12-13	Submitted- <i>Technical Review</i>

Science		
BIOL 103, Introduction to Botany	Cannot schedule Spring 2013	Submitted- <i>Technical Review</i>
BIOL 170, Tropical Biology	Cannot schedule 12-13	Submitted- <i>Awaiting Dean Review</i>
BIOL 202, General Human Physiology	Cannot schedule 12-13	Submitted- <i>Technical Review</i>
Physical Education & Athletics		
REC 101, Intro to Rec and Leisure	Cannot schedule Spring 2013	Submitted- <i>Agenda Ready</i>
REC 102, Recreational Leadership	Cannot schedule Spring 2013	Submitted- <i>Awaiting faculty revision</i>
Social & Behavioral Sciences		
POLS 120, International Organizations	Cannot schedule Spring 2013	Submitted- <i>Consent Agenda</i>
Technical Education		
ELTE 110, Electronic Mathematics	No restrictions	Submitted- <i>Agenda Ready</i>
ELTE 252, Introduction to Avionics	No restrictions	Submitted- <i>Consent Agenda</i>
ELTE 254, Radio Telephone License	No restrictions	Submitted- <i>Consent Agenda</i>
Visual & Performing Arts		
ART 116, Illustration	No restrictions	Submitted- <i>Consent Agenda</i>
ART 121, Intro to Computer Drawing	Cannot schedule Spring 2013	Submitted- <i>Consent Agenda</i>
ART 121L, Intro to Computer Drawing Lab	Cannot schedule Spring 2013	Submitted- <i>Consent Agenda</i>
ART 131, Ceramics	Cannot schedule Spring 2013	Submitted- <i>Consent Agenda</i>
ART 132, Intro to Ceramics Hand Bldg	Cannot schedule Spring 2013	Submitted- <i>Consent Agenda</i>
ART 213, Advanced Painting	No restrictions	Submitted- <i>Consent Agenda</i>
ART 216, Life Drawing	Cannot schedule 12-13	Submitted- <i>Consent Agenda</i>
ART 223, Advanced Computerized Drawing	No restrictions	Submitted- <i>Consent Agenda</i>
ART 223L, Advanced Computerized Drawing Lab	No restrictions	Submitted- <i>Consent Agenda</i>
ART 225, Adv Computerized Life Drawing	No restrictions	Submitted- <i>Consent Agenda</i>
ART 225L, Adv Computerized Life Drawing Lab	No restrictions	Submitted- <i>Consent Agenda</i>
ART 298, Special Studies in Art	Cannot schedule 12-13	Submitted- <i>Consent Agenda</i>
THA 121, Theatre Production	Cannot schedule 12-13	Submitted- <i>Awaiting faculty revision</i>

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 Mr. Christos Valiotis, 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.

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: December 8, 2011
LOCATION: BE 321 – Computer Room
TIME: 3:02 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Jeffrie Ahmad, Faculty	Linda Harmon, Faculty	Lee Grishman, Articulation
Beverly Beyer, Faculty	Tom Hutchison, Faculty	
Maria Clinton, Cochair	Lisa Karlstein, Faculty	
Richard Coffman, Faculty	Scott Lee, Faculty	
De'Nean Coleman-Carew	Cynthia Littlefield, Faculty	
Margaret Drake, Dean	Mrs. Sharon Lowry, V. P. Academic Affairs	
Chris Dundee, ASO Student	LaDonna Trimble, Dean	
Tooraj Gordi, Faculty	Les Uhazy, Dean	
	Darcy Wiewall, Faculty	
<u>GUESTS PRESENT</u>		
Freddy Aviles	Tom Graves	Tom O'Neil
David Babb	Jessica Harper	Lucia Pozo
Ed Beyer	Robert Harris	Ann Rees
Bud Boccock	Maria Kelly	Andrea Sanders
Magdalena Capriou	Cynthia Kincaid	Rich Sim
Joseph Esdin	Jonet Leighton	Wendy Stow
Robert Falb	Jerry Lewis	Mary Rose Toll
Diane Flores-Kagan	Jacquelynn Lott	Eugenie Trow
Charlotte Forte-Parnell	Rick Motawakel	Cindy Walter

2011-2012
Academic Policies & Procedures Committee Meeting No. 7
AGENDA

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the December 8, 2011 AP&P Committee Meeting to order at 3:02 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:02 p.m. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Ms. Maria Clinton stated that there are a lot of new courses that have been developed over this semester. She would like to encourage the committee to take a particularly close look at those courses and ask the question of whether or not these are basic skills, transfer or associate degree, or CTE courses. This is our core mission and it is not always easy to say no to a colleague but we have to decide whether the courses being brought to our committee are appropriate. She continued to state that in these difficult times we need to be certain that the course we approve meet the mission set forth by the state because a lot of colleges did not say no in previous year, which is the reason community colleges are currently in this situation. She also reminded the committee that if an existing course that carries repeatability is broken into parts, the faculty member cannot develop more than three levels, beginning, intermediate and advance, which the unit value of those courses cannot exceed the original course. The original course would then be made obsolete once the three new courses are approved and offered in an overlay format when scheduled. Also these courses have to qualify as core courses of a degree for transfer to a four-year college.

3. APPROVAL OF MINUTES

- a. **October 13, 2011**
 - b. **October 27, 2011**
 - c. **November 8, 2011 – Consent Agenda, Email Approval**
- A motion was made and seconded to table items 3a-c. Motion carried.

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

- a. **AJ 205, Criminal Investigation**
- b. **CCA - BIOL 103, 103L, Introduction to Botany**
- c. **CCA - BIOL 170, Tropical Biology**
- d. **CCA - BIOL 202, 202L, General Human Physiology**
- e. **MATH 050A, Arithmetic - First Half with SAS**

- f. **MATH 050B, Arithmetic - Second Half with SAS**
- g. **MATH 070, Elementary Algebra**
- h. **MATH 070A, Elementary Algebra - First Half with SAS**
- i. **CCA - MATH 120, Math for Teachers**
- j. **REC 102, Recreational Leadership**
- k. **CCA - SPAN 101HL, Elementary Spanish for Heritage Learners I**

Ms. Maria Clinton requested a motion to approve items 4a-k Consent Items for Non-Substantial course revisions. A motion was made and seconded to approve items 4a-k. Motion carried. A second motion was made and seconded to approve the course content for 4b-d, 4i, and 4k. Motion carried.

5. **ACTION ITEMS – First Reading – Course Revisions**

a. **RADT 107, Radiographic Positioning and Procedures II**

A motion was made and seconded to approve the course revisions made to RADT 107, Radiographic Positioning and Procedures II. Ms. Maria Kelly 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.

b. **RADT 108, Advanced Principles of Exposure**

A motion was made and seconded to approve the course revisions made to RADT 108, Advanced Principles of Exposure. Ms. Maria Kelly 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.

c. **RADT 201, Radiologic Tech Clinical Practicum III**

A motion was made and seconded to approve the course revisions made to RADT 201, Radiologic Tech Clinical Practicum III. Ms. Maria Kelly 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.

d. **RADT 202, Radiographic Pathology**

A motion was made and seconded to approve the course revisions made to RADT 202, Radiographic Pathology. Ms. Maria Kelly 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.

e. **RADT 203, Fluoroscopic Imaging and Radiation Protection**

A motion was made and seconded to approve the course revisions made to RADT 203, Fluoroscopic Imaging and Radiation Protection. Ms. Maria Kelly 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.

f. **CCA - CFE 106, Creative Experiences for Children**

- Adding Limitation on Enrollment, Changing LHE earned from Lecture/Lab to Lecture

A motion was made and seconded to approve the course revisions made to CFE 106, Creative Experiences for Children. Ms. Andrea Sanders was present to discuss the changes made to the course. Ms. Maria Clinton stated that a question was noted in CurricUNET requesting that the word required be removed from the homework section, and another note stated that Limitation on Enrollment was potentially problematic. Ms. Sanders explained that the LHE calculations were always lecture she thought. Ms. Clinton asked that she meet with the Dean and Faculty regarding the change to the course description for the limitation on enrollment and clarification on the LHE. Motion carried pending the resolution of those two items. A second motion was made and seconded to approve the course content for to CFE 106, Creative Experiences for Children. Motion carried.

g. **CFE 120, Infant/Toddler Development (Online Only)**

-Non-Substantial Revisions to COR, Approved 10/13/11

A motion was made and seconded to approve the course revisions made to CFE 120, Infant/Toddler Development (Online Only). Ms. Andrea Sanders was present to discuss the changes made to the course. Ms. Maria Clinton stated that a question was noted in CurricUNET requesting that course management system be used in lieu of Blackboard, and the accessibility language be strengthened. Motion carried pending revisions are completed and the course resubmitted to AP&P by Friday, December 16, 2011.

h. **DM 113, Photoshop I**

-Adding prerequisite

-Increase material fee to \$20

A motion was made and seconded to approve the course revisions made to DM 113, Photoshop I. Ms. Cynthia Kincaid was present to discuss the changes made to the course. Ms. Lisa Karlstein stated that an objective is noted on the course that indicates that the students will need to operate a digital camera and devices. She stated that this may indicate a necessity to add a prerequisite of a beginning digital photography class as well. Ms. Kincaid indicated that students need to work on their own images and therefore this needs to remain on the course without adding a prerequisite of beginning photography. Mrs. Sharon Lowry stated that this class is photoshop and not a photography course. Ms. Kincaid stated that these disciplines overlap greatly and students should be allowed to use their own images. Ms. Clinton stated that students can be allowed to use their own

images but this does not need to be noted as an objective on the course. Mrs. Drake also added that since there is not content that you are teaching to address aspects of camera operations, is camera operation a major course objective or is it just ancillary to the course. Ms. Kincaid stated that when this was originally approved by this committee this was not an issue, but if it is now required that content be added that speaks to this item, then she would add the information since this is an important component of the course. Ms. Karlstein requested clarification on the statement provided by Mrs. Drake, who clarified that this may still be done if it is removed from the objectives. Ms. Kincaid requested further clarification on whether the students could utilize the college camera equipment if this is removed from the objective. Ms. Karlstein provided the clarification that the current college policy is that you can only utilize the college camera equipment if the student is taking a class that teaches them how to utilize said equipment. Ms. Kincaid stated that would be problematic since students need to have access to the camera equipment. Mrs. Lowry stated again that this is not a photography class it is a photoshop class, and students can take and bring in their own photos. Mrs. Drake stated that there seems to be some overlap between two disciplines within the same division, and perhaps that needs to be clarified prior to review by this committee. Ms. Clinton stated that this item will be returned to the faculty for further revision. Motion failed.

i. **THA 121, Theatre Production**

-Change to course hours and decrease class size

-Discussion during the AP&P meeting needs to occur regarding the change in course hours without change to unit value or LHE earned.

A motion was made and seconded to approve the course revisions made to THA 121, Theatre Production. Ms. Eugenie Trow and Jonet Leighton were present to discuss the changes made to the course. Ms. Maria Clinton stated that since this course is not part of a degree program for transfer the repeatability needs to be removed. Mrs. Sharon Lowry felt that the decrease in class size was appropriate for the course. Ms. Leighton confirmed that this course was in fact a pure lab course. Ms. Clinton also stated that the LHE, student hours, and units earned may need to be changed now that the course is no longer variable. Mrs. Drake stated that the SAM code is incorrect and should be changed to E. Non-Occupational. Motion carried.

Mrs. Sharon Lowry requested that Maria Clinton give a statement regarding the repeatability issue and the changes that will be implemented in the next catalog. Ms. Clinton stated that a report will be generated over the intersession and presented to this committee in the Spring that will indicate which courses will be losing their repeatability since they do not meet the requirements. She also stated that this is only being done to clean up our local process and more changes could come later when the State and the Chancellor's Office come to an agreement on this topic. Ms. Lisa Karlstein asked if the faculty from those areas will be allowed to bring their courses forward with revisions so to prepare for this change. Ms. Clinton stated that leveling the course or splitting them out into several courses was frowned upon at the State level. If we allow this to be done, we would have to make sure that any course that is split into several courses also split the units and hours so that the student is not exceeding the number of hours and units of the original course, which this would also impact the LHE for the faculty. The instructors are stating that students need to repeat the course in order to perform the objectives at a higher level. The State responded to this argument by stating that if the students are not meeting the requirements of the course then they should be failed. Mrs. Lowry stated that our college is not any worse than any other college. Ms. Karlstein requested clarification on leveled courses where we currently have a beginning and advance course without an intermediate level class, each of the two being 3 units. Mrs. Lowry stated that if you have two established Course Outline of Records then that is all you get but the repeatability will not be allowed any more. Developing a middle class just to accommodate the loss of repeatability is not allowed at the State level.

j. **CCA - THA 225, Introduction to Playwriting**

-Decrease class size

-Requesting AVC GE Area C

A motion was made and seconded to approve the course revisions made to THA 225, Introduction to Playwriting. Ms. Eugenie Trow and Jonet Leighton were present to discuss the changes made to the course. Ms. Maria Clinton stated that since this course is not part of a degree program for transfer the repeatability needs to be removed. She also requested comments from Dr. Grishman regarding the addition of the Area C AVC/GE, however Dr. Grishman was not present. Mrs. Sharon Lowry felt that the decrease in class size was not appropriate for the course since it is a writing course and the majority of English writing courses are at 30 student seats. Research was done during the meeting to identify those English courses that are at a lower approved maximum enrollment. Ms. Trow stated that her understanding was that the English creative writing course was approved at 25 student seats. She also stated that the course has not had 30 students enrolled which prompted her to lower the enrollment. Mrs. Lowry stated that if the course has never attracted 30 students then there is no reason to lower the enrollment. Mrs. Lowry stated that there is not a reasonable justification to lower the enrollment, especially since you have indicated that the course does not enroll to the maximum. Ms. Trow stated that students shop around for their courses and so they drop out. Ms. Clinton stated that the repeatability will be removed and the maximum will be reverted back to the original approved maximum

- enrollment of 30 student seats. Motion carried. A second motion was made and seconded to approve the course content for to THA 225, Introduction to Playwriting. Motion carried.
- k. **REC 101, Intro to Rec and Leisure**
A motion was made and seconded to approve the course revisions made to REC 101, Intro to Rec and Leisure. Ms. Cindy Littlefield 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.
- l. **KIN 190, Introduction to Kinesiology**
-Title and acronym change
A motion was made and seconded to approve the course revisions made to KIN 190, Introduction to Kinesiology. Ms. Jacquelyn Lott was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET indicating that the SCANs notation needed to be removed from the objectives. Motion carried with revision.
- m. **CCA - READ 095, Basic Reading Strategies for College Success**
-Combined lecture and lab into one COR
-Changed units, hours, and LHE (potential miscalculation of units earned)
A motion was made and seconded to approve the course revisions made to READ 095, Basic Reading Strategies for College Success. Ms. Mary Rose Toll and Ms. Anne Rees were present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. Motion carried. A second motion was made and seconded to approve the course content for to READ 095, Basic Reading Strategies for College Success. Motion carried.
- n. **CCA - READ 097, Reading Comprehension for College Success**
-Combined lecture and lab into one COR
-Changed units, hours, and LHE
A motion was made and seconded to approve the course revisions made to READ 097, Reading Comprehension for College Success. Ms. Mary Rose Toll and Ms. Anne Rees were present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. Motion carried. A second motion was made and seconded to approve the course content for to READ 097, Reading Comprehension for College Success. Motion carried.
- o. **SPAN 101HL, Elementary Spanish for Heritage Learners I (NEW Online Only)**
A motion was made and seconded to approve the course revisions made to new distance education Online Only SPAN 101HL, Elementary Spanish for Heritage Learners I. Ms. Lucia Pozo was present to discuss the new distance education course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. Dr. Scott Lee, Distance Education Committee liaison, stated that he reviewed the course and did not find any issues. Motion carried.
- p. **CCA - CA 153, Windows Installation and System Support**
- Deleting Prerequisite, adding Advisory
A motion was made and seconded to approve the course revisions made to CA 153, Windows Installation and System Support. Dr. Ed Beyer was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. Motion carried. A second motion was made and seconded to approve the course content for to CA 153, Windows Installation and System Support. Motion carried.
- q. **MGT 115, Human Behavior in Organizations**
A motion was made and seconded to approve the course revisions made to MGT 115, Human Behavior in Organizations. Mrs. Beverly Beyer was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. Motion carried.
- r. **CCA - MGT 212, Legal Issues and Diversity in Human Resources Management**
-Title change, advisory added
A motion was made and seconded to approve the course revisions made to MGT 212, Legal Issues and Diversity in Human Resources Management. Mrs. Beverly Beyer was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. The instructor requested that the mention of Blackboard be replaced with Course Management System in the homework section. Motion carried. A second motion was made and seconded to approve the course content for to MGT 212, Legal Issues and Diversity in Human Resources Management. Motion carried.
- s. **CCA - BIOL 202, 202L, General Human Physiology (Hybrid)**
A motion was made and seconded to approve the distance education hybrid revisions made to BIOL 202, 202L, General Human Physiology. Mr. Joseph Esdin was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. Dr. Scott Lee, Distance Education Committee liaison, stated that he reviewed the course and did not find any issues. Motion carried.
- t. **ELTE 110, Electronic Mathematics**
A motion was made and seconded to approve the course revisions made to ELTE 110, Electronic Mathematics. Mr. Rick Motawakel was present to discuss the changes made to the course. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that the math proficiency may be too low and the total hours

may be miscalculated. Mrs. Melissa Jauregui stated that the total hours are correct and are automatically calculated based on an 18 week schedule even though we are on a condensed calendar per the Chancellor's Office requirement. Dr. Uhazy stated that scientific notation and logarithms are stated on the Course Outline of Record and would necessitate an algebra background. Mrs. Drake stated that the students utilize the calculator to assist in the calculations. A question was asked as to whether the students are successful, at which the Mr. Motawakel stated that the students are successful in this course. An extensive discussion took place regarding the title of the course and the student success. It was decided that the requisites for the course along with the title were appropriate and should remain as previously approved. Motion carried.

u. **FTEC 295A, Firefighter 1 Academy Module A**

-Add FTEC 111 as an advisory

A motion was made and seconded to approve the course revisions made to FTEC 295A, Firefighter 1 Academy Module A. Mr. Robert Falb 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 needed. Motion carried.

v. **CCA - DRFT 125, Mechanical Drafting**

A motion was made and seconded to approve the course revisions made to DRFT 125, Mechanical Drafting. Mr. Bud Bocock was present to discuss the changes made to the course. Ms. Clinton stated that a memo was on file indicating that Professor Jessica Harper entered the data as directed by the faculty who are approved to teach in the area. Ms. Maria Clinton stated that a comment was noted in CurricUNET indicating that the word AutoCAD needed correction in the course description, which would be done by Mrs. Melissa Jauregui. Motion carried. A second motion was made and seconded to approve the course content for to DRFT 125, Mechanical Drafting. Motion carried.

w. **CCA - DRFT 150, Intermediate 2-D Autocad**

A motion was made and seconded to approve the course revisions made to DRFT 150, Intermediate 2-D Autocad. Mr. Bud Bocock was present to discuss the changes made to the course. Ms. Clinton stated that a memo was on file indicating that Professor Jessica Harper entered the data as directed by the faculty who are approved to teach in the area. Ms. Maria Clinton stated that a comment was noted in CurricUNET indicating that the title needed correction, which would be done by Mrs. Melissa Jauregui. Motion carried. A second motion was made and seconded to approve the course content for to DRFT 150, Intermediate 2-D Autocad. Motion carried.

x. **CCA - DRFT 230, Architectural Drafting II**

A motion was made and seconded to approve the course revisions made to DRFT 230, Architectural Drafting II. Mr. Bud Bocock was present to discuss the changes made to the course. Ms. Clinton stated that a memo was on file indicating that Professor Jessica Harper entered the data as directed by the faculty who are approved to teach in the area. Ms. Maria Clinton stated that a comment was noted in CurricUNET indicating that the title needed correction, which would be done by Mrs. Melissa Jauregui. Motion carried. A second motion was made and seconded to approve the course content for to DRFT 230, Architectural Drafting II. Motion carried.

y. **CCA - ENGR 120, Introduction to 2-D Autocad**

A motion was made and seconded to approve the course revisions made to ENGR 120, Introduction to 2-D Autocad. Mr. Bud Bocock was present to discuss the changes made to the course. Ms. Clinton stated that a memo was on file indicating that Professor Jessica Harper entered the data as directed by the faculty who are approved to teach in the area. Ms. Maria Clinton stated that a comment was noted in CurricUNET indicating that the title needed correction, which would be done by Mrs. Melissa Jauregui. Motion carried. A second motion was made and seconded to approve the course content for to ENGR 120, Introduction to 2-D Autocad. Motion carried.

z. **CCA - COMM 114, The Art of Storytelling**

A motion was made and seconded to approve the course revisions made to COMM 114, The Art of Storytelling. Mr. Tom Graves was present to discuss the changes made to the course. Ms. Maria Clinton stated that a comment was noted in CurricUNET indicating that the homework section notates an exam, which should not be mentioned here. Motion carried as revised. A second motion was made and seconded to approve the course content for to COMM 114, The Art of Storytelling. Motion carried

aa. **MATH 070, Elementary Algebra (Hybrid)**

A motion was made and seconded to approve the distance education hybrid revisions made to MATH 070, Elementary Algebra. Mr. Tooraj Gordi was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revision needed. Dr. Scott Lee, Distance Education Committee liaison, stated that he reviewed the course and requested changes that have already been done. Motion carried.

6. ACTION ITEMS – Discipline Name Change

a. **Physical Education change to Kinesiology**

A motion was made and seconded to approve the name change for the discipline Physical Education, which will change to Kinesiology. Ms. Cindy Littlefield and Mr. Jerry Lewis were present to discuss the name

change. Ms. Maria Clinton stated that the memo request is in the AP&P online packet for the committee's review. Motion carried.

7. ACTION ITEMS – Discipline Acronym Change

- a. **Physical Education (PE) change to Kinesiology (KIN)**
- b. **Athletic Training (ATH) change to Athletic Training (ATHT)**
- c. **Athletic Program Courses (PE) change to Athletic Program Courses (ATH)**

A motion was made and seconded to approve the acronym changes for items 7a-c. Ms. Cindy Littlefield and Mr. Jerry Lewis were present to discuss the name change. Ms. Maria Clinton stated that the memo request is in the AP&P online packet for the committee's review. Mrs. Sharon Lowry stated that we cannot redirect an existing acronym from one discipline to another. As a result, the Intercollegiate Athletic Program courses cannot be designated ATH since that acronym has already been designated to Athletic Training. Mr. Lewis and Ms. Littlefield were not sure then how to proceed with this request and asked that it be taken back to the division for further consideration. Mrs. Lowry stated that this would then return to the agenda in the Spring 2012 semester for further review once a follow up memo has been sent to the committee. Mrs. Jauregui stated that if this item is not finalized today and implemented over the intersession then there is no way the Fall 2012 schedule would be live on time. Mrs. Lowry agreed that this item cannot delay or hinder the Fall 2012 class schedule. Ms. Clinton requested that the division consider making the Intercollegiate Athletics courses KIN along with all PE courses and leave Athletic Training ATH. She requested the committee to approve this pending the division consideration; if the division chooses a different action then this item would return in Spring 2012 but would not be implemented until catalog year 2013-2014 if approved. Motion carried with revision of all existing PE courses being changed to KIN and item 7b as denied.

8. ACTION ITEMS – Degree Changes

a. Family Consumer Sciences, Associate Degree

- i. Name Change

A motion was made and seconded to approve the name change for the Family Consumer Sciences, Associate Degree. Mrs. Margaret Drake was present to discuss the name change. Ms. Maria Clinton stated that the memo request is in the AP&P online packet for the committee's review. Motion carried.

b. Kinesiology, Associate Degree

- i. Name Change
- ii. Adding courses to the electives list

A motion was made and seconded to approve the name change for the Kinesiology, Associate Degree and the inclusion of the elective courses. Ms. Cindy Littlefield and Mr. Jerry Lewis were present to discuss the name change. Ms. Maria Clinton stated that the memo request is in the AP&P online packet for the committee's review. Motion carried.

c. Radiologic Technology, Associate in Science

- i. Unit change on two courses within the degree but no change to the total units required

A motion was made and seconded to approve the Radiologic Technology, Associate in Science degree, which was changed as a result of the unit shift in the courses. Ms. Maria Kelly was present to discuss the change to this degree. Motion carried.

9. ACTION ITEMS – First Reading – New Degree Development

a. Athletic Training, Associate in Arts

A motion was made and seconded to approve the new degree development of Athletic Training, Associate in Arts. Mr. Jerry Lewis was present to discuss the degree development. Mrs. Margaret Drake stated that the TOP code assigned to this program is a career-technical designated TOP code. Dr. Les Uhazy also stated that the course sequence needs to be checked as well because course prerequisites were not taken into consideration when ordering the courses. Mrs. Lowry stated that we also need to look at the fact that this program only yields 10 enrolled students a year. If this program is approved we are required to run the courses each semester in a sequence to get students graduated with little FTEs in return yet a higher cost to run the program. Ms. Maria Clinton stated that our committee requested him to bring this degree forward for our consideration. At which Mrs. Lowry stated that is the process and it must be followed, plus this committee would consider the impact to the college if approved. Mr. Lewis stated that the accrediting body has recently reduced the student enrollment in the lab to 8 but we are allowed to enroll more in the lectures, so we have 10-12 students vying for an 8 student lab. Therefore we have a need to offer more labs in the future. Ms. Coleman-Carew stated that there are several students that come to Counseling wishing to enroll in this program but since it doesn't yet exist they are encouraged to choose other paths. Also she stated that we currently do not offer enough seats in the anatomy and physiology courses to meet the demand so this program would add an additional strain on those courses. Ms. Clinton stated that this item is now tabled and will return in February. Motion failed.

b. Dance, Associate in Arts

A motion was made and seconded to approve the new degree development of Athletic Training, Associate in Arts. Ms. Cindy Littlefield was present to discuss the degree development. Mrs. Margaret Drake stated that

this program does not currently have a designated TOP code. Mrs. Lowry stated that currently there is not a projected number of annual completers and FTE estimated faculty workload needs to be higher based on the current number of faculty in this area. Ms. Maria Clinton stated that this item will be table and relooked at in February after the information is completed. Motion failed.

10. ACTION ITEMS – First Reading – New Course Development

- a. **CCA - MATH 050C, Arithmetic Unit 1**
- b. **CCA - MATH 050D, Arithmetic Unit 2**
- c. **CCA - MATH 050E, Arithmetic Unit 3**
- d. **CCA - MATH 050F, Arithmetic Unit 4**
- e. **CCA - MATH 060C, Prealgebra Unit 1**
- f. **CCA - MATH 060D, Prealgebra Unit 2**
- g. **CCA - MATH 060E, Prealgebra Unit 3**
- h. **CCA - MATH 060F, Prealgebra Unit 4**

A motion was made and seconded to approve the course development of items 10a-h. Dr. Magdalena Capriou was present to discuss the development of these individual unit courses. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that slight revisions were needed to correct misspelling and punctuation, which will be cleaned up by AP&P. Motion carried. A second motion was made and seconded to approve the course content for items 10a-h. Motion carried.

- i. **CCA - MATH 070C, Elementary Algebra Unit 1**
- j. **CCA - MATH 070D, Elementary Algebra Unit 2**
- k. **CCA - MATH 070E, Elementary Algebra Unit 3**
- l. **CCA - MATH 070F, Elementary Algebra Unit 4**

A motion was made and seconded to approve the course development of items 10i-l. Dr. Magdalena Capriou was present to discuss the development of these individual unit courses. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that slight revisions were needed to correct misspelling and punctuation, which will be cleaned up by AP&P. Dr. Coleman-Carew stated that currently students are in MATH 099 for MATH 070C and MATH 070D but then drop out of MATH 099 and continue this sequence by taking MATH 070B and end up short a unit because of the way MATH 070A and MATH 070B are sequenced differently than the material in MATH 070C, MATH 070D, MATH 070E, MATH 070F. According the Dr. Capriou students are not allowed to exit MATH 099 mid-sequence of a group of courses. Ms. Trimble stated that we need to make sure that what Dr. Capriou wants to happen with MATH 099 is in fact happening. It was recommended that a note be placed on the MATH 070A and MATH 070B course description alerting students to this sequential issue along with a note on the MATH 099 description. Ms. Clinton stated that items 10i-l will be tabled until February. Motion failed.

- m. **CCA - MATH 080C, Plane Geometry Unit 1**
- n. **CCA - MATH 080D, Plane Geometry Unit 2**
- o. **CCA - MATH 080E, Plane Geometry Unit 3**
- p. **CCA - MATH 080F, Plane Geometry Unit 4**
- q. **CCA - MATH 102C, Intermediate Algebra Unit 1**
- r. **CCA - MATH 102D, Intermediate Algebra Unit 2**
- s. **CCA - MATH 102E, Intermediate Algebra Unit 3**
- t. **CCA - MATH 102F, Intermediate Algebra Unit 4**
- u. **CCA - MATH 130C, College Algebra Unit 1**
- v. **CCA - MATH 130D, College Algebra Unit 2**
- w. **CCA - MATH 130E, College Algebra Unit 3**
- x. **CCA - MATH 130F, College Algebra Unit 4**
- y. **CCA - MATH 135C, Plane Trigonometry Unit 1**
- z. **CCA - MATH 135D, Plane Trigonometry Unit 2**
- aa. **CCA - MATH 135E, Plane Trigonometry Unit 3**
- bb. **CCA - MATH 140C, Precalculus Unit 1**
- cc. **CCA - MATH 140D, Precalculus Unit 2**
- dd. **CCA - MATH 140E, Precalculus Unit 3**
- ee. **CCA - MATH 140F, Precalculus Unit 4**
- ff. **CCA - MATH 140G, Precalculus Unit 5**

A motion was made and seconded to approve the course development of items 10m-ff. Dr. Magdalena Capriou was present to discuss the development of these individual unit courses. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that slight revisions were needed to correct misspelling and punctuation, which will be cleaned up by AP&P. Motion carried. A second motion was made and seconded to approve the course content for items 10m-ff. Motion carried.

gg. CCA - READ 099X, Accelerated Reading for College Success

A motion was made and seconded to approve the course development of READ 099X, Accelerated Reading for College Success. Ms. Mary Rose Toll and Ms. Anne Rees were present to discuss the course development. Ms. Maria Clinton stated that she was looking at the Course Proposal report and items are missing. Mrs.

Lowry requested clarification on how the courses would be scheduled, at which Ms. Toll stated that it is the intent to over lay these courses. Mrs. Lowry stated that we cannot overlay straight lecture course, she said the only courses that can be overlaid are those that have a component of lab that is a significant amount of time to accommodate another course that has that number of hours as their lecture. For example, course A would be a 2 hour lecture 2 hour lab course that could be over laid with course B that is built as a 2 hour lecture 2 hour lab course. The students in course A would be in lab while the students in course B are in lecture and vice versa. Since the individual courses are developed as lecture/lab with more than 50 percent in lecture format, they cannot be overlaid upon scheduling. The instructors were not aware of this potential issue and requested to pull the courses from the agenda so they may further consider this potential issue. Motion failed.

Professor Rees stated that currently the eight week courses are not restricted so that a student enrolled in the first eight week READ 097 would be required to enroll in the second eight week READ 099 course. Mrs. Lowry requested clarification from Ms. Trimble on whether or not Banner is currently allowing us to restrict these courses so to create a cohort of students who move through both sections in a single semester. Ms. Trimble stated that it is possible to add the appropriate restrictions however we are not currently establishing the courses with that restriction. Mrs. Lowry stated that an offline conversation needed to occur with the reading faculty to determine their needs and test whether or not it is possible within Banner.

hh. **CCA - READ 097A, Reading Comprehension for College Success**

ii. **CCA - READ 097B, Reading Comprehension for College Success**

jj. **CCA - READ 097C, Reading Comprehension for College Success**

kk. **CCA - READ 097D, Read Comp for College Success**

ll. **CCA - READ 099A, Critical Reading and Study Skills**

mm. **CCA - READ 099B, Critical Reading and Study Skills**

nn. **CCA - READ 099C, Critical Reading and Study Skills**

oo. **CCA - READ 099D, Critical Reading and Study Skills**

Items 10hh-oo are tabled per request above.

pp. **CCA - ART 133A, Ceramics: Basic Form Throwing**

qq. **CCA - ART 133B, Ceramics: Basic Dinnerware**

rr. **CCA - ART 133C, Ceramics: Basic Wheel Sculpture**

ss. **CCA - ART 133D, Ceramics: Basic Hand Building; Ancient Methods**

tt. **CCA - ART 133E, Ceramics: Basic Hand Building; Contemporary Methods**

uu. **CCA - ART 133F, Ceramics: Basic Organic Structural Forms**

A motion was made and seconded to approve the course development of items 10pp-uu. Mr. Rich Sim was present to discuss the course development. Mrs. Margaret Drake stated that the LHE calculation of a 108 does not seem that accurate. She also requested whether or not these courses are going to be overlaid since they are established as straight lecture courses. Professor Sims indicated that it was a typo and these courses should be labeled lecture/lab, at which it was indicated that the courses would then have scheduling problems. Mrs. Margaret Drake also stated that she did not see very much difference in content between these courses that would merit this many new courses. Professor Sims stated that if you have had ceramics you would know the differences in the content that is being presented. Mrs. Lowry indicated that the State would consider these courses avocational since there is not a degree established in this area. She also stated that until the degree is established these courses would come through as stand-alone and the State will not approve these courses. Ms. Clinton stated that there are also blank areas on the Course Proposal form, which include the reading, writing and mathematics proficiency level along with the textbook reading level and SAM code designation. It was requested that a degree be established and preferably a degree that aligns with the transfer modal curriculum. Motion failed.

vv. **CCA - HD 102, Readjustment Strategies for Veterans, Their Families and Friends**

A motion was made and seconded to approve the course development of HD 102, Readjustment Strategies for Veterans, Their Families and Friends. Dr. Robert Harris was present to discuss the development of this course, which he stated we can now anticipate a number of veterans to enroll at our college. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were needed. Ms. Maria Clinton also stated that there is new language from the Chancellor's Office asking community colleges to establish courses that meet the needs of veterans, disable students, etc. to increase student success. Motion carried with revision to the proficiency section of the course. A second motion was made and seconded to approve the course content of HD 102, Readjustment Strategies for Veterans, Their Families and Friends. Motion carried.

ww. **CCA - LAC 020, Managing Writing Anxiety**

A motion was made and seconded to approve the course development of LAC 020, Managing Writing Anxiety. Ms. Diane Flores-Kagan was present to discuss the development of this course, which she stated that this course was develop similarly to the Math Anxiety course already approved. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that the SCANs notations need to be removed from the objectives. Motion carried with revision to the proficiency section of the course. A second motion was made and seconded to approve the course content of LAC 020, Managing Writing Anxiety. Motion carried.

xx. **CCA - THA 225A, Playwriting: Five-minute Play**

yy. **CCA - THA 225B, Playwriting: Ten-Minute Play**

zz. **CCA - THA 225C, Playwriting: One-Act Play**

aaa. **CCA - THA 225D, Playwriting: Full-length Play**

A motion was made and seconded to approve the course development of items 10xx-aaa. Ms. Eugenie Trow was present to discuss the development of these courses. She stated that she reviewed her previously approved playwriting course which carries repeatability, identified all those activities that she has assigned her students over the years and broke them up into this sequence of courses. Mrs. Margaret Drake stated that in listening to how the existing course is being taught, whether or not the intention would be to overlay these courses, at which Professor Trow stated that yes that is the intent. It was then explained that unfortunately lecture courses cannot be overlaid and taught at the same time. Mrs. Lowry stated that unfortunately the State does not want us to break apart these courses to avoid the loss of repeatability. A question was asked as to whether this is truly a performance course, to which Professor Trow stated that the students are in a slight staged environment when reading their final play. Motion failed.

bbb. **CCA - ART 150, 3-D Design Basics**

A motion was made and seconded to approve the new course development of ART 150, 3-D Design Basics. Mr. David Babb was present to discuss the new course development and stated that this course is required for the faculty to move forward with the transfer modal curriculum SB 1440 degree. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that minor revisions were needed, which can be done next week along with finishing the missing items on the course proposal form and the objectives need to be cleaned-up. Motion carried pending revision to the specified areas. A second motion was made and seconded to approve the course content of ART 150, 3-D Design Basics. Motion carried.

ccc. **CCA - GEOG 110, World Regional Geography**

A motion was made and seconded to table item 10ccc due to lack of time. Motion carried.

ddd. **CCA - PSY 200, Research Methods for the Social Science**

A motion was made and seconded to approve the new course development of PSY 200, Research Methods for the Social Science. Mr. Freddy Aviles was present to discuss the new course development and stated that this course is required for the faculty to move forward with the transfer modal curriculum SB 1440 degree. Ms. Maria Clinton stated that comments were noted in CurricUNET indicating that minor revisions were needed, which can be done next week along with finishing the missing items on the course proposal form and cleaning up the course prerequisites. It was also stated that this course needs to be reassigned to Sociology (SOC) so that all instructors who worked on this course are able to teach when it is scheduled due to the minimum qualifications. Motion carried pending revision to the specified areas. A second motion was made and seconded to approve the course content of PSY 200, Research Methods for the Social Science. Motion carried.

11. ACTION ITEMS – First Reading – New CCE Course Development

a. **Respiratory Care Preceptorship**

A motion was made and seconded to approve the new Corporate and Community education course development of Respiratory Care Preceptorship. Ms. Wendy Stow was present to discuss the new course development. Motion carried.

12. REPORTS (limited to 5 min. each)

a. **BP 4020 Program, Curriculum, and Course Development**

b. **AP 4020 Program and Curriculum Development**

c. **AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment**

d. **AP 5013 Student in the Military**

e. **Graduation Requirements: Reading Proficiency**

f. **Repeatability**

A motion was made and seconded to table items 12a-f due to lack of time. Motion carried.

13. INFORMATIONAL ITEMS

a. **PE 107 Intermediate/Advanced Hatha Yoga (previously requested to change number PE 108) will remain PE 107 due to PE 108 being Ballroom Dancing**

A motion was made and seconded to table item 11a due to lack of time. Motion carried.

14. DISCUSSION ITEMS

a. **Course content validation – Mrs. Sharon Lowry**

A motion was made and seconded to table item 14a due to lack of time. Motion carried.

15. INFORMATIONAL ITEMS – Course Deactivation Request, Courses were deactivated several years ago since they are zero unit labs. These will be made historical in CurricUNET.

a. **CIS 101L, Intro to CIS Lab**

b. **CA 103L, Introduction to Microcomputers – Lab**

A motion was made and seconded to table items 15a-b due to lack of time. Motion carried.

16. Courses needing update from 10-11

Language Arts -

COMM 114 Art of Storytelling - Cannot be schedule 12-13 - Submitted

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

Course	Scheduling Restrictions if not approved by 12/8/11	Status
Business and Computer Studies		
CA 103L, Intro to Microcomputers Lab	No restrictions	Submitted-Agenda Ready
CIS 101L, Intro to CIS Lab	No restrictions	Submitted-Agenda Ready
MGT 115, Human Behavior in Organization	No restrictions	Submitted-Agenda Ready
MGT 212, Mgt Responsibility to Minority	No restrictions	Submitted-Agenda Ready
Health Sciences		
RADT 107, Radiographic Positioning and Procedures II	No restrictions	Submitted-Agenda Ready
RADT 108, Advanced Principles of Exposure	No restrictions	Submitted-Agenda Ready
RADT 201, Radiologic Tech Clinical Practicum III	No restrictions	Submitted-Agenda Ready
RADT 202, Radiographic Pathology	No restrictions	Submitted-Agenda Ready
RADT 203, Flourosopic Imaging & Radiation Protect	No restrictions	Submitted-Agenda Ready
Language Arts		
SPAN 101HL, Elem Spanish for Heritage Learners I	No restrictions	Submitted-Agenda Ready
Math and Engineering		
DRFT 125, Mechanical Drafting	Cannot schedule Spring 2013	Submitted-Agenda Ready
DRFT 150, Intermediate 2-D Autocad	Cannot schedule Spring 2013	Submitted-Agenda Ready
DRFT 230, Architectural Drafting II	Cannot schedule Spring 2013	Submitted-Agenda Ready
ENGR 120, Introduction 2-D Autocad	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 050C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 050D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 050E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 050F,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 060C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 060D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 060E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 060F,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 070C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 070D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 070E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 070F,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 080C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 080D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 080E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 080F,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 102C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 102D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 102E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 102F,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 130C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 130D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 130E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 130F,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 135C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 135D,	Cannot schedule Spring 2013	Submitted-Agenda Ready

MATH 135E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 140C,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 140D,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 140E,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 140F,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 140G,	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 050A, Arithmetic - 1st Half	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 050B, Arithmetic - 2nd Half	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 070, Elementary Algebra	Cannot schedule Spring 2013	Submitted-Course Author
MATH 070A, Elementary Algebra-1st Half	Cannot schedule Spring 2013	Submitted-Agenda Ready
MATH 099, Individualized Self-Study Math	Cannot schedule Spring 2013	
MATH 120, Math for Teachers	Cannot schedule 12-13	Submitted-Technical Review
Science		
BIOL 103, Introduction to Botany	Cannot schedule Spring 2013	Submitted-Agenda Ready
BIOL 170, Tropical Biology	Cannot schedule 12-13	Submitted-Technical Review
BIOL 202, General Human Physiology	Cannot schedule 12-13	Submitted-Agenda Ready
Physical Education & Athletics		
REC 101, Intro to Rec and Leisure	Cannot schedule Spring 2013	Submitted-Agenda Ready
REC 102, Recreational Leadership	Cannot schedule Spring 2013	Submitted-Agenda Ready
Technical Education		
ELTE 110, Electronic Mathematics	No restrictions	Submitted-Agenda Ready
Visual & Performing Arts		
THA 121, Theatre Production	Cannot schedule 12-13	Submitted-Agenda Ready

18. ADJOURNMENT

A motion was made and seconded to adjourn the 12/8/11 AP&P Committee meeting at 5:58 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.

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 Mr. Christos Valiotis, 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.

Outdated EOPS Course Outline of Records
Fall 2012

DIV	SUB	NO	TITLE	COR	DATE	on Web	Online	Hybrid	IMF Approved	COMMENTS	SLO 1st Draft	SLO Final Draft	Revised	SLO Assessment
EOPS	EOPS	060	Enrichment Class	X	3/08	X					4/28/2008	5/6/2008		

Outdated Business, Computer Studies and Economic Development Course Outline of Records
Fall 2012

DIV	SUB	NO	TITLE	COR	DATE	on Web	Online	Hybrid	IMF Approved	COMMENTS	SLO 1st Draft	SLO Final Draft	Revised	SLO Assessment
BUS	CA	107	Micro Hardware/Software Supprt	X	2/08	X					3/20/2008	4/10/2008		
BUS	CA	111	Word Processing-Microsoft Word	X	2/08	X				CA 111/OT 111eff.3/08	3/20/2008	4/10/2008		
BUS	CIS	157	Introduction to LINUX	X	10/07	X				title-10/07	3/25/2008	4/10/2008		
BUS	CIS	173	Intro to C++ Programming	X	2/08	X					5/29/2008	6/25/2008		
BUS	MGT	201	Small Business Management	X	5/08	X					3/20/2008	4/18/2008		
BUS	RE	101	Real Estate Principles	X	10/07	X		x		online apprvd fall 2006	3/13/2008	4/10/2008	10/12/2009	
BUS	RE	105	Real Estate Practices	X	10/07	X					3/13/2008	4/10/2008	10/12/2009	
BUS	RE	111	Real Estate Finance	X	10/07	X					3/13/2008	4/10/2008	10/12/2009	
BUS	RE	121	Legal Aspects of Real Estate	X	9/07	X					5/19/2008	6/25/2008		
BUS	RE	131	Real Estate Appraisal	X	9/07	X					5/19/2008	6/25/2008		
BUS	RE	141	Escrow Principles	X	9/07	X					3/13/2008	4/10/2008	10/12/2009	
BUS	RE	161	Property Management	X	9/07	X					5/19/2008	6/25/2008		

Outdated Health Sciences Course Outline of Records
Fall 2012

DIV	SUB	NO	TITLE	COR	DATE	on Web	Online	Hybrid	IMF Approved	COMMENTS	SLO 1st Draft	SLO Final Draft	Revised	SLO Assessment
HS	AH	101	Principles of Nursing Science	X	4/08	X				formerly NS 100/VN100	3/6/2008	3/20/2008		
HS	CFE	150	Parenting: Infancy	X	10/07	X					4/28/2008	5/27/2008		
HS	CFE	151	Parenting: Preschool Child	X	11/07	X					4/28/2008	5/27/2008		
HS	CFE	152	Parenting: Elem Preadolescent	X	11/07	X					4/28/2008	5/27/2008		
HS	CFE	155	Single Parenting	X	11/07	X					4/28/2008	5/27/2008		
HS	CFE	156	Stepparenting Blended Family	X	11/07	X					4/28/2008	5/27/2008		
HS	CFE	157	Parenting Exceptional Child	X	11/07	X					4/28/2008	5/27/2008		
HS	NF	110	Sports Nutrition	X	4/08	X					11/10/2009		11/23/2009	

Outdated Instructional Resources/Extended Services Course Outline of Records
Fall 2012

DIV	SUB	NO	TITLE	COR	DATE	on Web	Online	Hybrid	IMF Approved	COMMENTS	SLO 1st Draft	SLO Final Draft	Revised	SLO Assessment
IR	LIB	101	Intro to Library Research	X	4/08	X					10/6/2008	11/14/2008		
IR	LIB	105	Libraries and Information	X	4/08	X					10/6/2008	11/14/2008		

Outdated Kinesiology, Athletics and Dance Course Outline of Records
Fall 2012

DIV	SUB	NO	TITLE	COR	DATE	on Web	Online	Hybrid	IMF Approved	COMMENTS	SLO 1st Draft	SLO Final Draft	Revised	SLO Assessment
KIN	KIN	103	Aerobic Conditioning	X	5/08	X					3/24/2008	4/10/2008		
KIN	KIN	110	Advanced Baseball Techniques	X	4/08	X					5/12/2008	6/9/2008		
KIN	KIN	120	Advanced Football Techniques	X	11/07	X					5/12/2008	6/9/2008		
KIN	KIN	145	Adv Womens Fast-Pitch Softball	X	9/07	X				(COR-1998)	12/12/2007	3/3/2008		
KIN	KIN	150	Beginning Swimming	X	5/08	X						4/10/2008		
KIN	KIN	151	Intermediate Swimming	X	5/08	X				(was PE 150-5/08)		4/10/2008		
KIN	KIN	152	Fitness Swimming	X	5/08	X				(was PE 150-5/08)	3/4/2009	3/23/2009		
KIN	KIN	157	Advanced Volleyball	X	4/08	X				became PE 157 (4/08) from PE 155	4/16/2008	5/1/2008		
KIN	KIN	165	Advanced Track Techniques	X	3/08	X					3/24/2008	4/10/2008		
KIN	KIN	170	Beginning Weight Lifting	X	11/07	X				(COR-1994)	5/27/2008	11/14/2008		
KIN	KIN	173	Intermediate Weight Lifting	X	12/07	X				(COR-1994)(formerly PE 170)	8/29/2008	11/14/2008		
KIN	KIN	175	Adv Weight Training for Ath	X	12/07	X				(COR-1996)	8/29/2008	11/14/2008		
KIN	KIN	187	Yell/Song Leading, Sum or Fall	X	4/08	X				(COR-1994)	5/12/2008	6/9/2008		
KIN	KIN	188	Pep Squad Leadership	X	4/08	X					5/12/2008	6/9/2008		
KIN	KIN	189	Cheer Conditioning	X	4/08	X					5/16/2008	6/9/2008		
KIN	KIN	191	First Aid&Emergency Care	X	4/08	X				(COR-1994)	5/27/2008	6/9/2008		
KIN	KIN	200	Intercollegiate Baseball	X	4/08	X				(COR-1996)	5/12/2008	6/9/2008		
KIN	KIN	215	Intercollegiate Cross Country	X	11/07	X				(COR-1999)	3/24/2008	4/10/2008		
KIN	KIN	220	Intercollegiate Football	X	11/07	X				(COR-1999)	5/12/2008	6/9/2008		
KIN	KIN	230	Intercollegiate Women's Soccer	X	2/08	X				(COR-1999)	5/19/2008	10/21/2008		
KIN	KIN	240	Intercollegiate Wmn's Softball	X	9/07	X				(COR-1999)	12/12/2007	3/3/2008		
KIN	KIN	255	Intercollegiate Track	X	11/07	X				(COR-1999)	3/24/2008	4/10/2008		

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DIV	SUB	NO	TITLE	COR	DATE	on Web	Online	Hybrid	IMF Approved	COMMENTS	SLO 1st Draft	SLO Final Draft	Revised	SLO Assessment
LA	CHIN	101	Elementary Chinese I	X	10/07	X					6/16/2008	8/21/2008		
LA	CHIN	102	Elementary Chinese 2	X	2/08	X					6/16/2008	8/21/2008		
LA	COMM	217	Gender and Communication	X	4/08	X					3/6/2008	4/10/2008		
LA	DFST	101	L ASL I Skill Building Lab	X	5/08	X					3/10/2008	4/10/2008		
LA	DFST	204	Struct of American Sign Lang	X	5/08	X					3/10/2008	4/10/2008		
LA	DFST	205	Nmbrs,Fngerspelling,Classifiers	X	5/08	X				(COR-1999)	3/10/2008	4/10/2008		
LA	DFST	206	Creative Signing	X	5/08	X				(COR-1999)	3/10/2008	4/10/2008		
LA	ENGL	061	Grammar and Mechanics	X	3/08	X				title 3/08	3/6/2008	4/10/2008	4/12/2010	
LA	ENGL	062	Basic Writing	X	3/08	X				title 3/08	3/6/2008	4/10/2008	4/12/2010	
LA	ENGL	063	Vocabulary	X	3/08	X					3/6/2008	4/10/2008	4/12/2010	
LA	ENGL	064	Spelling	X	3/08	X					3/6/2008	4/10/2008	4/12/2010	
LA	ENGL	227	Engl Literature 1900-Present	X	4/08	X					3/6/2008	3/20/2008	4/12/2010	
LA	ENGL	230	Antiquity to Renaissance	X	11/07	X					3/6/2008	3/20/2008	4/12/2010	
LA	ENGL	231	Since the Renaissance	X	11/07	X					3/6/2008	3/20/2008	4/12/2010	
LA	ENGL	233	Bible as Lit-Old Testament	X	11/07	X					3/6/2008	3/20/2008	4/12/2010	
LA	ENGL	234	Bible as Lit-New Testament	X	11/07	X					3/6/2008	3/20/2008	4/12/2010	
LA	ENGL	240	Studies in Poetry	X	5/08	X					3/6/2008	4/10/2008	4/12/2010	
LA	ENGL	242	Studies in Fiction Short Story	X	5/08	X					3/6/2008	4/10/2008	4/12/2010	
LA	ENGL	244	Studies in Fiction The Novel	X	5/08	X					3/6/2008	4/10/2008	4/12/2010	
LA	ENGL	246	Survey of Drama (Beginnings to 1878)	X	11/07	X				ENGL 246/(THA246obs11/07)	3/6/2008	5/15/2008	4/12/2010	
LA	ENGL	248	Survey of Modern & Contemporary Drama (from 1879)	X	11/07	X				ENGL 248/(THA248obs11/07)	3/6/2008	3/20/2008	4/12/2010	
LA	ENGL	250	Cross-Cultural Lit in America	X	3/08	X					3/6/2008	5/15/2008	4/12/2010	
LA	ENGL	252	African American Literature 1746-1930	X	2/08	X					3/6/2008	3/20/2008	4/12/2010	
LA	ENGL	253	African American Literature 1930-Pres	X	2/08	X					3/6/2008	3/20/2008	4/12/2010	
LA	ENGL	260	Myths and Meanings	X	5/08	X					3/6/2008	4/10/2008	4/12/2010	
LA	ENGL	270	Literature and the Holocaust	X	4/08	X					3/6/2008	5/15/2008	4/12/2010	
LA	ENGL	274	Detective Fiction	X	2/08	X					3/6/2008	3/20/2008	4/12/2010	
LA	ENGL	279	Science Fict & Dystopic Literature	X	2/08	X					3/6/2008	3/20/2008	4/12/2010	
LA	FREN	101	Elementary French I	X	11/07	X					3/6/2008	3/20/2008		
LA	FREN	102	Elementary French 2	X	11/07	X					3/6/2008	3/20/2008		
LA	FREN	201	Intermediate French 1	X	3/08	X					3/20/2008	4/10/2008		
LA	FREN	202	Intermediate French 2	X	3/08	X					3/20/2008	4/10/2008		
LA	FREN	203	Advanced French	X	2/08	X					3/20/2008	4/10/2008		
LA	GER	202	Intermediate German 2	X	5/08	X					3/25/2008	4/10/2008		
LA	GER	203	Intermediate German 3	X	5/08	X					3/25/2008	4/10/2008		
LA	INT	101	Prin of Sign Lang Interpreting	X	11/07	X	x			DE apprvd fall 2007	3/10/2008	5/1/2008		
LA	LATN	101	Elementary Latin 1	X	5/08	X					6/16/2008	8/21/2008		
LA	LATN	102	Elementary Latin 2	X	5/08	X					6/16/2008	8/21/2008		
LA	LATN	201	Intermediate Latin	X	5/08	X						11/8/2010		
LA	SPAN	102	HL Elementary Spanish for Heritage Learners II	X	11/07	X					3/20/2008	4/10/2008		

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MSE	ASTR	101	L	Astronomy Laboratory	X	5/08	X					3/19/2008	5/6/2008		
MSE	BIOL	102		Human Biology	X	10/07	X					3/19/2008	4/10/2008		
MSE	CHEM	212		Organic Chemistry Support Laboratory	X	3/08	X					4/10/2008	4/18/2008		
MSE	ERSC	101		Introduction to Earth Sciences	X	5/08	X					10/2/2008	10/21/2008		
MSE	GEOG	102	L	Phys Geog Lab: Earth's Weather&Climate	X	5/08	X	x			online apprvd 8/24/06	3/20/2008	4/10/2008		
MSE	GEOG	102		Phys Geog: Earth's Weather & Climate	X	5/08	X		x		online apprvd 8/24/06	3/20/2008	4/10/2008		
MSE	GEOG	221		Spatial Analysis in GIS	X	3/08	X					3/20/2008	4/10/2008		
MSE	GEOG	298	A	Special Studies in GIS	X	3/08	X					3/20/2008	4/10/2008		
MSE	GEOG	298	B	Special Studies in GIS	X	3/08	X					3/20/2008	4/10/2008		
MSE	GEOG	298	C	Special Studies in GIS	X	3/08	X					3/20/2008	4/10/2008		
MSE	GEOG	102		Historical Geology	X	11/07	X					3/20/2008	4/10/2008		

Outdated Social and Behavioral Sciences Course Outline of Records
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DIV	SUB	NO	TITLE	COR	DATE	on Web	Online	Hybrid	IMF Approved	COMMENTS	SLO 1st Draft	SLO Final Draft	Revised	SLO Assessment
SS	ANTH	101	Intro Physical Anthropology	X	2/08	X					5/16/2008	6/9/2008		
SS	ANTH	102	Intro Cultural Anthropology	X	2/08	X					5/16/2008	6/9/2008		
SS	ANTH	103	Intro to Prehistory	X	3/08	X					10/13/2008	11/14/2008		
SS	ANTH	112	Native North Americans	X	5/08	X					10/13/2008	11/14/2008		
SS	ANTH	130	Field Archaeology in Latin America	X	5/08	X						8/31/2009		
SS	ANTH	140	Intro to Archaeology	X	5/08	X						8/31/2009		
SS	POLS	103	Comparative Government	X	3/08	X					4/3/2008	4/20/2008		
SS	POLS	202	Ethnic Politics in America	X	11/07	X					4/3/2008	4/20/2008		
SS	PSY	236	Developmental Psychology	X	9/07	X					2/27/2008	3/20/2008		
SS	SOC	105	Mexican Amer Contemp Society	X	11/07	X					3/24/2008	4/20/2008		
SS	SOC	111	Issues Concepts in Aging	X	11/07	X					3/24/2008	4/20/2008		
SS	SOC	115	Marriage and Family Life	X	11/07	X					3/24/2008	4/20/2008		
SS	SOC	120	Drugs Society Human Behavior	X	11/07	X					3/24/2008	4/20/2008		

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DIV	SUB	NO	TITLE	COR	DATE	on Web	Online	Hybrid	IMF Approved	COMMENTS	SLO 1st Draft	SLO Final Draft	Revised	SLO Assessment
TEC	AERO	280	Aircraft Gen-Written Test Rev	X	3/08	X					3/3/2008	3/20/2008		
TEC	AERO	282	Aircrft Pwrpl-Written Test Rev	X	3/08	X					3/3/2008	3/20/2008		
TEC	AJ	101	Intro to Admin of Justice	X	12/07	X					4/22/2008	5/28/2008		
TEC	AJ	103	Criminal Evidence	X	12/07	X					5/27/2008	5/28/2008		
TEC	AJ	203	Narcotics Control	X	11/07	X					5/27/2008	5/28/2008		
TEC	AJ	204	Juvenile Procedures	X	12/07	X					5/27/2008	5/28/2008		
TEC	AJ	207	Probation and Parole	X	10/07	X					5/27/2008	5/28/2008		
TEC	AUTO	105	Auto Principles & Practices	X	11/07	X					6/19/2008	7/21/2008		
TEC	AUTO	125	Automotive Chassis	X	2/08	X					6/9/2008	7/21/2008		
TEC	AUTO	126	Automotive Brakes	X	2/08	X					6/9/2008	7/21/2008		
TEC	AUTO	127	Auto Suspension,Steering,Align	X	2/08	X					6/9/2008	7/21/2008		
TEC	AUTO	128	Automotive Power Trains	X	2/08	X					6/9/2008	7/21/2008		
TEC	AUTO	130	Basic Auto Trans/Transaxles	X	4/08	X					6/9/2008	7/21/2008		
TEC	AUTO	150	Auto Electrical Systems	X	2/08	X					6/19/2008	7/21/2008		
TEC	AUTO	151	Auto Chassis/Body Elect System	X	2/08	X					6/19/2008	7/21/2008		
TEC	AUTO	152	Automotive Ignition Systems	X	2/08	X					6/19/2008	7/21/2008		
TEC	AUTO	153	Auto Starting/Charging Systems	X	2/08	X					6/19/2008	7/21/2008		
TEC	AUTO	175	Auto Fuel,Emissions,CA Cln Air	X	4/08	X					6/19/2008	7/21/2008		
TEC	AUTO	176	Auto Carburetor Fuel Systems	X	4/08	X					6/19/2008	7/21/2008		
TEC	AUTO	177	Electronic Fuel Injection	X	4/08	X					6/19/2008	7/21/2008		
TEC	AUTO	198 A	Anti-Lock Braking Systems (ABS)	X	4/08	X						11/8/2010	4/25/2011	
TEC	AUTO	198 C	Electrical/ElectronicSystems Training Seminar	X	5/08	X						11/8/2010	4/25/2011	
TEC	AUTO	198 D	Engine Performance Training Seminar	X	4/08	X						11/8/2010	4/25/2011	
TEC	AUTO	198 E	Advanced Engine/Emission Sys Diagnosis&Repair	X	4/08	X						11/8/2010	4/25/2011	
TEC	AUTO	198 F	Gaseous Fueled Vehicles Training Seminar	X	4/08	X						11/8/2010	4/25/2011	
TEC	AUTO	198 H	Adv. Emissions Diagnostics Trng Seminar	X	4/08	X						11/8/2010	4/25/2011	
TEC	AUTO	198 N	Electronic Transmissions&Transaxles Seminar	X	4/08	X						11/8/2010	4/25/2011	
TEC	AUTO	198	Automotive Seminars	X	5/08	---				No COR or SLO for umbrella AUTO 198				
TEC	AUTO	200	Auto Air Conditioning	X	2/08	X					6/19/2008	7/21/2008		
TEC	AUTO	210	Auto Specialization Lab	X	4/08	X					6/19/2008	7/21/2008		
TEC	AUTO	231	General Motors Auto Trans	X	4/08	X					6/9/2008	7/21/2008		
TEC	AUTO	232	Ford/Chrysler Auto Trans	X	4/08	X					6/9/2008	7/21/2008		
TEC	AUTO	277	Elect Eng Controls-GM Systems	X	4/08	X					6/19/2008	7/21/2008		
TEC	AUTO	278	Elect Eng Controls-Ford/Chrys	X	4/08	X					6/19/2008	7/21/2008		
TEC	ELTE	105	Introduction to Robotics	X	11/07	X					5/6/2008	5/14/2008		
TEC	FTEC	215	Rescue Practices	X	9/07	X					5/1/2008	5/6/2008		
TEC	FTEC	222	Wildland Fire Control	X	9/07	X				(COR-1999)	5/1/2008	5/6/2008		

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VAPA	ART	103	History of Non-Western Art	X	11/07	X					4/18/2008	4/20/2008		
VAPA	ART	104	History of Modern and Contemporary Art in the 20th Century	X	11/07	X					4/18/2008	4/20/2008		
VAPA	ART	145	L Design and Color Lab	X	11/07	X				ART 145L/CG-102 - eff. 11/07	4/18/2008	5/1/2008		
VAPA	ART	145	Design and Color	X	11/07	X				ART 145/CG-102 - eff. 11/07	4/18/2008	5/1/2008		
VAPA	ART	160	Painting/Drawing Techniques	X	11/07	X					4/18/2008	5/1/2008		
VAPA	ART	219	Intermediate Illustration	X	2/08	X					4/18/2008	5/1/2008		
VAPA	ART	230	Human Figure Painting	X	11/07	X					4/18/2008	5/1/2008		
VAPA	DM	113	Photoshop I	X	4/11	X				formerly CG	4/10/2008	4/14/2008		
VAPA	FTV	101	Introduction to Film	X	3/08	X	x			FTV 101/COMM-134; online apprvd fall 03	6/11/2008	7/21/2008		
VAPA	FTV	103	Intro to Television	X	3/08	X				FTV 103/COMM-128	6/11/2008	7/21/2008		
VAPA	FTV	107	History of Film, Pre 1950	X	3/08	X					6/11/2008	7/21/2008		
VAPA	FTV	108	History of Film, 1950-Present	X	3/08	X					6/11/2008	7/21/2008		
VAPA	FTV	121	Introduction to Digital Filmmaking	X	3/08	X					6/11/2008	7/21/2008		
VAPA	FTV	134	Intro to Screenwriting	X	3/08	X				FTV 134/COMM-134/ENGL-134	6/11/2008	7/21/2008		
VAPA	FTV	155	Film Festival Analysis	X	3/08	X				(formerly COMM 132-Film Festival Analysis)		4/25/2011		
VAPA	FTV	201	Intercultural & Women's Film	X	3/08	X				FTV 201/COMM-244	6/11/2008	7/21/2008		
VAPA	FTV	203	African-American Cinema	X	3/08	X					6/11/2008	7/21/2008		
VAPA	FTV	215	Directing for Film & Video	X	3/08	X				title 3/08		4/25/2011		
VAPA	FTV	220	Advanced Screenwriting	X	3/08	X				FTV 220/COMM-234/ENGL-215	6/11/2008	7/21/2008		
VAPA	FTV	230	Digital Cinematography	X	3/08	X				title 3/08		10/25/2010		
VAPA	FTV	242	Writing and Pre-Production of the Short Film	X	3/08	X						10/25/2010		
VAPA	FTV	244	Production & Post-Production of the Short Film	X	3/08	X						10/25/2010		
VAPA	FTV	251	Contemporary American Independent Film	X	3/08	X				(formerly COMM 236)		4/25/2011		
VAPA	FTV	261	Religion and Cinema	X	3/08	X				formerly COMM-246/ENGL-267	4/10/2008	10/12/2009		
VAPA	MUS	121	Voice Class	X	10/07	X					4/10/2008	4/18/2008		
VAPA	MUS	131	Keyboard Skills I	X	10/07	X					4/10/2008	4/18/2008		
VAPA	MUS	132	Keyboard Skills II	X	12/07	X					4/10/2008	4/18/2008		
VAPA	MUS	142	Musical Theatre Workshop	X	12/07	X					4/10/2008	4/18/2008		
VAPA	MUS	153	Beginning Musicianship	X	11/07	X				formerly Musicianship I	4/10/2008	4/20/2008		
VAPA	MUS	164	String Ensemble	X	11/07	X					4/10/2008	4/20/2008		
VAPA	MUS	165	Instrumental Ensemble - Guitar	X	11/07	X					4/10/2008	4/20/2008		
VAPA	MUS	166	Beginning Orchestra	X	11/07	X					4/10/2008	4/20/2008		
VAPA	MUS	167	Intermediate Orchestra	X	11/07	X					4/10/2008	4/20/2008		
VAPA	MUS	181	Master Chorale	X	5/08	X					4/10/2008	4/20/2008		
VAPA	MUS	183	Master Chorale Sectional	X	5/08	X					4/10/2008	4/20/2008		
VAPA	MUS	185	Concert Choir	X	11/07	X					4/10/2008	4/20/2008		
VAPA	MUS	186	Gospel Choir	X	9/07	X					4/10/2008	4/20/2008		
VAPA	MUS	189	Keyboard Ensemble	X	12/07	X					4/10/2008	4/20/2008		
VAPA	MUS	191	Treble Choir-Children's Music	X	9/07	X					4/10/2008	4/20/2008		

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VAPA	MUS	231		Keyboard Skills III	X	12/07	X											4/10/2008	4/20/2008			
VAPA	MUS	232		Keyboard Skills IV	X	12/07	X												4/10/2008	4/20/2008		
VAPA	MUS	253	A	Intermediate Musicianship	X	11/07	X											(formerly Musicianship II-MUS154)	4/10/2008	4/20/2008		
VAPA	MUS	253	B	Advanced Musicianship	X	11/07	X											(formerly MUS 253-Musicianship III)	4/10/2008	4/20/2008		
VAPA	MUS	258		Composition	X	11/07	X												4/10/2008	4/20/2008		
VAPA	MUS	266		Advanced Orchestra	X	11/07	X												4/10/2008	4/20/2008		
VAPA	MUS	268		Musical Theatre Orchestra	X	11/07	X												3/24/2008	4/30/2008		
VAPA	MUSC	102		History of Jazz	X	11/07	X											formely MUS 102	3/24/2008	4/10/2008		
VAPA	MUSC	103		History of Rock 'n Roll	X	11/07	X											formely MUS 103	3/24/2008	4/10/2008		
VAPA	MUSC	104		The Music Industry	X	11/07	X											formely MUS 104	3/24/2008	4/10/2008		
VAPA	MUSC	107		History of Women in Rock Music	X	11/07	X											formely MUS 107	3/24/2008	4/10/2008		
VAPA	MUSC	112		Commercial Music Theory	X	11/07	X											formely MUS 112	3/24/2008	4/10/2008		
VAPA	MUSC	113		Writing Music for Songs	X	11/07	X											formely MUS 113	3/24/2008	4/10/2008		
VAPA	MUSC	122		Stage Voice	X	11/07	X											formely MUS 122	3/24/2008	4/10/2008		
VAPA	MUSC	123		Stage Voice Workshop	X	3/08	X											formely MUS 123	3/24/2008	4/10/2008		
VAPA	MUSC	124		Jazz Improvisation	X	3/08	X											formely MUS 124	3/24/2008	4/10/2008	8/31/2009	
VAPA	MUSC	133	L	Studio Music Production I Lab	X	11/07	X											formely MUS 133L	3/24/2008	4/10/2008		
VAPA	MUSC	133		Studio Music Production I	X	11/07	X											formely MUS 133	3/24/2008	4/10/2008		
VAPA	MUSC	134	L	Studio Music Production II Lab	X	11/07	X											formely MUS 134L	3/24/2008	4/10/2008		
VAPA	MUSC	134		Studio Music Production II	X	11/07	X											formely MUS 134	3/24/2008	4/10/2008		
VAPA	MUSC	141		Concert Attendance	X	11/07	X											formely MUS 141	3/24/2008	4/10/2008		
VAPA	MUSC	143		Live Sound Reinforcement	X	11/07	X											formely MUS 143	3/24/2008	4/10/2008		
VAPA	MUSC	173		Beginning Jazz Ensemble	X	11/07	X											formely MUS 173	3/24/2008	5/1/2008	8/31/2009	
VAPA	MUSC	175		Beginning Rock Band	X	3/08	X											formely MUS 175	3/24/2008	4/24/2008		
VAPA	MUSC	176		Beginning Rock Band Workshop	X	3/08	X											formely MUS 176	3/24/2008	4/24/2008		
VAPA	MUSC	222		Popular Vocal Performance	X	11/07	X											formely MUS 222	3/24/2008	4/24/2008		
VAPA	MUSC	223		Popular Instrumental Performance	X	11/07	X											formely MUS 223	3/24/2008	5/1/2008		
VAPA	MUSC	224		Jazz Improvisation Workshop	X	3/08	X											formely MUS 224	3/24/2008	5/1/2008		
VAPA	MUSC	225		Commercial Music Ensemble	X	11/07	X											formely MUS 225	3/24/2008	5/1/2008		
VAPA	MUSC	233	L	Studio Music Production III Lab	X	11/07	X											formely MUS 233L	3/24/2008	5/1/2008		
VAPA	MUSC	233		Studio Music Production III	X	11/07	X											formely MUS 233	3/24/2008	5/1/2008		
VAPA	MUSC	234	L	Studio Music Production IV Lab	X	11/07	X											formely MUS 234L	3/24/2008	5/1/2008		
VAPA	MUSC	234		Studio Music Production IV	X	11/07	X											formely MUS 234	3/24/2008	5/1/2008		
VAPA	MUSC	273		Intermediate Jazz Ensemble	X	11/07	X											formely MUS 273	3/24/2008	5/1/2008	8/31/2009	
VAPA	MUSC	274		Advanced Jazz Ensemble	X	11/07	X											formely MUS 274	3/24/2008	5/1/2008	8/31/2009	
VAPA	THA	101		Theatre Appreciation	X	10/07	X												4/10/2008	4/14/2008		
VAPA	THA	110		Fundamentals of Acting	X	2/08	X												4/10/2008	4/14/2008		
VAPA	THA	120	A	Rehear&Perform: Drama	X	4/08	X												4/10/2008	4/14/2008		
VAPA	THA	120	B	Rehear&Perform: Comedy	X	4/08	X												4/10/2008	4/14/2008		
VAPA	THA	120	C	Rehear&Perform: Musical Theatr	X	4/08	X												4/10/2008	4/14/2008		
VAPA	THA	125		Intermediate Acting Workshop	X	2/08	X												4/10/2008	4/14/2008		
VAPA	THA	130		Improvisation	X	2/08	X												4/10/2008	4/14/2008		
VAPA	THA	133		Makeup for the Stage	X	2/08	X											title-2/08	4/10/2008	4/14/2008		

Outdated Visual and Performing Arts Course Outline of Records
Fall 2012

VAPA	THA	205	Advanced Acting Workshop	X	2/08	X						3/28/2011	
VAPA	THA	215	Acting for the Camera	X	2/08	X					4/10/2008	4/14/2008	
VAPA	THA	218	Audition Tech for the Actor	X	2/08	X					4/10/2008	4/14/2008	
VAPA	THA	220	Fundamentals of Directing	X	2/08	X					4/10/2008	4/14/2008	
VAPA	THA	239	Intercultural & Women's Theatre	X	2/08	X					4/10/2008	4/14/2008	

Repeatability for Courses

DIVISION CODE	COURSE_ID	TITLE	REPEAT LIMIT	DEGREE	AVC/GE	IGETC	CSU/GE
BUS	ACCT 131	Introduction to Income Tax	2	Yes	No	No	No
BUS	BUS 111	Business English	1	Yes	No	No	No
BUS	OT 101	Beg Computer Keyboarding	3	No	No	No	No
BUS	OT 102	Int Computer Keyboarding	3	Yes	No	No	No
BUS	OT 103	Adv Computer Keyboarding	3	Yes-Elective	No	No	No
BUS	OT 105	Beg Keyboarding Technique	1	No	No	No	No
HS	CFE 168	F Rate Pre-Service Training	1	No	No	No	No
HS	CFE 177	ILS for Foster Youth	1	No	No	No	No
KAAD	ATH 102L	Prac App of Ath Train I Lab	3	No	No	No	No
KAAD	ATH 103L	Prac App of Ath Train II Lab	3	No	No	No	No
KAAD	DA 102	Beg Ballet	3	Yes-Elective	Yes	No	No
KAAD	DA 103	Beg Modern Dance	3	Yes-Elective	Yes	No	Yes
KAAD	DA 104	Beg Jazz Dance	3	Yes-Elective	Yes	No	No
KAAD	DA 105	Beg Tap Dance	3	Yes-Elective	Yes	No	No
KAAD	DA 106	Ballroom Dance	3	Yes-Elective	Yes	No	No
KAAD	DA 107A	Dance Performance	3	No	No	No	No
KAAD	DA 107B	Dance Performance	3	No	No	No	No
KAAD	DA 107C	Dance Performance	3	No	No	No	No
KAAD	DA 108	Dance Ensemble	3	No	No	No	No
KAAD	DA 113	World Dance-Ethnic Forms	3	No	Yes	No	No
KAAD	DA 115	Dance Repertory	3	No	Yes	No	No
KAAD	DA 116	Dance Improvisation	3	No	Yes	No	No
KAAD	DA 122	Int Ballet	3	Yes-Elective	Yes	No	No
KAAD	DA 123	Int Modern Dance	3	Yes-Elective	Yes	No	No
KAAD	DA 124	Int Jazz Dance	3	No	Yes	No	No
KAAD	DA 125	Int Tap Dance	3	No	Yes	No	No
KAAD	DA 202	Adv Ballet	3	No	Yes	No	No
KAAD	DA 203	Adv Modern Dance	3	No	Yes	No	No
KAAD	DA 204	Adv Jazz Dance	3	No	Yes	No	No
KAAD	DA 205	Adv Tap Dance	3	No	Yes	No	No
KAAD	PE 101	Adaptive Physical Education	3	Yes-Elective	Yes	No	No
KAAD	PE 102	Water Aerobics	3	Yes-Elective	Yes	No	No
KAAD	PE 103	Aerobic Conditioning	3	Yes-Elective	Yes	No	No
KAAD	PE 106	Int/Adv Hatha Yoga	3	Yes-Elective	Yes	No	No
KAAD	PE 107	Hatha Yoga	3	Yes-Elective	Yes	No	No
KAAD	PE 110	Advanced Baseball Techniques	3	Yes-Elective	Yes	No	No
KAAD	PE 111	Advanced Tennis Techniques	3	Yes-Elective	Yes	No	No
KAAD	PE 112A	Beginning Soccer	3	Yes-Elective	Yes	No	No
KAAD	PE 112B	Intermediate Soccer	3	Yes-Elective	Yes	No	No
KAAD	PE 113	Advanced Soccer Techniques	3	Yes-Elective	Yes	No	No
KAAD	PE 115	Advanced Basketball Techniques	3	Yes-Elective	Yes	No	No
KAAD	PE 120	Advanced Football Techniques	3	Yes-Elective	Yes	No	No
KAAD	PE 128	Beginning Golf	3	Yes-Elective	Yes	No	No
KAAD	PE 129	Advanced Golf	3	Yes-Elective	Yes	No	No
KAAD	PE 135	Physical Conditioning	3	Yes-Elective	Yes	No	No

Repeatability for Courses

KAAD	PE 139	Team Sport Fundamentals	3	Yes-Elective	Yes	No	No
KAAD	PE 140	Pre-Season Sport Conditioning	3	Yes-Elective	Yes	No	No
KAAD	PE 145	Adv Womens Fast-Pitch Softball	3	Yes-Elective	Yes	No	No
KAAD	PE 150	Beginning Swimming	3	Yes-Elective	Yes	No	No
KAAD	PE 151	Intermediate Swimming	3	Yes-Elective	Yes	No	No
KAAD	PE 152	Fitness Swimming	3	Yes-Elective	Yes	No	No
KAAD	PE 155	Beginning Volleyball	3	Yes-Elective	Yes	No	No
KAAD	PE 156	Intermediate Volleyball	3	Yes-Elective	Yes	No	No
KAAD	PE 157	Advanced Volleyball	3	Yes-Elective	Yes	No	No
KAAD	PE 160	Beginning Tennis	3	Yes-Elective	Yes	No	No
KAAD	PE 161	Intermediate Tennis	3	Yes-Elective	Yes	No	No
KAAD	PE 162	Advanced Tennis	3	Yes-Elective	Yes	No	No
KAAD	PE 165	Advanced Track Techniques	3	Yes-Elective	Yes	No	No
KAAD	PE 170	Beginning Weight Lifting	3	Yes-Elective	Yes	No	No
KAAD	PE 173	Intermediate Weight Lifting	3	Yes-Elective	Yes	No	No
KAAD	PE 175	Adv Weight Training for Ath	3	Yes-Elective	Yes	No	No
KAAD	PE 180	Advanced Volleyball Techniques	3	Yes-Elective	Yes	No	No
KAAD	PE 187	Yell and Song Leading	3	Yes-Elective	No	No	No
KAAD	PE 188	Pep Squad Leadership	3	Yes-Elective	No	No	No
KAAD	PE 189	Cheer Conditioning	3	Yes-Elective	No	No	No
KAAD	PE 196	Water Safety Instructor	3	Yes-Elective	No	No	No
KAAD	PE 197	Lifeguard Training	3	Yes-Elective	No	No	No
KAAD	PE 200	Intercollegiate Baseball	2	Yes-Elective	No	No	No
KAAD	PE 205	Intercoll Men's Basketball	3	Yes-Elective	No	No	No
KAAD	PE 210	Intercoll Women's Basketball	3	Yes-Elective	No	No	No
KAAD	PE 215	Intercollegiate Cross Country	2	Yes-Elective	No	No	No
KAAD	PE 220	Intercollegiate Football	2	Yes-Elective	No	No	No
KAAD	PE 225	Intercollegiate Women's Tennis	2	Yes-Elective	No	No	No
KAAD	PE 230	Intercollegiate Women's Soccer	2	Yes-Elective	No	No	No
KAAD	PE 237	Intercollegiate Men's Golf	2	Yes-Elective	No	No	No
KAAD	PE 240	Intercollegiate Wmn's Softball	2	Yes-Elective	No	No	No
KAAD	PE 255	Intercollegiate Track	2	Yes-Elective	No	No	No
KAAD	PE 265	Intercollegiate Wmn's Volleyball	2	Yes-Elective	No	No	No
LA	COMM 116	Forensics	3	No	No	No	No
LA	DFST 101L	American Sign Language (ASL I) Lab	3	Yes-Elective	No	No	No
LA	DFST 102L	American Sign Language (ASL II) Lab	3	Yes-Elective	No	No	No
LA	DFST 201L	American Sign Language (ASL III/IV) Lab	3	Yes-Elective	No	No	No
LA	DFST 205	Numbers, Fingerspelling and Classifiers	1	Yes-Elective	No	No	No
LA	DFST 206	Creative Signing	2	Yes-Elective	No	No	No
LA	JOUR 123	Newspaper Production	2	No	No	No	No
MS	DRFT 150	Intermediate 2-D AutoCAD	2	Yes	No	No	No
MS	DRFT 250	Introduction 3-D CAD Drafting	2	Yes	No	No	No
MS	ENGR 120	Introduction 2-D AutoCAD	2	Yes	No	No	No
MS	GEOG 298A	Special Studies in GIS	1	No	No	No	No
MS	GEOG 298B	Special Studies in GIS	1	No	No	No	No
MS	GEOG 298C	Special Studies in GIS	1	No	No	No	No
MS	GEOG 299	Special Topics-Field Geography	3	No	No	No	No

Repeatability for Courses

NCR	LAC 900	Supervised Tutoring	98	No	No	No	No
NCR	LAC 901	Supervised Learning Assistance	98	No	No	No	No
SS	POLS 120	International Organizations	3	No	No	No	No
TEC	AUTO 113	Advanced Engine Rebuilding	1	Yes-Elective	No	No	No
TEC	AUTO 198H	Adv Emissions Diagnostics	98	No	No	No	No
TEC	AUTO 198N	Electronic Transm & Transaxles	98	No	No	No	No
TEC	AUTO 210	Auto Specialization Lab	3	No	No	No	No
TEC	ELEC 115	Electrical Codes&Ordinances	99	Yes	No	No	No
TEC	ELEC 250	Electricians Journeyman Review	99	Yes	No	No	No
TEC	FTEC 122	Wildland Firefighter	98	Yes-Elective	No	No	No
TEC	WELD 211	Perf Weld-Oxy Weld Proc	1	No	No	No	No
TEC	WELD 212	Perf Weld-Arc Welding Proc	3	No	No	No	No
VAPA	ART 110	Drawing	1	No	Yes	No	No
VAPA	ART 113	Painting	1	No	Yes	No	Yes
VAPA	ART 116	Illustration	1	No	No	No	No
VAPA	ART 121	Intro to Computer Drawing	2	No	No	No	No
VAPA	ART 121L	Intro to Computer Drawing Lab	2	No	No	No	No
VAPA	ART 130	Ceramics	3	No	Yes	No	Yes
VAPA	ART 131	Advanced Ceramics	3	No	Yes	No	Yes
VAPA	ART 132	Intro to Ceramics Hand Bldg	3	No	Yes	No	Yes
VAPA	ART 140	Watercolor	2	No	Yes	No	Yes
VAPA	ART 145	Design and Color	1	Yes	Yes	No	Yes
VAPA	ART 145L	Design and Color Lab	1	Yes	No	No	No
VAPA	ART 160	Painting/Drawing Techniques	3	No	No	No	Yes
VAPA	ART 210	Advanced Drawing	1	No	No	No	Yes
VAPA	ART 213	Advanced Painting	1	No	No	No	Yes
VAPA	ART 216	Life Drawing	3	No	No	No	No
VAPA	ART 219	Intermediate Illustration	1	No	No	No	No
VAPA	ART 222	Computerized Life Drawing	1	No	No	No	No
VAPA	ART 222L	Computerized Life Drawing Lab	1	No	No	No	No
VAPA	ART 223	Advanced Computerized Drawing	1	No	No	No	No
VAPA	ART 223L	Adv Computerized Drawing Lab	1	No	No	No	No
VAPA	ART 225	Adv Computerized Life Drawing	1	No	No	No	No
VAPA	ART 225L	Adv Computerized Life Draw Lab	1	No	No	No	No
VAPA	ART 230	Human Figure Painting	3	No	No	No	No
VAPA	ART 298	Special Studies in Art	3	No	No	No	No
VAPA	DM 101	Digital Media Arts	2	Yes-Elective	No	No	No
VAPA	DM 101L	Digital Media Arts Lab	2	Yes-Elective	No	No	No
VAPA	DM 103	Graphic Design I	2	Yes	No	No	No
VAPA	DM 103L	Graphic Design I Lab	2	Yes	No	No	No
VAPA	DM 105	Flash Animat Interactive Media	2	Yes	No	No	No
VAPA	DM 105L	Interactive Media Lab	2	Yes	No	No	No
VAPA	DM 106	Video Design & Prod I	2	Yes	No	No	No
VAPA	DM 106L	Video Des & Prod I Lab	2	Yes	No	No	No
VAPA	DM 110	Motion Graphics	2	Yes	No	No	No
VAPA	DM 110L	Motion Graphics Lab	2	Yes	No	No	No
VAPA	DM 112	Experimental Digital Video	2	Yes-Elective	No	No	No

Repeatability for Courses

VAPA	DM 112L	Experimental Digital Video Lab	2	Yes-Elective	No	No	No
VAPA	DM 113	Photoshop I	2	Yes	No	No	No
VAPA	DM 113L	Photoshop I Lab	2	Yes	No	No	No
VAPA	DM 115	Graphic Communications I	2	Yes	No	No	No
VAPA	DM 115L	Graphic Communications I Lab	2	Yes	No	No	No
VAPA	DM 127	Web Design and Production I	2	Yes	No	No	No
VAPA	DM 127L	Web Design and Prod I Lab	2	Yes	No	No	No
VAPA	DM 128	Web Design and Production II	2	Yes	No	No	No
VAPA	DM 128L	Web Design and Prod II Lab	2	Yes	No	No	No
VAPA	DM 133	Digital Printing I	2	Yes	No	No	No
VAPA	DM 133L	Digital Printing I Lab	2	Yes	No	No	No
VAPA	DM 143	Computer 2-D Animation	2	Yes	No	No	No
VAPA	DM 143L	Computer 2-D Animation Lab	2	Yes	No	No	No
VAPA	DM 145	Computer 3-D Animation	2	Yes	No	No	No
VAPA	DM 145L	Computer 3-D Animation Lab	2	Yes	No	No	No
VAPA	DM 203	Graphic Design II	2	Yes	No	No	No
VAPA	DM 203L	Graphic Design II Lab	2	Yes	No	No	No
VAPA	DM 205	Digital Illustration	2	Yes	No	No	No
VAPA	DM 205L	Digital Illustration Lab	2	Yes	No	No	No
VAPA	DM 206	Video Des & Prod II	2	Yes-Elective	No	No	No
VAPA	DM 206L	Video Des & Prod II Lab	2	Yes-Elective	No	No	No
VAPA	DM 213	Photoshop II	2	Yes	No	No	No
VAPA	DM 213L	Photoshop II Lab	2	Yes	No	No	No
VAPA	DM 215	Graphic Communications II	2	Yes-Elective	No	No	No
VAPA	DM 215L	Graphic Comm II Lab	2	Yes-Elective	No	No	No
VAPA	DM 233	Digital Printing II	2	Yes	No	No	No
VAPA	DM 233L	Digital Printing II Lab	2	Yes	No	No	No
VAPA	DM 246	Portfolio and Job Search	2	Yes	No	No	No
VAPA	DM 246L	Portfolio and Job Search Lab	2	Yes	No	No	No
VAPA	DM 298	Special Studies Digital Media	3	Yes	No	No	No
VAPA	DM 298L	Special Studies in DM Lab	3	Yes	No	No	No
VAPA	FTV 134	Intro to Screenwriting	1	No	No	No	No
VAPA	FTV 155	Film Festival Analysis	3	No	No	No	No
VAPA	FTV 215	Directing for Film and Video	1	No	No	No	No
VAPA	FTV 220	Advanced Screenwriting	1	No	No	No	No
VAPA	FTV 230	Digital Cinematography	1	No	No	No	No
VAPA	MUS 121	Voice Class	3	No	No	No	Yes
VAPA	MUS 126	Classical Guitar	3	No	No	No	Yes
VAPA	MUS 142	Musical Theatre Workshop	3	No	No	No	Yes
VAPA	MUS 160	Symphonic Band	3	Yes	No	No	Yes
VAPA	MUS 161	Instrumental Ensemble - Wood	3	No	No	No	Yes
VAPA	MUS 162	Beginning Clarinet Choir	3	No	No	No	No
VAPA	MUS 163	Instrumental Ensemble - Brass	3	No	No	No	Yes
VAPA	MUS 164	String Ensemble	3	No	No	No	Yes
VAPA	MUS 165	Instrumental Ensemble - Guitar	3	No	No	No	No
VAPA	MUS 166	Beginning Orchestra	3	Yes	No	No	Yes
VAPA	MUS 167	Intermediate Orchestra	3	Yes	No	No	No

Repeatability for Courses

VAPA	MUS 168	Intermediate Clarinet Choir	3	No	No	No	No
VAPA	MUS 170	Beginning Flute Choir	3	No	No	No	No
VAPA	MUS 171	Intermediate Flute Choir	3	No	No	No	No
VAPA	MUS 181	Master Chorale	3	Yes	No	No	No
VAPA	MUS 183	Master Chorale Sectional	3	Yes	No	No	No
VAPA	MUS 185	Concert Choir	3	Yes	No	No	Yes
VAPA	MUS 186	Gospel Choir	3	No	No	No	No
VAPA	MUS 189	Keyboard Ensemble	3	No	No	No	No
VAPA	MUS 191	Treble Choir-Children's Music	3	No	No	No	No
VAPA	MUS 260	Concert Band	3	Yes	No	No	No
VAPA	MUS 262	Advanced Clarinet Choir	3	No	No	No	No
VAPA	MUS 266	Advanced Orchestra	3	Yes	No	No	No
VAPA	MUS 268	Musical Theatre Orchestra	3	No	No	No	No
VAPA	MUS 270	Advanced Flute Choir	3	No	No	No	No
VAPA	MUS 291	Applied Music	3	Yes	No	No	Yes
VAPA	MUS 292	Applied Music Performance	3	Yes	No	No	Yes
VAPA	MUSC 113	Popular Song Writing	3	No	No	No	No
VAPA	MUSC 122	Stage Voice	3	No	No	No	No
VAPA	MUSC 123	Stage Voice Workshop	3	No	No	No	No
VAPA	MUSC 124	Jazz Improvisation	3	No	No	No	Yes
VAPA	MUSC 141	Concert Attendance	3	No	No	No	Yes
VAPA	MUSC 143	Live Sound Reinforcement	3	No	No	No	No
VAPA	MUSC 173	Beginning Jazz Ensemble	3	No	No	No	Yes
VAPA	MUSC 175	Beginning Rock Band	3	No	No	No	No
VAPA	MUSC 176	Beg Rock Band Workshop	3	No	No	No	No
VAPA	MUSC 222	Popular Vocal Performance	3	No	No	No	Yes
VAPA	MUSC 223	Popular Instrumental Perform	3	No	No	No	Yes
VAPA	MUSC 224	Jazz Improvisation Workshop	3	No	No	No	Yes
VAPA	MUSC 225	Commercial Music Ensemble	3	No	No	No	No
VAPA	MUSC 273	Intermediate Jazz Ensemble	3	No	No	No	Yes
VAPA	MUSC 274	Advanced Jazz Ensemble	3	No	No	No	No
VAPA	PHOT 213	Life Photography	2	Yes-Elective	No	No	No
VAPA	PHOT 213L	Life Photography Lab	2	Yes-Elective	No	No	No
VAPA	PHOT 250	Advanced Color Photography	2	No	No	No	Yes
VAPA	PHTC 101	Beg Black and White Photo	2	Yes	No	No	Yes
VAPA	PHTC 101L	Beg Black and White Photo Lab	2	Yes	No	No	Yes
VAPA	PHTC 125	Beginning Digital Photography	2	Yes	No	No	No
VAPA	PHTC 125L	Beg Digital Photography Lab	2	Yes	No	No	No
VAPA	PHTC 150	Beginning Color Photography	2	Yes-Elective	No	No	Yes
VAPA	PHTC 150L	Beg Color Photography Lab	2	Yes-Elective	No	No	Yes
VAPA	PHTC 201	Adv Black and White Photo	2	No	No	No	Yes
VAPA	PHTC 201L	Adv Black and White Photo Lab	2	No	No	No	Yes
VAPA	PHTC 203	Cameras & Composition	2	Yes	No	No	No
VAPA	PHTC 203L	Cameras & Composition Lab	2	Yes	No	No	No
VAPA	PHTC 205	Document&Landscape Photo	2	Yes-Elective	No	No	No
VAPA	PHTC 205L	Document&Landscape Photo Lab	2	Yes-Elective	No	No	No
VAPA	PHTC 211	Wedd, Port & Event Photo	2	Yes-Elective	No	No	No

Repeatability for Courses

VAPA	PHTC 211L	Wedd, Port & Event Photo Lab	2	Yes-Elective	No	No	No
VAPA	PHTC 215	Photography Studio Practices	2	Yes-Elective	No	No	No
VAPA	PHTC 215L	Photo Studio Practices Lab	2	Yes-Elective	No	No	No
VAPA	PHTC 275	Advanced Digital Photography	2	Yes	No	No	No
VAPA	PHTC 275L	Advanced Digital Photo Lab	2	Yes	No	No	No
VAPA	PHTC 298	Special Studies in Photography	2	Yes-Elective	No	No	No
VAPA	PHTC 298L	Spec Studies in Photo Lab	2	Yes-Elective	No	No	No
VAPA	THA 102	Introduction to Stagecraft	1	No	Yes	No	No
VAPA	THA 103	Intro to Stage Lighting	1	No	Yes	No	No
VAPA	THA 110	Fundamentals of Acting	1	No	Yes	Yes	Yes
VAPA	THA 120A	Rehear&Perform: Drama	3	No	No	No	No
VAPA	THA 120B	Rehear&Perform: Comedy	3	No	No	No	No
VAPA	THA 120C	Rehear&Perform: Musical Theatr	3	No	No	No	No
VAPA	THA 120D	Rehear&Perform: Child's Theatr	3	No	No	No	Yes
VAPA	THA 125	Intermediate Acting Workshop	1	No	No	No	No
VAPA	THA 130	Improvisation	3	No	No	No	Yes
VAPA	THA 133	Makeup for the Stage	1	No	No	No	No
VAPA	THA 150	Physical Performance Styles	3	No	No	No	No
VAPA	THA 205	Advanced Acting Workshop	1	No	No	No	No
VAPA	THA 215	Acting for the Camera	1	No	No	No	No
VAPA	THA 218	Audition Tech for the Actor	1	No	No	No	No
VAPA	THA 220	Fundamentals of Directing	1	No	No	No	No
VAPA	THA 298A	Spec Studies in Theatre	1	No	No	No	No
VAPA	THA 298B	Spec Studies in Theatre	1	No	No	No	No
VAPA	THA 298C	Spec Studies in Theatre	1	No	No	No	No

Leveled courses, may need the repeatability language across two or more courses like DA and PE

Course approved with unlimited repeats

May not qualify due to it not being a VAPA or Activity course in Kinesiology

Subject: BCSED Suggestions for AVC Mission Statement
From: BBeyer <bbeyer@avc.edu>
Date: Sun, 15 May 2011 11:04:59 -0700
To: Maria Clinton <mclinton@avc.edu>
CC: Melissa Jauregui_AA Tech <mjauregui2@avc.edu>, Tom O'Neil_Dean <loneil@avc.edu>, Christi Goodman <cgoodman3@avc.edu>

Hi Maria,

Below are a few ideas presented by various faculty in the BCSED Division regarding the AVC Mission Statement:

First Suggestion original wording:

The mission of the Antelope Valley Community College District is to serve a diverse community of learners by placing student success and student-centered learning as our number one priority through higher educational standards and innovative programs and services in a professional, team-driven environment.

Combined Second/Third Suggestions quotes from other colleges:

Sonoma County Junior College District's Mission is to promote student learning throughout our diverse communities by increasing the knowledge, improving the skills and enhancing the lives of those who participate in our programs and enroll in our courses.

This Mission affirms the District's responsibility to provide the following:

- o lower division academic education, to support transfer to four-year institutions
- o career and technical education, to support economic development and job growth
- o basic skills, to include English language skills acquisition
- o student and academic support services, to improve student success and student retention

Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

Berkeley City College's mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives.

More detail in Values / Visions / other parts

Take care,

Beverly

--

Mrs. Beverly Beyer
Business, Computer Studies, and Economic Development Division
Antelope Valley College
661-722-6300, Ext. 6375
bbeyer@avc.edu
Imagine the possibilities...

Subject: Mission Statement Changes from IRES

From: "Scott W. Lee" <slee@avc.edu>

Date: Fri, 13 May 2011 17:31:03 -0700

To: Maria Clinton <mclinton@avc.edu>, Melissa Jauregui <mjauregui2@avc.edu>

Hi Guys,

Sorry I didn't get this to you earlier today. Most of the suggestions were for the parts after We Offer. That was my misunderstanding.

A couple of us felt that having two paragraphs in the mission statement was unnecessary, and it would be good to combine them into one paragraph. They both essentially communicate the same idea. A suggested re-writing is:

The mission of the Antelope Valley Community College District is to provide a quality, comprehensive education for a diverse community of learners. We serve the community by placing students success and student-centered learning as our number one priority through higher educational standards and innovative programs and services in a professional, team-driven environment.

Thanks.

--Scott

<i>Date to CCC:</i>	9/20/11	<i>Date reviewed by CCC:</i>	9/21/11	<i>Due date: Revisions due to Board within 60 days (BP 2410).</i>	11/4/11
<i>Reason for review: This policy was revised to comply with recently enacted U.S. Department of Education regulations. (CCLC Update 8/11)</i>					
<i>Academic and professional matter?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. AP&P):</i>	<i>AP&P</i>	
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>	<i>11/4/11</i>	
<i>Collective bargaining issue?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. AVCFT):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>Affects all campus constituencies?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, CCC members responsible for sending to constituents for input.</i>		
			<i>Input/suggestions/objections due to CCC recording secretary by:</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>If none of the above, does policy/procedure need further review?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services):</i> <i>If <u>no</u>, submit to Board for information at next meeting</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		

BP 4020 Program, Curriculum, and Course Development

Reference:

Education Code Section 70901(b), 70902(b); 78016, Title 5, Section 51000, 51022, 55100, 55130, 55150 U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Academic Senate shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Program and curriculum development includes, but is not limited to, procedures for new, revised, or deleted courses and programs, the establishment of prerequisites, advisories, and limitations on enrollment, and procedures for changes in course number, title, units, repeatability, maximum class size, or hours. As specified in BP 2510, the Board of Trustees agrees to "rely primarily" on the Academic Senate in matters pertaining to Academic and Professional Matters, (1) Curriculum, including establishing prerequisites and (4) Education program development.

All new courses and programs, including program deletions, shall be approved by the Board.

All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Nondegree-applicable credit and degree-applicable credit courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The [CEO] will establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

The [CEO] shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The [CEO] shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See Administrative Procedures #4020 and #4021

Adopted: 2/6/06
Revised: 3/10/08
Revised:

<i>Date to CCC:</i>	9/22/11	<i>Date reviewed by CCC:</i>	10/5/11	<i>Due date: Revisions due to Board within 60 days (BP 2410).</i>	11/4/11
<i>Reason for review: This procedure was revised to comply with recently enacted U.S. Department of Education regulations. (CCLC Update 8/11)</i>					
<i>Academic and professional matter?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AP&P):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>		
<i>Collective bargaining issue?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AVCFT):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>Affects all campus constituencies?</i>	Yes	No	<i>If <u>yes</u>, CCC members responsible for sending to constituents for input.</i>		
			<i>Input/suggestions/objections due to CCC recording secretary by:</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>If none of the above, does policy/procedure need further review?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services):</i> <i>If <u>no</u>, submit to Board for information at next meeting</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		

AP 4020 Program and Curriculum Development

Reference:

Title V Sections 51021, 55000 et seq., 55100 et seq.; Accreditation Standards II.A.; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

Procedures for course and program development, review, approval, and evaluation processes; designated responsibility and authority for development, review, and approval of courses; time lines for the process, required forms, and publication of curriculum changes; and the criteria and standards for all program and curriculum development can be found in the Academic Policies and Procedures Committee "Standards & Practice Handbook," available on the AVC Intranet.

Note: This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations

For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:

- **One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for**

approximately [15 weeks for one semester or trimester hour of credit], [or 10 to 12 weeks for one quarter hour of credit], or the equivalent amount of work over a different amount of time; or

- **At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.**

2/6/06

Revised:

Deleted the references to Title 5 Sections 55070 and 55800 et seq. Added Title 5 Sections 55060 et seq. to the legal references.

Need to add language stating that students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree because Title 5 Section 55064 was recently amended to more clearly define the circumstances that allow a student to petition to have a noncredit course counted toward the associate degree. It also defines how much noncredit instruction must be provided for each unit of credit to be granted and that the instructor must meet the minimum qualifications for teaching the equivalent credit course. Lastly, the modifications state that the college must record the course, the student's grade, and collect payment from the student for the enrollment fees and non-resident tuition if applicable.

AP 4100 Graduation Requirements for Degrees and Certificates

Reference:

Title 5, Sections ~~55070, 55800~~ 55060 et seq.

Associate Degree Requirements

(Title 5, Section 55806)

Graduation from Antelope Valley College with the associate in arts or associate in science degree requires that students demonstrate competency in reading, writing, and mathematics and complete a minimum of 60 semester units, including requirements 1 through 6 listed below.

1. General Education Requirements

A minimum of 21 units, including a minimum of 3 semester units, or 4 quarter units, in Areas A, B, C, D1, D2, E and F. Courses meeting general education and major requirements can be found in the Graduation/Associate Degree Requirements section of the college catalog.

Area A* - Natural Sciences (Select at least 3 semester units)

Courses in the Natural Sciences are those which examine the physical universe, its life forms and its natural phenomena. To satisfy the GE requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage the understanding of the relationships between science and other human activities.

Area B* -Social & Behavioral Sciences (Select at least 3 semester units)

Courses in the Social and Behavioral Sciences are those which focus on people as members of society. To satisfy the GE requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people

act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate.

Area C* - Humanities (Select at least 3 semester units)

Courses in the Humanities are those which study the cultural activities and artistic expression of human beings. To satisfy the GE requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments.

Area D -Language & Rationality [Select 3 semester units from (1) and select 3 units from (2)]

Courses in Language and Rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

1. English Composition

Courses fulfilling the written composition requirement shall be designed to include both expository and argumentative writing.

2. Communication and Analytical Thinking

Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.

Area E -Additional Breadth (Select at least 3 semester units)

Courses in this area are designed to expand the acquisition and utilization of knowledge in GE and/or self understanding. Courses must be taken from a discipline not previously selected.

Area F -Diversity Studies (Select at least 3 semester units)

The primary focus of courses meeting the Diversity Studies requirement will deal, in depth, with non-dominant groups in the State of California and the United States. These groups of people are defined as African-American, Hispanic, Asian-Pacific Islander, Native American and Women. Courses meeting the Diversity Studies requirement will deal with more than one group. Courses will deal with one non-dominant group in comparison to the dominant group or other non-dominant group(s). Issues of racism and sexism will be explicitly covered.

2. Proficiency Requirements

Proficiency requirements exist for the areas of Reading, Writing and Math. Students must demonstrate competency in each of these areas in order to be eligible for the associate degree.

A. READING Completion of ENGL 101 with a minimum grade of "C."

B. WRITING Completion of ENGL 101 with a minimum grade of "C."

C. MATHEMATICS Completion of MATH 102 or higher or CIS 121 with a minimum grade of "C."

3. Major or Area of Emphasis Requirements

Major or area of emphasis requirements may be satisfied by:



A. Completing at least 18 semester units of study (or 27 quarter units) in a specific major or area of emphasis as outlined in the specific degree requirements listed in the AVC catalog, with a grade of "C" or better in all required core course and the specific courses listed as program electives.

4. Electives

Sixty semester units are required for an associate degree. In addition to the general education and major requirements, the remaining number of semester units needed to complete an associate degree is considered electives. Any course that has already been counted toward (1) the general education requirements, or (2) the major or area of emphasis, cannot be used as an elective.

5. Grade Point Average Requirement

A cumulative grade point average of 2.0 ("C" average) is required.

6. Residence Requirement

Of the required 60 units, "at least 12 semester units must be completed in residence at the college granting the degree" as stated in Title 5, Section 55806.

Requirements for Two or More Associate Degrees

To be eligible for multiple associate degrees, a student must have completed all of the graduation requirements for each degree.

Antelope Valley College awards the associate arts and associate science degree to students who pursue majors or designated areas of emphasis listed in the college catalog. In the course description section of this catalog, all courses that apply to the associate degree or certificates are designated as (AVC).

The completion of an associate in arts or an associate in science degree does not ensure that a student can transfer directly to a four-year college or university. Students interested in transferring should refer to the Transfer Requirements section in the college catalog.

Certificate of Achievement Requirements:

- For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of *18 or more semester units or 27 or more quarter units* of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
- A student may also be awarded a certificate of achievement for a sequence of courses consisting of 12 or more semester units or 18 or more quarter units if approved by the CCC Chancellor.
- Shorter credit programs that lead to a certificate may be established by the District, but cannot be listed on the student's transcript.
- Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Antelope Valley College, meet a demonstrated need, are feasible, and adhere to guidelines on academic integrity.
- Certificates for which CCC Chancellor's approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

Application for Graduation

Antelope Valley College awards degrees twice annually—in December following the fall semester and in June following the spring semester. An application for graduation must be filed in the Admissions and Records Office. After submitting the application, students will receive a formal evaluation of progress toward the degree. Students will receive information on participating in the annual graduation ceremony. While participation in the graduation ceremony is encouraged, it is not mandatory to attend to receive a degree. Early filing of the graduation application is highly recommended.

Credit Courses Not Transferable/Applicable to the Associate Degree and Certificate Programs

Effective Fall 1988, selected credit courses shall not apply to the associate degree and certificate programs.

Students who enroll in credit courses not applicable to the degree can use these credits for eligibility purposes, i.e., full-time status, intercollegiate athletic status and financial aid status. In the course description section of the college catalog, these courses are designated as: Credit course not applicable to the associate degree and certificate programs. Grades will not count in calculating the GPA when received in credit courses not applicable to the associate degree and certificate programs. All courses that do apply to the associate degree or certificates are designated as (AVC).

The list of credit courses not applicable to the associate degree and certificate programs are listed in the college catalog under "Graduation/Associate Degree Requirements, Credit Courses Not Applicable to the Associate Degree and Certificate Programs

Note: Courses which emphasize occupational competency do not meet General Education (GE) objectives; and, no course may be counted as meeting both a GE requirement and a major requirement in any District degree.

College Work Applicable to the Associate Degree and Certificate Programs

College work acceptable toward the associate degree includes those courses that have been properly approved pursuant to Title 5, Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section

Title 5 of the California Code of Regulations is available at <http://ccr.oal.ca.gov> and in the Antelope Valley College Library.

2/6/06

Revised: 1/8/07

Revised: 3/10/08

Revised:

<i>Date to CCC:</i>	9/22/11	<i>Date reviewed by CCC:</i>	10/5/11	<i>Due date:</i> Revisions due to Board within 60 days (BP 2410).	11/4/11
<i>Reason for review: This procedure was revised to reflect recent changes to the Title 5 Regulations regarding prerequisites and co-requisites. (CCLC Update 8/11)</i>					
<i>Academic and professional matter?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AP&P):</i>		<i>AP&P (review), Matriculation Committee (information only)</i>
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>		12/1/11
<i>Collective bargaining issue?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AVCFT):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>Affects all campus constituencies?</i>	Yes	No	<i>If <u>yes</u>, CCC members responsible for sending to constituents for input.</i>		
			<i>Input/suggestions/objections due to CCC recording secretary by:</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>If none of the above, does policy/procedure need further review?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services):</i> <i>If <u>no</u>, submit to Board for information at next meeting</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		

AP 4260 Prerequisites, Co-requisites, Advisories, and Limitations on Enrollment

Reference:

Title 5, Sections 55000 et seq.

Prerequisites, co-requisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review.

Antelope Valley College establishes pre-requisites, co-requisites, advisories, and limitations on enrollment in accord with the California Community Colleges Model District Policy

developed by the Chancellor's Task Force. The following procedures assure compliance with the Model District Policy.

1. Information in the Catalog and Schedule of Courses.

The college shall provide the following explanations both in the college catalog and in the schedule of courses:

- A. Definitions of prerequisites, co-requisites, and limitations on enrollment including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established.
- B. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
- C. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- D. Definitions of contract course, co-requisite, noncredit basic skills course, non-degree applicable basic skills courses, prerequisite and satisfactory grade.

2. Challenge Process

- A. Any student who does not meet a prerequisite or co-requisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the course as follows:
 - 1. If space is available in a course when a student files a challenge to the prerequisite or co-requisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
 - 2. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.
- B. Grounds for challenge shall include the following:
 - 1. Those grounds for challenge specified in Title 5, Section 55201(f).
 - 2. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
 - 3. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
 - 4. The student has the obligation to provide documented satisfactory evidence that the challenge should be upheld. However, where facts essential to a

determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

C. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, co-requisites, and advisories on recommended preparation only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Section 53200-53204 **and within the limits set forth in** of Title 5 **Section 55003**. Certain limitations on enrollment must be established in the same manner.
3. Establish prerequisites, co-requisites, and advisories on recommended preparation, and limitations on enrollment only if:
 - a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
 - (1) Approve the course; and,
 - (2) As a separate action, approve any prerequisite or co-requisite, only if:
 - (a) The prerequisite or co-requisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
 - (i) involvement of faculty with appropriate expertise;
 - (ii) consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
 - (iii) be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - (iv) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 - (v) identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
 - (vi) matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
 - (vii) maintain documentation that the above steps were taken.

meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.

6. Instructor's Formal Agreement to Teach the Course as Described. Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

Review of Individual Courses:

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

1. Prerequisites and Co-requisites

A. Levels of Scrutiny. Prerequisites and co-requisites must meet the requirements of at least one of the following subsections:

1. The Standard Prerequisites or Co-requisites. The college may establish satisfactory completion of a course as prerequisite or co-requisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the curriculum committee as provided above, the college specifies as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or co-requisite(s). Any combination of University of California campuses and California State University campuses is acceptable in satisfaction of this requirement.
2. Sequential Courses Within and Across Disciplines. A course may be established as a prerequisite or co-requisite for another course provided that, in addition to the review by faculty in the department or discipline and by the curriculum committee as described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of record.
3. Courses in Communication or Computation Skills. Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course by course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or co-requisite for any course other than another course in communication or computation skills if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:

- a) ~~A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record; and~~
- b) ~~Research is conducted as provided above.~~

~~The prerequisite or co-requisite may be established for a period of not more than two years while the research is being conducted provided that a determination is made that a student who lacks the particular skills is highly unlikely to receive a satisfactory grade because a sufficient percentage of the grade is directly dependent on these skills. This determination must be approved both by the faculty in the discipline and by the curriculum committee as provided above and must be based on a review of the syllabus as well as samples of tests and other assignments on which the grade is based.~~

- 4. ~~Cut Scores and Prerequisites. Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the prerequisites for the associated courses. If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the problems are resolved, and sufficient data exist to establish the cut scores. In such a case, the collection of these data shall be done in the manner prescribed above in addition to other requirements of law. Such a prerequisite may be changed to an advisory on recommended preparation while the problems are being resolved.~~
- 5. ~~Programs. In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.~~
- 6. ~~Health and Safety. A prerequisite or co-requisite may be established provided that, in addition to the review by faculty in the department or division and by the curriculum committee as provided above:~~
 - a) ~~The course for which the prerequisite is proposed is one in which the student might endanger his or her own health and safety or the health and safety of others; and~~
 - b) ~~The prerequisite is that the student possesses what is necessary to protect his or her health and safety and the health and safety of others before entering the course.~~
- 7. ~~Recency and Other Measures of Readiness: Recency and other measures of readiness may be established as a prerequisite or co-requisite only if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:~~
 - a) ~~A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.~~
 - b) ~~Data are gathered according to sound research practices in at least one of the following areas:~~
 - (1) ~~The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite or co-requisite is necessary.~~

- (2) Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or co-requisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in courses or other indicators that the student was or was not ready to take the course.
- (3) Comparison of students' performance at any point in the course with completion of the proposed prerequisite or co-requisite.
- (4) Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question as described above.

e) The standard for any comparison done shall be that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite or co-requisite. The research design, operational definitions, and numerical standards, if appropriate, shall be developed by research personnel, discipline faculty, and representatives of the academic senate. If the evidence fails to meet the standard established, each college may establish the proposed prerequisite or co-requisite as a recommended preparation and may seek to establish it as a prerequisite or co-requisite only by following the process described in this policy and any applicable college policies.

d) If the curriculum committee has determined as provided in these procedures that a new course needs to have a prerequisite or co-requisite, then the prerequisite or co-requisite may be established for a single period of not more than two years while research is being conducted and a determination is being made, provided that:

- (1) All other requirements for establishing the prerequisite or co-requisite have already been met; and
- (2) Students are informed that they may enroll in the course although they do not meet the prerequisite. However, students who lack the prerequisite may not constitute more than 20% of those enrolled in any section of the course.

Prerequisites and co-requisites that are exempt from review at the time they are, or were, established are not eligible for this exception, and the research must be conducted during the six years before they must be reviewed.

B. Additional Rules. Title 5, Section 55202 specifies additional rules, which are to be considered part of this document as though reproduced here.

2. Advisories on Recommended Preparation. The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.
3. Limitations on Enrollment. The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The

following requirements must also be met in order to establish these particular limitations on enrollment.

- A. Performance Courses. The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
1. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
 2. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.

- B. Blocks of Courses or Sections. Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

2/6/06

Revised: 3/10/08

Revised:

Date to CCC:	9/22/11	Date reviewed by CCC:	10/5/11	Due date: Revisions due to Board within 60 days (BP 2410).	11/4/11
Reason for review: This procedure was revised to reflect recent changes to the Title 5 Regulations regarding withdrawal. (CCLC Update 8/11)					
Academic and professional matter?	Yes	No	If <u>yes</u>, assigned for review by (e.g. AP&P):	AP&P, L. Trimble	
			Approval/rejection/changes due to Superintendent/President's Office by (date):	12/1/11	
Collective bargaining issue?	Yes	No	If <u>yes</u>, assigned for review by (e.g. AVCFT):		
			Approval/rejection/changes due to Superintendent/President's Office by:		
Affects all campus constituencies?	Yes	No	If <u>yes</u>, CCC members responsible for sending to constituents for input.		
			Input/suggestions/objections due to CCC recording secretary by:		
			Approval/rejection/changes due to Superintendent/President's Office by:		
If none of the above, does policy/procedure need further review?	Yes	No	If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services): If <u>no</u>, submit to Board for information at next meeting		
			Approval/rejection/changes due to Superintendent/President's Office by:		

AP 5013 Students in the Military

Reference:

Education Code Sections 68074, 68075, 68075.5; Title 5, Section 55023, 55024, 54041, 54042, 54050, 58620

Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.

A parent who is a federal civil service employee and his or her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a

resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (*Title 5, Sections 54041; 54042*)

Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. **Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals.**

2/6/06

Revised: 1/8/07

Revised: 12/10/07

Revised:



ANTELOPE VALLEY COLLEGE
Kinesiology, Athletics & Dance

MEMO

TO: AP&P Committee

FROM: Cindy Littlefield, AP&P Rep *CL*
Newton Chelette, Dean, Kinesiology, Athletics & Dance *N.C.*

DATE: December 14, 2011

RE: KIN Acronym

We have complied with your request as follows:

1. Leave all athletic training courses with ATH.
2. Change all other PE courses to the new acronym KIN including intercollegiate athletic courses.