

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

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

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

DATE: March 23, 2009

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, March 26, 2009, L-201, Library Room, from 3:00 – 5:30 pm

2008-2009
Academic Policies and Procedures Committee Meeting No. 11
AGENDA

1. Approval of Agenda
2. Approval of Minutes from February 12, 2009, February 26, 2009, and March 12, 2009.
(March 12, 2009 will be handed out at meeting.)
3. Curricunet Presentation – Informational/Discussion. (Request for Action)
4. Review of Mission Statement
5. AVC/GE: Area F- Diversity Studies – Review/Discussion of Definition for Diversity
(ex: Inclusion of Deaf Studies DFST 105-- Non-dominant group; Broader definition of diversity).
6. AP-Administrative Procedure changes as required because of Title 5 changes
 - a. AP 4225- Course Repetition
 - b. AP 4227 – Course Repetition Absent Substandard Academic Work (previously under review-additional changes recommended in latest CCLC update)
 - c. AP 4228 – Course Repetition – Significant Lapse of Time
 - d. AP 4229 – Course Repetition – Variable Units
7. New Courses/CORs – Second Reading (Corrections made, no Xeroxing necessary for 7c-f.)
 - a. CIS 159 – SUSE Linux Server Administration 3 units, 4 hours weekly
Prerequisite: Completion of CIS 157 or CA 151 or CA 171 or CA 173
Advisory: Eligibility for Completion of READ 099 and ENGL 099
SLO to slo committee on 3/23/09 _____
 - b. DFST 108 - Visual, Gestural, and Non-Manual Aspects of ASL 3 units, 3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
Prerequisite: Completion of DFST 102
SLO – 3/4/2009
 - c. INT 206 – Introduction to Sign to English Interpreting (Voicing) 4 units, 4 hours weekly
Prerequisite: Completion of or concurrent enrollment in INT 201
Advisory: Eligibility for ENGL 099 and READ 099
SLO – 3/4/2009
 - d. PE 112A – Beginning Soccer 1 unit, 3 hours weekly
AVC/GE-Area E
SLO – 3/4/09
 - e. PE 112B – Intermediate Soccer 1 unit, 3 hours weekly
AVC/GE- Area E
SLO –3/4/09

- f. THA 150 – Physical Performance Styles 3 units, 4 hours weekly
Prerequisite: Completion of THA 110
SLO to slo committee 3/23/09 Approved _____

- 8. Revised Courses/CORs – Second Reading (Corrections made, no Xeroxing necessary 8c-l)
 - a. ATH 102L – Practical Applications of Athletic Training I Lab 4 units, 12 hours weekly
Class maximum change only- reduced from 12 to 8. (Bring paperwork from 3/12/2009 meeting.)
 - b. CFE 104 – Literature for Children 3 units, 3 hours weekly
 - c. DA 115 – Dance Repertory 1 unit, 3 hours weekly
 - d. MM 215 – Internet Web Design and Production II 3 units, 6 hours weekly
Prerequisite: Completion of MM 115/CG 127
Corequisite: Concurrent enrollment in MM 215L
Advisory: Completion of ART 110 and Eligibility for READ 099
Revised to:
DM 128 – Web Design and Production II 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 128L
Advisory: Completion of DM 101 and READ 099
Removing prerequisite of MM 115/CG 127
SLO-3/4/09
 - e. MM 215L – Internet Web Design and Production II Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in MM 215
Revised to:
DM 128L – Web Design and Production II Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 128
 - f. PE 196 – Water Safety Instructor 3 units, 6 hours weekly
 - g. CG 213 – Life Photography 3 units, 6 hours weekly
Prerequisite: Completion of PHOT 101 and CG 230.
Corequisite: Concurrent enrollment in CG 213L
Advisory: Completion of ART 110, and Eligibility for ENGL 101 and READ 099.
Revised to:
PHOT 213 – Life Photography 3 units, 4 hours weekly
Prerequisite: Completion of PHTC 101 or PHTC 125
Corequisite: Completion of ART 110, and Eligibility for ENGL 099 and READ 099
Removing prerequisite of CG 230
SLO-3/4/09
Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours
 - h. CG 213L – Life Photography Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 213
Revised to:
PHOT 213L – Life Photography Lab .5 units, 24 hours total
Corequisite: Concurrent enrollment in PHOT 213.
 - i. FTEC 101AL – Firefighter 1 Academy Module A Lab 2 units, 125 hours total
Limitation on Enrollment: Requires....
Corequisite: Concurrent enrollment in FTEC 101A
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
Revised to:
FTEC 295AL – Firefighter 1 Academy Module A Lab 2 units, 125 hours total
Limitation on Enrollment: Requires....
Corequisite: Concurrent enrollment in FTEC 295A
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Only change was to Course Number to better indicate to students that this is an Advanced Level Course.
 - j. FTEC 101BL – Firefighter 1 Academy Module B Lab 2.5 units, 135 hours total
Limitation on Enrollment: Requires....
Prerequisite: Completion of FTEC 101A and FTEC 101AL
Corequisite: Concurrent enrollment in FTEC 101B
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070

Revised to:

FTEC 295BL – Firefighter 1 Academy Module B Lab 2.5 units, 135 hours total

Limitation on Enrollment: Requires....

Prerequisite: Completion of FTEC 295A and FTEC 295AL

Corequisite: Concurrent enrollment in FTEC 295B

Advisory: Eligibility for ENGL 099, READ 099, and MATH 070

Only change was to Course Number to better indicate to students that this is an Advanced Level Course.

- k. ID 120 – Interior Design and the Element of Color 3 units, 4 hours weekly
- l. ID 125 – Material Selection for Interior Design 3 units, 3 hours weekly

- 9. Revised Courses/CORs – First Reading
 - a. DFST 105 – Introduction to American Deaf Culture 3 units, 3 hours weekly
Request for AVC/GE: Area F- Diversity Studies

- 10. DFST – Degrees and Certificates - Adding new courses to Program Electives – First Reading (Bring paperwork from previous meeting.)
 - a. American Sign Language - ASL Certificate/Degree
 - b. Interpreter Training - INT Certificate/Degree

- 11. PHTC: Commercial Photography – Degrees and Certificates / Catalog Pages - Second Reading
 - a. Commercial Photography – Certificate

- 12. Obsolete Courses – Second Review
 - a. GER 110 – Elementary German Conversation 2 units, 4 hours weekly
 - b. GER 111 – Elementary German Conversation 2 units, 4 hours weekly
 - c. GER 210 – Intermediate German Conversation 2 units, 4 hours weekly

- 13. Obsolete Courses – First Review
 - a. FREN 110 – Elementary French Conversation 2 units, 4 hours weekly
 - b. FREN 111 – Elementary French Conversation 2 units, 4 hours weekly
 - c. FREN 210 – Intermediate French Conversation 2 units, 4 hours weekly

- 14. Announcements
 - a. SLO/AP&P liaison representative
 - b. AP&P Reps need to ensure documentation (a) looks good to be submitted, and (b) ensure changes are made and saved to one document in one central location.... Possibly see if Administrative Assistants are willing to help out with this. (Formalized systems & one centralized location for your division) (It is important that changes suggested from Tech Review are saved into one centralized document and then changes from AP&P committee are saved to that document... so changes are not lost from before.)
 - c. Courses by Division: These are courses that still need to be received processed through AP&P.
(Course revisions requested for the 08-09 school year – Memo/Color Coded Matrix dated Aug 7, 2008 from Mrs. Deborah Charlie/Mrs. Lowry. CORs dates of 2000, 2001, 2002, and 2003 were requested to be revised.)

Business, Computer Studies and Economic Development –

CA 133-Oracle PL/SQL Programming

CA 173-Novell Netware Syst Admin... Rcvd 1/13-TR-back to faculty-waiting-in process

CA 177- Microsoft Internet Info Server

CIS 121-Computer Mathematics

CIS 145-Intro to Visual Basic.net prog

CIS 174 – Intro o C#.Net programming

CALWORKS- WFDV 091 – Employability Learning Skills

Health Sciences –

CFE 105-Discovery-Based Ed for Children

NF 100, 102, 150 in process....

NF 104 – Concepts in Nutr: New Dev

VN 101L, VN 102L, VN 103L (Are you going to revise these labs too into new course #s?)

- Library and Learning Center –
 - LAC 098 – Math for Nursing
 - LAC 099 – Dosage Calculation
 - LIB 110 – Intro to Internet Research initially rcvd TR-back to faculty – still waiting...
- Language Arts –
 - COMM 215-Public Relations Communication
 - DFST 106—in process
 - ENGL 101 – in process
 - INT 205 rcvd for TR
 - SPAN 120A and SPAN 120B – just rcvd. In process...
- Math, Science, and Engineering –
 - ASTR 101- Astronomy
 - GEOG 299- Special Topics-Field Geology
 - GEOL 101-Physical Geology
 - MATH 070L –Elementary Algebra Lab
 - MATH 102, 102A, 102B-Intermediate Algebra, 1st half, 2nd half
 - MATH 110-Math for Liberal Arts Students
 - Math 210-Discrete Mathematics
- Physical Education –
 - PE 113- Advanced Soccer Techniques
- Technical Education –
 - ABDY 113 – Basic Auto Body Repair
 - ABDY 123 – Automotive Refinishing
 - ABDY 198 – Auto Body Seminars
 - ABDY 212 – Advanced Collision Repair I
 - ABDY 213 – Advanced Collision Repair II
 - ABDY 215 – Advanced Collision Repair
 - ABDY 222- Adv. Automotive Refinishing I
 - ABDY 223 – Adv. Automotive Refinishing II
 - ABDY 225-Adv. Automotive Refinishing
 - ACRV 198A – Commercial Ice Machines
 - AFAB 130 – Aerospace Workplace Issues & Ethics – in process
 - AUTO 276 – A.A. Clean Air Car Course
 - ELTE 235 – Electronic Communications I
- VAPA –
 - THA 102-Introcutio to Stagecraft
 - THA 103-Intro to Stage Lighting
 - THA 105-Intro to Lighting Design
 - THA 120D-Rehear&Perform: Child’s Theatre
 - THA 225-Intro to Playwriting – rcvd-TR-back to faculty-waiting
 - THA 298A, B, and C-Spec Studies in Theatre..... waiting for corrections from last year’s meeting..

16. Adjournment. The next meeting will be April 23, 2009.

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Ms. Patricia A. Márquez Sandoval, Academic Senate President, at (661) 622-6306 (weekdays between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate’s Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.

MINUTES OF ACADEMIC POLICIES AND PROCEDURES COMMITTEE MEETING NO. 11
2008-2009

DATE: March 26, 2009
PLACE: SSV 151 – Board Room
TIME: 3:00 p.m.

MEMBERS PRESENT

David Champagne (proxy) for Beverly Beyer, Faculty
Maria Clinton, Cochair
De’Nean Coleman-Carew, Faculty
Michael Jacobs (proxy) for Jeffrey Cooper, Dean
Dexter Cummins, Faculty
Margaret Drake, Dean
Tooraj Gordi, Faculty
Lee Grishman, Articulation

Rona Brynin (proxy) for Linda Harmon, Faculty
Carolyn Burrell (proxy) for Scott Lee, Faculty
Cynthia Littlefield, Faculty
Rick Motawakel, Faculty
David Newby, Faculty
David Newman, Faculty
Duane Rumsey, Faculty

MEMBERS ABSENT

Beverly Beyer, Faculty
Deborah Charlie, Cochair
Jeffrey Cooper, Dean
Linda Harmon, Faculty
Scott Lee, Faculty
Mrs. Sharon Lowry, V. P. Academic Affairs
LaDonna Trimble, Dean
TBA, non-voting ASO Student

Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:04 p.m. Ms. Maria Clinton extended her gratitude to Ms. Gloria Kastner for being present to take the minutes. Guests for today are Mr. Jerry Lewis and Mr. Michael Rios who was proxy for Ms. Cindy Littlefield until she arrived.

1. Approval of Agenda

A motion was made and seconded to amend the agenda and move item 8a. Revised Courses/CORs – Second Reading: Athletics 102L – Practical Applications of Athletic Training I Lab, 4 units, 12 hours weekly, Class maximum change only – reduce from 12 students to 8 students. Ms. Maria Clinton stated Mr. Jerry Lewis was present to offer pertinent information relating to the request of reducing course class size, but has to leave to get to class. Motion carried.

2. Approval of Minutes from February 12, 2009, February 26, 2009, and March 12, 2009.
(March 12, 2009 will be handed out at meeting.)

a. February 12, 2009 (attachment)

A motion was made and seconded to approve the February 12, 2009 AP&P Committee Meeting minutes. Motion carried.

b. February 26, 2009 (attachment)

A motion was made and seconded to approve the February 26, 2009 AP&P Committee Meeting minutes. Motion carried.

c. March 12, 2009 (attachment)

A motion was made and seconded to approve the March 12, 2009 AP&P Committee Meeting minutes. Motion carried.

3. Curricunet Presentation – Informational/Discussion. (Request for Action)

A motion was made and seconded to approve the software purchase of Curricunet. The curriculum software will standardized curriculum forms, move the campus to an electronic submission process, and includes a tracking feature that will notify both faculty and staff of what stage of the evaluation process the forms are located. Ms. Maria Clinton stated the software implementation will take approximately six months and the campus will maintain hardcopies of all documents for record keeping purposes, until the software is completely live and functional. Currently, there are forty colleges using Curricunet Software, and formal contacts will be made with other colleges to obtain pertinent information to determine the most efficient means of software implementation. Motion carried.

4. Review of Mission Statement

Committee members were encouraged to review the Mission Statement to determine if any changes were necessary. Committee members briefly reviewed the Mission Statement and engaged in brief discussion. Ms. Maggie Drake recommended changing the word Vocational to Career as this term is more in line with State and Federal terminology. Another necessary revision is needed to accurately reflect the name change of Disabled Student Services to the Office of Students with Disabilities.

5. AVC/GE: Area F- Diversity Studies – Review/Discussion of Definition for Diversity
(ex: Inclusion of Deaf Studies DFST 105-- Non-dominant group; Broader definition of diversity).
This agenda item was added per the request of committee member, Duane Rumsey. He would like the committee to review the current GE: Area F – Diversity Studies area to determine if the definition should be broadened to include specific Deaf Studies courses. Committee members engaged in a lengthy discussion regarding the historical context of the creation of this area. Dr. Lee Grishman stated not all community colleges include a Diversity Studies area in GE patterns and this area was created at AVC to offer courses of sensitivity, on racism and sexism. The conversation of broadening the area would need to be a campuswide conversation to determine whether additional diversity courses including those relating to sexual orientation be considered in Area F. The committee was in consensus to move forward with this discussion item and request for this item to be placed on a future Academic Senate agenda for campuswide discussion. Feedback would be forwarded to AP&P for future discussion and potential action.
6. AP-Administrative Procedure changes as required because of Title 5 changes
 - a. AP 4225- Course Repetition
 - b. AP 4227 – Course Repetition Absent Substandard Academic Work (previously under review-additional changes recommended in latest CCLC update)
 - c. AP 4228 – Course Repetition – Significant Lapse of Time
 - d. AP 4229 – Course Repetition – Variable UnitsMs. Maria Clinton stated the Administrative Procedures changes as required due to Title 5 changes were included in the AP&P Meeting packet as an informational item. Committee members were encouraged to review the attached information and share changes with division faculty because the changes will impact students repeating courses.
7. New Courses/CORs – Second Reading (Corrections made, no Xeroxing necessary for 7c-f.)
 - a. CIS 159 – SUSE Linux Server Administration 3 units, 4 hours weekly
Prerequisite: Completion of CIS 157 or CA 151 or CA 171 or CA 173
Advisory: Eligibility for Completion of READ 099 and ENGL 099
SLO to slo committee on 3/23/09 _____
A motion was made and seconded to approve CIS 159 – SUSE Linux Server Administration COR. Motion carried. It was moved and seconded to approve content review to set requisites for CIS 159. The motion carried unanimously.
 - b. DFST 108 - Visual, Gestural, and Non-Manual Aspects of ASL 3 units, 3 hours weekly
Advisory: Eligibility for ENGL 099 and READ 099.
Prerequisite: Completion of DFST 102
SLO – 3/4/2009
A motion was made and seconded to approve DFST 108 – Visual, Gestural, and Non-Manual Aspects of ASL COR, indicating the completion of DFST 102 as the prerequisite. Motion carried. It was moved and seconded to approve content review to set requisites for DFST 108. The motion carried unanimously.
 - c. INT 206 – Introduction to Sign to English Interpreting (Voicing) 4 units, 4 hours weekly
Prerequisite: Completion of or concurrent enrollment in INT 201
Advisory: Eligibility for ENGL 099 and READ 099
SLO – 3/4/2009
A motion was made and seconded to approve INT 206 – Introduction to Sign to English Interpreting (Voicing) COR. Motion carried. It was moved and seconded to approve content review to set requisites for INT 206. The motion carried unanimously.
 - d. PE 112A – Beginning Soccer 1 unit, 3 hours weekly
AVC/GE-Area E
SLO – 3/4/09
It was moved and seconded to approve PE 112A. The motion carried unanimously. It was moved and seconded to approve PE 112A – Beginning Soccer course to be included in AVC’s GE – Area E. Motion carried.
 - e. PE 112B – Intermediate Soccer 1 unit, 3 hours weekly
AVC/GE- Area E
SLO –3/4/09

It was moved and seconded to approve PE 112B. The motion carried unanimously. A motion was made and seconded to approve PE 112B – Intermediate Soccer course to be included in AVC’s GE – Area E. Motion carried.

- f. THA 150 – Physical Performance Styles 3 units, 4 hours weekly
Prerequisite: Completion of THA 110
SLO to slo committee 3/23/09 Approved _____
A motion was made and seconded to approve THA 150 – Physical Performance Styles COR. Motion carried.
It was moved and seconded to approve content review to set requisites for THA 150. The motion carried unanimously.

- 8. Revised Courses/CORs – Second Reading (Corrections made, no Xeroxing necessary 8c-1)
 - a. ATH 102L – Practical Applications of Athletic Training I Lab 4 units, 12 hours weekly
Class maximum change only- reduced from 12 to 8. (Bring paperwork from 3/12/2009 meeting.)
A motion was made and seconded to approve the reduction of class size from 12 students to 8 students for ATH 102L – Practical Applications of Athletic Training I Lab. Mr. Jerry Lewis reviewed the course requirements as stated in the Commission on Accreditation of Athletic Training Education, Section J: Clinical Education, which states,
“The athletic training curriculum must include provision for clinical experiences under the direct supervision of a qualified ACI or CI in an appropriate clinical setting...The number of students assigned in and ACI or CI in the clinical experience component must be of a ration that will ensure effective education and should not exceed a ratio of eight students to an ACI or CI in the clinical setting.”
Mr. Lewis elaborated that the ratio of students is significant in course acceptance by the Commission on Accreditation of Athletic Training Education. The course has always been offered as Independent Study and has never had more than eight students enrolled at one time, therefore should not pose a problem with enrollment demands. Discipline faculty are in the process of submitting an Athletic Training Program to the Chancellor’s Office for approval and reducing the current course size will allow this course to be in compliance with the Commission on Accreditation of Athletic Training Education requirements. Motion carried.

 - b. CFE 104 – Literature for Children 3 units, 3 hours weekly
A motion was made and seconded to approve CFE 104 – Literature for Children COR. Ms. Maria Clinton stated the typographical error will be corrected, and she will contact the faculty member to obtain the explanation statement for the textbooks that are five years or older. Motion carried as corrected.

 - c. DA 115 – Dance Repertory 1 unit, 3 hours weekly
A motion was made and seconded to approve DA 115 – Dance Repertory COR. Motion carried.

 - d. MM 215 – Internet Web Design and Production II 3 units, 6 hours weekly
Prerequisite: Completion of MM 115/CG 127
Corequisite: Concurrent enrollment in MM 215L
Advisory: Completion of ART 110 and Eligibility for READ 099
Revised to:
DM 128 – Web Design and Production II 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 128L
Advisory: Completion of DM 101 and Eligibility for READ 099
Removing prerequisite of MM 115/CG 127
SLO-3/4/09
Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours
A motion was made and seconded to approve this course which includes revisions to the course number, discipline designation and title of MM 215 – Internet Web Design and Production II to DM 128 – Web Design and Production II, which also includes removing the prerequisite MM 115/CG 127 and changing the mode of instruction from Lecture/Lab to Lecture mode only. Motion carried. It was moved and seconded to approve content review for requisites for DM 128. The motion carried unanimously.

 - e. MM 215L – Internet Web Design and Production II Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in MM 215
Revised to:
DM 128L – Web Design and Production II Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 128

A motion was made and seconded to approve this course which includes revisions to the course number, discipline designation and title of MM 215L – Internet Web Design and Production II Lab to DM 128L – Web Design and Production II Lab. Motion carried. It was moved and seconded to approve content review for requisites for DM 128L. The motion carried unanimously.

- f. PE 196 – Water Safety Instructor 3 units, 6 hours weekly
A motion was made and seconded to approve PE 196 – Water Safety Instructor COR. Motion carried.
- g. CG 213 – Life Photography 3 units, 6 hours weekly
Prerequisite: Completion of PHOT 101 and CG 230.
Corequisite: Concurrent enrollment in CG 213L
Advisory: Completion of ART 110, and Eligibility for ENGL 101 and READ 099.
Revised to:
PHOT 213 – Life Photography 3 units, 4 hours weekly
Prerequisite: Completion of PHTC 101 or PHTC 125
Corequisite: Concurrent enrollment in PHOT 213L.
Advisory: Completion of ART 110, and Eligibility for ENGL 099 and READ 099
Removing prerequisite of CG 230
SLO-3/4/09
Changing from Lecture/Lab to Lecture mode of instruction with 4 student contact hours
A motion was made and seconded to approve this course revision which includes changes to the course number and discipline designation of CG 213 – Life Photography to PHOT 213 – Life Photography, which also includes removing the prerequisite CG 230 and changing the mode of instruction from Lecture/Lab to Lecture mode only. Motion carried. It was moved and seconded to approve the content review for PHOT 213. The motion carried unanimously.
- h. CG 213L – Life Photography Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 213
Revised to:
PHOT 213L – Life Photography Lab .5 units, 24 hours total
Corequisite: Concurrent enrollment in PHOT 213.
A motion was made and seconded to approve the revisions to the course number, and discipline designation of CG 213L – Life Photography Lab to PHOT 213L – Life Photography Lab. Motion carried. It was moved and seconded to approve the content review for PHOT 213L. The motion carried unanimously.
- i. FTEC 101AL – Firefighter 1 Academy Module A Lab 2 units, 125 hours total
Limitation on Enrollment: Requires....
Corequisite: Concurrent enrollment in FTEC 101A
Advisory: Eligibility for ENGL 099, READ 099 and MATH 070
Revised to:
FTEC 295AL – Firefighter 1 Academy Module A Lab 2 units, 125 hours total
Limitation on Enrollment: Requires....
Corequisite: Concurrent enrollment in FTEC 295A
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Only change was to Course Number to better indicate to students that this is an Advanced Level Course.
A motion was made and seconded to approve the revisions to the course number of FTEC 101AL – Firefighter 1 Academy Module A Lab to FTEC 295AL – Firefighter 1 Academy Module A Lab to indicate to students that this is an advanced level course. Motion carried. (Corequisite course number was also changed in order to reflect this change.)
- j. FTEC 101BL – Firefighter 1 Academy Module B Lab 2.5 units, 135 hours total
Limitation on Enrollment: Requires....
Prerequisite: Completion of FTEC 101A and FTEC 101AL
Corequisite: Concurrent enrollment in FTEC 101B
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Revised to:
FTEC 295BL – Firefighter 1 Academy Module B Lab 2.5 units, 135 hours total
Limitation on Enrollment: Requires....
Prerequisite: Completion of FTEC 295A and FTEC 295AL
Corequisite: Concurrent enrollment in FTEC 295B
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070

Only change was to Course Number to better indicate to students that this is an Advanced Level Course. A motion was made and seconded to approve the revisions to the course number of FTEC 101BL – Firefighter 1 Academy Module B Lab to FTEC 295BL – Firefighter 1 Academy Module B Lab to indicate to students that this is an advanced level course. Motion carried. (Corequisite course number and prerequisite course numbers were also changed in order to reflect this change.)

- k. ID 120 – Interior Design and the Element of Color 3 units, 4 hours weekly
A motion was made and seconded to approve ID 120 – Interior Design and the Element of Color COR. Motion carried.
- l. ID 125 – Material Selection for Interior Design 3 units, 3 hours weekly
A motion was made and seconded to approve ID 125 – Material Selection for Interior Design COR. Motion carried.
9. Revised Courses/CORs – First Reading
 - a. DFST 105 – Introduction to American Deaf Culture 3 units, 3 hours weekly
Request for AVC/GE: Area F- Diversity Studies
Discussion will take place campuswide concerning broadening the definition/requirements for Area F- Diversity Studies. After final decision is made regarding broadening definition/requirements for Area F- Diversity Studies and determined by AP&P, this course will potentially come back for action to be included in Area F-Diversity Studies.
10. DFST – Degrees and Certificates - Adding new courses to Program Electives – First Reading (Bring paperwork from previous meeting.)
 - a. American Sign Language - ASL Certificate/Degree
A motion was made and seconded to approve the newly approved ASL course, DFST 108 – Visual, Gestural, and Non-Manual Aspects of ASL, as an elective course in the American Sign Language – ASL Certificate/Degree. Motion carried.
 - b. Interpreter Training - INT Certificate/Degree
A motion was made and seconded to approve the newly approved INT course, INT 206 – Introduction to Sign to English Interpreting (Voicing), as an elective course in the Interpreting Training – INT Certificate/Degree. Motion carried.
11. PHTC: Commercial Photography – Degrees and Certificates / Catalog Pages - Second Reading
 - a. Commercial Photography – Certificate
A motion was made and seconded to approve the PHTC: Commercial Photography – Certificate for publication in the 2009 – 2010 Catalog. Motion carried.
12. Obsolete Courses – Second Review
 - a. GER 110 – Elementary German Conversation 2 units, 4 hours weekly
 - b. GER 111 – Elementary German Conversation 2 units, 4 hours weekly
 - c. GER 210 – Intermediate German Conversation 2 units, 4 hours weekly
A motion was made and seconded to approve removing GER 110, GER 111 and GER 210 from the 2009 – 2010 Catalog. Motion carried.
13. Obsolete Courses – First Review
 - a. FREN 110 – Elementary French Conversation 2 units, 4 hours weekly
 - b. FREN 111 – Elementary French Conversation 2 units, 4 hours weekly
 - c. FREN 210 – Intermediate French Conversation 2 units, 4 hours weekly
A motion was made and seconded to approve removing FREN 110, FREN 111 and FREN 210 from the 2009 – 2010 Catalog. Motion carried.
14. Announcements
 - a. SLO/AP&P liaison representative
 - b. AP&P Reps need to ensure documentation (a) looks good to be submitted, and (b) ensure changes are made and saved to one document in one central location.... Possibly see if Administrative Assistants are willing to help out with this. (Formalized systems & one centralized location for your division) (It is important that changes suggested from Tech Review are saved into one centralized document and then changes from AP&P committee are saved to that document... so changes are not lost from before.)
 - *Mr. Rick Motawakel will be the SLO/AP&P Liaison representative.*

- *AP&P representatives need to ensure documentation is correct and revisions made are saved to one document in a central location within the division (i.e. Administrative Assistant). A formalized system for COR revisions is needed for each division so that suggested changes from Tech Review are saved and previous revisions are not lost.*
- c. Courses by Division: These are courses that still need to be received processed through AP&P. (Course revisions requested for the 08-09 school year – Memo/Color Coded Matrix dated Aug 7, 2008 from Mrs. Deborah Charlie/Mrs. Lowry. CORs dates of 2000, 2001, 2002, and 2003 were requested to be revised.)
 - *The following courses need to be revised and formally go through the AP&P process:*

Business, Computer Studies, and Economic Development:

- CA 133 – Oracle PL/SQL Programming
- CA 173 – Novell Netware System Administration (Received 1/13 – TR – back to faculty – waiting – in process)
- CA 177 – Microsoft Internet Information Server
- CIS 121 – Computer Mathematics
- CIS 145 – Introduction to Visual Basic.net Programming
- CIS 174 – Introduction to C#.net Programming

CalWORKS:

- WFDV 091 – Employability Learning Skills

Health Sciences:

- CFE 105 – Discovery – Based Education for Children
- NF 100 – Nutrition (in process)
- NF 102 – Nutrition and Food for Children (in process)
- NF 104 – Concepts in Nutrition: New Developments
- NF 150 – Food and Culture (in process)
- VN 101L/VN 102L/VN 103L (are you going to revise these labs into new course #'s?)

Instructional Resources and Extended Services:

- LAC 098 – Math for Nursing
- LAC 099 – Dosage Calculations
- LIB 110 – Introduction to Internet Research (initially received – TR – Back to faculty – still waiting)

Language Arts:

- COMM 215 – Public Relations Communication
- DFST 106 – Introduction to Deaf Education (in process)
- ENGL 101 – Freshman Composition (in process)
- INT 205 – Interpreting in Specialized Settings (received for TR)
- SPAN 120A – Elementary Spanish for Teachers (just received – in process)
- SPAN 120B – Elementary Spanish for Teachers (just received – in process)

Math, Science, and Engineering:

- ASTR 101 – Astronomy
- GEOG 299 – Special Topics – Field Geology
- GEOL 101 – Physical Geology
- MATH 070L – Elementary Algebra Lab
- MATH 102 – Intermediate Algebra
- MATH 102A – Intermediate Algebra – First Half with SAS
- MATH 102B – Intermediate Algebra – Second Half with SAS
- MATH 110 – Math for Liberal Arts Students
- MATH 210 – Discrete Mathematics

Physical Education and Athletics:

- PE 113 – Advanced Soccer Techniques

Technical Education:

- ABDY 113 – Basic Auto Body Repair
- ABDY 123 – Automotive Refinishing
- ABDY 198 – Auto Body Seminars
- ABDY 212 – Advanced Collision Repair I
- ABDY 213 – Advanced Collision Repair II
- ABDY 215 – Advanced Collision Repair
- ABDY 222 – Advanced Automotive Refinishing I
- ABDY 223 – Advanced Automotive Refinishing II
- ABDY 225 – Advanced Automotive Refinishing
- ACRV 198A – Commercial Ice Machines
- AFAB 130 – Aerospace Workplace Issues & Ethics (in process)
- AUTO 276 – California Clean Air Car Course
- ELTE 235 – Electronic Communications I

Visual and Performing Arts:

- THA 102 – Introduction to Stagecraft
- THA 103 – Introduction to Stage Lighting
- THA 105 – Introduction to Lighting Design
- THA 120D – Rehearsal & Performance: Children's Theatre
- THA 225 – Introduction to Playwriting (received – TR – back to faculty – waiting)
- THA 298A – Special Studies in Theatre (waiting for corrections from last year's meeting)
- THA 298B – Special Studies in Theatre (waiting for corrections from last year's meeting)
- THA 298C – Special Studies in Theatre (waiting for corrections from last year's meeting)

- The next AP&P Meeting will be April 23, 2009.

16. Adjournment. The next meeting will be April 23, 2009.

A motion was made and seconded to adjourn the March 26, 2009 AP&P Committee Meeting at 4:18 p.m.
Motion carried.

gk/lis