

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO:

Jeffrie Ahmad	Lee Grishman	LaDonna Trimble
Beverly Beyer	Linda Harmon	Les Uhazy
Nancy Cholvin	Tom Hutchison	Darcy Wiewall
Maria Clinton	Lisa Karlstein	Rieana Paul, ASO voting
Richard Coffman	Scott Lee	TBD, ASO non-voting
De'Nean Coleman-Carew	Cynthia Littlefield	
Maggie Drake	Sharon Lowry	

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

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: October 13, 2011

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, October 3, 2011, BE 324 (Computer Lab), 3:00-5:30pm

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

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

3. APPROVAL OF MINUTES

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

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

5. ACTION ITEM

- a. Credit by Exam list
- b. Requirement of Program Learning Outcomes approved and on file before the review of the program by AP&P
- c. DM 113 Photoshop I – Reverse AP&P Approval from May

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.
- b. BP 4020 Program, Curriculum, and Course Development
- c. AP 4020 Program and Curriculum Development
- d. Repeatability
- e. AP 4100 – Graduation Requirements for Degrees and Certificates

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. ART 100 Art Appreciation 3 units, 3 hours weekly

- g. 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

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

Stacey Adams will arrive at 345

- b. ACCT 115 Payroll Bookkeeping 2 units, 36 hours total
- c. ACCT 131 Introduction to Income Tax 3 units, 3 hours weekly

Edward Beyer will arrive at 4:00

- d. CA 132 Oracle SQL Database Management 3 units, 4 hours weekly

Melanie Parker will arrive at 4:00

- e. CFE 169 D Rate Pre-Service Training 1 units, 18 hours total
-Title Change

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

Victoria Beatty will arrive at 4:10

- h. NS 200 Nursing Transition 3 units, 32 lec/48 lab hours weekly

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

Stella Konisek will arrive at 4:20

- n. ED 140 Introduction to Education 3 units, 3 hours weekly

Donna Meyer will arrive at 4:20

- o. OT 103 Advanced Computer Keyboarding 3 units, 5 hours weekly
- p. OT 150 Basic Principles of Coding for the Medical Office 3 units, 3 hours weekly
- q. OT 207 Legal Office Procedures 3 units, 3 hours weekly
-Title change

Cindy Littlefield will arrive at 4:30

- r. PE 129 Advanced Golf 1 unit, 3 hours weekly
-Course number change

Maria Kelly will arrive at 4:30

- s. RADT 101 Introduction to Radiologic Technology 2 units, 36 hours total
- t. RADT 102 Patient Care in Radiology 2 units, 36 hours total
- u. 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
- v. RADT 104 Radiographic Principles I 3 units, 3 hours weekly
- w. RADT 109 Radiation Physics 3 units, 3 hours weekly
- x. RADT 204 Principles and Applications of Cross-Sectional Anatomy in Imaging 2 units, 2 hours weekly
-Decreased unit value and hours per week
- y. RADT 210 Principles of Venipuncture for Radiology 1 unit, 18 hours total

9. ACTION ITEMS – Degree Changes

- a. Welding Certificate
- b. Welding Associate Degree

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

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	No restrictions	Submitted

Preparation		
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	
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	Submitted – <i>On the Agenda</i>

	2013	
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

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: August 25, 2011
LOCATION: BE 323 – Computer Room
TIME: 3:05 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Jeffrie Ahmad, Faculty	Tom Hutchison, Faculty	Beverly Beyer, Faculty
Maria Clinton, Cochair	Lisa Karlstein, Faculty	Nancy Cholvin, 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	
Lee Grishman, Articulation	Les Uhazy, Dean	
Linda Harmon, Faculty	Darcy Wiewall, Faculty	

2011-2012
Academic Policies & Procedures Committee Meeting No. 1
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the August 25, 2011 AP&P Committee Meeting to order at 3:05 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:05 p.m. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

a. **Summer Update**

Ms. Maria Clinton stated that most of her summer was spent identifying and correcting the issues in CurricUNET, which required the system to be brought down during those system upgrades. She also stated that she attended the Curriculum Institute where the Chancellor's Office communicated several changes coming our way for implementation next year. One of the items discussed in detail are the changes to the repeatability of course, which will be talked about later.

3. APPROVAL OF MINUTES

a. **May 26, 2011**

A motion was made and seconded to approve items 3a Approval of Minutes: May 26, 2011. Motion carried.

4. MANDATORY CHANCELLORS OFFICE TRAINING

a. **Stand-Alone Training**

This is the fifth year of the mandatory stand-alone course training, which will allow us to approve these types of courses. Ms. Clinton presented a 28 slide PowerPoint presentation from the Chancellor's Office and discussed each slide as required along with the four mandatory handouts. Maria Clinton said that we are in compliance with Title 5 and all the requirements are already built into our forms. She will send the certification form up to the Chancellor's Office next week with all necessary original signatures.

5. INFORMATIONAL ITEMS

a. **Technical Review Committee – Dr. Darcy Wiewall, Ms. Linda Harmon, Dr. Scott Lee, Ms. Nancy Cholvin**

Ms. Maria Clinton stated that the above individuals have volunteered to review all CORs as technical reviewers. Dr. Uhazy stated that Ms. Cholvin recently sent an email requesting to drop off of AP&P and DEC. Ms. Clinton stated that we will need to look for a replacement DES Liaison and Math representative. Ms. Clinton reviewed the approval process bringing attention to the technical review step and the role of those who review at this step.

b. **AP&P Handbook – under construction**

- <http://www.avc.edu/administration/organizations/app/documents.html>

Ms. Maria Clinton stated that the handbook is not quite ready since she still needs to incorporate the changes to the program process and the use of CurricUNET. She stated that she will be revising it during the next few weeks and will distribute soon.

c. **2011-12 Timeline/Meeting Dates**

- **Courses need to be approved by 12/8/2011 in order to be included in the 2012/13 College Catalog and class schedule**
- <http://www.avc.edu/administration/organizations/app/dates.html>

Ms. Maria Clinton stated that the dates of our upcoming meetings and deadlines associated with those meetings are posted to the above mentioned website. She also stressed the importance of receiving AP&P approval on all submitted material by December 8, 2011 so that it may be included in the next college catalog. In order to meet this deadline the material should be entered into CurricUNET no later than September 30, 2011. Any revisions approved in the spring semester may not be included in the catalog due to publication deadlines. Ms. Maria Clinton also stated that the courses listed below have the scheduling restrictions noted and has requested the committee to consider approving the revision of the courses in the sixth year instead of our current process of revising at year five. CurricUNET has speeded up our process and courses are moving through quicker than in the past. Mrs. Sharon Lowry stated that programs are required to be reviewed at year four and it really doesn't make sense to revise the program without revising the courses. Ms. De'Neen Coleman-Carew and Mrs. Margaret Drake stated that revising in year five allows the instructors a comfortable cushion just in case the course does not complete the process as quickly. Mrs. Margaret Drake also stated that review of the program at year four does not always trigger a revision to the courses at that time. Mrs. Sharon Lowry stated that the six year rule is a Title 5 requirement however this committee can decide to require our college to review earlier than six years, Title 5 only requires that we do not exceed the six year rule. Ms. Maria Clinton stated that we will continue to consider this change but we will not take any actions at this time.

d. **CurricUNET – www.curricunet.com/avc**

Ms. Maria Clinton stated that the program module is now up in CurricUNET and will be used to revise or create programs. She also stated that approval process for courses was cleaned up and requested that Ms. Melissa Jauregui bring up the courses module and display those changes. Ms. Melissa Jauregui stated that the approval process for Non-Substantial course revisions was revised to include the approval from the division dean and AP&P representative. This particular change required CurricUNET to be brought down so that the revisions did not adversely affect any courses being submitted. She also brought up the new program module, checklist for the programs and reviewed each item, along with the approval process for each type of revision or new program development.

e. **CORs that need to be revised this academic year – List at the end of the agenda**

Ms. Maria Clinton reiterated that the list of courses at the end of this agenda are required to be reviewed this year and must be entered and submitted in CurricUNET by the end of September to avoid scheduling restrictions in the 12-13 academic year. She requested the AP&P representatives review the list at each meeting to be sure that the courses are moving through the process.

f. **SB 1440**

Ms. Maria Clinton stated that there are additional links now on the AP&P Website for the faculty to review if developing new transfer degrees this year. She stated that we may want to bring a few more through this year while Mrs. Margaret Drake is with us since she is retiring next year. Ms. Melissa Jauregui brought up the list of approved transfer degrees on the Chancellor's Office Website for the committee's review. Ms. Maria Clinton stated that Studio Arts faculty have expressed interest in developing their degree this year, which will be brought through the new program module. She requested that Mrs. Margaret Drake assist in this process or at least be available to answer questions regarding the development of these degrees. Mrs. Margaret Drake indicated that she was not willing to fully participate in the development process this time around. Dr. Lee Grishman stated that a lot of discussion has taken place regarding the 18 unit cap on core course work for these degrees and therefore changes to the degree structure may be coming down. Additional discussion took place regarding this topic, Ms. Maria Clinton stated that changes will always occur but we may still want to move forward with the development of new degrees.

g. **Credit by Exam List**

Ms. Maria Clinton stated that the credit by exam list is attached to this packet for the committee member's review and distribution to their divisions. Any changes should be submitted to this committee in the format of a memo for consideration and approval.

6. CONTINUING AP&P 11-12 AGENDA ITEMS

a. **Upper Division Course Units Procedures**

Ms. Maria Clinton stated that Dr. Lee Grishman was going to develop the procedures for accepting upper division units and those will be brought to this committee.

b. **IB Examinations**

Ms. Maria Clinton stated that we needed to revisit this item this year in an effort to complete the discussion on this matter.

c. **Mission Statement**

Ms. Maria Clinton stated that we review the mission statement every year but last year some divisions wished to revise this existing statement. We will further discuss this in the spring.

d. **Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing Proficiency levels**

Ms. Maria Clinton stated that our Reading Proficiency is a little problematic because students are able to complete their entire degree but are not approved for graduation since they never took the assessment test. Dr. Lee Grishman stated that we have now come full circle on this item since the reading faculty had come to this committee to approve it this way. Mrs. Sharon Lowry stated that the State is revisiting this item and realizing that fulfilling a proficiency requirement such as ours may not be the best way to complete this requirement. Many institutions are looking at the possibility of other courses that may fulfill the reading proficiency requirement. Additional discussion regarding this topic took place, at which Ms. Maria Clinton stated that this item would return to the agenda with additional information for the committee to consider. Mrs. Sharon Lowry added that we really need to look at this item in regards to its practicality rather than be driven by budgetary reasons.

e. **Repeatable and Repeatability of courses**

Ms. Maria Clinton stated that changes are coming down regarding these two issues so our committee will need to discuss and implement the changes. She stated that the current language of course repeatability states that it can only be applied if the course is part of a degree core. Dr. De'Neen Coleman-Carew stated that DM 101 currently has repeatability but it is no longer part of the degree core. Ms. Maria Clinton stated that the repeatability on DM 101 would need to be removed based on the new interpretation of this law. Mrs. Sharon Lowry stated that the changes to repeatable courses, those retaken due to substandard grades, needs to be implemented once the new law is passed and vetted since students can be denied credit if allowed to take the courses past the number allowed through this new law.

7. REPORTS (limited to 5 min. each)

- a. CurricUNET Update - On-Site Training – 2 hour blocks
 - 1. Thursday, September 15, 2011 – (Computer Lab)
 - 3:00-5:00 p.m.
 - 2. Tuesday, September 27, 2011 – (Computer Lab)
 - 3:00-5:00 p.m.
 - 3. Tuesday, October 4, 2011
 - 9:00-11:00 a.m.
 - 4. Thursday, October 20, 2011
 - 5:00-7:00 p.m.

Ms. Maria Clinton stated that faculty and AP&P Representatives who are currently reviewing and revising course material are strongly encouraged to attend one or all of the trainings listed. These meetings are more like workshops and the instructor should bring all material to the meeting so that the changes can be submitted in CurricUNET by the end of the meeting.

8. Courses needing update from 10-11

Instructional Resources

LAC 200 Advanced Tutoring – Awaiting Course Author Revision

Language Arts

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

Physical Education & Athletics

PE 128 Advanced Golf – Submitted New number 129 – Awaiting Course Author Revision

Social & Behavioral Sciences

ED 140 Introduction to Education - Cannot be schedule 12-13

Ms. Maria Clinton stated that these courses were scheduled for review and revision last year but did not complete the process. She requested that the AP&P representatives remind faculty to revise their courses during the fall semester to avoid scheduling restrictions.

9. **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
Business and Computer Studies	
ACCT 115, Payroll Bookkeeping	No scheduling restrictions
ACCT 131, Introduction to Income Tax	No scheduling restrictions
BUS 203, Business Law	No scheduling restrictions
CA 103L, Intro to Microcomputers Lab	No scheduling restrictions
CA 132, Oracle SQL Database Mgt	No scheduling restrictions
CA 175, Admin Windows 2003 Server	No scheduling restrictions
CIS 101L, Intro to CIS Lab	No scheduling restrictions
CIS 161, Introduction to C Programming	No scheduling restrictions
MGT 105, Elements of Supervision	No scheduling restrictions
MGT 115, Human Behavior in Organization	No scheduling restrictions
MGT 212, Mgt Responsibility to Minority	No scheduling restrictions
MKTG 121, Salesmanship	No scheduling restrictions
OT 103, Advanced Computer Keyboarding	No scheduling restrictions
OT 121, Spreadsheets for the Office	No scheduling restrictions
OT 150, Basic Prin Coding Med Ofc	No scheduling restrictions
OT 152, Beg Medical Insurance	No scheduling restrictions
OT 205, Medical Office Procedures	No scheduling restrictions
OT 207, Legal Office Procedures I	No scheduling restrictions
Health Sciences	
CFE 102, The Developing Child	Cannot be scheduled 12-13
CFE 120, Infant/Toddler Development	No scheduling restrictions
CFE 177, ILP for Foster Youth	No scheduling restrictions
NS 200, Nursing Transition	Cannot be schedule Spring 2013
RADT 101, Introduction to Radiologic Technology	No scheduling restrictions
RADT 102, Patient Care in Radiology	No scheduling restrictions
RADT 103, Radiographic Positioning and Procedures I	No scheduling restrictions
RADT 104, Radiographic Principles I	No scheduling restrictions
RADT 106, Radiographic Clinical Practicum IA	No scheduling restrictions
RADT 107, Radiographic Positioning and Procedures II	No scheduling restrictions
RADT 108, Advanced Principles of Exposure	No scheduling restrictions
RADT 109, Radiation Physics	No scheduling restrictions
RADT 201, Radiologic Tech Clinical Practicum III	No scheduling restrictions
RADT 202, Radiographic Pathology	No scheduling restrictions
RADT 203, Flourosopic Imaging & Radiation Protect	No scheduling restrictions
RADT 204, Princ & Appl of Cross-Secl Anat in Imaging	No scheduling restrictions
RADT 207, Advanced Radiographic Procedures	No scheduling restrictions
RADT 208, Radiographic Certification Preparation	No scheduling restrictions
RADT 210, Principles of Venipunctures for Radiology	No scheduling restrictions
Instructional Resources	
LAC 100, Intro to Tutoring	Cannot be scheduled 12-13
LAC 200, Advanced Tutoring	Cannot be scheduled 12-13
Language Arts	
ENGL 235, Shakespeare: Tragedy & History	Cannot be schedule Spring 2013
ENGL 236, Shakespeare: Comedy, Romance	Cannot be schedule Spring 2013
ENGL 272, Literature of the Amer West	Cannot be schedule Spring 2013
SPAN 101HL, Elem Spanish for Heritage Learners I	No scheduling restrictions
Math and Engineering	
DRFT 125, Mechanical Drafting	Cannot be scheduled Spring 2013
DRFT 150, Intermediate 2-D Autocad	Cannot be scheduled Spring 2013
DRFT 230, Architectural Drafting II	Cannot be scheduled Spring 2013
ENGR 115, Basic Engineering Drawing	Cannot be scheduled Spring 2013

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

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

Ms. Maria Clinton stated that this list changes as courses are approved. If the course appears on this list then it has not received AP&P approval. Be sure to communicate this list to you divisions as soon as possible so that the faculty can implement the course revisions in CurricUNET.

10. ADJOURNMENT

A motion was made and seconded to adjourn the 8/25/11 AP&P Committee meeting at 4:35 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: September 8, 2011
LOCATION: BE 323 – Computer Room
TIME: 3:04 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Jeffrie Ahmad, Faculty	Tom Hutchison, Faculty	Lisa Karlstein, Faculty
Beverly Beyer, Faculty	Scott Lee, Faculty	Richard Coffman, Faculty
Maria Clinton, Cochair	Cynthia Littlefield, Faculty	
De’Nean Coleman-Carew	Mrs. Sharon Lowry, V. P. Academic Affairs	
Margaret Drake, Dean	Mike Rios, proxy	
Chris Dundee, ASO Student	LaDonna Trimble, Dean	
Lee Grishman, Articulation	Les Uhazy, Dean	
Linda Harmon, Faculty	Darcy Wiewall, Faculty	
	<u>GUESTS PRESENT</u>	
Nancy Cholvin	Dr. Magdalena Caproiu	

2011-2012
Academic Policies & Procedures Committee Meeting No. 2
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the September 8, 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

3. APPROVAL OF MINUTES

a. August 25, 2011

Ms. Maria Clinton stated that the minutes will be sent out by email next week with a request for a motion of approval. Motion tabled.

4. INFORMATIONAL ITEMS

a. AP&P Handbook – under construction

- <http://www.avc.edu/administration/organizations/app/documents.html>

b. 2011-12 Timeline/Meeting Dates

- Courses need to be approved by 12/8/2011 in order to be included in the 2012/13 College Catalog and class schedule
- <http://www.avc.edu/administration/organizations/app/dates.html>

c. CurricUNET – www.curricunet.com/avc

d. CORs that need to be revised this academic year – List at the end of the agenda

Ms. Maria Clinton stated that just a reminder to have the faculty responsible for each course at the end of this agenda to enter the changes into CurricUNET. Be sure to report the list of courses to your division at division meetings.

5. DISCUSSION ITEM

a. Program Learning Outcomes and AP&P approval of new/revised program

Ms. Maria Clinton requested that the committee consider requiring Program Learning Outcomes to be on file prior to our committees review of any changes to degrees or certificates. This is currently the practice when AP&P review course outline of record. If the course does not have established Student Learning Outcomes on file, then it is not placed on our agenda for consideration and approval. Since this is an accreditation issue, she feels we should implement the same requirements for programs. Mrs. Beverly Beyer asked whether we are asking faculty to enter the PLOs in CurricUNET. Ms. Clinton clarified that no we are simply verifying that approved PLOs are on file prior to a program revision or new development being placed on our agenda for review. Ms. Clinton stated that this item should be considered and it will be placed on the next agenda for approval.

- b. **Counselors request that AVC grant credit for IB courses consistent with what the CSU system accepts.**
- **Does AVC offer the courses that would be equivalent to the IB exams? If so who will approach the discipline faculty to request the consideration of IB courses? Do all disciplines work on this at once or has a critical list of areas been established that AP&P can focus on now?**

Ms. Maria Clinton stated that this item came to the committee from the Counseling office for review and consideration. She stated that we need to identify a method of getting this out to the faculty so they are able to review the exams and determine whether or not it is appropriate to grant students credit. Dr. Lee Grishman stated that these standardized tests need to be accepted by the college in order to benefit the students. He continued to state that the AP&P Committee needs to make the decision to accept these exams and faculty will have no choice but to give their students credit. He continued to state that we should establish criteria that is sufficient for these courses to be accepted and determine which courses meet that criteria, then it would be sent to the instructors to review. Mrs. Sharon Lowry stated that this is not something that can be taken out of the discipline faculty hands. Ms. Maria Clinton requested that the lists be brought up from the AP&P packet for the committee to review. Additional discussion took place regarding this issue at which Mrs. Sharon Lowry stated that this item has come to the committee back in 2006 she believes and the committee turned it down in totality. Dr. Les Uhazy stated that the Mathematics faculty have noticed that student who have taken the IB courses have taken our assessment test and scored below college level which indicated that the exams do not prepare mathematic students for college as it states. Ms. Maria Clinton asked if any other disciplines have noticed this same occurrence with students who have taken IB in high school. She also requested that the an IB list similar to the CLEP and AP list in the catalog be created to include the AVC course that best aligns with each exam through the addition of a new column. Dr. De'Neen Coleman-Carew volunteered to put this packet together for the AP&P committee so it may be disseminated to the discipline faculty for review and approval.

- c. **Counselors request that AVC grant the same number of units for AP courses as the CSU. By adopting this policy, the unit worth of the classes will not change when a student transfers from AVC to a CSU.**
- **Please identify the courses that are problematic on our list. Since page 45 of the catalog is reviewed and revised by Counseling and Matriculation, please make necessary changes to this list and send to AP&P for discussion and/or approval.**

Dr. De'Neen Coleman-Carew stated that this came up because the CSU accepts different unit values for the AP and CLEP exams. Dr. Lee Grishman stated that this will always occur since each CSU has the ability to set the acceptable unit value at different amounts. Ms. Maria Clinton stated that we will strike this item then. Dr. De'Neen Coleman-Carew stated that she will review her notes again on this topic and bring it back to the committee if necessary.

- d. **Counselors request that an additional means of meeting the Reading Proficiency Requirement for Graduation from AVC be added - That being completion of an Associate Degree or higher from a Regionally Accredited College or University.**

- [Title 5 55063 references Reading Proficiency](#)
- [College of the Canyons, College Catalog, page 24](#)
- [College of Sequoia, College Catalog, page 63](#)
- [Shasta College, page 18](#)
- [Mesa College, page 85](#)

Ms. Maria Clinton stated that the reading requirement proficiency has deterred several students in the completion of their degree. She requested that each of the noted college catalogs be brought up for our consideration in revising our reading proficiency requirement. Ms. LaDonna Trimble stated that students who have completed all degree requirements are being told to take the reading assessment and 100% of those students pass the exam. As a result, we need to determine if this is economically appropriate to be requiring this exam for those students who already have a degree but have returned to school to get a second associate degree. Ms. Jeffrie Ahmad asked whether the reading faculty were aware that AP&P was looking at the reading proficiency. Ms. Clinton stated that the reading faculty were invited to attend and are aware that we are evaluating this graduation requirement. Mrs. Maggie Drake stated that this is clearly a road block for successful students and in order to assist those students we need to take down the road blocks. She asked whether or not we could gather data that compares student cut scores on the assessment to success in English 101. Mrs. Sharon Lowry stated that we need to be sure to look at ENGL 101 and evaluate the proficiency level stated on the course. Currently the course carries an advisory of "Eligibility of READ 099," which we need to make sure this is revised if this course will meet the college level reading proficiency requirement. We may also wish to revise ENGL 101 to include a reading requirement so to allow this one course to meeting the reading and writing proficiency requirements. Ms. Maria Clinton stated that she would get with the research department to gather the data necessary to assist us in making this decision. This will return to the next agenda for evaluation of the data.

6. REPORTS (limited to 5 min. each)

a. CurricUNET Update

- **On-Site Training – 2 hour blocks**
 1. **Thursday, September 15, 2011 – (Computer Lab)**
 - **3:00-5:00 p.m.**
 2. **Tuesday, September 27, 2011 – (Computer Lab)**
 - **3:00-5:00 p.m.**
 3. **Tuesday, October 4, 2011**
 - **9:00-11:00 a.m.**
 4. **Thursday, October 20, 2011**
 - **5:00-7:00 p.m.**

Ms. Maria Clinton stated that this is just a reminder that faculty can attend these trainings in order to receive assistance in the use of CurricUNET.

7. ACTION ITEMS – First Reading – Course Revisions

Dr. Magdalena Caproiu will arrive at 3:40

a. LAC 200 Advanced Tutoring

3 units, 3 hours weekly

A motion was made and seconded to approve the course revisions made to LAC 200 Advanced Tutoring. Dr. Magdalena Caproiu 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.

8. Courses needing update from 10-11

Instructional Resources -

LAC 200 Advanced Tutoring – Agenda Ready

Language Arts -

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

Physical Education & Athletics -

PE 128 Advanced Golf – Submitted New number 129 – Awaiting Course Author Revision

Social & Behavioral Sciences -

ED 140 Introduction to Education - Cannot be schedule 12-13

9. 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
Business and Computer Studies	
ACCT 115, Payroll Bookkeeping	No scheduling restrictions
ACCT 131, Introduction to Income Tax	No scheduling restrictions
BUS 203, Business Law	No scheduling restrictions
CA 103L, Intro to Microcomputers Lab	No scheduling restrictions
CA 132, Oracle SQL Database Mgt	No scheduling restrictions
CA 175, Admin Windows 2003 Server	No scheduling restrictions
CIS 101L, Intro to CIS Lab	No scheduling restrictions
CIS 161, Introduction to C Programming	No scheduling restrictions
MGT 105, Elements of Supervision	No scheduling restrictions
MGT 115, Human Behavior in Organization	No scheduling restrictions
MGT 212, Mgt Responsibility to Minority	No scheduling restrictions
MKTG 121, Salesmanship	No scheduling restrictions
OT 103, Advanced Computer Keyboarding	No scheduling restrictions
OT 121, Spreadsheets for the Office	No scheduling restrictions
OT 150, Basic Prin Coding Med Ofc	No scheduling restrictions
OT 152, Beg Medical Insurance	No scheduling restrictions
OT 205, Medical Office Procedures	No scheduling restrictions
OT 207, Legal Office Procedures I	No scheduling restrictions
Health Sciences	
CFE 102, The Developing Child	Cannot be scheduled 12-13
CFE 120, Infant/Toddler Development	No scheduling restrictions
CFE 177, ILP for Foster Youth	No scheduling restrictions
NS 200, Nursing Transition	Cannot be schedule Spring 2013
RADT 101, Introduction to Radiologic Technology	No scheduling restrictions
RADT 102, Patient Care in Radiology	No scheduling restrictions
RADT 103, Radiographic Positioning and Procedures I	No scheduling restrictions

RADT 104, Radiographic Principles I	No scheduling restrictions
RADT 106, Radiographic Clinical Practicum IA	No scheduling restrictions
RADT 107, Radiographic Positioning and Procedures II	No scheduling restrictions
RADT 108, Advanced Principles of Exposure	No scheduling restrictions
RADT 109, Radiation Physics	No scheduling restrictions
RADT 201, Radiologic Tech Clinical Practicum III	No scheduling restrictions
RADT 202, Radiographic Pathology	No scheduling restrictions
RADT 203, Fluoroscopic Imaging & Radiation Protect	No scheduling restrictions
RADT 204, Princ & Appl of Cross-Secl Anat in Imaging	No scheduling restrictions
RADT 207, Advanced Radiographic Procedures	No scheduling restrictions
RADT 208, Radiographic Certification Preparation	No scheduling restrictions
RADT 210, Principles of Venipunctures for Radiology	No scheduling restrictions
Instructional Resources	
LAC 100, Intro to Tutoring	Cannot be scheduled 12-13
LAC 200, Advanced Tutoring	Cannot be scheduled 12-13
Language Arts	
ENGL 235, Shakespeare: Tragedy & History	Cannot be schedule Spring 2013
ENGL 236, Shakespeare: Comedy, Romance	Cannot be schedule Spring 2013
ENGL 272, Literature of the Amer West	Cannot be schedule Spring 2013
SPAN 101HL, Elem Spanish for Heritage Learners I	No scheduling restrictions
Math and Engineering	
DRFT 125, Mechanical Drafting	Cannot be scheduled Spring 2013
DRFT 150, Intermediate 2-D Autocad	Cannot be scheduled Spring 2013
DRFT 230, Architectural Drafting II	Cannot be scheduled Spring 2013
ENGR 115, Basic Engineering Drawing	Cannot be scheduled Spring 2013
ENGR 120, Introduction 2-D Autocad	Cannot be scheduled Spring 2013
MATH 050C,	
MATH 050D,	
MATH 050E,	
MATH 050F,	
MATH 060C,	
MATH 060D,	
MATH 060E,	
MATH 060F,	
MATH 070C,	
MATH 070D,	
MATH 070E,	
MATH 070F,	
MATH 080C,	
MATH 080D,	
MATH 080E,	
MATH 080F,	
MATH 102C,	
MATH 102D,	
MATH 102E,	
MATH 102F,	
MATH 130C,	
MATH 130D,	
MATH 130E,	
MATH 130F,	
MATH 135C,	
MATH 135D,	
MATH 135E,	
MATH 140C,	
MATH 140D,	

MATH 140E,	
MATH 140F,	
MATH 140G,	
MATH 120, Math for Teachers	Cannot be scheduled 12-13
MATH 099, Individualized Self-Study Math	Cannot be scheduled Spring 2013
MATH 070, Elementary Algebra	Cannot be scheduled Spring 2013
MATH 070A, Elementary Algebra-1st Half	Cannot be scheduled Spring 2013
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Social & Behavioral Sciences	
POLS 120, International Organizations	Cannot be schedule Spring 2013
PSY 211, Intro Chicano Psychology	Cannot be schedule Spring 2013
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ELTE 254, Radio Telephone License	No scheduling restrictions
ELTE 101, Survey of Electronics	Cannot be schedule Spring 2013
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ART 216, Life Drawing	Cannot be scheduled 12-13
ART 298, Special Studies in Art	Cannot be scheduled 12-13
ART 116, Illustration	No scheduling restrictions
ART 213, Advanced Painting	No scheduling restrictions
ART 223L, Advanced Computerized Drawing Lab	No scheduling restrictions
ART 223, Advanced Computerized Drawing	No scheduling restrictions
ART 225L, Adv Computerized Life Drawing Lab	No scheduling restrictions
ART 225, Adv Computerized Life Drawing	No scheduling restrictions
ART 130, Ceramics	Cannot be schedule Spring 2013
ART 131, Ceramics	Cannot be schedule Spring 2013
ART 132, Intro to Ceramics Hand Bldg	Cannot be schedule Spring 2013
ART 100, Art Appreciation	Cannot be schedule Spring 2013

ART 121L, Intro to Computer Drawing Lab	Cannot be schedule Spring 2013
ART 121, Intro to Computer Drawing	Cannot be schedule Spring 2013
THA 121, Theatre Production	Cannot be scheduled 12-13

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10. ADJOURNMENT

A motion was made and seconded to adjourn the 9/8/11 AP&P Committee meeting at 4:30 p.m. Motion carried.

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ANTELOPE VALLEY COLLEGE
Office of the Dean of Enrollment Services

**PETITION FOR CREDIT BY EXAMINATION
INFORMATION, CONDITIONS AND RESTRICTIONS**

INFORMATION:

A currently enrolled student may challenge certain courses offered by the College for any of the following purposes:

- Satisfying prerequisites.
- Meeting graduation unit requirements.
- Obtaining course credit for equivalent experience or competency.

Students MAY NOT be registered for the course being challenged.

Students may be permitted to obtain credit by examination in selected subjects designated by a division in which the course is taught. A fee is charged for each examination. Students must be qualified to challenge a course by examination through satisfaction of prerequisites for the course or previous experience or training. The grade and credits received after satisfactory completion of examinations will be entered on the student's permanent record. The student's academic record shall be clearly annotated to reflect that the credit was earned by examination.

The results of the examination will be entered on the student's record. At the time a request is submitted, students must indicate whether they wish a letter grade, or a grade of "Pass/No Pass" (if allowed).

One year must elapse before a request for re-examination will be considered.

CONDITIONS AND RESTRICTIONS:

1. Students must be currently enrolled at AVC.
2. Students must submit challenge forms within the first four weeks of the semester.
3. Students challenging a course must complete the examination by Friday of the seventh week of the semester.
4. Students may challenge a maximum of four courses during their enrollment at AVC.
5. Challenge forms are available only in the fall and spring semesters. Summer forms are available only with the written permission of the instructor.
6. The units received by examination may not be used to satisfy the college's residency requirements.
7. Credit received is not applicable for financial aid, veteran's pay, or athletic eligibility.

**PETITION FOR CREDIT BY EXAMINATION
REQUEST PROCEDURE**

PROCEDURE:

1. Students requesting credit by examination must be currently registered at AVC and actively participating in course (s). Students MAY NOT be enrolled in the course they are challenging.
2. A student wishing to challenge a course must submit the completed Petition for Credit by Examination form to Admission and Records within the first four weeks of the semester. The form shall indicate if the course is to be challenged for grade or "Pass/No Pass".
3. Students whose form has been approved by Admissions & Records will be required to pay the current per-unit enrollment fee to the Cashier's Office.
4. The student then submits the form to the appropriate Division Dean and instructor for approval. It is the student's responsibility to make the necessary arrangements with the instructor.
5. The student should request a copy of the completed Petition for Credit by Examination form from the Division.
6. The form is forwarded to Admissions & Records by the Division Office with the final grade.
7. The grade will be posted to the record at the end of the semester.
8. The student is notified that a change has been made to their academic record by email.

ANTELOPE VALLEY COLLEGE
Office of Academic Affairs

CREDIT BY EXAMINATION COURSE LIST
(Challenge List)

BUSINESS, COMPUTER STUDIES AND ECONOMIC DEVELOPMENT

ACCT 111, 113	Bookkeeping, II
ACCT 121	Microcomputer Accounting
ACCT 201	Financial Accounting
ACCT 205	Managerial Accounting
BUS 101	Introduction to Business
BUS 105	Business Mathematics
BUS 111	Business English
BUS 201	Business Law
CA 103	Introduction to Microcomputers
CA 111	Word Processing – Microsoft Word
CA 121	Microcomputer Spreadsheets
CA 171	Introduction to Networking
CA 173	Novell Netware System Administration
CA 175	Administering Windows 2003 Server
CA 176	Windows 2003 Networking
CA 221	Computer Concepts and Applications in Business
CIS 101	Introduction to Computer Information Science
CIS 121	Computer Mathematics
MGT 101	Management Principles
MGT 105	Elements of Supervision
MGT 115	Human Behavior in Organizations
MGT 121	Human Resources Management
MGT 201	Small Business Management
MKTG 101	Principles of Marketing
MKTG 112	Introduction to Advertising
MKTG 121	Salesmanship
OT 101	Beginning Computer Keyboarding
OT 102	Intermediate Computer Keyboarding
OT 103	Advanced Computer Keyboarding
OT 121	Spreadsheets for the Office
OT 152	Beginning Medical Insurance
RE 111	Real Estate Finance
RE 121	Legal Aspects of Real Estate
RE 141	Escrow Principles
RE 161	Property Management

HEALTH SCIENCES

MOA 101	Beginning Medical Terminology
MOA 102	Advanced Medical Terminology
NS 110	Professional Nursing I
NS 111	Fundamentals of Nursing Science
NS 120	Professional Nursing II
NS 121	Obstetrical, Neonatal, and Women's Health

NS 122	Medical/Surgical Nursing I
NS 230	Professional Nursing III
NS 231	Pediatric/Community Health Nursing
NS 232	Psychiatric/Geriatric/Community Health Nursing
NS 240	Professional Nursing IV
NS 241	Medical/Surgical Nursing II
VN 109	Fundamentals of Patient care for Vocational Nurses
VN 110	Self-Care Fundamentals and Pharmacology
VN 111	Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient
VN 112	Nursing to Promote Self-Care Agency in the Adult
VN 113	Nursing Leadership to Promote Self-Care Agency in the Adult

LANGUAGE ARTS

CHIN 101, 102	Elementary Chinese 1, 2
DFST 101, 102	American Sign Language I, II
FREN 101, 102	Elementary French 1, 2
GER 101, 102	Elementary German 1, 2
LATN 101, 102	Elementary Latin 1, 2
SPAN 101, 102	Elementary Spanish

MATH, SCIENCE AND ENGINEERING

ASTR 101	Astronomy
BIOL 104	Environmental Biology
ENGR 110	Engineering Orientation and Basic Skills
ENGR 115	Basic Engineering Drawing
ENGR 120	Introduction to 2-D Autocad
ENGR 185	Digital Logic and Design
GEOG 101	Physical Geography: Earth's Surface Landscapes
GEOL 101	Physical Geology
MATH 050	Arithmetic
MATH 060	Prealgebra
MATH 070	Elementary Algebra
MATH 080	Plane Geometry
MATH 102	Intermediate Algebra
MATH 115	Statistics
MATH 125	Math for Business and Economics
MATH 130	College Algebra
MATH 135	Plane Trigonometry
MATH 140	Precalculus
MATH 150, 160, 250	Calculus and Analytic Geometry
MATH 210	Discrete Mathematics
MATH 220	Linear Algebra
MATH 230	Introduction to Ordinary Differential Equations

PHYSICAL EDUCATION

ATH 100	Introduction to Athletic Training
HE 101	Health Education

PE 190	Introduction to Physical Education
PE 191	First Aid and Emergency Care
PE 193, 194	Officiating-Fall Sports, Spring Sports
PE 195	Sports Appreciation

SOCIAL AND BEHAVIORAL SCIENCES

ANTH 101	Introduction to Physical Anthropology
ANTH 102	Introduction to Cultural Anthropology
ANTH 103	Introduction to Prehistory

TECHNICAL EDUCATION

ABDY 112	Basic Auto Body Repair
ABDY 122	Basic Automotive Refinishing
ACRV 112	Basic Refrigeration Systems
ACRV 113	Basic Refrigeration Controls
ACRV 122	Residential Air Conditioning Systems
ACRV 123	Residential Air Conditioning Controls
AERO 280	Aircraft General – Written Test Review
AERO 281	Aircraft Airframe – Written Test Review
AERO 282	Aircraft Powerplant – Written Test Review
AFAB 110	Basic Blueprint Interpretation
AFAB 115	Aircraft Structure
AFAB 130	Aerospace Workplace Issues and Ethics
AGRI 102	Plant Pest Control
AGRI 104	Nursery Practices
AGRI 110	Basic Landscape Design
AGRI 112	Plant and Landscape Maintenance
AGRI 132	Turf and Landscape Maintenance
AGRI 134, 234	Plant Identification I, II
AGRI 153	Landscape Construction – Concrete and Masonry
AGRI 155	Landscape Construction – Wood and Lighting
AGRI 210	Advanced Landscape Design
AGRI 212	Interior Plantscape
AGRI 220	Landscape Irrigation
AGRI 230	Soils and Plant Nutrition
AGRI 250	Landscape Management
AJ 101	Introduction to Administration of Justice
AJ 102	Criminal Law
AJ 103	Criminal Evidence
AJ 104	Introduction to Corrections
AJ 204	Juvenile Procedures
CT 105	Principles of Sewing
ELEC 110	Fundamentals of Electricity
ELEC 115	Electrical Codes and Ordinances
ELEC 130	Alternating Current Theory
ELTE 110	Electronics Mathematics
ELTE 125	Direct Current and Alternating Current Principles
ELTE 130	Digital Circuit Analysis
FTEC 111	Fire Protection Organization
FTEC 112	Fire Prevention Technology
FTEC 113	Fire Protection Equipment and Systems

FTEC 114	Building Construction for Fire Protection
FTEC 115	Fire Behavior and Combustion
ID 100	Introduction to Interior Design
ID 150	History of Design I
ID 160	Material Selection for Interior Design
ID 201	History of Design II
ID 230	Fundamentals of Lighting Design
ID 250	Professional Interior Design Business Practices

VISUAL AND PERFORMING ARTS

ART 101	History of Art, Prehistoric to Gothic
ART 102	History of Art, Renaissance to Modern
DM 101	Digital Media Arts (formally CG 101/MM 101 Introduction to Digital Media Arts)
DM 103	Graphic Design I (formally CG 103 Computer Imaging I)
DM 113	Photoshop I (formally CG 113 Digital Photographic Imaging)
DM 115	Graphic Communication I (formally CG 115 Graphic Communication I)
MUS 111	Fundamentals of Music
MUSC 112	Commercial Music Theory
MUS 131, 132	Keyboard Skills I, II
MUS 151	Beginning Music Theory (formerly Music Writing and Analysis I)
MUS 153	Beginning Musicianship (formerly Musicianship I)
MUS 255A	Beginning Keyboard Harmony
MUS 255B	Advanced Keyboard Harmony
MUS 291	Applied Music
PHOT 101	Photography
PHOT 201	Advanced Photography

<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>	Yes	No	<i>If yes, assigned for review by (e.g. AP&P):</i>	AP&P	
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>	11/4/11	
<i>Collective bargaining issue?</i>	Yes	No	<i>If yes, 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 yes, 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 yes, assigned for review by (e.g. Dean of Enrollment Services):</i> <i>If no, 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: