

**ANTELOPE VALLEY COLLEGE**  
**Academic Affairs Office**

DATE: February 28, 2013

LOCATION: BE 321 – Computer Room

TIME: 3:00 p.m.

<b>MEMBERS PRESENT</b>			<b>MEMBERS ABSENT</b>
Jeffrie Ahmad	Linda Harmon	Donna Meyer	De'Nean Coleman-Carew Sharon Lowry Denise Walker
Richard Coffman	Tom Hutchison	LaDonna Trimble	
Karen Cowell	Lisa Karlstein	Les Uhazy	
Chris Dundee	Maria Kelly (proxy)	Denise Walker	
Tooraj Gordi	Scott Lee		
Lee Grishman (proxy)	Cynthia Littlefield		
<b>GUESTS PRESENT</b>			
De'Nean Coleman-Carew	Charlotte Forte-Parnell	Gary Roggenstein	

**2012-2013**  
**Academic Policies & Procedures Committee Meeting No. 9**  
**MINUTES**

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

The meeting was called to order at 3:03 p.m. by Mrs. Linda Harmon, AP&P Faculty Co-Chair.

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

Mrs. Harmon stated that she was looking at the list of courses we have to do for next year, and trying to determine which classes can be left off for next year. Don't have that but going with the list and get them done.

**3. APPROVAL OF MINUTES**

a. February 14, 2013 Minutes

A motion was made and seconded to approve the minutes of the February 14, 2013 AP&P meeting. Motion carried.

**4. INFORMATIONAL ITEMS**

a. 2013-14 AP&P Deadline – Courses and Programs need to be approved by 11/14/2013 for Fall 2014 inclusion

- CORs that need to be revised this academic year – List at the end of the agenda
- TMC Degrees that need to be developed and brought to AP&P – List at the end of the agenda

Mrs. Harmon noted that the courses and programs listed at the end of the agenda would need to be approved by the November 14, 2013 meeting. However, it was noted that many of the courses listed have already been completed and should be taken off the list.

b. Existing Programs in CurricUNET – Contact Melissa prior to creating a program copy

c. Establish Proxy for voting purposes by submitting a memo to AP&P

Mrs. Harmon reported that there were still a few divisions that had not submitted a memo identifying who their proxy would be.

- d. CurricUNET Workshops – COR and Program Development Assistance
- Attendees can claim a maximum of 3 hours of Standard 1 Flex credit
    1. Tuesday, March 12, 2013, 10:30a.m.-2:30p.m. – BE 321 (Linda Harmon)
    2. Wednesday, March 13, 2013, 8:00-10:50a.m. – BE 321 (Linda Harmon)
    3. Wednesday, March 27, 2013, 1:00-4:00p.m. – BE-321 (Linda Harmon)
    4. Tuesday, April 9, 2013, 12:00-4:00p.m. – BE-321 (Linda Harmon)

Mrs. Harmon reported that she was still awaiting clarification as to whether flex credit could be given for these workshops. However, she still plans on conducting the workshops even if flex credit is not allowed for the presenters. Dr. Cowell asked where the list of attendees at prior workshops was located and it was noted that the list was maintained in the Academic Senate office.
- e. Reviewing the Mission Statement
- Mrs. Harmon reported that the committee members need to review the Mission Statement with their divisions and bring back any changes to the document to the AP&P meeting of March 28, 2013.
- f. Repeatability
- Mrs. Ahmad reported that she had passed on the information to Tom Graves and had not received any feedback as yet. However, the research on this was done last year, and she didn't think there would be many changes. Gary Roggenstein noted that he has discussed concerns with his associates regarding intercollegiate athletics and was told that some top codes were being changed. He was hoping to have some clarification from the Chancellor's Office sometime in March.
- g. TMC Report
- h. CSUGE/IGETC Course Designation
- IGETC – (Requested Spring 2012 and prior)
    1. ECON 100 – Area 4
    2. GEOG 101L – Area 5C
    3. PHIL 109 – Area 3
    4. POLS 200 – Area 4
    5. SOC 200 – Area 4
  - IGETC – (Current)
    1. CHIN 201 – Area 3B
    2. CHIN 202 – Area 3B
    3. GEOL 102L – Area 5A
    4. MATH 124 – Area 2A
    5. MATH 148 – Area 2A
    6. THA 130 – Area 3A
  - CSU/GE - (Requested Spring 2012 and prior)
    1. ART 150 – Area C1
    2. ECON 100 – Area D2
    3. PHIL 109 – Area C2
    4. POLS 200 – Area D8
    5. SOC 200 – Area D10
  - CSU/GE - (Current)
    1. BIOL 205 – Area B2, B3
    2. CFE 211 – Area D7
    3. CHIN 201 – Area C2
    4. ENGR 125 – Area B4
    5. MATH 148 – Area B4
    6. MUS 130 – Area C1
    7. NF 103 – Area E

**5. ACTION ITEM – Substantial Program Revisions**

- a. English, Transfer  
A motion was made and seconded to approve the revisions to the English, Transfer program. Mr. Mark Hoffer was present to discuss the revisions made to the program. Motion carried.
- b. English, Non-Transfer  
A motion was made and seconded to approve the revision to the English, Non-Transfer program. Mr. Mark Hoffer was present to discuss the revisions made to the program. Motion carried.

**6. ACTION ITEM – New Program Development**

- a. Early Childhood Education, AA-T
- b. English AA-T
- c. Geology, AS-T
- d. History, AA-T
- e. Music, AA-T  
A motion was made and seconded to approve Music, AA-T. Dr. Berkeley Price was present to discuss the program, and Dr. Grishman asked about the fundamentals of music for a student who was already proficient in that area. Dr. Price responded that they can test out of it, although it is required for the degree. Motion carried.
- f. Physics, AS-T  
A motion was made and seconded to table items (a), (b), (c), (d) and (f) because the PLOs were not complete. Motion carried.

**7. CONTINUING AP&P 11-12 AGENDA ITEMS**

- a. Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing Proficiency levels  
Mrs. Trimble reported that she had received information from Dr. Coleman regarding the requirement for an Associate's Degree with a proficiency test, and Mrs. Trimble referred to Section 55063 of Title 5. After discussion it was suggested that the following information be included in the statement: "Students are cautioned that other colleges and universities may restrict the acceptance of courses taken on a Pass/No Pass basis, especially for satisfaction of general education and major requirements. Students planning to transfer should check college catalogs for applicable policies. The Pass/No Pass option is elected by the student per the deadline specified in the class schedule and cannot be reversed. **NOTE:** Pass notation does not demonstrate competency for proficiency requirements." Mrs. Ahmad will work with her faculty and bring the wording back to the next meeting.
- b. Repeatability of courses
- c. Content Review and Course Validation Process for Prerequisites

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

- a. UC Changes in COR and Textbook Requirements
  - Changes our revision cycle to 4 years for all courses
  - Discuss, Collect Comments, and Report to AP&P on February 28, 2013
    - Business, Computer Studies and Economic Dev.
    - Health Sciences
    - Kinesiology, Athletics and Dance
    - Social and Behavioral Sciences
    - Student Services/Counseling

- Instructional Resources/Extended Services
- Language Arts
- Math & Engineering
- Science
- Technical Education
- Visual and Performing Arts

b. Proficiency Requirements upon Graduation 12-13 College Catalog, page 50, top of third column (Memos are attached)

Discuss, Collect Comments, and Report to AP&P on November 8, 2012

• **Writing:** Completion of ENGL 101 with a minimum grade of “C.” NOTE: Completion of ENGL 101 with a “P” (Pass) option does not satisfy this requirement.

- Business, Computer Studies and Economic Dev.
- Health Sciences
- Instructional Resources/Extended Services
- Language Arts
- Math & Engineering
- Science
- Kinesiology, Athletics and Dance
- Social and Behavioral Sciences
- Student Services/Counseling
- Technical Education
- Visual and Performing Arts

c. Course to meet both the major and general education requirements for local degrees

- Current Policy: 12-13 College Catalog, page 49, top of third column: No course may be counted as meeting both a GE requirement and a major requirement in any District degree.
- Evaluate our degrees, discuss with discipline faculty in your divisions and report to AP&P on November 8, 2012
- Business, Computer Studies and Economic Dev.
- Health Sciences
- Instructional Resources/Extended Services
- Language Arts
- Math & Engineering
- Science
- Kinesiology, Athletics and Dance
- Social and Behavioral Sciences
- Student Services/Counseling
- Technical Education
- Visual and Performing Arts

**9. ACTION ITEM**

a. Proficiency Requirements: Writing

A motion was made and seconded to table this item until the next meeting. Motion carried.

**10. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

Area of Study	Template Attached	Articulation Agreements	PLO	CurricUNET Status
1. Anthropology				
2. Computer Science				
3. Early Childhood Education	X	NA	NEEDED	Submitted – Agenda Ready
4. Elementary Teacher Education				
5. English	X	X	NEEDED	Submitted – Articulation and

				Library
6. Geology	X	NA	NEEDED	Submitted – Agenda Ready
7. History	X	X	NEEDED	Submitted – Awaiting Fac
8. Journalism				
9. Music	X	NA	NEEDED	Submitted – Dean and AP&P Rep
10. Philosophy				Still pending template from State
11. Physics	X	NA	NEEDED	Submitted – Agenda ready
12. Spanish				Still pending template from State

**Completed AVC AA-T/AS-T Degrees**

- 13. Administration of Justice
- 14. Art History
- 15. Business Administration
- 16. Geography
- 17. Political Science
- 18. Psychology
- 19. Sociology
- 20. Theatre Arts
- 21. Communication Studies
- 22. Mathematics
- 23. Kinesiology
- 24. Studio Arts

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

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 12/13/12	Status
<b>Counseling/Student Services</b>			
EOPS 060, Enrichment Class		Cannot schedule 13-14	Submitted – Agenda
<b>Instructional Resources/Extended Services</b>			
LIB 105, Libraries and Information		Cannot schedule 13-14	Submitted – Agenda

<b>Language Arts</b>			
CHIN 101, Elementary Chinese I		Cannot schedule 13-14	<i>Submitted – Agenda</i>
CHIN 102, Elementary Chinese 2		Cannot schedule 13-14	<i>Submitted – Agenda</i>
<b>Science</b>			
CHEM 212, Organic Chemistry Support Laboratory		Cannot schedule 13-14	<i>Submitted – Agenda</i>
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 102, Phys Geog: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 298A, Special Studies in GIS		Cannot schedule 13-14	<i>Submitted– Awaiting Faculty</i>
GEOG 298B, Special Studies in GIS		Cannot schedule 13-14	<i>Submitted– Awaiting Faculty</i>
GEOG 298C, Special Studies in GIS		Cannot schedule 13-14	<i>Submitted– Awaiting Faculty</i>
<b>Kinesiology, Athletics and Dance</b>			
KIN 230, Intercollegiate Women's Soccer		Cannot schedule 13-14	<i>Submitted – Agenda</i>
<b>Visual and Performing Arts</b>			
ART 145L, Design and Color Lab		Cannot schedule 13-14	<i>Submitted – Agenda</i>
ART 160, Painting/Drawing Techniques		Cannot schedule 13-14	<i>Submitted – Agenda</i>
ART 219, Intermediate Illustration		Cannot schedule 13-14	<i>Submitted – Agenda</i>
FTV 101, Introduction to Film		Cannot schedule 13-14	<i>Submitted – Agenda</i>
FTV 215, Directing for Film & Video		Cannot schedule 13-14	<i>Submitted – Agenda</i>
FTV 242, Writing and Pre-Production of the Short Film		Cannot schedule 13-14	<i>Submitted – Agenda</i>
FTV 261, Religion and Cinema		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUS 191, Treble Choir-Children's Music		Cannot schedule 13-14	Submitted
MUS 258, Composition		Cannot schedule 13-14	Submitted

MUSC 123, Stage Voice Workshop		Cannot schedule 13-14	Submitted – <i>Agenda</i>
MUSC 141, Concert Attendance		Cannot schedule 13-14	Submitted – <i>Agenda</i>
MUSC 176, Beginning Rock Band Workshop		Cannot schedule 13-14	Submitted – <i>Agenda</i>
MUSC 224, Jazz Improvisation Workshop		Cannot schedule 13-14	Submitted – <i>Agenda</i>
MUSC 225, Commercial Music Ensemble		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 120A, Rehear&Perform: Drama		Cannot schedule 13-14	Submitted – <i>Agenda</i>
THA 120B, Rehear&Perform: Comedy		Cannot schedule 13-14	Submitted – <i>Agenda</i>
THA 120C, Rehear&Perform: Musical Theatre		Cannot schedule 13-14	Submitted – <i>Agenda</i>
THA 130, Improvisation		Cannot schedule 13-14	Submitted – <i>Agenda</i>
THA 133, Makeup for the Stage		Cannot schedule 13-14	
THA 205, Advanced Acting Workshop		Cannot schedule 13-14	Submitted – <i>Agenda</i>
THA 215, Acting for the Camera		Cannot schedule 13-14	Submitted – <i>Agenda</i>
THA 218, Audition Tech for the Actor		Cannot schedule 13-14	Submitted – <i>Agenda</i>
THA 220, Fundamentals of Directing		Cannot schedule 13-14	Submitted – <i>Agenda</i>

**12.ADJOURNMENT**

A motion was made and seconded to adjourn the 02/28/2013 AP&P Committee meeting at 3:56 p.m.  
 Motion carried.

**NON-DISCRIMINATION POLICY**

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