

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO:

Beverly Beyer	Lisa Karlstein	LaDonna Trimble
Nancy Cholvin	Scott Lee	Les Uhazy
Maria Clinton	Cynthia Littlefield	Darcy Wiewall
De'Nean Coleman-Carew	Sharon Lowry	Enrique Camacho, ASO voting
Maggie Drake	Rick Motawakel	TBD, ASO non-voting
Lee Grishman	David Newman	
Linda Harmon	Duane Rumsey	

Technical Review Committee – Linda Harmon, Scott Lee, and David Newman

FROM: Ms. Maria Clinton / Mrs. Sharon Lowry

DATE: February 8, 2010

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, February 10, 2011, BE 310 (Computer Lab), 3:00-5:30pm

2010-2011
Academic Policies & Procedures Committee Meeting No. 8
AGENDA

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

3. APPROVAL OF MINUTES

- a. December 9, 2010

4. INFORMATIONAL ITEMS

- a. CurricUNET Modifications: Work Completed during Intersession
 - i. Proficiency / Requisite page
 - ii. Substantial Course Revision & Non-Substantial Course Revision
 - iii. Course Cover
 - iv. Course Classification
 - v. Course Outline of Record (WR)
 - vi. Course Comparison Report
- b. Term Expiration – Technical Review Committee Member (David Newman's position)
- c. Term Expiration: Business, Computers & Economics - Mrs. Beverly Beyer; Language Arts - Mr. Duane Rumsey; Science & Engineering - Dr. David Newman; Technical Education - Mr. Rick Motawakel
- d. SB 1440 – AA-T Communication Studies
- e. +/- Grades on Transcripts and Banner – (Conversion Table)
- f. Upper Division Units – (Maximum number of units allowed)
- g. International Baccalaureate (IB) and College Level Examination Program (CLEP)
- h. Courses without SLOs

5. DISCUSSION ITEMS

- a. Attendance Policy for Distance Education Courses
- b. AVC Designation at the end of Course Description

6. ACTION ITEMS – Consent Items – Course Revisions

- a. BIOL 101, 101L – General Biology 4 units, 6 hours weekly – CurricUNET
- b. COMM 115 – *Introduction to Argumentation and Debate 3 units, 3 hours weekly – CurricUNET
- c. ID 120 – Interior Design and the Elements of Color 3 units, 4 hours weekly – CurricUNET
- d. HE 120 – Stress Management 3 units, 3 hours weekly – CurricUNET
- e. MUS 126 – Classical Guitar 3 units, 3 hours weekly – CurricUNET

7. ACTION ITEMS – Second Reading – Course Revisions

- a. CCA - PE 101 –Adaptive Physical Education 1 unit, 3 hours weekly – CurricUNET
Homework needed to be added
- b. CCA - PE 180 – Advanced Volleyball Techniques 1 units, 3 hours weekly – CurricUNET
Advisory of prior experience needed to be added and Note removed from description
Maximum Class Size Reduced to 36

8. ACTION ITEMS – First Reading – Course Revisions

- a. DE Online Only – HD 1980 – Orientation to College 0.5 units, 9 hours total – CurricUNET
- b. DE Hybrid – HD 1980 – Orientation to College 5 units, 9 hours total – CurricUNET
- c. PE 265 – Intercollegiate Women’s Volleyball 2 units, 10 hours weekly – CurricUNET
- d. CCA - ID 150 History of Design I 3 units, 3 hours weekly – CurricUNET
- Number, Title, and Advisory Changes
- e. CCA - ID 160 Material Selection for Interior Design 3 units, 3 hours weekly – CurricUNET
- Number and Advisory Change
- f. CCA - ID 201 – History of Design II 3 units, 3 hours weekly – CurricUNET
- Number, Title, and Advisory Changes
- g. CCA - ID 230 Fundamentals of Lighting Design 3 units, 3 hours weekly – CurricUNET
- Number and Advisory Change
- h. CCA - ID 250 - Professional Interior Design Business Practices 3 units, 3 hours weekly – CurricUNET
- Number and Advisory Change
- i. CCA - COMM 219 – *Introduction to Intercultural Communication 3 units, 3 hours weekly – CurricUNET
- Title and Requisite Change
- j. CT 100 – Introduction to Fashion 3 units, 3 hours weekly – CurricUNET
- Remove Pass/No Pass grading option
- k. CCA - CT 102 – Textiles 3 units, 3 hours weekly – CurricUNET
- Advisory Changes
- Remove Pass/No Pass grading option
- l. CCA - CT 105 – Principles of Sewing 3 units, 2 hours lecture 3 hours lab CurricUNET
- Number, Title, Units/Hours, and Advisory Changes
- Changed to a Graded course only
- m. CCA - CT 110 – Fundamentals of Clothing Construction 3.5 units, 3 hours lecture 2 hours lab CurricUNET
- Title Changes and Advisory
- Remove Pass/No Pass grading option and Repeatability
- n. CCA - CT 114 – Principles of Clothing Selection 3 units, 3 hours weekly – CurricUNET
- Number and Advisory Changes
- Remove Pass/No Pass grading option
- o. CCA - CT 200 – Tailoring Techniques- Alterations and Fit 3.5 units, 3 hours lecture 2 hours lab CurricUNET
- Number, Title, and Advisory Changes
- Remove Pass/No Pass grading option
- p. CCA - CT 212 – Intermediate Construction-Pants 3.5 units, 3 hours lecture 2 hours lab CurricUNET
- Number, Title, and Advisory Changes
- Remove Pass/No Pass grading option and Repeatability
- q. CCA - CT 241 – Advanced Construction-Fashion Sewing 3.5 units, 3 hours lecture 2 hours lab CurricUNET
- Number, Title, and Advisory Changes (Advisory of Completion of CT 222, which is not correct in CurricUNET)
- Remove Pass/No Pass grading option and Repeatability
- r. CCA - CT 243 – Draping for Fashion Design 3.5 units, 3 hours lecture 2 hours lab CurricUNET
- Advisory Changes (Advisory of Completion of CT 222, which is not correct in CurricUNET)
- Remove Pass/No Pass grading option
- s. CCA - COMM 107 Introduction to Interpersonal Communication 3 units, 3 hours weekly – CurricUNET
- t. CCA - ECON 201 Principles of Macroeconomics
- Number and Requisite Changes

9. ACTION ITEMS – New Course Reading

- a. ECON 100 Survey of Economics 3 units, 3 hours weekly – CurricUNET

10. DISCUSSION ITEMS – Attached Memos

- a. Degree/Cert Change Request for Interior Design

11. ACTION ITEMS – Corporate and Community Services

- a. Name Change – Live Debt Free – Sewing Yee

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

Business and Computer Studies

ACCT 205 Managerial Accounting – DE ONLY; Technical Review 9/2/10; – DE Committee
ACCT 121 Microcomputer Accounting – Returned to Faculty 9/2/10; On agenda 9/20/10
BUS 201 Business Law – Submitted
CA 103 Intro to Microcomputers
CA 121 Microcomputer Spreadsheets – Returned to Faculty 9/2/10; On agenda 9/20/10
CA 151 Microcomputer Operating System
CA 221 Computer Concepts & Appl Bus – Returned to Faculty 9/2/10; On agenda 9/20/10
CIS 175 Java Programming

Counseling

HD 198 Human Development Seminars

Health Sciences / FACE

CFE 113 Inc Classrooms Nutr Excep Child
CFE 114 Music Movement Ed Young Child
CFE 116 Justice, Equity & Inclu in CFE
CFE 168 Foster Parent Med Fagile Child
CFE 211 Health Safety for Young Child
CFE 212 School Age Programs
EMT 101 Emergency Medical Tech 1
MOA 110 Beg Medical Office Assisting – Received 8/31/10; Technical Review 9/2/10
MOA 111 Adv Medical Office Assisting – Received 8/31/10; Technical Review 9/2/10
NS 111 Fundamentals of Nursing Science
NS 121 Obstet, Neonatal & Women's Health Nsg
NS 122 Medical/Surgical Nursing I
NS 230 Professional Nursing III
NS 231 Pediatric/Community Health Nursing
NS 232 Psychiatric/Geriatric/Community Health Nsg
NS 241 Medical/Surgical Nursing II – Submitted
RCP 102 Clinical Preparation for Respiratory Care
RCP 103 Concepts in Respiratory Care
RCP 104 Respiratory Care Pharmacology
RCP 105 Fundamentals of Clinical Respiratory Care
RCP 201 Neonatal and Pediatric Respiratory Care
RCP 202 Fundamentals of Intensive Respiratory Care
RCP 203 Seminar & Practicum in Respiratory Care I
RCP 204 Seminar & Practicum in Respiratory Care II

Instructional Resources

LAC 100 Intro to Tutoring – Submitted
LAC 200 Advanced Tutoring– Submitted

Language Arts

COMM 101 Intro to Public Speaking – Submitted
COMM 103 Process of Communication – Submitted
COMM 105 Intro to Mass Communication – Submitted
COMM 107 Intro to Interpersonal Comm – Submitted
COMM 112 Oral Interpretation – Submitted
COMM 114 Art of Storytelling
COMM 116 Forensics – Submitted
COMM 214 Studies in Storytelling – Submitted
COMM 219 Intercultural Communication – Submitted
ENGL 104 The Research Paper – Submitted - Agenda
ENGL 113 Creative Writing: Nonfiction – Submitted
ENGL 211 Advanced Fiction Writing – Submitted
GER 201 Intermediate German 1
JOUR 121 Beginning Journalism 8 – Submitted
JOUR 123 Newspaper Production – Submitted

Math/Science and Engineering

MATH 050 Arithmetic 9
 MATH 060 Prealgebra
 MATH 115 Statistics
 MATH 125 Math for Business & Economics
 MATH 130 College Algebra
 MATH 135 Plane Trigonometry
 MATH 140 Precalculus
MATH 150 Calculus & Analytic Geometry – Submitted
 MATH 230 Intro Ordinary Diff Equations
 MATH 250 Calculus & Analytic Geometry
 BIOL 100 Elem Human Anatomy & Physiology
 BIOL 101 General Biology
 BIOL 104 Environmental Biology
 BIOL 110 General Molecular Cell Biology
 BIOL 120 Gen Organism, Eco & Evolution Biol 8
 BIOL 205 Intro to Biotechnology
 CHEM 101 Introductory Chemistry
 CHEM 102 Introductory Chem (Organic)
 CHEM 120 General Chemistry
 ENGR 185 Digital Logic & Design
GEOG 101L Phys Geog Lab: Earth's Surface Landscape – Submitted
 GEOG 101 Phys Geog: Earth's Surface Landscapes
 GEOG 105 Cultural Geography
 GEOG 201 Map Interpretation and GPS
 GEOG 205 Intro Geographic Info Systems
PHYS 101 Introductory Physics – Submitted
PHYS 102 Introductory Physics – Submitted
PHYS 110 General Physics – Submitted
PHYS 120 General Physics – Submitted

Physical Education & Athletics

ATH 100 Intro to Athletic Training
 ATH 102 L Practical Appl of Athletic Training I Lab
 ATH 102 Practical Appl of Athletic Training I
 ATH 103 L Practical Appl of Athletic Training II Lab
 ATH 103 Practical Appl of Athletic Training II
HE 101 Health Education – Submitted
HE 120 Stress Management – Submitted
PE 101 Adaptive Physical Education – Submitted – Agenda
PE 109 Hatha Yoga – Submitted
 PE 111 Advanced Tennis Techniques
 PE 115 Advanced Basketball Techniques
 PE 118 Beginning Bowling
 PE 118 Intermediate Bowling
 PE 128 Beginning Golf
 PE 128 Advanced Golf
 PE 135 Physical Conditioning
 PE 160 Beginning Tennis
 PE 160 Intermediate Tennis
 PE 160 Advanced Tennis
 PE 180 Advanced Volleyball Techniques – Received 8/2010; Technical Review 9/2/10 - Agenda
 PE 193 Officiating Fall Sports
 PE 194 Officiating Spring Sports
 PE 195 Sports Appreciation
 PE 205 Intercollegiate Men's Basketball
 PE 210 Intercollegiate Women's Basketball
 PE 225 Intercollegiate Women's Tennis
 PE 237 Intercollegiate Men's Golf
 PE 265 Intercollegiate Women's Volleyball – Received 8/2010; Technical Review 9/2/10 - Agenda

Social & Behavioral Sciences

ED 140 Introduction to Education

ED 141 Intro to Special Education – Submitted
ED 145 Understand & Ed Learn Disabled – Submitted
 HIST 101 Western Civ, Human Begin Until 1750
 HIST 102 Western Civ, from 1750-Present
HIST 108 U.S. History, 1877-Present – Submitted
 HIST 109 Survey U.S. History
 HIST 112 Contemp U.S. History: Vietnam
 HIST 114 History of California
HIST 119 History Latin American & Caribbean – Submitted
PHIL 101 Fundamental Reasoning Skills – Submitted
PHIL 105 Ethics: Moral Issues in Soc – Submitted
 PHIL 106 Intro to Philosophy
 PHIL 108 Philosophy of Religion
PHIL 110 Introduction to Logic – Submitted
PHIL 201 Critical Thinking – Submitted
 POLS 101 Amer Political Institutions
 POLS 201 Contemp Intntl Relations
 POLS 203 The Judicial Process
 PSY 244 Intro to Counseling – Agenda Ready 10/14/10 – Second Reading needed
 SOC 112 American Social Issues

Technical Education

ACRV 100 Refrigeration Basics – Submitted
ACRV 112 Basic Refrigeration Systems – Submitted
ACRV 113 Basic Refrigeration Controls – Submitted
ACRV 115 Basic Refrig Systems and Controls – Submitted
ACRV 122 Residential Air Conditioning Systems – Submitted
ACRV 123 Residential Air Conditioning Controls – Submitted
ACRV 125 Residential Air Cond Systems & Cntrl – Submitted
ACRV 212 Commercial Refrigeration Systems – Submitted
ACRV 213 Commercial Refrigeration Controls – Submitted
ACRV 222 Commercial Air Conditioning Controls – Submitted
ACRV 223 Commercial Air Conditioning Systems – Submitted
AJ 800 Peace Officer Intensive Basic Training – Submitted
CT 050 Sewing Basics
CT 101 Prin of Clothing Selection – Submitted
CT 102 Textiles – Submitted
CT 110 Clothing Construction I – Submitted
CT 112 Clothing Construction II – Submitted
CT 115 Speed Tailoring – Submitted
CT 141 Tailoring – Submitted
CT 213 Clothing Construction III – Submitted
CT 242 Pattern Making by Flat Pattern – Submitted
CT 243 Draping for Fashion Design – Submitted

Visual & Performing Arts

ART 101 History of Art: Prehistoric to Gothic
 ART 102 History of Art: Renaissance to Modern
 ART 110 Drawing
 ART 140 Watercolor
 ART 210 Advanced Drawing
 ART 222 L Computerized Life Drawing Lab
 ART 222 Computerized Life Drawing
MUS 151 Beginning Music Theory – Submitted
MUS 160 Symphonic Band – Submitted
MUS 161 Instrumental Ensemble Wood – Submitted
MUS 162 Beginning Clarinet Choir – Submitted
MUS 163 Instrumental Ensemble Brass – Submitted
MUS 168 Intermediate Clarinet Choir – Submitted
MUS 170 Beginning Flute Choir – Submitted
MUS 171 Intermediate Flute Choir – Submitted
MUS 251A Intermediate Music Theory – Submitted

MUS 251B Advanced Music Theory – Submitted
MUS 255A Beginning Keyboard Harmony
MUS 255B Advanced Keyboard Harmony
MUS 260 Concert Band – Submitted
MUS 262 Advanced Clarinet Choir – Submitted
MUS 270 Advanced Flute Choir – Submitted
MUS 291 Applied Music
MUS 292 Applied Music Performance
PHOT 107 History of Photography – Submitted
PHOT 250 Color Photography – Submitted

12. ADDITIONAL INFORMATION – SLOs by Division that need to be submitted to the SLO Committee

Counseling

HD 198 Human Development Seminars

Health Sciences

RADT 107 Radiographic Positioning and Procedures II
VN 109 Fundamentals of Patient Care for Vocational Nursing
VN 110/110CL Self-Care: Fundamentals and Pharmacology
VN 111/111CL Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient
VN 112/112CL Nursing to Promote Self-Care Agency in Adult
VN 113/113CL Nursing Leadership to Promote Self-Care Agency in the Adult

Instructional Resource

GED 906 Bas Use of Dict & Thes for GED
NCR 910 U.S. Constitution Exam
WR 902 Job Search Preparation
WR 904 Surviving the Job Probation Period
WR 906 Developing as a Professional: Promotability

Math/Science and Engineering

BIOL 205 Intro to Biotechnology
ENGR 185 Digital Logic & Design
MATH 099 Individualized Self-Study Math

Physical Education & Athletics

PE 237 Intercollegiate Men's Golf

Technical Education

ACRV 100 Refrigeration Basics
ACRV 198 Heating and Air Conditioning Seminars

Visual & Performing Arts

DM 103L Graphic Design I Lab
DM 105L Interactive Media Lab
DM 113L Photoshop I Lab
DM 115L Graphic Communications I Lab
DM 128L Web Des & Prod II Lab
DM 133L Digital Printing I Lab
DM 203L Graphic Design II Lab
DM 205L Digital Illustration Lab
DM 213L Photoshop II Lab
DM 215L Graphic Communications II Lab
DM 233L Digital Printing II Lab
DM 246L Portfolio and Job Search Lab
FTV 155 Film Festival Analysis
FTV 215 Directing for Film & Video
FTV 251 Contemporary American Independent Film
PHOT 213L Life Photography Lab
PHTC 215L Photography Studio Practices Lab
THA 205 Advanced Acting Workshop

13. ADJOURNMENT

NON-DISCRIMINATION POLICY

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

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

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: December 9, 2010
LOCATION: BE 321 – Computer Room
TIME: 3:05 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Beverly Beyer, faculty	Cynthia Littlefield, Faculty	Lisa Karlstein, Faculty
Enrique Camacho, ASO Student	Mrs. Sharon Lowry, V. P. Academic Affairs	
Nancy Cholvin, faculty	Rick Motawakel, Faculty	
Maria Clinton, Cochair	David Newman, Faculty	
De'Nean Coleman-Carew	Duane Rumsey, Faculty	
Margaret Drake, Dean	LaDonna Trimble, Dean	
Lee Grishman, Articulation	Les Uhazy, Dean	
Linda Harmon, Faculty	Darcy Wiewall, Faculty	
Tom Hutchison, proxy	Shanoah Garcia, proxy	
Scott Lee, Faculty	Mike Rios, proxy	
<u>GUESTS PRESENT</u>		
Leslie Baker	Ed Levy	
Jeff Cassady	Cathleen Parks	
Gordon Fast	Heidi Preschler	
Mark Hoffer	Sarah Rothenberg	
Perry Jehikla		

2010-2011
Academic Policies & Procedures Committee Meeting No. 7
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the December 9, 2010 AP&P Committee Meeting to order at 3:05 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:05 p.m. Motion carried.

Ms. Maria Clinton requested a motion to amend the agenda as stated on the Agenda Addendum emailed earlier this afternoon, which included the addition of two first reading course revisions, two second reading course revisions eleven consent agenda non-substantial course revisions, and eight ed2go Community Services course offerings. A motion was made and seconded to amend the agenda. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Ms. Maria Clinton wanted to remind the deans that the advisories on a course is a faculty decision.

3. APPROVAL OF MINUTES

a. November 18, 2010

Ms. Maria Clinton requested a motion to table action item 3a Approval of Minutes: November 18, 2010 due to computer problems in the Academic Affairs office. She stated that the minutes would be emailed to the committee members for an electronic approval. A motion was made and second to table action item 3a. Motion carried.

4. INFORMATIONAL ITEMS

a. 2-3 CurricUNET training workshops for Spring 2011 will be scheduled soon in TE7 room 103.

Ms. Maria Clinton requested that the representatives notify faculty within their area that she will be conducting additional CurricUNET trainings in the spring. She reminded the committee that these trainings are working meetings and participants are encouraged to bring their course revision material.

b. Proficiency / Requisite page in CurricUNET

Ms. Maria Clinton stated that the proficiency page in CurricUNET is directly feeding to the requisite page, which is creating duplicate entries of a course as well as duplicate levels of advisories for a particular discipline. This issue is being looked at for possible resolutions.

5. DISCUSSION ITEMS

a. **International Baccalaureate (IB) and College Level Examination Program (CLEP)**

Ms. DeNean Coleman-Carew stated that Jeff Cassady and Cathleen Parks were here to discuss the International Baccalaureate (IB), Advanced Placement (AP), and College Level Examination Program (CLEP). Jeff Cassady stated that students currently enrolled in the International Baccalaureate (IB) earn advanced placement at the UC and CSU and is asking that this college also recognize credit earned while in this program. International Baccalaureate (IB) is very similar to the AP program in rigor with the use of extended papers and course material covered. This program requires students to take course in 6 different areas verses the single subject credit through the AP program. Dr. Les Uhazy was concerned with the level of understanding a student has of the mathematics courses since it seems that student who take the placement exams are not placing at the higher levels. Jeff Cassady offered to send a list of textbooks, course descriptions, and content covered through the IB program. Dr. Lee Grishman stated that the acceptance of credit earned in this program would only benefit our college. Cathleen Parks stated that all material relevant to this program can be viewed on the web at www.ibo.org. Ms. Maria Clinton requested that the AP&P Representatives take this information back to their divisions for consideration once the course material is sent to AP&P.

b. **SB 1440 – Mrs. Sharon Lowry**

A motion was made and seconded to table action item 5b SB 1440 – Mrs. Sharon Lowry due to lack of time. Motion carried.

6. ACTION ITEMS – Course Revisions

a. **PSY 219 – Dynamics of Sex and Gender**

3 units, 3 hours weekly – CurricUNET

A motion was made and seconded to approve the course revisions to PSY 219 – Dynamics of Sex and Gender. Mrs. Darcy Wiewall was present to discuss the revisions made to the course on behalf of Ms. Irit Gat. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to the description and homework, which were done during the meeting. Motion carried with revisions. A second motion was made and seconded to approve the course content. Motion carried.

b. **PSY 244 – Introduction to Counseling**

3 units, 3 hours weekly – CurricUNET

A motion was made and seconded to approve the course revisions to PSY 244 – Introduction to Counseling. Mrs. Darcy Wiewall was present to discuss the revisions made to the course on behalf of Ms. Irit Gat. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to the content (addition of APA/MLA information) and homework. Due to the necessary revisions to the content, this course will return to AP&P for a second reading. Motion failed.

c. **CHEM 110 – General Chemistry**

5 units, 7 hours weekly – CurricUNET

A motion was made and seconded to approve the course revisions to CHEM 110 – General Chemistry. Mr. David Newman was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to the description, hours/units page, and advisory (remove ENGL 101), which were done during the meeting. Motion carried with revisions. A second motion was made and seconded to approve the course content. Motion carried.

d. **MATH 160 – Calculus and Analytic Geometry**

5 units, 5 hours weekly – CurricUNET

A motion was made and seconded to approve the course revisions to MATH 160 – Calculus and Analytic Geometry. Ms. Nancy Cholvin was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to the homework, which were done during the meeting by Ms. Nancy Cholvin. Motion carried with revisions.

e. **ENGL 104 – The Research Paper**

1 unit, 22 hours total – CurricUNET

Title Change, Advisory Change (NO changes to Units or Hours)

A motion was made and seconded to approve the course revisions to ENGL 104 – The Research Paper. Mr. Mark Hoffer was present to discuss the revisions made to the course. He requested to also revise the hours, which was not on the original revision proposal. Ms. Maria Clinton stated that revisions to the hours is not something the committee could consider since it was not on the original proposal and approved by the faculty and Dean. Mr. Mark Hoffer requested that this proposal not be read since the revisions made are in line with the change to the hours for this course. Motion failed.

f. **ENGL 111 – Creative Writing: Fiction**

3 units, 3 hours weekly – CurricUNET

A motion was made and seconded to approve the course revisions to ENGL 111 – Creative Writing: Fiction. Mr. Mark Hoffer was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to the homework, which were done during the meeting by Mr. Mark Hoffer. Motion carried with revisions.

- g. ENGL 112 – Creative Writing: Poetry 3 units, 3 hours weekly – CurricUNET**
A motion was made and seconded to approve the course revisions to ENGL 112 – Creative Writing: Poetry. Mr. Mark Hoffer was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to the homework, which were done during the meeting by Mr. Mark Hoffer. Motion carried with revisions.
- h. ENGL 212 – Advanced Poetry Writing 3 units, 3 hours weekly – CurricUNET**
A motion was made and seconded to approve the course revisions to ENGL 212 – Advanced Poetry Writing. Mr. Mark Hoffer was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to the description, homework, and textbooks, which were done during the meeting by Mr. Mark Hoffer. Motion carried with revisions.
- i. DE Online Only – HD 1980 – Orientation to College 0.5 units, 9 hours total – CurricUNET**
j. DE Hybrid – HD 1980 – Orientation to College 0.5 units, 9 hours total – CurricUNET
A motion was made and seconded to table action items 6i-j Course Revisions due to lack of time. Motion carried.
- k. GER 101 – Elementary German 1 5 units, 5 hours weekly – CurricUNET**
A motion was made and seconded to approve the course revisions to GER 101 – Elementary German 1. Ms. Heidi Preschler was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to the homework and content, which were done during the meeting by Ms. Heidi Preschler. Motion carried with revisions. A second motion was made and seconded to approve the course content. Motion carried.
- l. NEW DE Online Only – GER 101 – Elementary German 1 5 units, 5 hours weekly – CurricUNET**
A motion was made and seconded to approve the course revisions to NEW DE Online Only for GER 101 – Elementary German 1. Ms. Heidi Preschler was present to discuss the new distance education online only course proposal. She stated that students will be required to purchase a web cam in order to take this course. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to section 3, which were done during the meeting by Ms. Heidi Preschler. Motion carried with revisions.
- m. NEW DE Hybrid – GER 101 – Elementary German 1 5 units, 5 hours weekly – CurricUNET**
A motion was made and seconded to approve the course revisions to NEW DE Hybrid for GER 101 – Elementary German 1. Ms. Heidi Preschler was present to discuss the new distance education hybrid course proposal. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to section 3 and 2, which were done during the meeting by Ms. Heidi Preschler. Motion carried with revisions.
- n. GER 102 – Elementary German 2 5 units, 5 hours weekly – CurricUNET**
A motion was made and seconded to approve the course revisions to GER 102 – Elementary German 2. Ms. Heidi Preschler was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to the description, homework, and methods of evaluation, which were done during the meeting by Ms. Heidi Preschler. Additional revisions that will be made by Academic Affairs will be the removal of GER 101B from the list of requisites. Motion carried with revisions. A second motion was made and seconded to approve the course content. Motion carried.
- o. NEW DE Online Only – GER 102-Elementary German 2 5 units, 5 hours weekly – CurricUNET**
A motion was made and seconded to approve the course revisions to NEW DE Online Only for GER 102 – Elementary German 2. Ms. Heidi Preschler was present to discuss the new distance education online only course proposal. She stated that students will be required to purchase a web cam in order to take this course. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to section 3, which were done during the meeting by Ms. Heidi Preschler. Motion carried with revisions.
- p. NEW DE Hybrid – GER 102-Elementary German 2 5 units, 5 hours weekly – CurricUNET**
A motion was made and seconded to approve the course revisions to NEW DE Hybrid for GER 102 – Elementary German 2. Ms. Heidi Preschler was present to discuss the new distance education hybrid course proposal. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to section 3 and 2, which were done during the meeting by Ms. Heidi Preschler. Motion carried with revisions.
- q. AFAB 120 – Composites 6 units, 8 hours weekly – CurricUNET**
A motion was made and seconded to approve the course revisions to AFAB 120 – Composites. Ms. Maria Clinton was present to discuss the revisions made to the course. After a brief moment and review of the comments

in CurricUNET, it was decided that minor revisions needed to be made to course objective 9 and method of evaluation 6, homework, and textbooks. Motion carried with revisions.

- r. **ID 110 – Interior Drafting and Design** **3 units, 4 hours weekly – CurricUNET**
Name Change, Advisory Change

A motion was made and seconded to approve the course revisions to ID 110 – Interior Drafting and Design. Ms. Leslie Baker was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to the description and content, which were done during the meeting by Ms. Leslie Baker. Motion carried with revisions.

- s. **ID 230 – Fundamentals Lighting Design** **3 units, 3 hours weekly – CurricUNET**
Numbering Change, Name Change, Advisory Change

A motion was made and seconded to approve the course revisions to ID 230 – Fundamentals Lighting Design previously ID 200. Ms. Leslie Baker was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to the course, which were done during the meeting by Ms. Leslie Baker. Motion carried with revisions.

- t. **ID 250 – Professional Interior Design Business Practices** **3 units, 3 hours weekly – CurricUNET**
Numbering Change, Advisory Change

A motion was made and seconded to approve the course revisions to ID 250 – Professional Interior Design Business Practices previously ID 205. Ms. Leslie Baker was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was decided that minor revisions needed to be made to the course including the addition of a rationale to textbooks older than 5 years, which were done during the meeting by Ms. Leslie Baker. Motion carried with revisions.

- u. **ID 260 – Residential Space Planning** **3 units, 4 hours weekly – CurricUNET**
Numbering Change

A motion was made and seconded to approve the course revisions to ID 260 – Residential Space Planning previously ID 210. Ms. Leslie Baker was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was decided that no changes were needed. Motion carried.

- v. **MKTG 112 – Introduction to Advertising** **3 units, 3 hours weekly – CurricUNET**

A motion was made and seconded to approve the course revisions to MKTG 112 – Introduction to Advertising. Mrs. Beverly Beyer was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was decided that no changes were needed from the faculty. Revisions that will be made by Academic Affairs will be the removal of the additional advisory from the list of requisites since no changes were made to this area of the course. Motion carried.

- w. **PE 139 – Team Sports Fundamentals** **0.5/1 unit, 1.5/3 hours weekly – CurricUNET**

A motion was made and seconded to approve the course revisions to PE 139 – Team Sports Fundamentals. Mr. Perry Jehikla was present to discuss the revisions made to the course. After a brief moment and review of the comments in CurricUNET, it was decided that minor changes needed to be made to the homework, which were done during the meeting. Motion carried with revisions. A second motion was made and seconded to approve the course content. Motion carried.

- x. **PE 265 – Intercollegiate Women’s Volleyball** **2 units, 10 hours weekly – CurricUNET**

A motion was made and seconded to table action item 6x PE 265 Course Revision due to lack of time. Motion carried.

7. ACTION ITEMS – Second Reading – Course Revisions

- a. **PE 101 – Adaptive Physical Education** **1 unit, 3 hours weekly – CurricUNET**
b. **PE 180 – Advanced Volleyball Techniques** **1 units, 3 hours weekly – CurricUNET**
c. **CA 221 – Computer Concepts and Applications in Business** **4 unit, 5 hours weekly**

A motion was made and seconded to table action items 7a-c Second Reading – Course Revisions due to lack of time. Motion carried.

8. ACTION ITEMS – Consent Items – Course Revisions

- a. **AJ 104 – Introduction to Corrections** **3 units, 3 hours weekly – CurricUNET**
b. **HIST 104 – Intro to World Civilization from Human Beginnings-1500** **3 units, 3 hours wkly – CurricUNET**

- c. **HIST 105 – Intro to World Civilization from 1500 until the Present** **3 units, 3 hours wkly – CurricUNET**
- d. **HIST 115 – Cultural History of Mexico** **3 units, 3 hours weekly – CurricUNET**
- e. **ID 100 – Introduction to Interior Design** **3 units, 3 hours weekly – CurricUNET**
- f. **PE 140 – Pre-Season Sport Conditioning** **0.5/1 unit, 1.5/3 hours weekly – CurricUNET**
- g. **WELD 101 – Welding Fundamentals** **2 units, 4 hours weekly – CurricUNET**
- h. **WELD 110 – Oxyacetylene Welding, Cutting, Brazing** **2 units, 4 hours weekly – CurricUNET**
- i. **WELD120 – Basic Shielded Metal Arc Weld** **2 units, 4 hours weekly – CurricUNET**
- j. **WELD 130 – Advanced Shielded Metal Arc Welding** **2 units, 4 hours weekly – CurricUNET**
- k. **WELD 145 – Advanced Welding Processes** **2 units, 4 hours weekly – CurricUNET**
- l. **WELD 211 – Performance Welding-Oxyacetylene Welding Processes** **2 units, 4 hours weekly – CurricUNET**
- m. **WELD 212 – Performance Welding-Arc Welding Processes** **2 units, 4 hours weekly – CurricUNET**
- n. **WELD 230 – Welding Symbols and Print Reading** **3 units, 3 hours weekly – CurricUNET**
- o. **WELD 240 – Welding Layout** **3 units, 3 hours weekly – CurricUNET**
- p. **WELD 260 – Certification Welding-L.A. City Building Code** **4 units, 8 hours weekly - CurricUNET**

Ms. Maria Clinton requested a motion to approve items 8a-p, which are all non-substantial course revisions. A motion was made and seconded to approve items 8a-p. Motion carried. A second motion was made and seconded to approve the course content for items 8b,c and f. Motion carried.

9. ACTION ITEMS – New Course

- a. **AFAB 210 – Aircraft Production** **3 units, hours weekly – CurricUNET**
 A motion was made and seconded to approve the new course proposal for AFAB 210 – Aircraft Production. Ms. Maria Clinton was present to discuss the new course proposal. After a brief moment and review of the comments in CurricUNET, it was decided that minor changes needed to be made to the homework hours, which were done by Ms. Maria Clinton during the meeting. Motion carried with revisions.

10. DISCUSSION ITEMS – Attached Memos

- a. **Interior Design Course Number Changes**
 A motion was made and seconded to approve item 10a Interior Design Course Number Changes. Ms. Leslie Baker was present to answer questions regarding the purposed number changes. She stated that the material taught in each course does not match the current numbering system. Mrs. Margaret Drake, Dean of Technical Education, thanked Ms. Leslie Baker for taking the time to thoroughly consider the material taught in relation to its college level and the necessary renumbering. After a brief moment, no revisions or questions were asked. Motion carried.
- b. **Certificate Change Request for General Aircraft Maintenance**
 A motion was made and seconded to approve item 10b Certificate Change Request for General Aircraft Maintenance. Mr. Gordon Fast and Mr. Ed Levy were present to answer questions regarding the purposed certificate changes. After a brief moment, no revisions or questions were asked. Motion carried.
- c. **Degree/Certificate Change Request for Aircraft Fabrication and Assembly**
 A motion was made and seconded to approve item 10c Degree/Certificate Change Request for Aircraft Fabrication and Assembly. Ms. Maria Clinton, Mr. Gordon Fast and Mr. Ed Levy were present to answer questions regarding the purposed degree/certificate changes. Ms. Maria Clinton stated that the only revisions made to the degree and certificate is the addition of the new required course: AFAB 210 – Aircraft Production. After a brief moment, no revisions or questions were asked. Motion carried.
- d. **Addition of AFAB 115 and ID 200 to the Credit by Exam List**
 A motion was made and seconded to approve item 10d Addition of AFAB 115 and ID 200 to the Credit by Exam List. Mrs. Margaret Drake was present to answer questions regarding the purposed changes/additions to the credit by exam list. After a brief moment, no revisions or questions were asked. Motion carried.

11. ACTION ITEMS – Corporate and Community Services

- a. **Accounting Fundamentals – Richard Talmo, ed2go**
- b. **Accounting Fundamentals II – Richard Talmo, ed2go**
- c. **Achieving Success with Difficult People – Richard Talmo, ed2go**
- d. **Administrative Assistant Fundamentals – Richard Talmo, ed2go**
- e. **Become a Physical Therapy Aide – Richard Talmo, ed2go**
- f. **Certificate in Gerontology – Richard Talmo, ed2go**
- g. **Ready, Set, Read! – Richard Talmo, ed2go**
- h. **Stocks, Bonds, Investing: Oh My! – Richard Talmo, ed2go**

A motion was made and seconded to approve items 11a-h, Community Services course offerings. Mr. Richard Talmo from ed2go was present to discuss the above courses. Mr. Talmo stated that ed2go works in conjunction with the instructors, who have higher education degrees in their respective areas, to develop these course offerings. As courses become obsolete due to lack of interest or advancements in that area they are let go and new courses are created in their place. He also stated that these courses are taught at a 7-8th grade reading level and any title can be changed by this college. DeNean Coleman-Carew asked if these courses conflict with any of our current courses. Mr. Tom O’Niel, Dean of Social and Behavioral Sciences/Business and Computer Studies, stated that these courses do not conflict with current courses and are actually good beginner courses for a student who may wish to take our higher level courses in the future. Ms. Linda Harmon requested that the committee note that 11e and 11f, although signed, are not approved or denied by the faculty. Ms. Maria Clinton requested a motion to table items 11e Become a Physical Therapy Aide and 11f Certificate in Gerontology. A motion was made and seconded to table items 11e Become a Physical Therapy Aide and 11f Certificate in Gerontology. Motion Carried. DeNean Coleman-Carew felt that the use of the word Certificate in the title for 11f may cause some confusion. Ms. Maria Clinton requested the committee to make a motion on items 11a-d and 11g-h if no addition questions remained. A motion was made and seconded to approve items 11a-d and 11g-h. Motion carried.

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

Business and Computer Studies

- ACCT 205 Managerial Accounting – DE ONLY; Technical Review 9/2/10; – DE Committee
- ACCT 121 Microcomputer Accounting – Returned to Faculty 9/2/10; On agenda 9/20/10
- BUS 201 Business Law – Submitted*
- CA 103 Intro to Microcomputers
- CA 121 Microcomputer Spreadsheets – Returned to Faculty 9/2/10; On agenda 9/20/10
- CA 151 Microcomputer Operating System
- CA 221 Computer Concepts & Appl Bus – Returned to Faculty 9/2/10; On agenda 9/20/10
- CIS 175 Java Programming
- MKTG 112 Introduction to Advertising – Submitted - Agenda*

Counseling

- HD 198 Human Development Seminars

Health Sciences / FACE

- CFE 113 Inc Classrooms Nutr Excep Child
- CFE 114 Music Movement Ed Young Child
- CFE 116 Justice, Equity & Inclu in CFE
- CFE 168 Foster Parent Med Fagile Child
- CFE 211 Health Safety for Young Child
- CFE 212 School Age Programs
- EMT 101 Emergency Medical Tech 1
- MOA 110 Beg Medical Office Assisting – Received 8/31/10; Technical Review 9/2/10
- MOA 111 Adv Medical Office Assisting – Received 8/31/10; Technical Review 9/2/10
- NS 111 Fundamentals of Nursing Science
- NS 121 Obstet, Neonatal & Women's Health Nsg
- NS 122 Medical/Surgical Nursing I
- NS 230 Professional Nursing III
- NS 231 Pediatric/Community Health Nursing
- NS 232 Psychiatric/Geriatric/Community Health Nsg
- NS 241 Medical/Surgical Nursing II – Submitted*
- RCP 102 Clinical Preparation for Respiratory Care
- RCP 103 Concepts in Respiratory Care
- RCP 104 Respiratory Care Pharmacology
- RCP 105 Fundamentals of Clinical Respiratory Care
- RCP 201 Neonatal and Pediatric Respiratory Care
- RCP 202 Fundamentals of Intensive Respiratory Care
- RCP 203 Seminar & Practicum in Respiratory Care I
- RCP 204 Seminar & Practicum in Respiratory Care II

Instructional Resources

- LAC 100 Intro to Tutoring – Submitted*
- LAC 200 Advanced Tutoring – Submitted*

Language Arts

COMM 101 Intro to Public Speaking – Submitted
COMM 103 Process of Communication – Submitted
COMM 105 Intro to Mass Communication – Submitted
COMM 107 Intro to Interpersonal Comm – Submitted
COMM 112 Oral Interpretation – Submitted
COMM 114 Art of Storytelling
COMM 116 Forensics – Submitted
COMM 214 Studies in Storytelling – Submitted
COMM 219 Intercultural Communication – Submitted
ENGL 104 The Research Paper – Submitted - Agenda
ENGL 111 Creative Writing: Fiction – Submitted - Agenda
ENGL 112 Creative Writing: Poetry – Submitted - Agenda
ENGL 113 Creative Writing: Nonfiction – Submitted
ENGL 211 Advanced Fiction Writing – Submitted
ENGL 212 Advanced Poetry Writing – Submitted - Agenda
GER 101 Elementary German 1 – Submitted - Agenda
GER 102 Elementary German 2 – Submitted - Agenda
GER 201 Intermediate German 1
JOUR 121 Beginning Journalism 8 – Submitted
JOUR 123 Newspaper Production – Submitted

Math/Science and Engineering

MATH 050 Arithmetic 9
MATH 060 Prealgebra
MATH 115 Statistics
MATH 125 Math for Business & Economics
MATH 130 College Algebra
MATH 135 Plane Trigonometry
MATH 140 Precalculus
MATH 150 Calculus & Analytic Geometry – Submitted
MATH 160 Calculus & Analytic Geometry – Submitted - Agenda
MATH 230 Intro Ordinary Diff Equations
MATH 250 Calculus & Analytic Geometry
BIOL 100 Elem Human Anatomy & Physiology
BIOL 101 General Biology
BIOL 104 Environmental Biology
BIOL 110 General Molecular Cell Biology
BIOL 120 Gen Organism, Eco & Evolution Biol 8
BIOL 205 Intro to Biotechnology
CHEM 101 Introductory Chemistry
CHEM 102 Introductory Chem (Organic)
CHEM 110 General Chemistry – Submitted
CHEM 120 General Chemistry
ENGR 185 Digital Logic & Design
GEOG 101L Phys Geog Lab: Earth's Surface Landscape – Submitted
GEOG 101 Phys Geog: Earth's Surface Landscapes
GEOG 105 Cultural Geography
GEOG 201 Map Interpretation and GPS
GEOG 205 Intro Geographic Info Systems
PHYS 101 Introductory Physics – Submitted
PHYS 102 Introductory Physics – Submitted
PHYS 110 General Physics – Submitted
PHYS 120 General Physics – Submitted

Physical Education & Athletics

ATH 100 Intro to Athletic Training
ATH 102 L Practical Appl of Athletic Training I Lab
ATH 102 Practical Appl of Athletic Training I
ATH 103 L Practical Appl of Athletic Training II Lab
ATH 103 Practical Appl of Athletic Training II
HE 101 Health Education – Submitted
HE 120 Stress Management – Submitted

PE 101 Adaptive Physical Education – Submitted – Agenda
PE 109 Hatha Yoga – Submitted
 PE 111 Advanced Tennis Techniques
 PE 115 Advanced Basketball Techniques
 PE 118 Beginning Bowling
 PE 118 Intermediate Bowling
 PE 128 Beginning Golf
 PE 128 Advanced Golf
 PE 135 Physical Conditioning
 PE 139 Team Sport Fundamentals – Received 8/2010; Technical Review 9/2/10 - Agenda
 PE 140 Preseason Sport Conditioning – Received 8/2010; Technical Review 9/2/10 - Agenda
 PE 160 Beginning Tennis
 PE 160 Intermediate Tennis
 PE 160 Advanced Tennis
 PE 180 Advanced Volleyball Techniques – Received 8/2010; Technical Review 9/2/10 - Agenda
 PE 193 Officiating Fall Sports
 PE 194 Officiating Spring Sports
 PE 195 Sports Appreciation
 PE 205 Intercollegiate Men's Basketball
 PE 210 Intercollegiate Women's Basketball
 PE 225 Intercollegiate Women's Tennis
 PE 237 Intercollegiate Men's Golf
 PE 265 Intercollegiate Women's Volleyball – Received 8/2010; Technical Review 9/2/10 - Agenda

Social & Behavioral Sciences

ED 140 Introduction to Education
ED 141 Intro to Special Education – Submitted
ED 145 Understand & Ed Learn Disabled – Submitted
 HIST 101 Western Civ, Human Begin Until 1750
 HIST 102 Western Civ, from 1750-Present
HIST 104 Intro World Civ from Human Begin-1500 – Submitted
HIST 105 Intro World Civ 1500-Present – Submitted
HIST 108 U.S. History, 1877-Present – Submitted
 HIST 109 Survey U.S. History
 HIST 112 Contemp U.S. History: Vietnam
 HIST 114 History of California
HIST 115 Cultural History of Mexico – Submitted
HIST 119 History Latin American & Caribbean – Submitted
PHIL 101 Fundamental Reasoning Skills – Submitted
PHIL 105 Ethics: Moral Issues in Soc – Submitted
 PHIL 106 Intro to Philosophy
 PHIL 108 Philosophy of Religion
PHIL 110 Introduction to Logic – Submitted
PHIL 201 Critical Thinking – Submitted
 POLS 101 Amer Political Institutions
 POLS 201 Contemp Intntl Relations
 POLS 203 The Judicial Process
 PSY 219 Dynamics of Sex and Gender – Agenda Ready 10/14/10
 PSY 244 Intro to Counseling – Agenda Ready 10/14/10
 SOC 112 American Social Issues

Technical Education

ACRV 100 Refrigeration Basics – Submitted
ACRV 112 Basic Refrigeration Systems – Submitted
ACRV 113 Basic Refrigeration Controls – Submitted
ACRV 115 Basic Refrig Systems and Controls – Submitted
ACRV 122 Residential Air Conditioning Systems – Submitted
ACRV 123 Residential Air Conditioning Controls – Submitted
ACRV 125 Residential Air Cond Systems & Cntrl – Submitted
ACRV 212 Commercial Refrigeration Systems – Submitted
ACRV 213 Commercial Refrigeration Controls – Submitted
ACRV 222 Commercial Air Conditioning Controls – Submitted

ACRV 223 Commercial Air Conditioning Systems – Submitted
AFAB 120 Composites Fabrication and Repair – Submitted
AJ 104 Introduction to Corrections – Submitted
AJ 209 Public Safety Communications
AJ 800 Peace Officer Intensive Basic Training – Submitted
CT 050 Sewing Basics
CT 101 Prin of Clothing Selection – Submitted
CT 102 Textiles – Submitted
CT 110 Clothing Construction I – Submitted
CT 112 Clothing Construction II – Submitted
CT 115 Speed Tailoring – Submitted
CT 141 Tailoring – Submitted
CT 213 Clothing Construction III – Submitted
CT 242 Pattern Making by Flat Pattern – Submitted
CT 243 Draping for Fashion Design – Submitted
ID 200 Fundamentals of Lighting Design – Submitted
ID 205 Professional Inter Des Business Practices – Submitted - Agenda
WELD 101 Welding Fundamentals – Submitted
WELD 110 Oxyacetylene Weld, Cut, Brazing – Submitted – Agenda
WELD 120 Basic Shielded Metal Arc Welding – Submitted – Agenda
WELD 130 Advanced Shielded Metal Arc Welding – Submitted – Agenda
WELD 145 Advanced Welding Processes – Submitted – Agenda
WELD 211 Performance Welding Oxyacetylene – Submitted – Agenda
WELD 212 Performance Welding Arc – Submitted – Agenda
WELD 230 Welding Symbols & Print Reading – Submitted – Agenda
WELD 240 Welding Layout – Submitted – Agenda
WELD 260 Cert Welding L.A. City Building Code – Submitted – Agenda

Visual & Performing Arts

ART 101 History of Art: Prehistoric to Gothic
 ART 102 History of Art: Renaissance to Modern
 ART 110 Drawing
 ART 140 Watercolor
 ART 210 Advanced Drawing
 ART 222 L Computerized Life Drawing Lab
 ART 222 Computerized Life Drawing
MUS 151 Beginning Music Theory – Submitted
MUS 160 Symphonic Band – Submitted
MUS 161 Instrumental Ensemble Wood – Submitted
MUS 162 Beginning Clarinet Choir – Submitted
MUS 163 Instrumental Ensemble Brass – Submitted
MUS 168 Intermediate Clarinet Choir – Submitted
MUS 170 Beginning Flute Choir – Submitted
MUS 171 Intermediate Flute Choir – Submitted
MUS 251A Intermediate Music Theory – Submitted
MUS 251B Advanced Music Theory – Submitted
 MUS 255A Beginning Keyboard Harmony
 MUS 255B Advanced Keyboard Harmony
MUS 260 Concert Band – Submitted
MUS 262 Advanced Clarinet Choir – Submitted
MUS 270 Advanced Flute Choir – Submitted
 MUS 291 Applied Music
 MUS 292 Applied Music Performance
PHOT 107 History of Photography – Submitted
PHOT 250 Color Photography – Submitted

12. ADDITIONAL INFORMATION – SLOs by Division that need to be submitted to the SLO Committee

Business and Computer Studies

BUS 121 Investment Fundamentals – Submitted

Counseling

HD 198 Human Development Seminars

Health Sciences

RADT 107 Radiographic Positioning and Procedures II
VN 109 Fundamentals of Patient Care for Vocational Nursing
VN 110 Self-Care: Fundamentals and Pharmacology
VN 110CL Self-Care: Fundamentals and Pharmacology
VN 111 Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient
VN 111CL Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient
VN 112 Nursing to Promote Self-Care Agency in Adult
VN 112CL Nursing to Promote Self-Care Agency in Adult
VN 113 Nursing Leadership to Promote Self-Care Agency in the Adult
VN 113CL Nursing Leadership to Promote Self-Care Agency in the Adult

Instructional Resource

GED 906 Bas Use of Dict & Thes for GED
NCR 910 U.S. Constitution Exam
WR 902 Job Search Preparation
WR 904 Surviving the Job Probation Period
WR 906 Developing as a Professional: Promotability

Language Arts

LATN 201 Intermediate Latin

Math/Science and Engineering

BIOL 205 Intro to Biotechnology
ENGR 185 Digital Logic & Design
MATH 099 Individualized Self-Study Math

Physical Education & Athletics

PE 118 Beginning Bowling
PE 118 Intermediate Bowling
PE 195 Sports Appreciation
PE 237 Intercollegiate Men's Golf

Technical Education

ACRV 100 Refrigeration Basics
ACRV 198 Heating and Air Conditioning Seminars
AJ 130A Reserve Peace Officer Level III Part 1 (Received obsolete Memo 9/21/10)
AJ 130B Reserve Peace Officer Level III Part 2 (Received obsolete Memo 9/21/10)
AJ 130C Reserve Peace Officer Level II (Received obsolete Memo 9/21/10)
AJ 130D Reserve Peace Officer Level I (Received obsolete Memo 9/21/10)
AUTO 198A Anti-Lock Braking Systems (ABS)
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 Training Seminar
AUTO 198N Electronic Transmissions & Transaxles Seminar
AUTO 198C Electrical/Electronic Systems Training Seminar
AUTO 198 Automotive Seminars

Visual & Performing Arts

DM 101L Digital Media Arts Lab – Submitted
DM 103L Graphic Design I Lab
DM 105L Interactive Media Lab
DM 106L Video Design and Production I Lab – Submitted
DM 110L Motion Graphics Lab – Submitted
DM 112L Experimental Digital Video Lab – Submitted
DM 113L Photoshop I Lab
DM 115L Graphic Communications I Lab
DM 127L Web Design and Production I Lab – Submitted
DM 128L Web Des & Prod II Lab
DM 133L Digital Printing I Lab

DM 143L Computer 2-D Animation Lab – Submitted
DM 145L Computer 3-D Animation Lab – Submitted
DM 203L Graphic Design II Lab
DM 205L Digital Illustration Lab
DM 206L Video Design and Production II Lab – Submitted
DM 213L Photoshop II Lab
DM 215L Graphic Communications II Lab
DM 233L Digital Printing II Lab
DM 246L Portfolio and Job Search Lab
DM 298L Special Studies in Digital Media Lab – Submitted
FTV 155 Film Festival Analysis
FTV 215 Directing for Film & Video
FTV 230 Digital Cinematography – Submitted
FTV 242 Writing and Pre-Production of the Short Film – Submitted
FTV 244 Production & Post-Production of the Short Film – Submitted
FTV 251 Contemporary American Independent Film
PHOT 213L Life Photography Lab
PHTC 101L Beginning Black & White Photography Lab – Submitted
PHTC 125L Beginning Digital Photography Lab – Submitted
PHTC 150L Beginning Color Photography Lab – Submitted
PHTC 201L Advanced Black & White Photography Lab – Submitted
PHTC 203L Foundations of Cameras and Composition Lab – Submitted
PHTC 205L Documentary and Landscape Photography Lab – Submitted
PHTC 211L Wedding, Portrait and Event Photography Lab – Submitted
PHTC 215L Photography Studio Practices Lab
PHTC 275L Advanced Digital Photography Lab – Submitted
PHTC 298L Special Studies in Photography Lab – Submitted
THA 205 Advanced Acting Workshop

13. ADJOURNMENT

A motion was made and seconded to adjourn the 12/9/10 AP&P Committee meeting at 5:30 p.m. Ms. Maria Clinton thanked the committee for their help this semester and wished them a happy vacation. 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 Ms. Patricia A. Márquez Sandoval, Academic Senate President, at (661) 622-6306 (weekdays between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.

CurricUNET Issues Addressed Over Intersession\

Requisite Page - For advisory: Additional language to allow faculty to set the language that appears before the course, such as, Completion of, Concurrent enrollment in, or Eligibility for. 12/14/10

Textbook Rationale - Appearing when page locks 12/14/10

Course Construction Main Menu - Additional Language appearing such as, Revision Rationale, Course Acronym. 12/14/10

Course Cover - The division field is blank for all courses. 12/14/10

Course Proposal Report, Course Content Report - Appearing on the My Approvals page next to the course number, on the Comments page next to the WR and CC report, on the My courses page, Co-Contributor Courses List. Also remove the reference to a Short Title from the top of the Course Content report. 12/14/10

Course Proposal Report - Changes to the Transferability information is not feeding properly to the Course Proposal Report. 12/14/10

Co-Contributor Checklist should change based on type of revision. 12/14/10

Methods of Evaluation - The Spell Check is not working. 12/14/10

Co-Contributor Courses List - The CC report, WR report, Course Proposal report, and Course Content report should all be available on this screen, similar to the My courses list 12/14/10

WR Report - Course Objectives, Typical Homework Assignments, and Methods of Evaluation should be numerically listed. The words "**Course Content**" and "**Suggested Texts or Other Instructional Materials**" should be in all Caps similar to the other section on this report. If a course has a materials fee, that information would need to appear on this report as well under the Course Requisite section. The specific language is "Instructional materials fee required for this course and must be paid at registration." The Repeatability number should appear after the course description in parentheses, for example, if a course can be repeated 3 times then it should show after the last period in the description as (R3). 12/14/10

CC Report - Garbage language in the paragraph regarding Typical Homework. Course Objectives, Typical Homework Assignments, and Methods of Evaluation should be numerically listed. The words "**Course Content**" and "**Suggested Texts or Other Instructional Materials**" should be in all Caps similar to the other section on this report. If a course has a materials fee, that information would need to appear on this report as well under the Course Requisite section. The specific language is "Instructional materials fee required for this course and must be paid at registration." The Repeatability number should appear after the course description in parentheses, for example, if a course can be repeated 3 times then it should show after the last period in the description as (R3). 12/14/10

Co-Contributors should not have the ability to edit or move a course forward once the course has been submitted to the Approval Process. 12/14/10

Approval Process - Faculty are still able to revise a course even though it has been submitted into the approval process. Course should lock out the originator until it returns to their My Approvals list for revision. 12/14/10

Course Cover - Change Department to Department/Discipline 12/14/10

Units/Hours Page - Delete the Short Term Course section on this page, we do not have this field on our forms or in our process. 12/14/10

Units/Hours Page - When page locks that drop down menu for hours can still be changed. The Min/Max language appears regardless. The repeatability question can still be changed when page is locked. 12/21/10

SCANS Competency - Linking SCANS to objectives problem with information 12/21/10

WR and CC Report - If an objective is linked to a Scans Competency then this should also be noted on this report by putting an asterisk at the start of the objective, for example, "7. *Apply Drawing Parts List". Methods of Evaluation section is not showing the linked objectives. 12/21/10

Distance Education Report - Creation of a distance education report, making a link available on the My Approvals page, Comments page, and My courses page, Co-Contributor Courses List 12/21/10

Material Fee Approval Process - I have created the approval process but need additional help to make it work 12/21/10

WR and CC Report are not reporting the same information that is in CurricUNET, for example, a change to the content appeared on one report but not the other. 12/21/10

Co-Contributor Courses List - The Distance Education Reports should be available on this screen, similar to the My courses list 12/21/10

WR Report - The Course Hours should give the number and the new language of weekly or total, depending on the course. 12/21/10

CC Report - The Course Hours should give the number and the new language of weekly or total, depending on the course. 12/21/10

Units/Hours Page - For courses that are designated as Lecture & Lab/Clinic, an additional Maximum Enrollment field would need to appear since Lecture courses tend to have a higher class maximum than their Lab/Clinic. 12/21/10

Copy of Courses - When a faculty makes a copy of a course and clicks the ok button several times, several copies of the course are being created, ex. RCP courses 12/21/10

Content Review - Remove Limitation on Enrollment from the Requisite Type. 12/21/10

Units/Hours - Data in Grading Justification is not saving. It saves but when exiting and reentering the page, the data disappears. Also the Justification is required if course has a grading methods of Pass/No Pass Only, or Letter Grade only. 12/21/10

Copies of Courses - Admins see all items in the Course Checklist. 12/21/10

Course Checklist - Change Course Proposal to Course Main Menu. Move Course Classification under Course Cover. 12/21/10

Course Construction Main Menu - Add Division, and Catalog Course Description. Change Rationale to Proposed Course Revisions. 12/21/10

Non-Substantial Change Approval Process - Hide the Course Cover from the users view. 12/21/10

Textbook/Resources - Adding a Textbook, change Rational to Rationale for textbooks older than 5 years. 12/21/10

Report of courses and the language in the Additional Materials link. 12/21/10

Additional Materials - Remove 12/21/10

Report of courses that are at the Committee Level. Report should include Type of Revision, Course Acronym, number, title, units, hours, and Rationale of changes. 1/4/11

Question/Help Icon - Can the blue background of the circle be changed to burgundy? 1/4/11

WR Report - The Course Requisites should be listed differently, such as all advisories listed with commas and the and/or language to make one sentence. The words "Advisory, Prerequisite, Corequisite, or Limitation on Enrollment" should only appear once. Course Requisites should be listed in the following order: Limitation on Enrollment, Prerequisite, Corequisite, Advisory, Instructional materials fee. 1/4/11

CC Report - The Course Requisites should be listed differently, such as all advisories listed with commas and the and/or language to make one sentence. The words "Advisory, Prerequisite, Corequisite, or Limitation on Enrollment" should only appear once. Course Requisites should be listed in the following order: Limitation on Enrollment, Prerequisite, Corequisite, Advisory, Instructional materials fee. 1/4/11

Course Classification link – re-titled Justification/Classification. Questions on Course Cover, College Mission, Course Justification, and Stand-Alone Course, moved to this page in preparation for approval process revisions. Make sure data saves properly 1/18/11

Course Proposal Report – Course repeatability justification section V, Course Justification section II, and Course Unit value section II fixed. 1/18/11

Distance Education consultation person to all approval processes as well as the same person being added to the Tech Review Approval section for each revision process. **I have created the copy of the approval processes and added the DE Consultation. Please check to make sure I did it right.** 1/25/11

Librarian Approval Page - Can this page mirror the Library link on the checklist and feed into that page directly? *Jeff stated that he will work on this* 1/25/11

Units/Hours: Course Repeatability should not close with number and justification answers if Instructor checks NO. Variable units question and Select One Help field still visible when page closes 1/25/11

WR Report and Course Proposal Report – Repeatability should only appear if answer is yes otherwise if answer is No, language should not appear on the WR report and the only language that appears on the Course Proposal Report is the answer No 1/25/11

CC Report - The Course Objectives and the Methods of Evaluation sections are not number correctly. If the instructor deletes number one the new first objective is now listed as number two. The numbering should be consistent with the numbering in the database. 1/25/11

Report of Courses that are not currently tied to a program (Stand Alone Courses), which should include the course discipline, number, title and division. *Jeff has not looked at this yet* 1/25/11

Degree\Certificate Checklist – re-titled to Program Checklist 1/25/11

Main link under program side re-titled to Program Main Menu 1/25/11

Program Construction Main Menu – Add the division, and the department above the program title and the Award type, program description and the revision rationale under the program title. 1/25/11

Proficiency Page, Requisite Page, Content Review Page - Data feeding from one page to the next creating duplicate entries and multiple levels of the same subject matter when locking and unlocking the Proficiency Page. Also the Proficiency page feeds text into the Requisite page when this should link the courses instead. Visual of changes to these pages is attached. *Jeff stated that this should be done by the end of the day 1/18/11. Jeff stated that this should be done by the end of the day 1/25/11* 2/1/11

Major Course Revision Approval Process - Check Box of changes for selection when course is copied, only those things that are checked are available for revision. Visual of changes created and sent to Jeff on 1/18/10 - The Non-Substantial Course Revision is not changing, however the Minor Course Revision should become inactive and the attached document should only affect the Major Course Revision Approval process. Please re-title the Major Course Revision to be Substantial Course Revision and once selected the checklist will appear as documented in the attachment. Please let me know if you have any questions. 2/1/11

Proficiency Types – Allow the proficiency types to open into their own pages and display the following text below the title for each page: Please be sure to check the appropriate student entry-level skill sets under each applicable proficiency level. 2/1/11

GE Transferability – If AVC General Education Area D Language and Rationality is selected then two additional areas need to be added under Area D, which are **D1 - English Composition** or **D2 - Communication and Analytical Thinking** 2/1/11

Library Link – re-title to Librarian Use Only 2/1/11

WR Report – Asterisk at the beginning of the Course Title needs to be added, which indicates if a student can receive a Letter Grade or P/NP and the faculty indicates this on the Units/Hours page Grading Method. 2/1/11

Antelope Valley College Online Attendance Policy

Online students are subject to the same attendance policy as are on-ground students. Refer to the Attendance Policy in the current college catalog.

Student attendance in online courses is defined as “active participation” in the course, as described in the instructor’s course syllabus. Active participation is typically defined as submitting an assignment (such as an exam, exercise, or project element), participating in the discussion forums, or by engagement in other academic events that indicate an online presence within a specified time frame.

Online courses at a minimum will have weekly mechanisms that will determine a student’s active participation. Instructors will identify specific activities that must be completed during the first week of the course. A student’s failure to complete the specific activities by the posted due date will be dropped as a NO SHOW unless the student has made prior arrangements with the instructor.

Student participation will be monitored throughout the course by the instructor. Students who fail to maintain active participation in the online course, as defined in the course syllabus, may be dropped from the course.

Program Description: The Interior Design program provides a comprehensive design education with the context of a humanistic perspective which considers the psychological, sociological, emotional and physical needs of the individuals. The program is designed to meet the minimum entry level qualifications for interior occupations as well as provide individual expertise in achieving function and aesthetics interior environments.

Students must receive a minimum grade of "C" or better in all required core courses and the specific courses listed as program electives in order to qualify for a degree or certificate.

Distinctive Features: Students take field trips to design centers, interior design businesses, historic homes and museums to learn trade practices, experience historical interiors and view architectural and design examples.

Career Options: The following employment areas are where positions may be available which relate to design, advertising, product development, public relations, customer relations, housing developments, and management

Certificate Program/Associate Degree: The following courses (36 units) are required for the certificate.

Required Courses:	units
CT 102, Textiles	3
ID 100, Intro. To Interior Design	3
ID 105, Designing Residential Interiors	3
ID 110, Interior Design Presentation Techniques I	3
ID 115, History of Interior Architecture and Furniture I	3
ID 116, History of Interior Architecture and Furniture II	3
ID 120, Interior Design and the Element of Color	3
ID 125, Material Selection for Interior Design	3
ID 200, Fundamentals of Lighting Design	3
ID 205, Professional Interior Design Business Practices	3
ID 210, Residential Space Planning	3
Program Electives	<u>3</u>
Total	36

Program Electives:	
ART 101, History of Art	3
ART 102, History of Art	3
ART 110, Drawing	3
Business 101, Introduction to Business	3

NOTE: Substitutions with prior permission, may be made for certain courses that may not be offered in the two-year period.

Program Description:

Distinctive Features:

Career Options:

Certificate Program/Associate Degree: The following courses (33 units) are required for the certificate.

Required Courses:	units
ID 100, Intro. To Interior Design	3
ID 110, Interior Drafting and Design	3
ID 120, Interior Design and the Element of Color	3
ID 150, History of Design I	3
ID 160, Material Selection for Interior Design	3
ID 201, History of Design II	3
ID 220, Designing Residential Interiors	3
ID 230, Fundamentals of Lighting Design	3
ID 250, Professional Interior Design Business Practices	3
ID 260, Residential Space Planning	3
Program Electives	<u>3</u>
Total	33

Program Electives:	
ART 101, History of Art	3
ART 102, History of Art	3
ART 110, Drawing	3
Business 101, Introduction to Business	3

NOTE: Substitutions with prior permission, may be made for certain courses that may not be offered in the two-year period.

Associate Degree

The requirement for an associate degree in Interior design may be satisfied by completing 33 units of required courses, selecting an additional 3 units from the restricted list of program electives, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirement)

Students that complete the associate degree have improved employability in the field of interior design, leading to positions which will be full-time or internships. Additionally, they have a better possibility of promotional opportunities in the design firm, as they gain experience with various project situations. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the interior environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take the courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study:

First Semester	units
ID 100, Introduction to Interior Design	3
ID 110, Interior Design Presentation Techniques I	3
Course from GE requirement Area A	3
Course from GE requirement Area B	3
Course from GE requirement Area D2	<u>3</u>
Total:	15.0
Second Semester	units
CT 102, Textiles	3
ID 115, History of Interior Architecture and Furniture I	3
ID 120, Interior Design and the Element of Color	3
Course from GE requirement Area C	3
Course from GE requirement Area D1	<u>3</u>
Total:	15.0
Third Semester	units
ID 105, Designing Residential Interiors	3
ID 116, History of Interior Architecture and Furniture II	3
ID 125, Material Selection for Interior Design	3
ID 200, Fundamentals of Lighting Design	3
ID 205, Professional Interior Design Business Practices	<u>3</u>
Total:	15.0
Fourth Semester	units
ID 210, Residential Space Planning	3
Program Elective	3
General Elective	3
Course from GE requirement Area E	3

Associate Degree

The requirement for an associate degree in Interior design may be satisfied by completing 30 units of required courses, selecting an additional 3 units from the restricted list of program electives, 21 units of general education requirements, and sufficient elective credits to total 60 units. (See Graduation/Associate Degree Requirement)

Students that complete the associate degree have improved employability in the field of interior design, leading to positions which will be full-time or internships. Additionally, they have a better possibility of promotional opportunities in the design firm, as they gain experience with various project situations. The associate degree will also provide students with a broad range of knowledge with which to evaluate and appreciate the interior environment, the culture, and the society in which they live and with the ability to think and communicate clearly and effectively.

Except in cases of a prerequisite requirement, it is not required to take the courses in exactly this sequence; they are recommended in this order to facilitate success.

Recommended Plan of Study:

First Semester	units
ID 100, Introduction to Interior Design	3
ID 110, Interior Drafting and Design	3
ID 120, Interior Design and the Element of Color	3
Course from GE requirement Area A	3
Course from GE requirement Area B	<u>3</u>
Total:	15.0
Second Semester	units
ID 150, History of Design I	3
ID 160, Material Selection for Interior Design	3
Course from GE requirement Area C	3
Course from GE requirement Area D1	3
General Elective	<u>3</u>
Total:	15.0
Third Semester	units
ID 201, History of Design II	3
ID 220, Designing Residential Interiors	3
ID 230, Fundamentals of Lighting Design	3
Course from GE requirement Area D2	3
General Elective	<u>3</u>
Total:	15.0
Fourth Semester	units
ID 250, Professional Interior Design Business Practices	3
ID 260, Residential Space Planning	3
Program Elective	3
Course from GE requirement Area E	3
Course from GE requirement Area F	<u>3</u>
Total:	15.0

Course from GE requirement Area F 3
Total: 15.0

Degree Total: 60.0

Program Electives: Please refer to program electives listed under the certificate program.

Interior Design courses can be included in the major requirements for the associate degree in Family and Consumer Education. (Please see Family and Consumer Education Program).

Transfer: Students planning to continue studies at a four-year college or university after AVC should visit the Transfer Resource Center and consult with a counselor as soon as possible. Additional information on official transfer articulation agreements from AVC to many CSU/UC campuses can be found at the following Web site: www.assist.org

Prerequisite Completion: If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A", "B", "C", or "P". Classes in which a Pass/No Pass option is available are indicated with an asterisk (*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

Degree Total: 60.0

Program Electives: Please refer to program electives listed under the certificate program.

Interior Design courses can be included in the major requirements for the associate degree in Family and Consumer Education. (Please see Family and Consumer Education Program).



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

AP&P Approval:

Date: _____

AP&P Denial:

Date: _____

Reason: _____

Course No. PDMM.1011-007

Course Title: ~~Transforming Debt Into Wealth~~ Live Debt Free -

Instructor (print): Seewung Yee

Division Faculty Review

[Signature]
Faculty Review Signature

Business
Discipline

10/13/10
Date

Approved Denied _____

Reason _____

[Signature]
Faculty Review Signature

Accounting
Discipline

10/14/10
Date

Approved _____ Denied

Reason Change title of course to something not so misleading - "Eliminate Debt + Build Wealth"

[Signature]
Faculty Review Signature

Business
Discipline

10/07/10
Date

Approved _____ Denied

Reason Course Descriptors do not match. Name change only?

Donna Meyer
Faculty Review Signature

OT Gen Bus
Discipline

10-18-10
Date

Approved Denied _____

Reason assuming above changes are made as recommended

[Signature]
AP&P Representative Signature

10-19-10
Date

Approved Denied _____

Reason only if changes above are made -

[Signature]
Division Dean Signature

10.19.2010
Date

Approved Denied _____

Reason pending changes above



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PDMM.1011-008
TITLE: Live Debt Free – Build Real Wealth and Achieve Financial Freedom
INSTRUCTOR: Seewing Yee
HOURS: 3 hrs. per session NUMBER OF MEETINGS: 1
ENROLLMENT FEE: \$ 39 MATERIALS/SUPPLIES FEE: \$49
Text / CDs / DVDs / Handouts
ENROLLMENT EXPECTED: 10-20 Materials provided for review: [X] N

DESCRIPTION OF OFFERING: Target audience: Adults
Recommended advisories/pre-requisites/instructor approval: N/A

Course description: How would you like to pay off all your consumer debts, credit cards, student loans, and car payments in one to three years, pay off your mortgage in four to six years, and operate 100% on cash and begin building wealth with the money you already earn? In this seminar instructor Seewing Yee, certified independence consultant and author, will show you through simple linear math and variable path methodology how debt elimination is possible. Students will need to bring a list of debts, calculator and pencil. This is a purely educational workshop. No gimmicks, mortgage schemes or insurance is sold.

INSTRUCTOR BIOGRAPHY: Seewing Yee holds a BA in Accounting and an MS in Taxation, is a California licensed real estate broker, and has 20 years of experience in comprehensive financial planning with major financial institutions. He is the founder and CEO of Yee Real Estate Network, a successful credit restoration and counseling company. Seewing has coached and mentored thousands of individuals to financial success over the past several decades.

SPECIAL NEEDS:
Facilities: Classroom
Audio/Video: Projection screen
Other:

Need software installed:
ITS notified: _____
Date Signature

ONLINE CLASS: N/A
How offered? Independent study _____
Online instructor _____
Synchronous Only _____
Synchronous and Asynchronous _____
Number of required sessions _____
Hybrid _____
Number of required sessions online vs. face-to-face _____

Portal used, web address listed:
Enrollment: Start dates _____ Open Y N



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
Course Outline - Community Education

COURSE NUMBER: PDFI 001

COURSE TITLE: Live Debt Free – Build Real Wealth and Achieve Financial Freedom

INSTRUCTORS: Seewing Yee

COURSE HOURS: 3 hours Course Fee: \$69.00 Material Fee: \$49.00 at class

PREREQUISITES: None

ENROLLMENT: 20 maximum

COURSE DESCRIPTION:

How would you like to pay off all your consumer debts, credit cards, student loans, and car payments in one to three years, pay off your mortgage in four to six, and operate 100% on cash and begin building wealth with the money you already earn? In this seminar instructor Seewing Yee, certified independence consultant and author, will show you through simple linear math and variable path methodology how debt elimination is possible. Students will need to bring a list of debts, calculator and pencil. This is a purely educational workshop. No gimmicks, mortgage schemes or insurance is sold.

SPECIAL NEEDS: None

Facilities: Classroom

Audio/Video: Projector and Screen

Other:

Required approval by Division Dean and AP&P Representative:	
Signature: <u><i>S. Miller</i></u>	Date: <u>1/30/03</u>
Signature: <u><i>Dorothy Munn</i></u>	Date: <u>2/4/03</u>

AP&P Approval:
Date: <u>5/8/03</u>

Transforming Debt into Wealth

Get completely out of debt in 6-8 years, **including your mortgage!** Then operate 100% on cash and begin building real wealth... with all the money you already earn. Then retire early! Sounds impossible?

By using our simple linear math, variable path methodology, you will eliminate all of your debts quickly. Then operate on 100% cash and begin building real wealth while most Americans are struggling just to pay off their debts.

By the end of this seminar, you will walk away with.....

- Your complete written personal debt elimination plan
- Secrets to finding extra money in your budget
- Your independent lifestyle “to-do” list to keep you motivated and on-course

Required materials fee of \$49.00 is payable to instructor for 250-page comprehensive workbook. Bring a list of all debts, calculator, and pencil. Husbands and wives are strongly encouraged to attend together.

Some comments from past students:

“Excellent, excellent class. Mr. Yee is one of us. He was very open, honest, and humble about his own financial position”. -
Maria

○ “Thank you for showing us that it is possible to be debt free.
Anyone can do it.” – Charlowe

○ “One of the best \$50.00 invested in my life!” - Raul



TRANSFORMING DEBT INTO WEALTH®

Table of Contents

WELCOME4
THE PROMISE5
As of today you are as good as debt free!5
THE PROBLEM8
Being in Debt Means... ..	.8
Being in Debt is Damaging to... ..	.9
Why Are We Obsessed with Using Credit?10
Major Causes of Damage: Mortgages and Car Loans12
Still More Damage – Credit Cards15
Using Credit Actually Lowers Your Standard of Living15
Zero Percent Interest and Frequent Flier Cards16
It's Not All Your Fault17
You are Likely a Millionaire in the Making18
Who's Scripting Your Dreams?19
Keeping up with the Jones is insane!20
Who Built This Financial Prison?21
The Monthly Payment Trap22
How Are You Doing So Far?26
Frequently Asked Questions about the Debt Problem38
THE SOLUTION31
The Three Stages of Transforming Debt into Wealth®31
Stage One: Operate on a 100% CASH Basis32
Operating on Cash – Get Rid of the Plastic33
What's it Like to Operate on Cash?35
Stage Two: Pay Off ALL Debts, Including Any Mortgages36
Stage Three: Focus All Available Cash on Continued Wealth Building37
The Cascading Debt-Elimination System™38
Your Accelerator Margin™40
Watch the Power of Mathematics41
Now Let's Pay Off Your Debts44
FAQ's About Debt Elimination46
Your Accelerator Margin™ is the Key50
Finding Accelerator Margin™ Money52
From Snowflake to Avalanche53
Frequently Asked Questions about the Accelerator Margin™58
Manage Your Spending to Maximize Your Accelerator Margin™ ;59
Impulse Spending – a Wealth Drain59
The C.I.A. Is Out to Get Your Money59
The Discipline of Cash60
Money-saving Shopping Tips to Build Your Accelerator Margin™61

Step-by-Step to True Financial Independence

Shrinking Santa's Stocking63
Wisdom From The Depression64
Don't Give Up on Giving66
Keeping Car Costs Under Control67
The Millionaire's Guide to Buying a Used Car69
Frequently Asked Questions about Financial Freedom70
A Day in the Life of A TDIW Graduate72
THE OPPORTUNITY74
You Now Have the Opportunity to Redesign Your Life74
Work It Out: Your Financial Freedom Lifestyle To-Do List75
Make the Commitment76
Now it's Up to You76
APPENDIX A PERSONAL FINANCIAL STATEMENTS78
Instructions for Completing Personal Financial Statements78
Step 1 – Get your records together.78
Step 2 – Complete Worksheets A-1 through A-11.	
Record payments, withdrawals, and charges to the appropriate expense worksheets.79
Step 3 – Complete Worksheet B-1 – Summary of Monthly Expenses.86
Step 4 – Complete Worksheet B-2 – Summary of Monthly Income.86
Step 5 – Complete Worksheet B-3 – Reserve for Infrequent Expenses86
Step 6 – Complete Worksheet C – Personal Financial Statement Summary88
Step 7 – Begin your journey to financial freedom.88
APPENDIX B RESOURCES90
Software90
Newsletters90
Debt Elimination Time Calculator92
Accelerator Margin Find Form93
Planned Spending System95
Calculating Your Debt Payoff (\$30,000 household)96
Calculating Your Debt Payoff (\$60,000 household)97
Calculating Your Debt Payoff (\$150,000 household)98
Calculating Your Debt Payoff (your debts)99
Wealth Building Time Calculator100
APPENDIX C SEMINAR OUTLINE101
The Promise101
The Problem101
The Solution105
The Opportunity108

Course Outline

1. The problem
2. The Solution - 3 Stages of being Debt Free
 - 100% Cash
 - Pay off All Debts
 - Focus all in Wealth Building
 - Invest in Real Estate to Rebuild Wealth
3. Debt Pay off Calculation Worksheet
4. Lifestyle to do List
5. Financial Freedom

SEEWING YEE

3984 Washington Blvd, Suite 301, Fremont, CA 94538 (510) 552-0726
(Cell) (510) 651-4960 (Fax) Seewingyee@seewingyeeseminars.com

Intuitive, highly-motivated speaker, financial practitioner with proven record for helping people and accomplishing personal and professional goals

SUMMARY OF QUALIFICATIONS

- 20 years of professional experience in comprehensive financial planning with major financial institutions
- Owns a Real Estate Investment Network for 5 years
- Owns a successful credit restoration and counseling company for 20 years
- Retired army reserve with 20 years of service including 10 years of active duty
- BBA in Accounting and MS in Taxation
- Excellent presentation and public speaking skills. Work well independently and in team setting

EXPERIENCE AND ACCOMPLISHMENTS

Yee Real Estate Network, Fremont, CA 1/03-Present
Founder and CEO. Provides real estate educational seminars. Helps real estate investors to purchase properties throughout the U.S.

American Express Financial Advisors Fremont, CA 06/88-6/05

Personal Financial Advisor

Advise and assists individuals in planning for their financial future including retirement, college funding, tax planning, estate planning, and investment planning

Integrated Financial Solutions, Fremont, CA 06/89-Present

Advise and assists individuals with credit improvement and debt counseling to achieve home purchase and real estate investments

US Army – Throughout the world and statewide 9/1978-2/2001

Professional References

1. Frances DeNisco, (925) 373-5867, Director of Community Education, Las Positas College, Livermore, CA
2. Fran Brautigan (408) 928-9350, Director of Adult Education, East Side Adult Education, San Jose, CA
3. Hermanita Clark, (831) 429-3966, Director of Adult Education, Santa Cruz Adult School, Santa Cruz, CA
4. Mary Frendo, (510) 793-6465, Fremont Adult School, Fremont, CA
5. Rachel Peterson, (408) 423-3525, Santa Clara Adult School, Santa Clara, CA
6. Glen Sparks, (925) 426-4280, Amador Valley Adult School, Pleasanton, CA
7. Susan May, (510) 723-6665, Chabot College, Hayward, CA