

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

TO:

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

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

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: April 10, 2012

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting  
**Thursday, April 12, 2012, BE 321 (Computer Lab), 3:00-5:30pm**

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**2011-2012**  
**Academic Policies & Procedures Committee Meeting No. 11**  
**AGENDA**

- 1. CALL TO ORDER AND ROLL CALL**
- 2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**
- 3. APPROVAL OF MINUTES**
  - a. March 22, 2012
- 4. INFORMATIONAL ITEMS**
  - a. Chancellor's Office Request for TMCs
  - b. Credit by Exam list
  - c. THA 101 – request to remove from approval process
  - d. CSUGE/IGETC Course Designation
    - IGETC
      1. ECON 100 – Area 4
      2. GEOG 101L – Area 5
      3. PHIL 109 – Area 3
      4. POLS 200 – Area 4
      5. SOC 200 – Area 4
    - CSU/GE
      1. ART 150 – Area C1
      2. ECON 100 – Area D2
      3. HD 102 – Area E
      4. PHIL 109 – Area C2
      5. POLS 200 – Area D8
      6. SOC 200 – Area D10
- 5. DISCUSSION ITEM**
  - a. Lapse of Time – 36 Months
  - b. AP 5075 Course Adds and Drops
  - c. AP 4225 Course Repetition
  - d. AP 4105 Distance Education
  - e. AP 4102 Occupational/Vocational Technical Programs
- 6. REPORTS (limited to 5 min. each)**
  - a. AP 4100 Graduation Requirements for Degrees and Certificates (Reading Proficiency)
  - b. Mission Statement

- c. Double Counting for Local Degrees

**7. ACTION ITEMS**

- a. AP 4100 Graduation Requirements for Degrees and Certificates (Title 5, 55064)
- b. HD 102 Reverse approval
- c. AP 4105 Distance Education
- d. AP 4102 Occupational/Vocational Technical Programs
- e. Request to change Prerequisites for MATH 070B and MATH 102B (Memo)

**8. ACTION ITEM – Request to Deactivate Courses**

- a. WELD 211, Performance Welding-Oxyacetylene Welding Processes

**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	Status
<b>Math and Engineering</b>		
MATH 070C,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070D,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070E,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070F,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 099, Individualized Self-Study Math	Cannot schedule Spring 2013	

**10. 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>Business, Computer Studies and Economic Development</b>			
CA 107, Micro Hardware/Software Support			
CA 111, Word Processing-Microsoft Word			
CIS 157, Introduction to LINUX			
CIS 173, Intro to C++ Programming			
MGT 201, Small Business Management			
RE 101, Real Estate Principles			
RE 105, Real Estate Practices			
RE 111, Real Estate Finance			
RE 121, Legal Aspects of Real Estate			
RE 131, Real Estate Appraisal			
RE 141, Escrow Principles			
RE 161, Property Management			
<b>Counseling/Student Services</b>			
EOPS 060, Enrichment Class			
<b>Health Sciences</b>			
AH 101/101CL, Principles of Nursing Science			
CFE 150, Parenting: Infancy			
CFE 151, Parenting: Preschool Child			
CFE 152, Parenting: Elem Preadolescent			
CFE 155, Single Parenting			
CFE 156, Step-parenting Blended Family			
CFE 157, Parenting Exceptional Child			
NF 110, Sports Nutrition			
<b>Instructional Resources/Extended Services</b>			
LIB 101, Intro to Library Research			
LIB 105, Libraries and Information			
<b>Language Arts</b>			
CHIN 101, Elementary Chinese I			
CHIN 102, Elementary Chinese 2			
COMM 217, Gender and Communication			
DFST 101L, ASL I Skill Building Lab			

DFST 204, Struct of American Sign Lang			
DFST 205, Numbers, Fingerspelling, Classifiers			
DFST 206, Creative Signing			
ENGL 061, Grammar and Mechanics			
ENGL 062, Basic Writing			
ENGL 063, Vocabulary			
ENGL 064, Spelling			
ENGL 227, Engl Literature 1900-Present			
ENGL 230, Antiquity to Renaissance			
ENGL 231, Since the Renaissance			
ENGL 233, Bible as Lit-Old Testament			
ENGL 234, Bible as Lit-New Testament			
ENGL 240, Studies in Poetry			
ENGL 242, Studies in Fiction Short Story			
ENGL 244, Studies in Fiction The Novel			
ENGL 246, Survey of Drama (Beginnings to 1878)			
ENGL 248, Survey of Modern & Contemporary Drama (from 1879)			
ENGL 250, Cross-Cultural Lit in America			
ENGL 252, African American Literature 1746-1930			
ENGL 253, African American Literature 1930-Pres			
ENGL 260, Myths and Meanings			
ENGL 270, Literature and the Holocaust			
ENGL 274, Detective Fiction			
ENGL 279, Science Fict & Dystopic Literature			
FREN 101, Elementary French I			
FREN 102, Elementary French 2			
FREN 201, Intermediate French 1			
FREN 202, Intermediate French 2			
FREN 203, Advanced French			
GER 202, Intermediate German 2			
GER 203, Intermediate German 3			
INT 101, Prin of Sign Lang Interpreting			
LATN 101, Elementary Latin 1			
LATN 102, Elementary Latin 2			
LATN 201, Intermediate Latin			
SPAN 102HL, Elementary Spanish for Heritage Learners II			
<b>Mathematics &amp; Engineering</b>			
ENGR 110, Engr Orientation & Basic Skills			
ENGR 220L, Strength of Materials Lab			
ENGR 220PS, Strength of Materials PSS			
ENGR 220, Strength of Materials			
ENGR 230, Circuit Analysis			
<b>Science</b>			
ASTR 101L, Astronomy Laboratory			
BIOL 102, Human Biology			
CHEM 212, Organic Chemistry Support Laboratory			
DRFT 250, Introduction 3-D Cad Drafting			
ERSC 101Introduction to Earth Sciences			
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate			

GEOG 102, Phys Geog: Earth's Weather & Climate			
GEOG 221, Spatial Analysis in GIS			
GEOG 298A, Special Studies in GIS			
GEOG 298B, Special Studies in GIS			
GEOG 298C, Special Studies in GIS			
GEOL 102, Historical Geology			Submitted – <i>Awaiting Dean</i>
<b>Kinesiology, Athletics and Dance</b>			
KIN 103, Aerobic Conditioning			
KIN 110, Advanced Baseball Techniques			
KIN 120, Advanced Football Techniques			
KIN 145, Adv Womens Fast-Pitch Softball			
KIN 150, Beginning Swimming			
KIN 151, Intermediate Swimming			
KIN 152, Fitness Swimming			
KIN 157, Advanced Volleyball			
KIN 165, Advanced Track Techniques			
KIN 170, Beginning Weight Lifting			
KIN 173, Intermediate Weight Lifting			
KIN 175, Adv Weight Training for Ath			
KIN 187, Yell/Song Leading, Sum or Fall			
KIN 188, Pep Squad Leadership			
KIN 189, Cheer Conditioning			
KIN 191, First Aid&Emergency Care			
KIN 200, Intercollegiate Baseball			
KIN 215, Intercollegiate Cross Country			
KIN 220, Intercollegiate Football			
KIN 230, Intercollegiate Women's Soccer			
KIN 240, Intercollegiate Wmn's Softball			
KIN 255, Intercollegiate Track			
<b>Social and Behavioral Sciences</b>			
ANTH 101, Intro Physical Anthropology			
ANTH 102, Intro Cultural Anthropology			
ANTH 103, Intro to Prehistory			
ANTH 112, Native North Americans			
ANTH 130, Field Archaeology in Latin America			
ANTH 140, Intro to Archaeology			
POLS 103, Comparative Government			
POLS 202, Ethnic Politics in America			
PSY 236, Developmental Psychology			
SOC 105, Mexican Amer Contemp Society			
SOC 111, Issues Concepts in Aging			
SOC 115, Marriage and Family Life			
SOC 120, Drugs Society Human Behavior			
<b>Technical Education</b>			
AERO 280, Aircraft Gen-Written Test Rev			
AERO 282, Aircrft Pwrpl-Written Test Rev			
AJ 101, Intro to Admin of Justice			
AJ 103, Criminal Evidence			
AJ 203, Narcotics Control			
AJ 204, Juvenile Procedures			
AJ 207, Probation and Parole			Submitted – <i>Awaiting Dean</i>
AUTO 105, Auto Principles & Practices			

AUTO 125, Automotive Chassis			
AUTO 126, Automotive Brakes			
AUTO 127, Auto Suspension,Steering,Align			
AUTO 128, Automotive Power Trains			
AUTO 130, Basic Auto Trans/Transaxles			
AUTO 150, Auto Electrical Systems			
AUTO 151, Auto Chassis/Body Elect System			
AUTO 152, Automotive Ignition Systems			
AUTO 153, Auto Starting/Charging Systems			
AUTO 175, Auto Fuel, Emissions, CA CIn Air			
AUTO 176, Auto Carburetor Fuel Systems			
AUTO 177, Electronic Fuel Injection			
AUTO 198A, Anti-Lock Braking Systems (ABS)			
AUTO 198C, Electrical/Electronic Systems Training Seminar			
AUTO 198D, Engine Performance Training Seminar			
AUTO 198E, Advanced Engine/Emission Sys Diagnosis & Repair			
AUTO 198F, Gaseous Fueled Vehicles Training Seminar			
AUTO 198H, Adv. Emissions Diagnostics Trng Seminar			
AUTO 198N, Electronic Transmissions & Transaxles Seminar			
AUTO 198, Automotive Seminars			
AUTO 200, Auto Air Conditioning			
AUTO 210, Auto Specialization Lab			
AUTO 231, General Motors Auto Trans			
AUTO 232, Ford/Chrysler Auto Trans			
AUTO 277, Elect Eng Controls-GM Systems			
AUTO 278, Elect Eng Controls-Ford/Chrys			
ELTE 105, Introduction to Robotics			
FTEC 215, Rescue Practices			
FTEC 222, Wildland Fire Control			
<b>Visual and Performing Arts</b>			
ART 103, History of Non-Western Art			
ART 104, History of Modern and Contemporary Art in the 20th Century			
ART 145L, Design and Color Lab			
ART 145, Design and Color			
ART 160, Painting/Drawing Techniques			
ART 219, Intermediate Illustration			
ART 230, Human Figure Painting			
DM 113, Photoshop I			Submitted – Awaiting Faculty Revision
FTV 101, Introduction to Film			
FTV 103, Intro to Television			
FTV 107, History of Film, Pre 1950			
FTV 108, History of Film, 1950-Present			
FTV 121, Introduction to Digital Filmmaking			
FTV 134, Intro to Screenwriting			
FTV 155, Film Festival Analysis			
FTV 201, Intercultural & Women's Film			
FTV 203, African-American Cinema			
FTV 215, Directing for Film & Video			

FTV 220, Advanced Screenwriting			
FTV 230, Digital Cinematography			Submitted – <i>Awaiting response from faculty on requisites</i>
FTV 242, Writing and Pre-Production of the Short Film			
FTV 244, Production & Post-Production of the Short Film			
FTV 251, Contemporary American Independent Film			
FTV 261, Religion and Cinema			
MUS 121, Voice Class			
MUS 131, Keyboard Skills I			
MUS 132, Keyboard Skills II			
MUS 142, Musical Theatre Workshop			
MUS 153, Beginning Musicianship			Submitted – <i>Awaiting Faculty</i>
MUS 164, String Ensemble			
MUS 165, Instrumental Ensemble - Guitar			
MUS 166, Beginning Orchestra			
MUS 167, Intermediate Orchestra			
MUS 181, Master Chorale			
MUS 183, Master Chorale Sectional			
MUS 185, Concert Choir			
MUS 186, Gospel Choir			
MUS 189, Keyboard Ensemble			
MUS 191, Treble Choir-Children's Music			
MUS 231, Keyboard Skills III			
MUS 232, Keyboard Skills IV			
MUS 253A, Intermediate Musicianship			
MUS 253B, Advanced Musicianship			
MUS 258, Composition			
MUS 266, Advanced Orchestra			
MUS 268, Musical Theatre Orchestra			
MUSC 102, History of Jazz			
MUSC 103, History of Rock 'n Roll			
MUSC 104, The Music Industry			
MUSC 107, History of Women in Rock Music			
MUSC 112, Commercial Music Theory			
MUSC 113, Writing Music for Songs			
MUSC 122, Stage Voice			
MUSC 123, Stage Voice Workshop			
MUSC 124, Jazz Improvisation			
MUSC 133L, Studio Music Production I Lab			
MUSC 133, Studio Music Production I			
MUSC 134L, Studio Music Production II Lab			
MUSC 134, Studio Music Production II			
MUSC 141, Concert Attendance			Submitted – <i>Technical Review</i>
MUSC 143, Live Sound Reinforcement			
MUSC 173, Beginning Jazz Ensemble			
MUSC 175, Beginning Rock Band			
MUSC 176, Beginning Rock Band Workshop			
MUSC 222, Popular Vocal Performance			

MUSC 223, Popular Instrumental Performance			
MUSC 224, Jazz Improvisation Workshop			
MUSC 225, Commercial Music Ensemble			
MUSC 233L, Studio Music Production III Lab			
MUSC 233, Studio Music Production III			
MUSC 234L, Studio Music Production IV Lab			
MUSC 234, Studio Music Production IV			
MUSC 273, Intermediate Jazz Ensemble			
MUSC 274, Advanced Jazz Ensemble			
THA 101, Theatre Appreciation			Submitted – Awaiting Faculty
THA 110, Fundamentals of Acting			Submitted – Awaiting Faculty
THA 120A, Rehear&Perform: Drama			Submitted – Awaiting Faculty
THA 120B, Rehear&Perform: Comedy			Submitted – Awaiting Faculty
THA 120C, Rehear&Perform: Musical Theatr			Submitted – Awaiting Faculty
THA 125, Intermediate Acting Workshop			Submitted – Awaiting Faculty
THA 130, Improvisation			Submitted – Awaiting Faculty
THA 133, Makeup for the Stage			
THA 205, Advanced Acting Workshop			Submitted – Awaiting Faculty
THA 215, Acting for the Camera			Submitted – Awaiting Faculty
THA 218, Audition Tech for the Actor			Submitted – Awaiting Faculty
THA 220, Fundamentals of Directing			Submitted – Awaiting Faculty
THA 239, Intercultural & Women's Theatre			Submitted – Awaiting Faculty

## 11. ADJOURNMENT

### NON-DISCRIMINATION POLICY

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

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: March 22, 2012  
LOCATION: BE 321 – Computer Room  
TIME: 3:09 p.m.

<p style="text-align: center;"><b><u>MEMBERS PRESENT</u></b></p> <p>Jeffrie Ahmad, Faculty Richard Coffman, Faculty De’Nean Coleman-Carew Margaret Drake, Dean Chris Dundee, ASO Student Lee Grishman, Articulation Linda Harmon, Faculty Tom Hutchison, Faculty</p>	<p style="text-align: center;"><b><u>MEMBERS ABSENT</u></b></p> <p>Maria Clinton, Cochair Tooraj Gordi, Faculty Lisa Karlstein, Faculty Mrs. Sharon Lowry, V. P. Academic Affairs</p>
<p><b><u>GUESTS PRESENT</u></b></p> <p>Dr. Charlotte Forte-Parnell</p>	

**2011-2012  
Academic Policies & Procedures Committee Meeting No. 10  
MINUTES**

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

A motion was made and seconded to call the March 22, 2012 AP&P Committee Meeting to order at 3:09 p.m. Ms. Linda Harmon, AP&P Faculty Co-Chair proxy, called the meeting to order at 3:09 p.m. Motion carried.

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

Mrs. Sharon Lowry, AP&P Co-Chair stated that she recently attended a Student Services Officer Meeting, CSSO meeting, and there was a report regarding the transfer model curriculum degrees. It was stated that each college that currently has a program or degree in a TMC area of study should covert entirely to the new TMC degree structure by December 2014. However, what they did not speak to, for example Geology, we have courses in the area of study but do not currently have a degree, it was not stated whether the expectation is to bring on a new degree in this area. She continued to state though that she is sure that if the college has a large enough enrollment base in these areas then the expectation will soon be that a degree is developed. It was noted that in the packet there are two documents which first indicate which colleges currently have approved TMCs in the 16 areas that are developed and the second document shows the level of development of the TMC in those 16 areas by the community colleges. She recommended that the representative work quickly this semester to develop the TMC degrees so they may be approved by AP&P in Fall 2012. Mrs. Lowry also stated that currently the CSU system is limiting enrollment in Spring 2013 to only those students that have completed a TMC aligned degree and only eight CSU schools are open to those students. Dean Trimble stated that currently we have 15 students who have applied for the Communication Studies and Mathematics degree for completion in Spring and we have one student who has applied for Fall 2012 and would like to enroll at CSU Los Angeles, which this college is on the list of accepting schools. De’Nean Coleman-Carew asked if the colleges are expected to eliminate our local degree once a TMC is approved. Mrs. Lowry stated that this is the decision of the faculty, however it was suggested at one point if we have a TMC degree why would we maintain our local degree. Dr. Lee Grishman stated that in past years the CSUs have previously closed Spring applications due to budgetary reasons. Mrs. Lowry stated

**3. APPROVAL OF MINUTES**

a. **March 8, 2012**

A motion was made and seconded to approve the minutes from March 8, 2012. Motion carried.

**4. INFORMATIONAL ITEMS**

a. **Course not taught from Summer 2010-Spring 2012**

Ms. Harmon stated that the committee was presented with a list of courses that have not been taught in the last two years. The committee needs to work with their faculty to determine if the courses should be made obsolete or if they should be maintained. In order to bring the faculty’s decision to AP&P, they would first need to create a course copy within CurricUNET, select Course Deactivation to obsolete the course or



Substantial Course Revision to maintain the course offering. If the course needs to be maintained then the faculty would need to check all the boxes within CurricUNET when making the Substantial Course revision copy, which Melissa Jauregui demonstrated during the meeting. Mrs. Lowry stated that it is important to remember that if the course is made obsolete it does not mean the course is gone forever. It will remain in CurricUNET as historical and if the faculty choose to bring it back in the future then they would create a course copy, select Substantial Course revision and submit it to AP&P for approval to reactivate.

b. **Credit by Exam list**

Ms. Harmon stated that this item will appear on the next agenda along with the most recent list of courses that are approved through credit by exam. The committee will be asked to take the list back to their divisions for review and/or revision.

c. **Mission Statement will appear on the April 12, 2012 Agenda as a report**

Ms. Harmon stated that this item will appear on the next agenda as a report and the representatives will be asked to bring forward their divisions comments for review by AP&P.

d. **Reading Proficiency will appear on the April 12, 2012 Agenda as a discussion**

Ms. Harmon stated that this item will appear on the next agenda as a discussion item so the faculty in the respective areas are able to expression their thoughts on this discussion. De'Nean Coleman-Carew asked whether the representatives will be asked to report on their division's comments. Ms. Harmon stated that on October 27, 2011 Mr. Voelcker presented the findings requested by the committee, at which AP&P requested comments from the English and Reading faculty on the matter, which will be provided at the next meeting.

e. **CSUGE/IGETC Course Designation**

• IGETC

1. ECON 100 – Area 4
2. GEOG 101L – Area 5
3. PHIL 109 – Area 3
4. POLS 200 – Area 4
5. SOC 200 – Area 4

• CSU/GE

1. ART 150 – Area C
2. ECON 100 – Area D2
3. HD 102 – Area E
4. PHIL 109 – Area C2
5. POLS 200 – Area D8
6. SOC 200 – Area D10

Dr. Grishman stated that CSU/GE Art 150 should be C1, which was notated and will be corrected.

**5. DISCUSSION ITEM**

a. **Repeatability Criteria and where to find it (MEMO)**

Ms. Harmon stated that Maria Clinton produced a memo of the items concerning repeatability since she has received numerous calls and emails on where to find the information. This memo is a reflection of the most current Title 5 language and does not take into account the changes that are being considered at the state level since they have not yet been approved. Professor Ahmad requested clarity on whether or not this committee would extend the approval of the Forensic and Journalism course since it seems that Title 5 does allow this with the statement “but not limited to” in 55041 (c) (3). Mrs. Lowry stated that she spoke with the Communications faculty and the Political Science faculty who run the MUN course and unfortunately these courses are all designated as lecture courses. Title 5 does state that only activity courses qualify meaning that these courses could be considered by this committee to be approved to carry repeatability if converted into an activity course with a lab designation. She continued to state that unfortunately we can not allow for these courses to remain with repeatability as currently approved since it would be a violation of the Title 5 regulation. However the faculty can choose to review and revise the Course Outline of Record to bring it inline with the types of courses that qualify to carry repeatability but it would be a decision of this committee to approve it once revised. Dr. Grishman stated that actually the Journalism course has a preceding course so why allow repeatability on the second journalism course that deals with the newspaper since the first course also deals with the newspaper. Professor Ahmad requested additional clarity on the deadline for the courses to be revised in order for them to maintain their repeatability. Mrs. Lowry also stated that another issue that should be considered is whether or not there is a large enough student demand to offer these courses. She also stated that she received an email from Barry Russal, Vice President of Academic Affairs at the Chancellor's Office, requesting information on these types of courses and the necessity for repeatability, so in the future these courses could qualify to have repeatability but under the current Title 5 law, these courses do not

qualify.

b. **AP&P Website Tour**

Mrs. Melissa Jauregui conducted a web demonstration of the AP&P website so the representatives are aware of the location of this information.

c. **Lapse of Time – Dean Trimble**

Dean Trimble stated that for many years there have been requests from other community colleges to provide our definition of a significant Lapse of Time. We currently do not have an established definition of significant lapse of time so students may repeat the course. She stated that when a student requests to take a course due to significant lapse of time, she typically applies a five year rule in lieu of a written policy. In the event that the course is in mathematics, where the lapse of time is usually a smaller period of time, she would send the request to the faculty. She continued to stated that Maria and herself feel it is important to establish a policy for lapse of time, so please take this back to your faculty and ask them what an appropriate amount of time is for their areas. Also ask them who should approve a request to repeat a course due to lapse of time when submitted. Ms. Jeffrie Ahmad asked if it would be appropriate to establish a standard lapse of time. Dean Trimble stated that yes we can establish a standard and if a student does not meet the standard then the faculty would review and approve the request.

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

a. **SOC 200, Research Methods course – Dr. Grishman**

Dr. Grishman stated that there are a few issues with this course because it is his understanding that this course is intended to cover the methods course of two separate areas. He stated that he has reviewed the descriptors for both areas and they are significantly different, which means that he is not sure that C-ID will not approve the course in both areas. He also stated Professor Aviles presented the course requesting a Sociology designation but he is not qualified to teach Sociology. Dr. Wiewall stated that she reviewed the minimum qualifications for Sociology and under the current qualifications, Anthropology, Sociology and Psychology faculty can teach and revise the course. Dr. Grishman stated that he feels that this course should be cross-listed so to avoid breaching our own policies. Mrs. Lowry stated that unfortunately we had a lot of difficulties with cross listing in the past and this committee voted to eliminate cross listing. She stated that the faculty who developed this course did a lot of research to verify that the course could carry a single designation, plus Melissa Jauregui research TMC degrees from other colleges and those colleges were able to receive approval for the course with a single discipline designation. She requested that the course first be submitted to the C-ID committee for approval prior to us making changes to the course.

b. **Double Counting for AA-T and AS-T – Dr. Grishman**

Dr. Grishman stated that he is asking to amend the agenda to make this an action item after the discussion if the committee agrees to allow for double counting in the subject matter of the degree and in the general education requirements. He stated that the Chancellor's Office allows us to do this but the language is loose enough that we would need to make the decision to double count or not so counselors can advise the students accordingly. De'Neen Coleman-Carew stated that the double counting has been allowed and the counselors have been doing this on our regular degree forever. Dean Trimble stated that currently we do not allow double counting on our regular degrees which is stated in our catalog but those students that are completing a TMC degree they are allowed to double count. Dean Drake stated that she especially has a problem not allowing double counting because her students in the Botany program take BIOL 103 to fulfill the major requirement but are then forced to take another course to fulfill the general education requirement. Mrs. Lowry stated that it is not very consistent for us to not allow double counting on our regular degrees but allow it on our TMC degrees. She continued to state that our goal is to have student success and retention. The more restrictive we are, which not allowing double counting is forcing students to take more courses, which takes longer to complete a degree, is a barrier. Dean Trimble stated that we are discussing two separate issues, Mrs. Lowry has brought up our local issue of not allowing double counting but also we are discussing the double counting on the transfer degrees. Mrs. Lowry stated that the allowance of double counting on transfer degrees is a done deal and we have degrees already approved with double counting. Dean Trimble stated that the counselors are not aware that double counting is allowed on the transfer degrees. Mrs. Lowry stated that whether they know or not, double counting is approved for the transfer degrees. She stated that this separate issue of our local policy of not double counting should go back to the division for a discussion and we need to take action on that at the next meeting.

7. **ACTION ITEMS**

a. **Courses that carry repeatability – Electives as part of the core**

A motion was made and seconded to approve to only have repeatability on the core list of courses for a degree and not the restricted electives list. Mrs. Lowry requested clarity on the language that currently appears in Title 5 on in the Chancellor's Office Program and Course Approval Handbook. The language was

read from the memo provided earlier in the meeting. Mrs. Lowry states that it clearly indicates that repeatability is only allowed on those courses listed in the core and not those listed in the restricted program electives. Professor Ahmad requested clarity on how this affects the Language Arts courses. Mrs. Lowry stated that the repeatability on MUN, Forensics, and Journalism are out for other reasons and are not part of a degree anyway so they don't qualify. Motion carried with one abstention from Professor Jeffrie Ahmad.

**b. Request to change Prerequisites for MATH 070B and MATH 102B (Memo)**

A motion was made and seconded to approve the revision to the prerequisites of MATH 070B and MATH 107B. Professor Genie Trow was present to discuss the changes and stated that this change will not hinder students because the ones that would benefit from MATH 099 are not the same students that would benefit from MATH 070B and 102B. Mrs. Lowry stated that she has concerns with those students who get locked into a particular sequence and would have to repeat the entire course in order to change their path. She stated this is a barrier for students and the Math faculty need to discuss the sequencing of the courses so to benefit the students. Dr. Uhazy stated that the students in MATH 099 are better able to perform on an individual level than those in 070A and B because these students need more interaction with the instructor. Mrs. Lowry stated that the memo needs to be revised to reflect that a student cannot move from MATH 099 to the A/B sequence and vice versa. Motion failed.

**c. Request to Maintain Work Experience courses in Technical Education: AUTO 199, ABDY 199, CT 199, FTEC 199, and ID 199 (Memo)**

A motion was made and seconded to approve maintaining the requested work experience courses in Technical Education. Motion carried.

**d. Request to maintain unlimited repeatability for courses in Technical Education: AUTO 198H, ELEC 115, ELEC 250, FTEC 122 (Memo)**

A motion was made and seconded to approve maintaining the unlimited repeatability for the stated courses in Technical Education. Motion carried.

**e. Request to remove repeatability for courses in Technical Education: AUTO 113, AUTO 210, and WELD 212 (Memo)**

A motion was made and seconded to approve removing the repeatability form the stated courses in Technical Education. Motion carried.

**8. INFORMATIONAL ITEMS – Request to Deactivate Courses**

**a. WELD 211, Performance Welding-Oxyacetylene Welding Processes**

Ms. Linda Harmon stated that this is an informational item and will return to the next agenda as an action item.

**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	Status
<b>Math and Engineering</b>		
MATH 070C,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070D,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070E,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
MATH 070F,	Cannot schedule Spring 2013	Submitted- <i>Second Reading</i>
<b>MATH 099, Individualized Self-Study Math</b>	<b>Cannot schedule Spring 2013</b>	

**10. 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>Business, Computer Studies and Economic Development</b>			
CA 107, Micro Hardware/Software Support			
CA 111, Word Processing-Microsoft Word			
CIS 157, Introduction to LINUX			
CIS 173, Intro to C++ Programming			
MGT 201, Small Business Management			
RE 101, Real Estate Principles			
RE 105, Real Estate Practices			
RE 111, Real Estate Finance			

RE 121, Legal Aspects of Real Estate			
RE 131, Real Estate Appraisal			
RE 141, Escrow Principles			
RE 161, Property Management			
<b>Counseling/Student Services</b>			
EOPS 060, Enrichment Class			
<b>Health Sciences</b>			
AH 101/101CL, Principles of Nursing Science			
CFE 150, Parenting: Infancy			
CFE 151, Parenting: Preschool Child			
CFE 152, Parenting: Elem Preadolescent			
CFE 155, Single Parenting			
CFE 156, Step-parenting Blended Family			
CFE 157, Parenting Exceptional Child			
NF 110, Sports Nutrition			
<b>Instructional Resources/Extended Services</b>			
LIB 101, Intro to Library Research			
LIB 105, Libraries and Information			
<b>Language Arts</b>			
CHIN 101, Elementary Chinese I			
CHIN 102, Elementary Chinese 2			
COMM 217, Gender and Communication			
DFST 101L, ASL I Skill Building Lab			
DFST 204, Struct of American Sign Lang			
DFST 205, Numbers, Fingerspelling, Classifiers			
DFST 206, Creative Signing			
ENGL 061, Grammar and Mechanics			
ENGL 062, Basic Writing			
ENGL 063, Vocabulary			
ENGL 064, Spelling			
ENGL 227, Engl Literature 1900-Present			
ENGL 230, Antiquity to Renaissance			
ENGL 231, Since the Renaissance			
ENGL 233, Bible as Lit-Old Testament			
ENGL 234, Bible as Lit-New Testament			
ENGL 240, Studies in Poetry			
ENGL 242, Studies in Fiction Short Story			
ENGL 244, Studies in Fiction The Novel			
ENGL 246, Survey of Drama (Beginnings to 1878)			
ENGL 248, Survey of Modern & Contemporary Drama (from 1879)			
ENGL 250, Cross-Cultural Lit in America			
ENGL 252, African American Literature 1746-1930			
ENGL 253, African American Literature 1930-Pres			
ENGL 260, Myths and Meanings			
ENGL 270, Literature and the Holocaust			
ENGL 274, Detective Fiction			
ENGL 279, Science Fict & Dystopic Literature			
FREN 101, Elementary French I			
FREN 102, Elementary French 2			
FREN 201, Intermediate French 1			
FREN 202, Intermediate French 2			

FREN 203, Advanced French			
GER 202, Intermediate German 2			
GER 203, Intermediate German 3			
INT 101, Prin of Sign Lang Interpreting			
LATN 101, Elementary Latin 1			
LATN 102, Elementary Latin 2			
LATN 201, Intermediate Latin			
SPAN 102HL, Elementary Spanish for Heritage Learners II			
<b>Mathematics &amp; Engineering</b>			
ENGR 110, Engr Orientation & Basic Skills			
ENGR 220L, Strength of Materials Lab			
ENGR 220PS, Strength of Materials PSS			
ENGR 220, Strength of Materials			
ENGR 230, Circuit Analysis			
<b>Science</b>			
ASTR 101L, Astronomy Laboratory			
BIOL 102, Human Biology			
CHEM 212, Organic Chemistry Support Laboratory			
DRFT 250, Introduction 3-D Cad Drafting			
ERSC 101Introduction to Earth Sciences			
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate			
GEOG 102, Phys Geog: Earth's Weather & Climate			
GEOG 221, Spatial Analysis in GIS			
GEOG 298A, Special Studies in GIS			
GEOG 298B, Special Studies in GIS			
GEOG 298C, Special Studies in GIS			
GEOL 102, Historical Geology			Submitted – Awaiting Dean
<b>Kinesiology, Athletics and Dance</b>			
KIN 103, Aerobic Conditioning			
KIN 110, Advanced Baseball Techniques			
KIN 120, Advanced Football Techniques			
KIN 145, Adv Womens Fast-Pitch Softball			
KIN 150, Beginning Swimming			
KIN 151, Intermediate Swimming			
KIN 152, Fitness Swimming			
KIN 157, Advanced Volleyball			
KIN 165, Advanced Track Techniques			
KIN 170, Beginning Weight Lifting			
KIN 173, Intermediate Weight Lifting			
KIN 175, Adv Weight Training for Ath			
KIN 187, Yell/Song Leading, Sum or Fall			
KIN 188, Pep Squad Leadership			
KIN 189, Cheer Conditioning			
KIN 191, First Aid&Emergency Care			
KIN 200, Intercollegiate Baseball			
KIN 215, Intercollegiate Cross Country			
KIN 220, Intercollegiate Football			
KIN 230, Intercollegiate Women's Soccer			
KIN 240, Intercollegiate Wmn's Softball			
KIN 255, Intercollegiate Track			

**Social and Behavioral Sciences**

ANTH 101, Intro Physical Anthropology			
ANTH 102, Intro Cultural Anthropology			
ANTH 103, Intro to Prehistory			
ANTH 112, Native North Americans			
ANTH 130, Field Archaeology in Latin America			
ANTH 140, Intro to Archaeology			
POLS 103, Comparative Government			
POLS 202, Ethnic Politics in America			
PSY 236, Developmental Psychology			
SOC 105, Mexican Amer Contemp Society			
SOC 111, Issues Concepts in Aging			
SOC 115, Marriage and Family Life			
SOC 120, Drugs Society Human Behavior			

**Technical Education**

AERO 280, Aircraft Gen-Written Test Rev			
AERO 282, Aircrft Pwrpl-Written Test Rev			
AJ 101, Intro to Admin of Justice			
AJ 103, Criminal Evidence			
AJ 203, Narcotics Control			
AJ 204, Juvenile Procedures			
AJ 207, Probation and Parole			Submitted – Awaiting Dean
AUTO 105, Auto Principles & Practices			
AUTO 125, Automotive Chassis			
AUTO 126, Automotive Brakes			
AUTO 127, Auto Suspension,Steering,Align			
AUTO 128, Automotive Power Trains			
AUTO 130, Basic Auto Trans/Transaxles			
AUTO 150, Auto Electrical Systems			
AUTO 151, Auto Chassis/Body Elect System			
AUTO 152, Automotive Ignition Systems			
AUTO 153, Auto Starting/Charging Systems			
AUTO 175, Auto Fuel, Emissions, CA CIn Air			
AUTO 176, Auto Carburetor Fuel Systems			
AUTO 177, Electronic Fuel Injection			
AUTO 198A, Anti-Lock Braking Systems (ABS)			
AUTO 198C, Electrical/Electronic Systems Training Seminar			
AUTO 198D, Engine Performance Training Seminar			
AUTO 198E, Advanced Engine/Emission Sys Diagnosis & Repair			
AUTO 198F, Gaseous Fueled Vehicles Training Seminar			
AUTO 198H, Adv. Emissions Diagnostics Trng Seminar			
AUTO 198N, Electronic Transmissions & Transaxles Seminar			
AUTO 198, Automotive Seminars			
AUTO 200, Auto Air Conditioning			
AUTO 210, Auto Specialization Lab			
AUTO 231, General Motors Auto Trans			
AUTO 232, Ford/Chrysler Auto Trans			
AUTO 277, Elect Eng Controls-GM Systems			
AUTO 278, Elect Eng Controls-Ford/Chrys			

ELTE 105, Introduction to Robotics			
FTEC 215, Rescue Practices			
FTEC 222, Wildland Fire Control			
<b>Visual and Performing Arts</b>			
ART 103, History of Non-Western Art			
ART 104, History of Modern and Contemporary Art in the 20th Century			
ART 145L, Design and Color Lab			
ART 145, Design and Color			
ART 160, Painting/Drawing Techniques			
ART 219, Intermediate Illustration			
ART 230, Human Figure Painting			
DM 113, Photoshop I			Submitted – Awaiting Faculty Revision
FTV 101, Introduction to Film			
FTV 103, Intro to Television			
FTV 107, History of Film, Pre 1950			
FTV 108, History of Film, 1950-Present			
FTV 121, Introduction to Digital Filmmaking			
FTV 134, Intro to Screenwriting			
FTV 155, Film Festival Analysis			
FTV 201, Intercultural & Women's Film			
FTV 203, African-American Cinema			
FTV 215, Directing for Film & Video			
FTV 220, Advanced Screenwriting			
FTV 230, Digital Cinematography			Submitted – Awaiting response from faculty on requisites
FTV 242, Writing and Pre-Production of the Short Film			
FTV 244, Production & Post-Production of the Short Film			
FTV 251, Contemporary American Independent Film			
FTV 261, Religion and Cinema			
MUS 121, Voice Class			
MUS 131, Keyboard Skills I			
MUS 132, Keyboard Skills II			
MUS 142, Musical Theatre Workshop			
MUS 153, Beginning Musicianship			Submitted – Awaiting Faculty
MUS 164, String Ensemble			
MUS 165, Instrumental Ensemble - Guitar			
MUS 166, Beginning Orchestra			
MUS 167, Intermediate Orchestra			
MUS 181, Master Chorale			
MUS 183, Master Chorale Sectional			
MUS 185, Concert Choir			
MUS 186, Gospel Choir			
MUS 189, Keyboard Ensemble			
MUS 191, Treble Choir-Children's Music			
MUS 231, Keyboard Skills III			
MUS 232, Keyboard Skills IV			
MUS 253A, Intermediate Musicianship			
MUS 253B, Advanced Musicianship			

MUS 258, Composition			
MUS 266, Advanced Orchestra			
MUS 268, Musical Theatre Orchestra			
MUSC 102, History of Jazz			
MUSC 103, History of Rock 'n Roll			
MUSC 104, The Music Industry			
MUSC 107, History of Women in Rock Music			
MUSC 112, Commercial Music Theory			
MUSC 113, Writing Music for Songs			
MUSC 122, Stage Voice			
MUSC 123, Stage Voice Workshop			
MUSC 124, Jazz Improvisation			
MUSC 133L, Studio Music Production I Lab			
MUSC 133, Studio Music Production I			
MUSC 134L, Studio Music Production II Lab			
MUSC 134, Studio Music Production II			
MUSC 141, Concert Attendance			Submitted – <i>Technical Review</i>
MUSC 143, Live Sound Reinforcement			
MUSC 173, Beginning Jazz Ensemble			
MUSC 175, Beginning Rock Band			
MUSC 176, Beginning Rock Band Workshop			
MUSC 222, Popular Vocal Performance			
MUSC 223, Popular Instrumental Performance			
MUSC 224, Jazz Improvisation Workshop			
MUSC 225, Commercial Music Ensemble			
MUSC 233L, Studio Music Production III Lab			
MUSC 233, Studio Music Production III			
MUSC 234L, Studio Music Production IV Lab			
MUSC 234, Studio Music Production IV			
MUSC 273, Intermediate Jazz Ensemble			
MUSC 274, Advanced Jazz Ensemble			
THA 101, Theatre Appreciation			Submitted – <i>Awaiting Faculty</i>
THA 110, Fundamentals of Acting			Submitted – <i>Awaiting Faculty</i>
THA 120A, Rehear&Perform: Drama			Submitted – <i>Awaiting Faculty</i>
THA 120B, Rehear&Perform: Comedy			Submitted – <i>Awaiting Faculty</i>
THA 120C, Rehear&Perform: Musical Theatr			Submitted – <i>Awaiting Faculty</i>
THA 125, Intermediate Acting Workshop			Submitted – <i>Awaiting Faculty</i>
THA 130, Improvisation			Submitted – <i>Awaiting Faculty</i>
THA 133, Makeup for the Stage			
THA 205, Advanced Acting Workshop			Submitted – <i>Awaiting Faculty</i>
THA 215, Acting for the Camera			Submitted – <i>Awaiting Faculty</i>
THA 218, Audition Tech for the Actor			Submitted – <i>Awaiting Faculty</i>
THA 220, Fundamentals of Directing			Submitted – <i>Awaiting Faculty</i>
THA 239, Intercultural & Women's Theatre			Submitted – <i>Awaiting Faculty</i>



## 11. ADJOURNMENT

A motion was made and seconded to adjourn the 3/22/12 AP&P Committee meeting at 4:49 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.*

fyi I think this needs to be shared with AP&P.

----- Original Message -----

**Subject:** Associate Degrees for Transfer  
**Date:** Tue, 03 Apr 2012 18:01:28 +0000  
**From:** Russell, Barry <[brussell@CCCCO.EDU](mailto:brussell@CCCCO.EDU)>  
**Reply-To:** Russell, Barry <[brussell@CCCCO.EDU](mailto:brussell@CCCCO.EDU)>  
**To:** [CIO-ALL@LISTSERV.CCCCCO.EDU](mailto:CIO-ALL@LISTSERV.CCCCCO.EDU)

Dear CIOs,

I am here again to remind everyone that building Associate Degrees for Transfer is at the "top of the list" for the Board of Governors. They have requested a standing item on their agenda for a report to be given on the progress being made.

The latest list of approved programs is at Transfer Model Curriculum TMC Update for All Campuses <[http://www.cccco.edu/Portals/4/AA/StatusReport\\_Charts%2003.29.12.pdf](http://www.cccco.edu/Portals/4/AA/StatusReport_Charts%2003.29.12.pdf)>

You can see from this spreadsheet that there is much work to do. I do understand that all colleges will not have all programs and you have been very good about providing me information on the future development of programs (Thanks!), but I still want to make sure that we are pressing on with the work to be done. Our goal is to have approximately 80% of the programs approved by this time next year. There will be a session at the CIO Conference on the Associate Degrees for Transfer topic.

Many of the colleges have more than 5 degrees approved, yet there are still many colleges who still only have 2 approved degrees and still two college who only have one degree. To provide some assistance, we are hosting a series of webinars to provide support for any faculty or staff who might need help. Go to Developing Associate Degrees for Transfer Webinars <<http://www.cccco.edu/Portals/4/AA/AA-T%20and%20AS-T%20Webinars%20Announcement.pdf>> for more information.

Thanks, again, to everyone for their hard work on this initiative. If you have any questions or concerns, please feel free to contact me.

Sincerely,

Barry A. Russell, Ph.D.  
Vice Chancellor of Academic Affairs  
California Community Colleges  
Chancellor's Office  
1102 Q Street, 3rd Floor  
Sacramento, CA 95811-6549  
(916) 322-6886 Office/Voicemail  
[brussell@cccoco.edu](mailto:brussell@cccoco.edu) E-mail

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

## AP 5075 Course Adds and Drops

Reference:

***Title 5, Sections 55024 and 58004***

### Adding Courses

Students may add classes through the registration period.

### Priority Registration

During priority registration, students register on or after an assigned appointment time *without instructor approval*. Appointment times are assigned based on completion of Matriculation components.

### Open Registration

Students may enroll in open classes *without instructor approval* through the end of open registration.

**Full-term courses:** Open registration ends as of the start of the regular semester.

**Short-term courses:** Open registration ends as of the day before the course begins.

Once open registration ends, a course is considered closed regardless of seat availability.

### Late Registration

Students may enroll in classes *with instructor signature*.

**Full-term courses:** During late registration, students may add a course(s) with instructor signature before the census date.

**Short-term courses:** During late registration, students may add a course(s) with instructor signature during the first week of the course.

### Registration after census

All adds after census require:

- 1) Instructor signature
- 2) First date of attendance
- 3) Dean of Enrollment Services authorization

After the registration period concludes, classes may only be added by formal request from the student to the Dean of Enrollment Services.

### Withdrawals

Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less. Students who withdraw or drop classes during the first four weeks or 30% of the term, whichever is less, will receive no notation on their academic record.

Instructors shall clear their rolls of inactive students not later than the end of the last business day before the census day for all students.

“Inactive students” include:

- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses and are therefore dropped by the instructor.

As of July 1, 2009, the District must establish the number of times that a student may withdraw from a class and receive a “W.” Students will not be permitted to withdraw and receive a “W” in a class more than four times. **In the case of multiple withdrawals, the District offers the following intervention program:**

### **[Insert local procedures for intervention program.]**

Students may be permitted to enroll in a class after having received the maximum authorized number of “W” symbols as long as the students will receive a grade or a nonevaluative symbol other than a “W” upon completion of the course, ~~unless~~ **if:**

- **The District does not claim apportionment, and** ~~The student withdraws from the class prior to the end of the fourth week of instruction or 30% of the term, whichever is shorter, or a shorter period established by the District; or~~
- ~~if~~ **The** District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District’s policy approves such withdrawal after a review of a petition submitted by the student ~~which shows the withdrawal is justified because of extenuating circumstances.~~

2/6/06

Revised: 1/12/09

Revised: 2/8/10

**Revised:**

<i>Date to CCC:</i>	9/20/11	<i>Date reviewed by CCC:</i>	9/21/11	<i>Due date:</i> <i>Revisions due to Board within 60 days (BP 2410).</i>	11/4/11
<i>Reason for review: This procedure was revised to reflect recent changes to the Title 5 Regulations regarding repeatability and apportionment. (CCLC Update 8/11)</i>					
<i>Academic and professional matter?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. AP&amp;P):</i>		<i>AP&amp;P, L. Trimble</i>
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>		<i>12/1/11</i>
<i>Collective bargaining issue?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. AVCFT):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>Affects all campus constituencies?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, CCC members responsible for sending to constituents for input.</i>		
			<i>Input/suggestions/objections due to CCC recording secretary by:</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>If none of the above, does policy/procedure need further review?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services):</i> <i>If <u>no</u>, submit to Board for information at next meeting</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		

## AP 4225 Course Repetition

Reference:

***Title 5 Sections 55040, 55041, 55042, 55253, 56029; Education Code Section 76224***

Students may petition for approval to repeat units in which substandard grades (less than C) were awarded.

Students repeating a non-repeatable course for a 2<sup>nd</sup> attempt may repeat a course with Counselor approval. Students repeating non-repeatable course for a 3<sup>rd</sup> attempt or more must complete a Petition for Extenuating Circumstance and submit to the Dean of Student Services (Admissions & Records) for consideration.

Should a student transfer to another college, Antelope Valley College cannot guarantee which grade will be used in computing the grade point average.

When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages.

**When a student repeats a course that is not designated as repeatable and receives a satisfactory grade, then the student may not repeat the course again unless there is another provision that allows the repetition.**

**When a student repeats a course to alleviate substandard academic work, the previous grade and credit may be disregarded in the**

**computation of grade point averages as long as the student is not allowed additional repetitions for more than three semesters or five quarters.**

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point average.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or district procedures relating to retention and destruction of records.

**Note: Inclusion of the following depends on District practice. The elements are optional.**

**Students may petition for approval to repeat up to a total of [insert number] units in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded as long as the District does not claim apportionment under Title 5 Section 58161. The District may disregard the first two substandard grades if the student repeats the class two or more times.**

**[Insert local processes for petitioning for approval]**

A student may repeat a course taken at another accredited college or university for which substandard academic performance is recorded.

Provisions that permit repetition of work not recorded as substandard are as follows:

A period of time has elapsed since the last time the student completed the class, and the student can justify the need to repeat the class as a "refresher course" prior to advancing on to the next higher level of course work.

The student needs to repeat the class as a "refresher class" because comprehension of the course material is directly related to success on the job.

Other special circumstances as deemed appropriate by the Dean of Student Services (Counseling).

Such course repetition requires a finding that circumstances exist which justify such repetition. A Petition for Extenuating Circumstances must be submitted to the Dean of Student Services (Counseling) for consideration.

Grades awarded for courses repeated under these provisions shall be included when calculating a student's grade point average.

**Repeatable Courses**

Certain specified courses may be repeated if they meet the following criteria and have been reviewed and approved by the AP&P Committee. "Each identified course is one in which the course content differs each time it is offered, and the student who repeats it is gaining an

expanded educational experience.” In addition, each repeatable course must prove one of the following justifications:

Skills or proficiencies are enhanced by supervised repetition and practice in class; or

Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained; or

“Instances when such repetition is necessary for a student to meet legally mandated training requirements as a condition of continued paid or volunteer employment. Such courses may be repeated for credit any number of times, regardless of whether or not substandard work was previously recorded, and the grade received each time shall be included for purposes of calculating the student’s grade point average.”

These repeatable courses are approved by the Academic Policies & Procedures Committee and identified in the catalog and class schedule by the symbol **(R)** and a number which represents the total number of times the course can be repeated, e.g. **(R3)** means the course may be taken for a total of four times.

A student who received a substandard grade in a repeatable course would have to repeat the course one attempt beyond what is allowable to have the grade excluded from the calculation of the student’ GPA.

Students who complete a course for the maximum number of times should request to audit the course for any additional participation in that course.

A student may request to repeat a repeatable course to have a substandard grade excluded (before the maximum allowable repeatability is completed) from the student’s GPA by submitting a Petition for Extenuating Circumstances to the Dean of Student Services (Counseling) for consideration.

**2/6/06**

**Revised: 6/11/07**

**Revised: 3/10/08**

**Revised: 5/11/09**

**Revised: 12/14/09**

**Revised:**

<i>Date to CCC:</i>	9/22/11	<i>Date reviewed by CCC:</i>	10/5/11	<i>Due date:</i> <i>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>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. AP&amp;P):</i>	<i>AP&amp;P, DETC, S. Padilla</i>	
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>	<i>12/1/11</i>	
<i>Collective bargaining issue?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. AVCFT):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>Affects all campus constituencies?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, CCC members responsible for sending to constituents for input.</i>		
			<i>Input/suggestions/objections due to CCC recording secretary by:</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>If none of the above, does policy/procedure need further review?</i>	<i>Yes</i>	<i>No</i>	<i>If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services):</i> <i>If <u>no</u>, submit to Board for information at next meeting</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		

## AP 4105 Distance Education

Reference:

**Title 5, Section 55200 et seq. ; References: 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; 34 C.F.R. § 602.17.**

**[Note: This procedure is legally required in an effort to show good faith compliance with the applicable federal regulations if your district offers distance education or correspondence education.]**

**Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.**

**The [Chief Instructional Officer] shall utilize one or more of these methods to authenticate or verify the student's identity:**

**[Insert local practice here: the following approaches are specifically referenced in the federal regulation as appropriate. The key is to utilize an accepted procedure for verifying a student's identity.]**

- **secure credentialing/login and password;**
- **proctored examinations; or**
- **new or other technologies and practices that are effective in verifying student identification.**

**The [Chief Instructional Officer] shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.**

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

**Course Approval:**

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Distance education courses shall be approved by the Academic Policies and Procedures Committee (AP&P) under the same conditions and criteria as all other courses. Each section of the course that is delivered through distance education will include regular effective contact between instructor and students as determined by discipline faculty.

All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline of record.

For courses in which instruction is provided through distance education for at least 51 percent of the hours of instruction, the district shall:

- a) maintain records and report data through the Chancellor's Office Management Information System on the number of students and faculty participating in these courses;
- b) provide to the local governing board, no later than August 31 of each year, a report on all distance education activity.

**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:</i> <b>Revisions due to Board within 60 days (BP 2410).</b>	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&amp;P):</i>	S. Lowry, AP&P, T. Younglove, S. Padilla	
			<i>Approval/rejection/changes due to Superintendent/President's Office by (date):</i>	12/1/11	
<i>Collective bargaining issue?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. AVCFT):</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>Affects all campus constituencies?</i>	Yes	No	<i>If <u>yes</u>, CCC members responsible for sending to constituents for input.</i>		
			<i>Input/suggestions/objections due to CCC recording secretary by:</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		
<i>If none of the above, does policy/procedure need further review?</i>	Yes	No	<i>If <u>yes</u>, assigned for review by (e.g. Dean of Enrollment Services):</i> <i>If <u>no</u>, submit to Board for information at next meeting</i>		
			<i>Approval/rejection/changes due to Superintendent/President's Office by:</i>		

## AP 4102 Occupational/Vocational Technical Programs

Reference:

**Title 5, Sections 55600 et seq. 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; 34 C.F.R. Part 600.**

The competence of students completing vocational and occupational programs shall be evaluated by the same criteria that is used for all courses.

Advisory committees for occupational/vocational programs shall be established by the program faculty and dean to assist in maintaining relevant curriculum, technology, equipment, and course content, and to serve as liaison with potential employers.

Members of advisory committees should include appropriate program faculty, employers and employees in the field for which the program is designed to train students; former and current students; and the Division Dean.

**Consistent with federal regulations pertaining to federal financial aid eligibility, the [Chief Instructional Officer] will ensure that the District complies with the United States Department of Education's disclosure**



**requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.**

**The [*Chief Instructional Officer*] shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.**

4/9/07

**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:**

Antelope Valley College  
Language Arts Division

January 25, 2012

To: Sharon Lowry and Maria Clinton, Co-Chairs, AP&P Committee  
Members of the AP&P Committee

From: Jeffrie Ahmad, AP&P Representative  
Language Arts Division

Subject: Reading Proficiency and AVC Graduation

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At the November 8, 2011 Language Arts Division meeting, Aaron Voelcker presented the results of the research conducted by the Department of Effectiveness, Research and Planning. The report is titled "The Impact of Reading Placement on English 101 Grades."

A general discussion followed regarding reading proficiency and AVC graduation requirements. The current proficiency requirements for reading state that students must show competency by demonstrating "eligibility for College Level Reading (AVC assessment) or completion of READ 099 with a minimum grade of "C" or "P" (Pass)." Members of the Language Arts Division are in agreement with this requirement and believe that it should remain in place since reading proficiency is a crucial component of a college education.

With the concerns of the AVC counseling division in mind, several suggestions were given by members of the Language Arts faculty. The purpose of the following suggestions is to devise ways to make each student's path to AVC graduation as smooth and successful as possible.

1. The catalog description of the reading requirement could contain a clause that allows students who have met the requirement elsewhere to be exempt. Several community colleges have such wording in their requirements, so finding a model should not be problematic.
2. Reading proficiency workshops could be conducted. Such workshops would help prepare students for the assessment test and give students valuable information so that they will be prepared in advance to meet all of their graduation requirements in a timely manner.
3. A summer bridge reading program could be developed. This program would help students who are not finding success in meeting their reading requirements by offering them focused reading instruction and methods to improve their test-taking skills.

The Language Arts Division welcomes suggestions from the AP&P Committee and thanks its members for taking the time to examine this important issue.

Antelope Valley College  
Language Arts Division

March 22, 2012

To: Members of the AP&P Committee

From: Language Arts

Re: Suggestions for AVC Mission Statement Revision

We chose to work with the version submitted by Business and Computer Studies. The wording changes are underlined.

Revised version:

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

Original BCSED version:

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

Submitted by Susan Knapp (Counseling) 5/21/2

Counseling

**Philosophy**

Antelope Valley Community College District is a comprehensive community college in the California Community College System dedicated to providing services to a broad range of students with a variety of educational goals. The district is dedicated to providing educational programs and services as expressed in the California Master Plan for Higher Education. Likewise, the district is committed to equal educational opportunity and reinforces that commitment through a program of active affirmation of diversity.

Antelope Valley Community College District is dedicated to meeting the dynamic needs of a changing community. The district addresses the educational needs of a diverse and evolving population. The district recognizes that it is uniquely capable of responding to the requirements of regional business, industry and public service, as well as the social and cultural needs of the Antelope Valley.

Antelope Valley Community College District affirms the rights of the individual and respects human dignity. The programs and activities offered foster the individual's ability to think clearly, critically, and independently to meet the demands of an increasingly complex society. The student is the primary concern of the Community College District. The curriculum, activities, and services are designed to help students understand their physical, cultural, ethnic, and social environment. The preservation of academic freedom provides an environment in which students and faculty can examine ideas freely. Academic freedom in the pursuit and dissemination of knowledge in an educational environment shall be ensured and maintained. Such freedom shall be recognized as a right of all members of the faculty, whether of tenure or non-tenure rank, of all administrative officers, and of all students.

This philosophy is reflected in the curriculum, the student-faculty relationships, the services and resources, and the policies of the Antelope Valley Community College District.

**Mission**

The mission of the Antelope Valley Community College District is to serve the community by placing student success and student-centered learning as our

This should be two sentences

number one priority through higher educational standards and innovative programs and services in a professional, team-driven environment.

Antelope Valley College takes pride in providing a quality, comprehensive education for a diverse community of learners. We are committed to student success, offering value and opportunity to all members of our community.

**We offer:**

*Associate Degree Programs*

Associate degree programs comprised of general education courses, proficiency requirements, designated courses in a specific major or area of emphasis. Associate degrees provide students with "the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding."

*Career Technical Programs*

Certificate and degree programs comprised of "essential career technical instruction" in a variety of business, technical, and occupational courses designed to enhance students' knowledge and skills leading to employment, career advancement, certification, and state or federal licensure. We award both Chancellor's Office approved Certificates of Achievement and locally approved Certificates of Proficiency.

*Transfer/General Education Courses*

Transfer/general education courses in communication and critical thinking, the physical and biological sciences, arts and humanities, social and behavioral sciences, and technical education. Completion of these courses allows students to fulfill degree requirements or enroll in upper division courses and programs at accredited four-year institutions through our articulation agreements.

*Basic Skills Courses*

Basic skills courses in reading, writing, mathematics, English as a Second Language, and learning and study skills. These courses offer students essential foundation skills that are necessary for success in college-level, degree-applicable courses

*Student Support and Instruction Support*

A variety of services in academic, career, and personal counseling, library instruction and course support in learning assistance. These services support the needs of students in pursuing and achieving their educational goals.

*Workforce Preparation and Economic Development*

Workforce programs, job preparation courses (non-degree applicable), a variety of services that contribute to educational and economic well being of the community.

*Personal Enrichment and Professional Development*

Community service offerings, non-credit, not-for-credit classes and services that develop the knowledge, skills, and attitudes necessary for students to become effective members of the community. These classes enhance the community's social, cultural, and economic well being. Non-credit course offerings may lead to a Certificate of Completion or Certificate of Competency.

**Institutional Learning Outcomes (ILOs)**

Antelope Valley College recognizes the significance and value of instilling in students what they must possess upon their departure from community college.

- Analyze diverse perspectives from a variety of disciplines and experiences that contribute to the development of self-awareness.
- Value and apply lifelong learning skills required for employment, basic skills, transfer education, and personal development.
- Demonstrate a breadth of knowledge and experiences from the humanities, social and behavioral sciences, arts, natural sciences, and mathematics.
- Solve problems using oral and written communication, critical thinking and listening skills, planning and decision-making skills, information literacy, and a variety of technologies.
- Demonstrate good citizenship and teamwork through respect, tolerance, cultural awareness, and the role of diversity in modern society.
- Identify career opportunities that contribute to the economic well being of the community.



**Subject:** Fwd: Mission Statement and Policy Feedback

**From:** Maria Clinton <mclinton@avc.edu>

**Date:** 4/12/2012 11:34 AM

**To:** "mjauregui2@avc.edu" <mjauregui2@avc.edu>, Linda G Harmon <lharmon@avc.edu>

FYI

----- Original Message -----

**Subject:** Mission Statement and Policy Feedback

**Date:** Mon, 19 Mar 2012 08:35:30 -0700 (PDT)

**From:** Donna Meyer <[dmeyeravc@yahoo.com](mailto:dmeyeravc@yahoo.com)>

**Reply-To:** Donna Meyer <[dmeyeravc@yahoo.com](mailto:dmeyeravc@yahoo.com)>

**To:** Maria Clinton <[mclinton@avc.edu](mailto:mclinton@avc.edu)>

The deadline for my division to respond to these AP&P issues was last Thursday. We agreed that no news was good news, so you can assume we're OK with the items as they are.

Thanks for your patience, Maria. See you Thursday./D

Donna Meyer  
Antelope Valley College  
Business, Computers, and Economic Development Division  
661-722-6682  
[dmeyer@avc.edu](mailto:dmeyer@avc.edu) forwarded to [dmeyeravc@yahoo.com](mailto:dmeyeravc@yahoo.com)

Maria Clinton <[mclinton@avc.edu](mailto:mclinton@avc.edu)>

Associate Professor

Technical Education - Aircraft Fabrication & Assembly

Antelope Valley College

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

Hi Maria,

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

**First Suggestion original wording:**

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

**Combined Second/Third Suggestions quotes from other colleges:**

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

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

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

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

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

More detail in Values / Visions / other parts

Take care,

Beverly

--

Mrs. Beverly Beyer  
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Antelope Valley College  
661-722-6300, Ext. 6375  
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*Imagine the possibilities...*

**Subject:** Mission Statement Changes from IRES

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

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

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

Hi Guys,

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

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

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

Thanks.

--Scott

**Subject:** HD 102

**From:** rharris@avc.edu

**Date:** 4/9/2012 10:52 AM

**To:** Maria Clinton <mclinton@avc.edu>

Maria:

I have decided to ask AP&P to rescind its approval of HD 102 to allow me to make major revisions in the course and bring it back as a 3 unit course. Is there some form I must complete to make this request?

Bob Harris

Robert B. Harris, Ph.D.  
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Date: March 13, 2012  
To: AP & P Committee  
From: Dr. Les Uhazy, Dean  
Tooraj Gordi, AP&P Representative  
Dan Byrne, Mathematics Faculty  
Dr. Magdalena Caproiu, Mathematics Faculty  
Eugenie Trow, Mathematics Faculty

Subject: Request to Change Prerequisite language for two MATH Courses

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At the December 8, 2011 AP&P meeting it was requested that the Mathematics faculty consider including in the description of MATH 099 a statement that clarifies the unit sequence of MATH 070C, 070D, 070E, and 070F in relation to MATH 070A, and MATH 070B. After careful consideration the Mathematics faculty have decided to not allow students to move from a MATH 099 C,D, E, and F sequence once started to an A-B sequence. The recent change in the MATH 099 Course Outline of Record requires a slight change in the prerequisite of the following two courses: MATH 070B and MATH 102B.

The catalog prerequisite for MATH 070B should be read: "Completion of MATH 070A."

The catalog prerequisite for MATH 102B should be read: "Completion of MATH 102A."

OK  
M  
Les Uhazy  
Tooraj Gordi  
Magdalena Caproiu  
Daniel Byrne