

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Jeffrie Ahmad Tom Hutchison Giovanni Sanchez
Karen Cowell Lisa Karlstein LaDonna Trimble
Luis Echeverria Scott Lee Les Uhazy
Tooraj Gordi Cynthia Littlefield Denise Walker
Lee Grishman Sharon Lowry Darcy Wiewall
Linda Harmon Donna Meyer TBD, ASO non-voting
Anne Hemsley

Technical Review Committee – Jeffrie Ahmad, Scott Lee, and Darcy Wiewall

FROM: Ms. Linda Harmon / Mrs. Sharon Lowry

DATE: September 24, 2013

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, September 26, 2013, BE 324 (Computer Lab), 3:00-5:30pm

2013-2014
Academic Policies & Procedures Committee Meeting No. 3
AGENDA

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

3. APPROVAL OF MINUTES – September 12, 2013 Minutes

4. INFORMATIONAL ITEMS

- a. 2013-14 AP&P Deadline – Courses and Programs need to be approved by 11/14/2013 for Fall 2014 inclusion
 - CORs that need to be revised this academic year – List at the end of the agenda
 - TMC Degrees that need to be developed and brought to AP&P – List at the end of the agenda
 - C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda
- b. 13-14 Academic Year AP&P Representative Proxy Memo needed for all committee members
 - Establish Proxy for voting purposes by submitting a memo to AP&P
- c. Existing Programs in CurricUNET – Contact Melissa prior to creating a program copy
- d. CurricUNET Workshops:
 - **10/3/13**, 2-4pm BE 323
 - **10/7/13**, 9:30-10:50am BE 323
 - **10/10/13**, 9-11am BE324
- e. CSUGE/IGETC Course Designation – Dr. Lee Grishman
 - IGETC – (Current)
 1. CHIN 201 – Area 3B
 2. CHIN 202 – Area 3B
 3. GEOL 102L – Area 5A
 4. MATH 124 – Area 2A
 5. MATH 148 – Area 2A
 6. THA 130 – Area 3A
 - CSU/GE - (Current)
 1. ANTH 101L – Area B3
 2. BIOL 205 – Area B2, B3
 3. CFE 211 – Area D7
 4. CHIN 201 – Area C2
 5. CHIN 202 – Area C2
 6. ENGR 125 – Area B4
 7. MATH 148 – Area B4
 8. NF 103 – Area E

5. REPORT ITEM

- a. Kinesiology, Athletics and Dance Repeatability – Cindy Littlefield
- b. Taskforce Report on Score Card for English as a Second Language – Scott Jenison
 - ESL 018, ESL Reading and Writing 1
 - ESL 019, ESL Skills Building 1
 - ESL 020, ESL Vocabulary and Pronunciation 2
 - ESL 023, ESL Grammar 2

- ESL 028, ESL Reading and Writing 2
- ESL 029, ESL Skills Building 2
- ESL 030, ESL Vocabulary and Pronunciation 3
- ESL 033, ESL Grammar 3
- ESL 038, ESL Reading and Writing 3
- ESL 039, ESL Skills Building 3
- ESL 040, ESL Vocabulary and Pronunciation 4
- ESL 043, ESL Grammar 4
- ESL 048, ESL Reading and Writing 4
- ESL 049, ESL Skills Building 4
- ESL 058, ESL Reading and Writing 5
- ESL 059, ESL Skills Building 5

6. DISCUSSION ITEM

- a. Content Review and Course Validation Process for Prerequisites

7. ACTION ITEM – Non-Substantial Course Revisions (Consent Agenda Item) (COR Complete / SLO Complete)

- a. HD 100, Basic Strategies for College Success

8. ACTION ITEM

- a. **Second Reading Course Revision (COR Complete / SLO Complete)**
- i. Hybrid: BIOL 204, 204L, General Microbiology
 - ii. PSY 234, Abnormal Psychology
- b. **First Reading Course Revision (COR Complete / SLO Complete)**
- i. AJ 101, Introduction to Administration of Justice
 - ii. GEOG 298A, Special Studies in Geographic Information Systems (GIS)
 - iii. GEOG 298B, Special Studies in Geographic Information Systems (GIS)
 - iv. GEOG 298C, Special Studies in Geographic Information Systems (GIS)
 - v. OT 201, Administrative Office Procedures
- c. **First Reading: New Course Development (COR Complete / SLO Complete)**
- i. CA 183, Security Countermeasures
 - ii. GEOG 110, World Regional Geography
 - iii. SOC 116, Sociology of Gender and Sexuality
- d. **First Reading: Program Revision (PLO Complete)**
- i. English - Non-Transfer Degree, Associate in Arts
 - ii. English - Transfer Degree, Associate in Arts
- e. **First Reading: New Program Development (PLO Complete)**
- i. Associate in Arts in Anthropology for Transfer, AA-T Degree
 - ii. Associate in Arts in History for Transfer, AA-T Degree
 - iii. Associate in Science in Physics for Transfer, AS-T Degree
 - iv. Associate in Arts in Theatre Arts

9. ACTIVE ITEM – Course Deactivation

- a. BIOL 165, Birds of Southern California
- b. THA 150, Physical Performance Styles

10. INFORMATIONAL ITEM

- a. **Non-Substantial Course Revisions (COR Complete / SLO Needed)**
- ACCT 111, Bookkeeping
 - ACCT 113, Bookkeeping II
 - ACCT 205, Managerial Accounting
 - ATH 100, Introduction to Athletic Training
 - ATH 102L, Practical Applications of Athletic Training I Lab
 - ATH 103, Practical Applications of Athletic Training II
 - ATH 103L, Practical Applications of Athletic Training II Lab
 - ELTE 125, Direct Current and Alternating Current Principles
 - ELTE 130, Digital Circuit Analysis
 - ELTE 135, Analog Circuit Analysis
 - ELTE 180, Microprocessor Systems
 - ELTE 235, Electronic Communications I

- HE 201, Women's Health Issues
 - NF 102, Nutrition and Food Children
 - NS 230, Professional Nursing III
- b. First Reading Course Revision (COR Complete / SLO Needed)**
- GEOG 102, Physical Geography: Earth's Weather and Climate
 - Hybrid: GEOG 102, Physical Geography: Earth's Weather and Climate
 - Online: HD 100, Basic Strategies for College Success
 - Hybrid: HD 100, Basic Strategies for College Success
 - PHTC 201, Advanced Black and White Photography
 - POLS 120, International Organizations
 - POLS 201, Contemporary International Relations
 - PSY 201, Introduction to Physiological Psychology
 - THA 133, Makeup for the Stage
- c. Course Deactivation**
- MUS 191, Treble Choir-Children's Music

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

Area of Study	Template Attached	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Anthropology	X	X	X	X	Submitted – Agenda Ready
2. Computer Science					
3. Elementary Teacher Education					
4. Film, Television and Electronic Media					
5. History	X	X	X		Submitted – Agenda Ready
6. Journalism					
7. Philosophy					
8. Physics	X	NA	X		Submitted – Agenda ready
9. Spanish					

Completed AVC AA-T/AS-T Degrees

- | | | |
|-------------------------------|-----------------------|------------------|
| 10. Administration of Justice | 16. Geography | 22. Psychology |
| 11. Art History | 17. Geology | 23. Sociology |
| 12. Business Administration | 18. Kinesiology | 24. Studio Arts |
| 13. Communication Studies | 19. Mathematics | 25. Theatre Arts |
| 14. Early Childhood Education | 20. Music | |
| 15. English | 21. Political Science | |

Chancellor's Office Approved

- | | |
|--------------------------|----------------------|
| 1. Art History | 4. Political Science |
| 2. Communication Studies | 5. Sociology |
| 3. Mathematics | 6. Studio Arts |

12. ADDITIONAL INFORMATION - C-ID REPORT FOR TMC's

C-ID DESCRIPTOR	COURSE	STATUS	EXPIRES	STATUS
AJ 110	AJ 101	CONDITIONAL	15-DEC-13	
AJ 120	AJ 102	CONDITIONAL	4-JAN-14	
AJ 160	AJ 201	NOT APPROVED		
AJ 220	AJ 204	CONDITIONAL	2-JAN-14	
BUS 110	BUS 101	CONDITIONAL	13-MAY-14	
BUS 115	BUS 113	CONDITIONAL	12-JUN-14	
BUS 125	BUS 203	CONDITIONAL	26-JUL-14	
ECE 230	CFE 116	CONDITIONAL	27-JUN-14	
ECE 210	CFE 202	CONDITIONAL	27-JUN-14	
ECE 220	CFE 211	CONDITIONAL	8-APR-14	
ECE 130	CFE 213	NOT APPROVED		
CHEM 100	CHEM 101	NOT APPROVED		
ITIS 120	CIS 101	CONDITIONAL	1-JUL-14	

COMP 152	CIS 121	CONDITIONAL	2-APR-14	
ENGL 110	ENGL 102	NOT APPROVED		
GEOL 121	ERSC 101	CONDITIONAL	12-JUN-14	
	GEOG 101	NOT APPROVED		
GEOL 100L	GEOL 101L	CONDITIONAL	12-JUN-14	
HIST 130	HIST 107	NOT APPROVED		
HIST 140	HIST 108	CONDITIONAL	14-FEB-14	
JOUR 210	JOUR 123	NOT APPROVED		
KIN 100	KIN 190	NOT APPROVED		
KIN 101	KIN 191	CONDITIONAL	17-DEC-13	
SOCI 125	MATH 115	CONDITIONAL	20-SEP-14	
PHIL 210	PHIL 110	NOT APPROVED		
PHYS 100S	PHYS 101 PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 105	PHYS 101	CONDITIONAL	13-FEB-14	
PHYS 110	PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 200S	PHYS 110 PHYS 120 PHYS 211	CONDITIONAL	15-FEB-14	
PHYS 205	PHYS 110	CONDITIONAL	13-FEB-14	
PHYS 210	PHYS 120	CONDITIONAL	15-FEB-14	
PHYS 215	PHYS 211	CONDITIONAL	15-FEB-14	
PSY 130	PSY 212	CONDITIONAL	2-JUL-14	
SOCI 140	PSY 219	CONDITIONAL	20-SEP-14	
PSY 115	PSY 233	CONDITIONAL	1-JUL-14	
PSY 120	PSY 234	NOT APPROVED		
PSY 200	SOC 200	CONDITIONAL	2-JUL-14	
SOCI 120	SOC 200	CONDITIONAL	25-JAN-14	
SPAN 220	SPAN 101HL	CONDITIONAL	19-AUG-14	
THTR 171	THA 102	NOT APPROVED		
THTR 175	THA 133	NOT APPROVED		

13. ADDITIONAL INFORMATION – 2012-2013 Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 11/29/2012	Status
Science			
GEOG 102L		Cannot schedule 13-14	
GEOG 102		Cannot schedule 13-14	
GEOG 298A		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
GEOG 298B		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
GEOG 298C		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
Visual and Performing Arts			
MUS 191		Cannot schedule 13-14	Submitted
THA 133		Cannot schedule 13-14	

14. ADDITIONAL INFORMATION – 2013-2014 Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert/GE Area	Last Taught	Scheduling Restrictions if not approved by 11/14/2013	Status
Business				
ACCT 111		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
ACCT 113		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ACCT 205		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
BUS 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
BUS 105		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
BUS 111		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
BUS 113		Spring 13	Cannot schedule 14-15	

CA 131		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CA 141		Spring 13	Cannot schedule 14-15	
CA 171		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CA 176		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
CA 182		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CIS 101		Summer 13	Cannot schedule 14-15	
CIS 111		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
CIS 113		Spring 13	Cannot schedule 14-15	
CIS 121		Fall 12	Cannot schedule 14-15	
CIS 123		Spring 13	Cannot schedule 14-15	
CIS 141		Spring 13	Cannot schedule 14-15	
CIS 145		Spring 13	Cannot schedule 14-15	
CIS 159		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
CIS 174		Spring 06	Cannot schedule 14-15	<i>Submitted</i>
MGT 121		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
MKTG 101		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
OT 201		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
Health Sciences				
CFE 101		Summer 13	Cannot schedule 14-15	
CFE 103		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
CFE 104		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CFE 105		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CFE 107		Spring 13	Cannot schedule 14-15	
CFE 109		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CFE 110		Spring 08	Cannot schedule 14-15	
CFE 115		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CFE 122		Spring 13	Cannot schedule 14-15	
CFE 157		Spring 13	Cannot schedule 14-15	
CFE 201		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CFE 202		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CFE 213		Spring 08	Cannot schedule 14-15	
NF 100		Summer 13	Cannot schedule 14-15	
NF 102		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
NF 150		Spring 13	Cannot schedule 14-15	
VN 109		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
VN 112		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
Student Services/Counseling				
HD 100		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
HD 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
HD 103		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
HD 105		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
IR/ES				
LAC 098		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
LAC 099		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
LIB 107		Summer 13	Cannot schedule 14-15	
LIB 110		Spring 13	Cannot schedule 14-15	
LAC 900		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
LAC 901		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
Kinesiology				
DA 101		Spring 13	Cannot schedule 14-15	
DA 102		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DA 103		Summer 13	Cannot schedule 14-15	<i>Submitted</i>

DA 104		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DA 105		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
DA 106		Fall 12	Cannot schedule 14-15	
DA 107A		Spring 13	Cannot schedule 14-15	
DA 107B		Spring 12	Cannot schedule 14-15	
DA 107C		Spring 13	Cannot schedule 14-15	
DA 108		Spring 13	Cannot schedule 14-15	
DA 109		None	Cannot schedule 14-15	
DA 111		Spring 13	Cannot schedule 14-15	
DA 113		Spring 13	Cannot schedule 14-15	
DA 115		Spring 07	Cannot schedule 14-15	
DA 116		Spring 13	Cannot schedule 14-15	
DA 122		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DA 123		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
DA 124		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DA 125		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DA 202		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DA 203		Spring 12	Cannot schedule 14-15	<i>Submitted</i>
DA 204		Spring 12	Cannot schedule 14-15	
DA 205		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
HE 201		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
KIN 112A		None (PE/KIN)	Cannot schedule 14-15	
KIN 112B		None (PE/KIN)	Cannot schedule 14-15	
KIN 113		Summer 13	Cannot schedule 14-15	
KIN 196		Spring 12 (as PE 196)	Cannot schedule 14-15	
Language Arts				
COMM 109		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
COMM 215		None	Cannot schedule 14-15	
DFST 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
DFST 102L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DFST 102		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DFST 105		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DFST 106		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DFST 108		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
DFST 201L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DFST 201		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DFST 202		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ENGL 101		Summer 13	Cannot schedule 14-15	
ENGL 102		Summer 13	Cannot schedule 14-15	
ENGL 103		Spring 13	Cannot schedule 14-15	
ENGL 221		Spring 13	Cannot schedule 14-15	
ENGL 222		Fall 12	Cannot schedule 14-15	
ENGL 225		Fall 12	Cannot schedule 14-15	
ENGL 226		Spring 12	Cannot schedule 14-15	
ENGL 257		Spring 12	Cannot schedule 14-15	
ENGL 299		Fall 12	Cannot schedule 14-15	
ESL 018		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 019		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 020		Spring 13	Cannot schedule 14-15	<i>Submitted</i>

ESL 023		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 028		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 029		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 030		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 033		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 038		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 039		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 040		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 043		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 048		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 049		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 058		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 059		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
INT 201		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
INT 202		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
INT 203		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
INT 204		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
INT 205		Spring 12	Cannot schedule 14-15	<i>Submitted</i>
INT 206		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
READ 150		Fall 11	Cannot schedule 14-15	
SPAN 201		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
SPAN 203		Fall 08	Cannot schedule 14-15	
Math/Science				
ASTR 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
BIOL 165		None	Cannot schedule 14-15	<i>Submitted</i>
BIOL 201		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
CHEM 205		None	Cannot schedule 14-15	<i>Submitted</i>
DRFT 130		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
DRFT 240		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
ENGR 130L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ENGR 130		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ENGR 210PS		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
ENGR 210		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
GEOG 102L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
GEOG 102		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
GEOG 106		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
GEOG 220		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
GEOG 222		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
GEOG 298A		Spring 10	Cannot schedule 14-15	<i>Submitted</i>
GEOG 298B		Fall 08	Cannot schedule 14-15	<i>Submitted</i>
GEOG 298C		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
GEOG 299		Spring 05	Cannot schedule 14-15	
GEOL 101		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
MATH 070B		Spring 13	Cannot schedule 14-15	
MATH 080		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
MATH 102A		Fall 12	Cannot schedule 14-15	
MATH 102B		Spring 13	Cannot schedule 14-15	
MATH 102		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
MATH 135		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
PSCI 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
WDTO 101		Spring 13	Cannot schedule 14-15	
WDTO 115		Spring 13	Cannot schedule 14-15	

WDTO 120		Spring 13	Cannot schedule 14-15	
Social Science				
ECON 110		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ED 175		Spring 08	Cannot schedule 14-15	
PSY 201		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
PSY 212		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
PSY 215		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
PSY 218		Fall 08	Cannot schedule 14-15	
PSY 233		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
PSY 234		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
WE 197		None	Cannot schedule 14-15	
WE 199		Spring 13	Cannot schedule 14-15	
Technical Education				
AERO 180		Fall 10	Cannot schedule 14-15	
AFAB 130		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
AJ 109		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
AJ 110		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
AJ 208		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
AUTO 210		Spring 05	Cannot schedule 14-15	
AUTO 276		Fall 09	Cannot schedule 14-15	
ELEC 110		Spring 13	Cannot schedule 14-15	
ELEC 115		Spring 13	Cannot schedule 14-15	
ELEC 120		Fall 12	Cannot schedule 14-15	
ELEC 130		Spring 13	Cannot schedule 14-15	
ELEC 140		Spring 13	Cannot schedule 14-15	
ELEC 150		Spring 13	Cannot schedule 14-15	
ELEC 160		Spring 13	Cannot schedule 14-15	
ELEC 220		Spring 13	Cannot schedule 14-15	
ELEC 250		Summer 13	Cannot schedule 14-15	
ELTE 180		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ELTE 235		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
FTEC 102		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
FTEC 111		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
FTEC 112		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
FTEC 113		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
FTEC 114		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
FTEC 115		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
FTEC 117		Spring 13	Cannot schedule 14-15	
FTEC 120		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
FTEC 122		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
FTEC 123		None	Cannot schedule 14-15	
FTEC 125		Fall 11	Cannot schedule 14-15	
FTEC 126		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
FTEC 127		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
FTEC 128		Spring 12	Cannot schedule 14-15	<i>Submitted</i>
FTEC 129		Fall 12	Cannot schedule 14-15	
FTEC 130		Spring 13	Cannot schedule 14-15	
FTEC 131		Summer 13	Cannot schedule 14-15	
FTEC 132		Summer 13	Cannot schedule 14-15	
FTEC 137		Summer 13	Cannot schedule 14-15	
FTEC 138		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
FTEC 142		Spring 09	Cannot schedule 14-15	

FTEC 150		Spring 10	Cannot schedule 14-15	
FTEC 240		Fall 11	Cannot schedule 14-15	<i>Submitted</i>
FTEC 250		Fall 10	Cannot schedule 14-15	<i>Submitted</i>
Visual and Performing Arts				
DM 101L		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
DM 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
DM 103L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 105L		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
DM 106L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 106		Spring 13	Cannot schedule 14-15	
DM 110L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 112L		Spring 12	Cannot schedule 14-15	<i>Submitted</i>
DM 113L		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
DM 113		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
DM 115L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 127L		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
DM 127		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
DM 128L		Spring 12	Cannot schedule 14-15	<i>Submitted</i>
DM 128		Spring 12	Cannot schedule 14-15	<i>Submitted</i>
DM 143L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 143		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 145L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 145		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 203L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 205L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 206L		Spring 12	Cannot schedule 14-15	<i>Submitted</i>
DM 206		Spring 12	Cannot schedule 14-15	
DM 213L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 215L		Spring 12	Cannot schedule 14-15	<i>Submitted</i>
DM 215		Spring 12	Cannot schedule 14-15	<i>Submitted</i>
DM 246L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 298L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
DM 298		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
MUS 191		Fall 02	Cannot schedule 14-15	<i>Submitted</i>
PHOT 213L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
PHOT 213		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 101L		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 125L		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 125		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 150L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 150		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 201		None	Cannot schedule 14-15	<i>Submitted</i>
PHTC 201L		None	Cannot schedule 14-15	<i>Submitted</i>
PHTC 203L		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
PHTC 203		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
PHTC 205L		Fall 12	Cannot schedule 14-15	
PHTC 205		Fall 12	Cannot schedule 14-15	
PHTC 211L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 211		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 215L		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
PHTC 215		Fall 12	Cannot schedule 14-15	<i>Submitted</i>

PHTC 275L		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 275		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
PHTC 298L		Spring 12	Cannot schedule 14-15	<i>Submitted</i>
PHTC 298		Spring 12	Cannot schedule 14-15	<i>Submitted</i>
THA 102		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
THA 103		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
THA 133		Fall 06	Cannot schedule 14-15	<i>Submitted</i>

15. 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. Maria Clinton, Academic Senate President, at (661) 622-6306 (weekdays between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: September 12, 2013
LOCATION: BE 324 – Computer Room
TIME: 3:02 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Linda Harmon	Sharon Lowry	Giovanni Sanchez, Student Rep Denise Walker, HS Rep
Karen Cowell	Anne Hemsley	Donna Meyer	
Debra Dickinson	Tom Hutchison	LaDonna Trimble	
Luis Echeverria	Lisa Karlstein	Les Uhazy	
Tooraj Gordi	Scott Lee	Darcy Wiewall	
Lee Grishman	Cynthia Littlefield		
GUESTS PRESENT			
Glenn Haller	Tom O'Neil		

2013-2014
Academic Policies & Procedures Committee Meeting No. 2
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the September 12, 2013 AP&P Committee Meeting to order at 3:02 p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:05 p.m. Motion carried.

Mrs. Linda Harmon requested a motion to amend the agenda to remove HIST 120, African History Since 1900 from the agenda at the request of the faculty. She explained faculty no longer wish to pursue this new course development. A motion was made and seconded to remove HIST 120, African History Since 1900 from the agenda. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Mrs. Linda Harmon indicated that course submissions were not be sent through the CurricUNET process as quickly as she would have liked but now the Student Learning Outcomes link is fully functioning so hopefully more courses will be submitted.

Mrs. Sharon Lowry stated that she just finished a meeting about curriculum were it was indicated that a regional meeting on curriculum is being scheduled this Fall and topics may include repeatability, content review, and prerequisites. Several committee members expressed interest in attending the regional meeting to which she agreed it would be beneficial for as many committee members as possible to attend. She agreed to send the meeting information to all members once the date and times are known. Mrs. Harmon felt the members that attend the better.

3. APPROVAL OF MINUTES – August 22, 2013 Minutes

A motion was made and seconded to approve item 3 August 22, 2013 meeting minutes. Motion carried.

4. INFORMATIONAL ITEMS

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

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

Mrs. Linda Harmon announced the approval of the Studio Arts transfer degree, which now brings our total to six Chancellor's Office approved TMC degrees.

- **C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda**

Mrs. Linda Harmon reminded the representatives that they need to work with the faculty to be sure the C-id requested revisions are complete so the locally approved TMC degrees can be sent to the Chancellor's Office for approval. She explained that the state is not reviewing those degrees that have courses listed that were denied by C-id.

- b. 13-14 Academic Year AP&P Representative Proxy Memo needed for all committee members
- Establish Proxy for voting purposes by submitting a memo to AP&P

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

d. CurricUNET Workshops:

- 9/19/13, 8:30-10:30am BE 324
- 9/19/13, 2-4pm BE 323
- 9/25/13, 2-4pm BE 323
- 10/3/13, 2-4pm BE 323
- 10/7/13, 9:30-10:50am BE 323
- 10/10/13, 9-11am BE324

Mrs. Linda Harmon encouraged the representatives to send faculty to these trainings as they are truly working sessions with one on one help provided to each person that attends.

e. CSUGE/IGETC Course Designation

- | | |
|--|---|
| <ul style="list-style-type: none">• IGETC – (Current)<ol style="list-style-type: none">1. CHIN 201 – Area 3B2. CHIN 202 – Area 3B3. GEOL 102L – Area 5A4. MATH 124 – Area 2A5. MATH 148 – Area 2A6. THA 130 – Area 3A | <ul style="list-style-type: none">• CSU/GE - (Current)<ol style="list-style-type: none">1. ANTH 101L – Area B32. BIOL 205 – Area B2, B33. CFE 211 – Area D74. CHIN 201 – Area C25. CHIN 202 – Area C26. ENGR 125 – Area B47. MATH 148 – Area B48. MUS 130 – Area C19. NF 103 – Area E |
|--|---|

Dr. Lee Grishman reminded the committee that currently he is not aware of which course should be listed in place of MUS 130 as MUS 130 is not an active course on our campus. Mrs. Melissa Jauregui indicated that she will do research but if the proper course cannot be located as this may be a typo then MUS 130 will be removed completely.

f. Taskforce Report on Score Card for English as a Second Language due September 26, 2013

Mrs. Linda Harmon reminded the Language Arts division that this will return to the next meeting as a report item. She asked the division rep if they are moving along with their research to which Ms. Jeffrie Ahmad replied that Ms. Angela Koritsoglou, an English faculty member, has volunteered to assist in the research process.

5. REPORT ITEM

a. Kinesiology, Athletics and Dance Repeatability – Cindy Littlefield

Ms. Cindy Littlefield reported to the committee that she is currently working on the repeatability document and should have it ready for the committee review at the next meeting. There are three major CSUs that offer a significant dance program but not all of our courses are considered lower division course work. As a result several of our courses will have repeatability removed.

Mrs. Sharon Lowry stated that she feels there are still major problems with the Music and Kinesiology repeatability that needs to be addressed. She said there was a meeting scheduled but it was cancelled but was never rescheduled. She reminded Cindy Littlefield and the committee as a whole, that this issue has to be resolved or we will not receive apportionment on those courses that are listed incorrectly in the college catalog.

Ms. Littlefield stated that she is working to resolve the issue in dance but will communicate to the division the need to correct Kinesiology.

6. DISCUSSION ITEM

a. Content Review and Course Validation Process for Prerequisites

Mrs. Linda Harmon distributed the revised content review and course validation process for course requisites. She requested the committee to review the document with their divisions and bring all comments to the next committee meeting.

7. ACTION ITEM – Non-Substantial Course Revisions (Consent Agenda Item)

- a. NS 110, Professional Nursing I
- b. NS 120, Professional Nursing II
- c. NS 240, Professional Nursing IV
- d. OT 101, Beginning Computer Keyboarding
- e. OT 102, Intermediate Computer Keyboarding
- f. OT 105, Beginning Keyboarding Technique
- g. OT 113, Advanced Microsoft Word

- h. **PSY 212, Human Sexuality**
- i. **PSY 233, Personal and Social Adjustment**
- j. **PSY 244, Introduction to Counseling**
- k. **PSY 101, General Psychology**
- l. **PSY 230, Social Psychology**
- m. **PSY 232, Theories of Personality**
- n. **PSY 235, Child Psychology**
- o. **BUS 212, Women in Organizations**

A motion was made and seconded to approve items 7a-n Non-Substantial course revisions. Mrs. Harmon reminded the committee members that these courses have been reviewed and approved by the Dean, AP&P representative, and herself. Ms. Donna Meyer requested to know whether the BUS 212 SLO revision was approved at the SLO meeting on Monday to which Mrs. Melissa Jauregui indicated that it had been approved.

Mrs. Linda Harmon requested a motion to amend the agenda to move item 8a up to item 7o. A motion was made and seconded to amend the agenda to move item 8a up to Action Item 7o. Motion carried.

Motion carried to approve items 7a-o per amendment.

8. INFORMATIONAL ITEM – Non-Substantial Course Revisions (COR Complete / SLO Needed)

- a. **HE 201, Women’s Health Issues**
- b. **NF 102, Nutrition and Food Children**
- c. **HD 101, College and Life Management**
- d. **Online: HD 101, College and Life Management**
- e. **Hybrid: HD 101, College and Life Management**

Mrs. Linda Harmon reminded the representatives that they need to have faculty members submit the paper SLO revision form to the SLO Committee for approval prior to these courses being placed on the AP&P agenda for approval.

Dr. Karen Cowell commented that objective 2, 4 and 8 are not grammatically correct and faculty should consider a more substantial revision so that this area may be corrected. After a brief discussion, Mr. Luis Echeverria agreed to delete the course copy and complete a substantial course revision to correct the errors in the objectives.

9. ACTION ITEM – First Reading Course Revision

- a. **Hybrid: OT 101, Beginning Computer Keyboarding**

A motion was made and seconded to approve item 9a, Hybrid: OT 101, Beginning Computer Keyboarding course revision. Dr. Scott Lee indicated that he reviewed the course as the distance education liaison and feels that the language is appropriate. Motion carried.

- b. **Hybrid: OT 102, Intermediate Computer Keyboarding**

A motion was made and seconded to approve item 9b, Hybrid: OT 102, Intermediate Computer Keyboarding course revision. Dr. Scott Lee indicated that he reviewed the course as the distance education liaison and feels that the language is appropriate. Motion carried.

- c. **Online: OT 105, Beginning Keyboarding Technique**

A motion was made and seconded to approve item 9c, Online: OT 105, Beginning Keyboarding Technique course revision. Dr. Scott Lee indicated that he reviewed the course as the distance education liaison and feels that the language is appropriate. Motion carried.

- d. **Hybrid: OT 105, Beginning Keyboarding Technique**

A motion was made and seconded to approve item 9d, Hybrid: OT 105, Beginning Keyboarding Technique course revision. Dr. Scott Lee indicated that he reviewed the course as the distance education liaison and feels that the language is appropriate. Motion carried.

- e. **GEOG 102L, Physical Geography Lab: Earth's Weather and Climate**

A motion was made and seconded to approve item 9e, GEOG 102L, Physical Geography Lab: Earth's Weather and Climate course revision. Mr. Pesses was present to make note of any necessary changes. After a moment, Mrs. Linda Harmon indicated that there are no requested changes on the COR but the distance education course requires substantial revision. Motion failed.

- f. **Online: GEOG 102L, Physical Geography Lab: Earth's Weather and Climate**

A motion was made and seconded to approve item 9f, Online: GEOG 102L, Physical Geography Lab: Earth's Weather and Climate course revision. Dr. Scott Lee indicated that he reviewed the course as the distance education liaison and feels that major edits are necessary as an instructor name is called out in item 2 and

language pertaining to a program access expired in 2008. Mr. Pesses was present to make note of the necessary changes and agreed to make the revisions. Motion failed.

g. Online: PSY 101, General Psychology

A motion was made and seconded to approve item 9g, Online: PSY 101, General Psychology course revision. Dr. Scott Lee indicated that he reviewed the course as the distance education liaison and feels that the committee could approve the course pending a minor change to items 1 and 2. He recommended that the first sentence in item 2 be deleted and move the CMS sentence from item 1 to item 2. Motion carried pending revision.

h. Hybrid: PSY 101, General Psychology

A motion was made and seconded to approve item 9h, Hybrid: PSY 101, General Psychology course revision. Dr. Scott Lee indicated that he reviewed the course as the distance education liaison and feels that the committee could approve the course pending a minor change to items 1 and 2. He recommended that the first sentence in item 2 be deleted and move the CMS sentence from item 1 to item 2. Motion carried pending revision.

i. PSY 234, Abnormal Psychology

A motion was made and seconded to approve item 9i, PSY 234, Abnormal Psychology course revision. Dr. Darcy Wiewall was present to note any course revisions if necessary. After a brief moment it was noted that a typo in the objectives needs to be corrected and reference to Ebscohost needs to be deleted. Motion failed.

10. INFORMATIONAL ITEM – First Reading Course Revision (COR Complete / SLO Needed)

- a. **Online only: BUS 212, Women in Organizations**
- b. **GEOG 102, Physical Geography: Earth's Weather and Climate**
- c. **Hybrid: GEOG 102, Physical Geography: Earth's Weather and Climate**
- d. **GEOG 298A, Special Studies in Geographic Information Systems (GIS)**
- e. **GEOG 298B, Special Studies in Geographic Information Systems (GIS)**
- f. **GEOG 298C, Special Studies in Geographic Information Systems (GIS)**
- ~~g. **HD 101, College and Life Management**~~
- ~~h. **Online: HD 101, College and Life Management**~~
- ~~i. **Hybrid: HD 101, College and Life Management**~~
- j. **OT 201, Administrative Office Procedures**
- k. **PHTC 201, Advanced Black and White Photography**
- l. **POLS 120, International Organizations**
- m. **POLS 201, Contemporary International Relations**

Mrs. Linda Harmon reminded the representatives that they need to have faculty members submit the paper SLO revision form to the SLO Committee for approval prior to these courses being placed on the AP&P agenda for approval. Ms. Lisa Karlstein requested clarity on this process to which Mrs. Melissa Jauregui brought up the required form on the SLO website and reminded the representatives that any course submitted during the spring or summer will need to fill out the paper SLO revision form and submit to the SLO Committee.

A motion was made and seconded to amend the agenda to move items 10g, 10h, and 10i up to items 8c, 8d, and 8e as this course was originally submitted as a non-substantial course revision. Motion carried.

11. INFORMATIONAL ITEM – First Reading: New Course Development (COR Complete / SLO Needed)

- a. **CA 183, Security Countermeasures**
- b. **GEOG 110, World Regional Geography**
- c. **SOC 116, Sociology of Gender and Sexuality**

Mrs. Linda Harmon reminded the representatives that they need to have faculty members submit the paper SLO revision form to the SLO Committee for approval prior to these courses being placed on the AP&P agenda for approval. It was noted however that SLOs were on file for SOC 116, which will be an action item on the next agenda.

12. ACTION ITEM – Second Reading: New Course Development (COR Complete / SLO Needed)

a. HD 102, Soldiers to Scholars

- **The instructor was asked to provide a list of some of the California colleges who offer these types of courses along with catalog related information. Dr. Harris will bring HD 102 back to the committee in the spring.**

Ms. LaDonna Trimble and Mr. Luis Echeverria indicated that the faculty member could not attend the meeting but felt he already sent the necessary information to the committee cochairs. Mrs. Linda Harmon said she would check her email and get back to Mr. Robert Harris.

b. ~~HIST 120, African History Since 1900~~

- ~~• Tabled on 10/13/12, AP&P requested that general education areas be looked at and discussed with Dr. Grishman to be sure the course qualifies in requested areas. Also to review the advisory with the AP&P Representative for accuracy.~~

Course removed from agenda per motion above.

c. **KIN 181, Organization and Administration of Athletics and Fitness**

- **Reviewed by AP&P on 11/29/12, the committee requested the instructor to do research into similar courses at other California colleges and present that list to the committee to be sure this course is taught as lower division credit.**

d. **KIN 182, Sport Psychology**

- **Reviewed by AP&P on 11/29/12, the committee requested the instructor to do research into similar courses at other California colleges and present that list to the committee to be sure this course is taught as lower division credit.**

A motion was made and seconded to approve items 12c, KIN 181, Organization and Administration of Athletics and Fitness and 12d, KIN 182, Sport Psychology course development. Mr. Glenn Haller and Ms. Cindy Littlefield were present and stated that these courses do not currently exist at CSUs. Mr. Haller stated that Mr. Mike Rios did a study of our current student graduates and it has been noted that most of our graduates transfer to out of state colleges who do offer these courses. He continued that the goal of the faculty is to bring on new certificate offerings for student enrollment in Kinesiology. Mrs. Sharon Lowry stated that unfortunately certificate development is reserved for those TOP codes that considered career-technical and Kinesiology is not career-technical. Mr. Haller stated that although the courses would carry a KIN discipline designation, the TOP code assigned to the certification would be on that is for coaching, which is career-technical. Mrs. Linda Harmon indicated that unfortunately we cannot approve these courses as the certificate program is not currently developed and submitted in CurricUNET. By approving these courses we would be increasing our stand-alone course listing. Mrs. Harmon encouraged the faculty to develop the certificates in CurricUNET now and allow both the courses and certificates to be approved at the same meeting so the courses will not be considered stand-alone. Motion failed for both 12c and 12d.

13. INFORMATIONAL ITEM – Course Deactivation

a. **BIOL 165, Birds of Southern California**

b. **THA 150, Physical Performance Styles**

Mrs. Linda Harmon stated that this is an informational item for Dr. Lee Grishman to investigate the impact of this requested change and for faculty to be sure this does not adversely affect any degree programs. It will return to the agenda as an action item at our next meeting.

14. ACTIVE ITEM – Course Deactivation

a. **NF 104, Concepts In Nutrition: New Developments**

A motion was made and seconded to approve designating the listed course as deactivated. Motion carried.

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

Area of Study	Template Attached	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Anthropology	X	X	X		
2. Computer Science					
3. Elementary Teacher Education					
4. Film, Television and Electronic Media					
5. History	X	X	NEEDED		Submitted – Awaiting Fac
6. Journalism					
7. Philosophy					
8. Physics	X	NA	X		Submitted – Agenda ready
9. Spanish					

Completed AVC AA-T/AS-T Degrees

- | | | |
|-------------------------------|-----------------------|------------------|
| 10. Administration of Justice | 16. Geography | 22. Psychology |
| 11. Art History | 17. Geology | 23. Sociology |
| 12. Business Administration | 18. Kinesiology | 24. Studio Arts |
| 13. Communication Studies | 19. Mathematics | 25. Theatre Arts |
| 14. Early Childhood Education | 20. Music | |
| 15. English | 21. Political Science | |

Chancellor's Office Approved

- | | |
|--------------------------|----------------------|
| 1. Art History | 4. Political Science |
| 2. Communication Studies | 5. Sociology |
| 3. Mathematics | 6. Studio Arts |

16. ADDITIONAL INFORMATION - C-ID REPORT FOR TMC's

C-ID DESCRIPTOR	COURSE	STATUS	EXPIRES	STATUS
AJ 110	AJ 101	CONDITIONAL	15-DEC-13	
AJ 120	AJ 102	CONDITIONAL	4-JAN-14	
AJ 160	AJ 201	NOT APPROVED		
AJ 220	AJ 204	CONDITIONAL	2-JAN-14	
BUS 110	BUS 101	CONDITIONAL	13-MAY-14	
BUS 115	BUS 113	CONDITIONAL	12-JUN-14	
BUS 125	BUS 203	CONDITIONAL	26-JUL-14	
ECE 230	CFE 116	CONDITIONAL	27-JUN-14	
ECE 210	CFE 202	CONDITIONAL	27-JUN-14	
ECE 220	CFE 211	CONDITIONAL	8-APR-14	
ECE 130	CFE 213	NOT APPROVED		
CHEM 100	CHEM 101	NOT APPROVED		
ITIS 120	CIS 101	CONDITIONAL	1-JUL-14	
COMP 152	CIS 121	CONDITIONAL	2-APR-14	
ENGL 110	ENGL 102	NOT APPROVED		
GEOL 121	ERSC 101	CONDITIONAL	12-JUN-14	
	GEOG 101	NOT APPROVED		
GEOL 100L	GEOL 101L	CONDITIONAL	12-JUN-14	
HIST 130	HIST 107	NOT APPROVED		
HIST 140	HIST 108	CONDITIONAL	14-FEB-14	
JOUR 210	JOUR 123	NOT APPROVED		
KIN 100	KIN 190	NOT APPROVED		
KIN 101	KIN 191	CONDITIONAL	17-DEC-13	
PHIL 210	PHIL 110	NOT APPROVED		
PHYS 100S	PHYS 101 PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 105	PHYS 101	CONDITIONAL	13-FEB-14	
PHYS 110	PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 200S	PHYS 110 PHYS 120 PHYS 211	CONDITIONAL	15-FEB-14	
PHYS 205	PHYS 110	CONDITIONAL	13-FEB-14	
PHYS 210	PHYS 120	CONDITIONAL	15-FEB-14	
PHYS 215	PHYS 211	CONDITIONAL	15-FEB-14	
PSY 130	PSY 212	CONDITIONAL	2-JUL-14	
PSY 115	PSY 233	CONDITIONAL	1-JUL-14	
PSY 120	PSY 234	NOT APPROVED		
PSY 200	SOC 200	CONDITIONAL	2-JUL-14	
SOCI 120	SOC 200	CONDITIONAL	25-JAN-14	
SPAN 220	SPAN 101HL	CONDITIONAL	19-AUG-14	
THTR 171	THA 102	NOT APPROVED		
THTR 175	THA 133	NOT APPROVED		

Dr. Lee Grishman asked the committee what we are doing to help instruct our faculty through the C-id revision cycle. Mrs. Sharon Lowry stated that she has instructed her deans to have the faculty pull down the C-id descriptor and match the language to our COR. She said that if faculty still have questions they should look to the dean or ultimately go to Dr.

Grishman the articulation officer since he is the one submitting the courses for approval. Dean Trimble asked if we have any instructions noted in the AP&P handbook or on the web, to which Mrs. Harmon stated that we do not currently have this process documented. Dr. Grishman stated that he is working on a document that outlines this process but is not sure where it would be published. Mrs. Lowry stated that it would be published in the handbook, distributed to deans, etc. Mrs. Harmon thanked Dr. Grishman for writing up the process and will look forward to reviewing the final document.

17. ADDITIONAL INFORMATION – 2012-2013 Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 11/29/2012	Status
Science			
GEOG 102L		Cannot schedule 13-14	
GEOG 102		Cannot schedule 13-14	
GEOG 298A		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty</i>
GEOG 298B		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty</i>
GEOG 298C		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty</i>
Visual and Performing Arts			
MUS 191		Cannot schedule 13-14	Submitted
THA 133		Cannot schedule 13-14	

18. ADDITIONAL INFORMATION – 2013-2014 Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert/GE Area	Last Taught	Scheduling Restrictions if not approved by 11/14/2013	Status
Business				
ACCT 111		Summer 13	Cannot schedule 14-15	
ACCT 113		Spring 13	Cannot schedule 14-15	
ACCT 205		Spring 13	Cannot schedule 14-15	
BUS 101		Summer 13	Cannot schedule 14-15	
BUS 105		Spring 13	Cannot schedule 14-15	
BUS 111		Spring 13	Cannot schedule 14-15	
BUS 113		Spring 13	Cannot schedule 14-15	
BUS 212		Spring 13	Cannot schedule 14-15	
CA 131		Spring 13	Cannot schedule 14-15	
CA 141		Spring 13	Cannot schedule 14-15	
CA 171		Spring 13	Cannot schedule 14-15	
CA 176		Fall 12	Cannot schedule 14-15	
CA 182		Spring 13	Cannot schedule 14-15	
CIS 101		Summer 13	Cannot schedule 14-15	
CIS 111		Summer 13	Cannot schedule 14-15	
CIS 113		Spring 13	Cannot schedule 14-15	
CIS 121		Fall 12	Cannot schedule 14-15	
CIS 123		Spring 13	Cannot schedule 14-15	
CIS 141		Spring 13	Cannot schedule 14-15	
CIS 145		Spring 13	Cannot schedule 14-15	
CIS 159		Fall 12	Cannot schedule 14-15	
CIS 174		Spring 06	Cannot schedule 14-15	
MGT 121		Summer 13	Cannot schedule 14-15	
MKTG 101		Spring 13	Cannot schedule 14-15	
OT 101		Summer 13	Cannot schedule 14-15	
OT 102		Summer 13	Cannot schedule 14-15	
OT 105		Fall 12	Cannot schedule 14-15	
OT 113		Spring 13	Cannot schedule 14-15	
OT 201		Spring 13	Cannot schedule 14-15	
Health Sciences				

CFE 101		Summer 13	Cannot schedule 14-15	
CFE 103		Summer 13	Cannot schedule 14-15	
CFE 104		Spring 13	Cannot schedule 14-15	
CFE 105		Spring 13	Cannot schedule 14-15	
CFE 107		Spring 13	Cannot schedule 14-15	
CFE 109		Spring 13	Cannot schedule 14-15	
CFE 110		Spring 08	Cannot schedule 14-15	
CFE 115		Spring 13	Cannot schedule 14-15	
CFE 122		Spring 13	Cannot schedule 14-15	
CFE 157		Spring 13	Cannot schedule 14-15	
CFE 201		Spring 13	Cannot schedule 14-15	
CFE 202		Spring 13	Cannot schedule 14-15	
CFE 213		Spring 08	Cannot schedule 14-15	
NF 100		Summer 13	Cannot schedule 14-15	
NF 102		Spring 13	Cannot schedule 14-15	
NF 104		Fall 09	Cannot schedule 14-15	
NF 150		Spring 13	Cannot schedule 14-15	
NS 110		Spring 13	Cannot schedule 14-15	
NS 120		Spring 13	Cannot schedule 14-15	
NS 240		Spring 13	Cannot schedule 14-15	
VN 109		Fall 12	Cannot schedule 14-15	
VN 112		Spring 13	Cannot schedule 14-15	
Student Services/Counseling				
HD 100		Spring 13	Cannot schedule 14-15	
HD 101		Summer 13	Cannot schedule 14-15	
HD 103		Spring 13	Cannot schedule 14-15	
HD 105		Spring 13	Cannot schedule 14-15	
IR/ES				
LAC 098		Spring 13	Cannot schedule 14-15	
LAC 099		Spring 13	Cannot schedule 14-15	
LIB 107		Summer 13	Cannot schedule 14-15	
LIB 110		Spring 13	Cannot schedule 14-15	
LAC 900		Summer 13	Cannot schedule 14-15	
LAC 901		Summer 13	Cannot schedule 14-15	
Kinesiology				
DA 101		Spring 13	Cannot schedule 14-15	
DA 102		Spring 13	Cannot schedule 14-15	
DA 103		Summer 13	Cannot schedule 14-15	
DA 104		Spring 13	Cannot schedule 14-15	
DA 105		Fall 12	Cannot schedule 14-15	
DA 106		Fall 12	Cannot schedule 14-15	
DA 107A		Spring 13	Cannot schedule 14-15	
DA 107B		Spring 12	Cannot schedule 14-15	
DA 107C		Spring 13	Cannot schedule 14-15	
DA 108		Spring 13	Cannot schedule 14-15	
DA 109		None	Cannot schedule 14-15	
DA 111		Spring 13	Cannot schedule 14-15	
DA 113		Spring 13	Cannot schedule 14-15	
DA 115		Spring 07	Cannot schedule 14-15	
DA 116		Spring 13	Cannot schedule 14-15	
DA 122		Spring 13	Cannot schedule 14-15	
DA 123		Summer 13	Cannot schedule 14-15	

DA 124		Spring 13	Cannot schedule 14-15	
DA 125		Spring 13	Cannot schedule 14-15	
DA 202		Spring 13	Cannot schedule 14-15	
DA 203		Spring 12	Cannot schedule 14-15	
DA 204		Spring 12	Cannot schedule 14-15	
DA 205		Spring 13	Cannot schedule 14-15	
HE 201		Spring 13	Cannot schedule 14-15	
KIN 112A		None (PE/KIN)	Cannot schedule 14-15	
KIN 112B		None (PE/KIN)	Cannot schedule 14-15	
KIN 113		Summer 13	Cannot schedule 14-15	
KIN 196		Spring 12 (as PE 196)	Cannot schedule 14-15	
Language Arts				
COMM 109		Fall 12	Cannot schedule 14-15	
COMM 215		None	Cannot schedule 14-15	
DFST 101		Summer 13	Cannot schedule 14-15	
DFST 102L		Spring 13	Cannot schedule 14-15	
DFST 102		Spring 13	Cannot schedule 14-15	
DFST 105		Spring 13	Cannot schedule 14-15	
DFST 106		Spring 13	Cannot schedule 14-15	
DFST 108		Fall 12	Cannot schedule 14-15	
DFST 201L		Spring 13	Cannot schedule 14-15	
DFST 201		Spring 13	Cannot schedule 14-15	
DFST 202		Spring 13	Cannot schedule 14-15	
ENGL 101		Summer 13	Cannot schedule 14-15	
ENGL 102		Summer 13	Cannot schedule 14-15	
ENGL 103		Spring 13	Cannot schedule 14-15	
ENGL 221		Spring 13	Cannot schedule 14-15	
ENGL 222		Fall 12	Cannot schedule 14-15	
ENGL 225		Fall 12	Cannot schedule 14-15	
ENGL 226		Spring 12	Cannot schedule 14-15	
ENGL 257		Spring 12	Cannot schedule 14-15	
ENGL 299		Fall 12	Cannot schedule 14-15	
ESL 018		Spring 13	Cannot schedule 14-15	
ESL 019		Spring 13	Cannot schedule 14-15	
ESL 020		Spring 13	Cannot schedule 14-15	
ESL 023		Spring 13	Cannot schedule 14-15	
ESL 028		Spring 13	Cannot schedule 14-15	
ESL 029		Spring 13	Cannot schedule 14-15	
ESL 030		Spring 13	Cannot schedule 14-15	
ESL 033		Spring 13	Cannot schedule 14-15	
ESL 038		Spring 13	Cannot schedule 14-15	
ESL 039		Spring 13	Cannot schedule 14-15	
ESL 040		Spring 13	Cannot schedule 14-15	
ESL 043		Spring 13	Cannot schedule 14-15	
ESL 048		Spring 13	Cannot schedule 14-15	
ESL 049		Spring 13	Cannot schedule 14-15	
ESL 058		Spring 13	Cannot schedule 14-15	
ESL 059		Spring 13	Cannot schedule 14-15	
INT 201		Fall 12	Cannot schedule 14-15	

INT 202		Fall 12	Cannot schedule 14-15	
INT 203		Spring 13	Cannot schedule 14-15	
INT 204		Spring 13	Cannot schedule 14-15	
INT 205		Spring 12	Cannot schedule 14-15	
INT 206		Spring 13	Cannot schedule 14-15	
READ 150		Fall 11	Cannot schedule 14-15	
SPAN 201		Spring 13	Cannot schedule 14-15	
SPAN 203		Fall 08	Cannot schedule 14-15	
Math/Science				
ASTR 101		Summer 13	Cannot schedule 14-15	
BIOL 165		None	Cannot schedule 14-15	
BIOL 201		Spring 13	Cannot schedule 14-15	
CHEM 205		None	Cannot schedule 14-15	
DRFT 130		Fall 12	Cannot schedule 14-15	
DRFT 240		Fall 12	Cannot schedule 14-15	
ENGR 130L		Spring 13	Cannot schedule 14-15	
ENGR 130		Spring 13	Cannot schedule 14-15	
ENGR 210PS		Fall 12	Cannot schedule 14-15	
ENGR 210		Fall 12	Cannot schedule 14-15	
GEOG 102L		Spring 13	Cannot schedule 14-15	
GEOG 102		Spring 13	Cannot schedule 14-15	
GEOG 106		Spring 13	Cannot schedule 14-15	
GEOG 220		Fall 12	Cannot schedule 14-15	
GEOG 222		Fall 12	Cannot schedule 14-15	
GEOG 298A		Spring 10	Cannot schedule 14-15	
GEOG 298B		Fall 08	Cannot schedule 14-15	
GEOG 298C		Spring 13	Cannot schedule 14-15	
GEOG 299		Spring 05	Cannot schedule 14-15	
GEOL 101		Spring 13	Cannot schedule 14-15	
MATH 070B		Spring 13	Cannot schedule 14-15	
MATH 080		Spring 13	Cannot schedule 14-15	
MATH 102A		Fall 12	Cannot schedule 14-15	
MATH 102B		Spring 13	Cannot schedule 14-15	
MATH 102		Summer 13	Cannot schedule 14-15	
MATH 135		Spring 13	Cannot schedule 14-15	
PSCI 101		Summer 13	Cannot schedule 14-15	
WDTO 101		Spring 13	Cannot schedule 14-15	
WDTO 115		Spring 13	Cannot schedule 14-15	
WDTO 120		Spring 13	Cannot schedule 14-15	
Social Science				
ECON 110		Spring 13	Cannot schedule 14-15	
ED 175		Spring 08	Cannot schedule 14-15	
PSY 101		Summer 13	Cannot schedule 14-15	
PSY 201		Spring 13	Cannot schedule 14-15	
PSY 212		Spring 13	Cannot schedule 14-15	
PSY 215		Fall 12	Cannot schedule 14-15	
PSY 218		Fall 08	Cannot schedule 14-15	
PSY 233		Spring 13	Cannot schedule 14-15	
PSY 234		Fall 12	Cannot schedule 14-15	
WE 197		None	Cannot schedule 14-15	
WE 199		Spring 13	Cannot schedule 14-15	
Technical Education				

AERO 180		Fall 10	Cannot schedule 14-15	
AFAB 130		Spring 13	Cannot schedule 14-15	
AJ 109		Spring 13	Cannot schedule 14-15	
AJ 110		Summer 13	Cannot schedule 14-15	
AJ 208		Spring 13	Cannot schedule 14-15	
AUTO 210		Spring 05	Cannot schedule 14-15	
AUTO 276		Fall 09	Cannot schedule 14-15	
ELEC 110		Spring 13	Cannot schedule 14-15	
ELEC 115		Spring 13	Cannot schedule 14-15	
ELEC 120		Fall 12	Cannot schedule 14-15	
ELEC 130		Spring 13	Cannot schedule 14-15	
ELEC 140		Spring 13	Cannot schedule 14-15	
ELEC 150		Spring 13	Cannot schedule 14-15	
ELEC 160		Spring 13	Cannot schedule 14-15	
ELEC 220		Spring 13	Cannot schedule 14-15	
ELEC 250		Summer 13	Cannot schedule 14-15	
ELTE 180		Spring 13	Cannot schedule 14-15	
ELTE 235		Fall 12	Cannot schedule 14-15	
FTEC 102		Fall 12	Cannot schedule 14-15	
FTEC 111		Spring 13	Cannot schedule 14-15	
FTEC 112		Spring 13	Cannot schedule 14-15	
FTEC 113		Fall 12	Cannot schedule 14-15	
FTEC 114		Spring 13	Cannot schedule 14-15	
FTEC 115		Spring 13	Cannot schedule 14-15	
FTEC 117		Spring 13	Cannot schedule 14-15	
FTEC 120		Summer 13	Cannot schedule 14-15	
FTEC 122		Summer 13	Cannot schedule 14-15	
FTEC 123		None	Cannot schedule 14-15	
FTEC 125		Fall 11	Cannot schedule 14-15	
FTEC 126		Fall 12	Cannot schedule 14-15	
FTEC 127		Spring 13	Cannot schedule 14-15	
FTEC 128		Spring 12	Cannot schedule 14-15	
FTEC 129		Fall 12	Cannot schedule 14-15	
FTEC 130		Spring 13	Cannot schedule 14-15	
FTEC 131		Summer 13	Cannot schedule 14-15	
FTEC 132		Summer 13	Cannot schedule 14-15	
FTEC 137		Summer 13	Cannot schedule 14-15	
FTEC 138		Summer 13	Cannot schedule 14-15	
FTEC 142		Spring 09	Cannot schedule 14-15	
FTEC 150		Spring 10	Cannot schedule 14-15	
FTEC 240		Fall 11	Cannot schedule 14-15	
FTEC 250		Fall 10	Cannot schedule 14-15	

Visual and Performing Arts

DM 101L		Summer 13	Cannot schedule 14-15	
DM 101		Summer 13	Cannot schedule 14-15	
DM 103L		Spring 13	Cannot schedule 14-15	
DM 105L		Fall 12	Cannot schedule 14-15	
DM 106L		Spring 13	Cannot schedule 14-15	
DM 106		Spring 13	Cannot schedule 14-15	
DM 110L		Spring 13	Cannot schedule 14-15	
DM 112L		Spring 12	Cannot schedule 14-15	
DM 113L		Summer 13	Cannot schedule 14-15	

DM 113		Summer 13	Cannot schedule 14-15	
DM 115L		Spring 13	Cannot schedule 14-15	
DM 127L		Summer 13	Cannot schedule 14-15	
DM 127		Summer 13	Cannot schedule 14-15	
DM 128L		Spring 12	Cannot schedule 14-15	
DM 128		Spring 12	Cannot schedule 14-15	
DM 143L		Spring 13	Cannot schedule 14-15	
DM 143		Spring 13	Cannot schedule 14-15	
DM 145L		Spring 13	Cannot schedule 14-15	
DM 145		Spring 13	Cannot schedule 14-15	
DM 203L		Spring 13	Cannot schedule 14-15	
DM 205L		Spring 13	Cannot schedule 14-15	
DM 206L		Spring 12	Cannot schedule 14-15	
DM 206		Spring 12	Cannot schedule 14-15	
DM 213L		Spring 13	Cannot schedule 14-15	
DM 215L		Spring 12	Cannot schedule 14-15	
DM 215		Spring 12	Cannot schedule 14-15	
DM 246L		Spring 13	Cannot schedule 14-15	
DM 298L		Spring 13	Cannot schedule 14-15	
DM 298		Spring 13	Cannot schedule 14-15	
MUS 191		Fall 02	Cannot schedule 14-15	
PHOT 213L		Spring 13	Cannot schedule 14-15	
PHOT 213		Spring 13	Cannot schedule 14-15	
PHTC 101L		Summer 13	Cannot schedule 14-15	
PHTC 101		Summer 13	Cannot schedule 14-15	
PHTC 125L		Summer 13	Cannot schedule 14-15	
PHTC 125		Summer 13	Cannot schedule 14-15	
PHTC 150L		Spring 13	Cannot schedule 14-15	
PHTC 150		Spring 13	Cannot schedule 14-15	
PHTC 201		None	Cannot schedule 14-15	
PHTC 201L		None	Cannot schedule 14-15	
PHTC 203L		Fall 12	Cannot schedule 14-15	
PHTC 203		Fall 12	Cannot schedule 14-15	
PHTC 205L		Fall 12	Cannot schedule 14-15	
PHTC 205		Fall 12	Cannot schedule 14-15	
PHTC 211L		Spring 13	Cannot schedule 14-15	
PHTC 211		Spring 13	Cannot schedule 14-15	
PHTC 215L		Fall 12	Cannot schedule 14-15	
PHTC 215		Fall 12	Cannot schedule 14-15	
PHTC 275L		Spring 13	Cannot schedule 14-15	
PHTC 275		Spring 13	Cannot schedule 14-15	
PHTC 298L		Spring 12	Cannot schedule 14-15	
PHTC 298		Spring 12	Cannot schedule 14-15	
THA 102		Fall 12	Cannot schedule 14-15	
THA 103		Spring 13	Cannot schedule 14-15	
THA 133		Fall 06	Cannot schedule 14-15	

19. ADJOURNMENT

A motion was made and seconded to adjourn the 9/12/13 AP&P Committee meeting at 4:40 p.m. Mrs. Linda Harmon asked the members to log into CurricUNET and track the progress within the approval process for each course and program in their area to be sure they are moving along. If the courses or programs are sitting, be sure to get in contact with the person who can move it forward. 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. Maria Clinton, 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.

Proficiencies, Requisite, & Content Review link

When filling out this link, consult with dean, AP&P representative, and other discipline instructors for consistency among courses within programs in your discipline/division.

All information should be specific and complete. Make sure information on this link is consistent with and clearly related to all components of the Course Outline of Record (description, content, objectives, assignments, and evaluation). The information

requested in this area meets all Title 5 standards/requirement “Guidelines for Title 5 Regulations Section 55003 – Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation” which was adopted by the California Community Colleges Board of Governors March 2011 and distributed by the Chancellor’s Office, California Community Colleges February 3, 2012.s Also note that any changes made to course prerequisites, corequisites, advisories, or limitations on enrollment must be noted and identified within CurricUNET so it may be reviewed and approved by the full committee.

Definitions:

1. **Content Review** - “a rigorous, systematic process . . . conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course or which students need to acquire through concurrent enrollment in a corequisite course.”
2. **Course Validation Study** – this is data collection and analysis; it constitutes the “highest level of scrutiny” and is required for establishing reading, writing, or math pre or corequisites for degree applicable courses across disciplines; validated assessment test cut scores can be used to establish pre or corequisites for non-degree applicable courses.

3. **Prerequisite** - “a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.” A prerequisite “will assure that a student has the skills, concepts, and/or information” necessary for success in the course; on the other hand, a student “who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course.”
4. **Corequisite** - “a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.”
5. **Advisory on Recommended Preparation** - “a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.”
6. **Limitation on Enrollment (LOE)** - Enrollment may be limited "in the case of intercollegiate competition, honors courses, or public performance courses, by allocating available seats (i.e., enrollment) to those students judged most qualified." An LOE may be established for the above reasons provided it does “not block student access to a degree or certificate . . . or result in disproportionate impact on underrepresented groups.” The college must offer other courses that satisfy the same requirement. In addition, enrollment may be limited due to “safety or health considerations” or to “legal requirements” (finger prints, licensure or certificated by outside agency).

Establishing Reading, Writing, and Math Proficiencies:

1. Textbook Reading Level: Reading levels for textbooks are entered here, including how level was determined: Raygor Scale; instructor determination; publisher’s recommendation; standard college/university text, etc.

2. Reading, Writing, and Mathematics Proficiencies: Check all of the skills you expect entering students to possess. Space is provided for additional proficiencies that are also necessary or useful for success in the course. To justify proficiencies, it is necessary to review course content and objectives listed on the COR of the requisite course. AP&P representatives should be consulted frequently since they are familiar with the standards and the process. There is additional information in the **AP&P Standards & Practices Handbook** regarding the following: “Process and Criteria for Establishing Prerequisites, Corequisites, and Advisories”; “Regulations and Enforcement of Pre and Corequisites,” and “Course Validation Studies.”
3. *Proficiencies are established as “eligibility for” not “completion of” a particular course. Eligibility for reading, writing, and math proficiencies can also be met by achieving the equivalent score on the AVC assessment test (if applicable) and will be noted as such in the College Catalog.*
4. **Additional Documentation Required for Establishing Reading, Writing, or Math Course(s) as a Prerequisite Across Disciplines. Only one of the following will apply:** (Not required for advisories.)
 - For a revised course, complete the Content Review within CurricUNET or attach a statement of validated assessment test cut scores; attach the Course Validation Study.
 - For a new course, complete the Content Review; attach the COR from requisite course(s). A Course Validation Study will be automatically conducted for a period of two years. If the study validates the Content Review, the pre or corequisites will remain in place; if not, they will revert to advisories.

Keep in mind while completing a content review that you are specifying knowledge, skills, and competencies students should possess upon entry into the course under review, or those they should gain simultaneously in another course. In addition, once a pre or corequisite is established, it *must* be enforced; no one can waive a pre or corequisite. (See “Regulations and Enforcement of Pre or Corequisites” in AP&P *Standards & Practices Handbook*.)

Establishing Prerequisites:

Establishing Corequisites:

Establishing Advisories:

Establishing Limitations on Enrollment:

Establishing Pre or Corequisites, Advisories, or Limitations on Enrollment

Content Review and Other Documentation Required for Establishing Other Courses as Prerequisites, Corequisites, and/or Advisories Within or Across Disciplines (*other than* reading, writing, or math proficiencies):

Only one of the following will apply:

- AVC Course Only: Complete Content Review; attach COR from requisite course(s).

- Sequential Course Within the Same Discipline: Complete Content Review; attach COR from requisite course(s).

For pre or corequisites only:

- Sequential Course Across Disciplines: Complete Content Review; attach COR from requisite course(s). *Also attach course catalog descriptions from any 3 CSU/UC campuses of the same (or equivalent) course as the one under review showing that they carry the same (or equivalent) pre or corequisite.* (This is not necessary for advisories.)

1. a, b, or c: If another course (or courses) is to be established as a prerequisite, corequisite, or advisory (i.e. HIST101 for HIST210; or BIO100 for NS102), list the course (or courses) subject and number, including the specific course content/objectives, knowledge, skills, or competencies expected of students upon entry to the course. This information can be found on the COR for the course that is being recommended as necessary or useful for a student's success in the course. These courses are then carried forward to Section IV under "Recommendations" and onto the COR. (See College Catalog for standardized format when listing requisites.)

Limitation On Enrollment

This section is applicable to a very few number of courses; see definition #6 in above guidelines or in the **AP&P Standard & Practices Handbook**. Leave blank if not applicable.

Recommendations

Be sure this information accurately reflects the information provided on the previous content review pages. (This same information must be included on the COR as well.)

- 1) Proficiency Recommendations: Indicate eligibility for reading, writing, or math proficiencies. Include applicable course subject and number, and mark the correct boxes.
- 2) Other Course Recommendations: Indicate completion of or concurrent enrollment in other course or courses that are being recommended as prerequisites, corequisites, or advisories. Include course subject and number, and mark the correct boxes.
- 3) Limitation on Enrollment: check box if applicable.

Guidelines for Establishing Prerequisites, Corequisites and Advisories

Appropriate course prerequisites, corequisites, and advisories benefit the students, the faculty, and the college: students understand what is expected of them without being denied access; faculty teach students who are prepared with the necessary knowledge and skills; and the college has sound academic standards throughout its courses and programs. Furthermore, properly established prerequisites guarantee a balance between access and success, and between state and local control.

The following definitions, guidelines, and procedures are based on “Guidelines for Title 5 Regulations Section 55003 – Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation” which was adopted by the California Community Colleges Board of Governors, March 2011 and distributed by the Chancellor’s Office, California Community Colleges February 3, 2012.

DEFINITIONS:

PREREQUISITE: A prerequisite is “a condition of enrollment that a student is required to meet in order to demonstrate current readiness [entry level knowledge or skills] for enrollment in a course or education program.” A prerequisite “will assure that a student has the skills, concepts, and/or information” necessary for success in the course; therefore, a student “who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course.”

COREQUISITE: A corequisite is “a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll and be successful in another course.”

ADVISORIES: An advisory is “a condition of enrollment consisting of a course that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.”

Overview of Regulations Regarding Prerequisites and Corequisites

Establishing prerequisites and corequisites

Title 5, section 55003(d) delineates the four purposes for which prerequisites and corequisites may be established;

1. The prerequisite or corequisite is expressly required or expressly authorized by statute or regulation;
2. The prerequisite will assure that the student has the skills, concepts, and/or information needed to succeed (receive a satisfactory grade) for the course it is established;
3. The corequisite will assure that a student has the skills, concepts, and/or information needed to succeed (receive a satisfactory grade) for the course it is established;
4. The prerequisite or corequisite is needed to protect the health or safety of the student or others.

Process: Content Review and Data Collection & Analysis

Discipline faculty (both full time and adjunct who teach in that subject area) must:

1. examine the Course Outline of Record (COR) along with the course syllabus, assignments, exams, and texts, and agree upon what entry level knowledge and which entry level skills are essential in order for students to be successful in a given course, and without them, students would be highly unlikely to succeed.
2. decide and agree upon which existing courses would provide students with that knowledge or those skills. In order to do this, consult the CORs for those courses, as well as the information provided on the content review pages of the course proposal form.
3. consult with AP&P representative and dean/director.
4. **revised courses only**: request from AP&P that a “Course Validation Study” (data collection and analysis) be conducted on the revised course. This study will be conducted by the college’s Research Technician according to the standard research method approved by the AP&P Committee and recommended by the state. If the data shows that a certain course is “necessary for [a student’s] success” and the student is “highly unlikely to obtain a satisfactory grade” without that course, then faculty may continue with the process of establishing pre or corequisites. (See note below.)
5. **new courses only**: pre or corequisites can be established through the basic content review process for a two-year period during which time we are required to conduct a Course Validation Study. If the study validates the content review, the pre or corequisites remain in place; if the study does not, then the pre or corequisites automatically become advisories.
6. take recommendations to Division for discussion and approval.
7. fill out appropriate content review pages, the COR, and for revised courses attach the Course Validation Study; submit to AP&P for review.

Documents Required: Course Proposal/Content Review Form, COR, the COR(s) for the pre or corequisite course(s), and the Course Validation Study for revised courses.

Course Validation Studies: Prerequisites and Corequisites

For the purposes of establishing communication and computational pre- and corequisites on credit courses across the disciplines, the AP&P Committee adopted the option found in the “Guidelines for Title 5 Regulations Section 55003 – Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation” which was adopted by the California Community Colleges Board of Governors March 2011 and distributed by the Chancellor’s Office, California Community Colleges February 3, 2012. These studies will be in addition to the already established process for a formal content review (adopted by the district in 1994) and outlined in the “Process for Establishing Prerequisites, Corequisites, and Advisories” in the ***AP&P Standards & Practices Handbook***.

The district will use **Experience Table Comparisons** as the primary method of validation based on a **t-test statistic** where the observed difference in the mean grade of both groups is significant at $< .05$ level. The committee agreed to include W's as non-success, measured as a zero on the four-point grading scale, just as the letter grade F. The committee also agreed to limit the sample cohort to only those students who have attempted the proposed prerequisite course at AVC. Students who enroll directly into the target course without prior attempts or completion of the prerequisite will be excluded from the sample. As a minimum requirement, the *t*-test must show statistical validity at the .05 level before the committee considers implementing the prerequisite as a mandatory requirement for students enrolling in the target course. The committee will also review additional criteria before making a final decision, such as a **Data Table Comparisons**. This **chi-square** will show counts and percentages in a 2x2 matrix based on the above cohort, again including W's as non-success.

The research office will prepare a one-page report showing both tables and the following statistics:

- the value and significance level of the t -test;
- the value and significance level of the chi-square;
- the sample size;
- the base rate of success (without prerequisites);
- the percent of correct predictions;
- the net increase in accuracy; and
- the number and percent of students who would be excluded if the prerequisite were in place (not eligible and successful).

(A sample report is attached.)

Finally, the research office will provide a separate report showing the demographic analysis (cross-tabs) of the above cohort by gender and ethnicity to determine if implementing the proposed prerequisite will create a disproportionate impact of any under represented group. If disproportionate impact exists, the committee will forward this information to the representatives responsible for the district Student Equity Plan. (The above process conforms to all Title 5 requirements, Sections 55201 and 55202, and is based “Guidelines for Title 5 Regulations Section 55003 – Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation” which was adopted by the California Community Colleges Board of Governors, March 2011 and distributed by the Chancellor’s Office, California Community Colleges February 3, 2012.

Regulations and Enforcement: Prerequisites and Corequisites

Once prerequisites and corequisites have been established for a course, Education Code requires that the district abide by the following regulations:

Catalog and Schedule Information:

The college must provide clear and accurate information regarding the establishment of prerequisites, corequisites, and advisories, including definitions of each.

Implementation:

Once a pre or corequisite is established, it must be enforced consistently.

Students cannot take a course without having the pre or corequisite (or successfully challenging it) and no one (administration, faculty, or staff) may “waive” that prerequisite for a student.

Challenge Procedure:

The college must have an established and published process for students who wish to challenge the pre or corequisite. This process must be done in a “timely manner,” generally **within 5 days** from the time the student files a completed form, including required documents. Since faculty establish the pre or corequisites, faculty must also be the ones to determine whether or not a student’s challenge is valid.

Involuntary Drops:

If registration has begun before students complete the prerequisite course, they are allowed to enroll in the course for which the prerequisite has been established.

However, if they do not pass the prerequisite course (D, F, NC, W, or I) they must be automatically dropped. The college will implement a computer run of final grades and issue a letter to students informing them they have been dropped from the course.

Ideally, this should be done before the first class meeting of the semester. However, if

classes have begun before the prerequisites can be checked, students must be dropped within the first two weeks of classes, which allows them time to add the necessary class.

Course Outline of Record:

Faculty must design their course syllabus based upon the approved COR. All work (assignments, tests, projects, etc.) must be designed according to the "measurable objectives" listed on the COR.

Program Review:

Courses must be reviewed and/or revised at least once every six years to verify that the pre or corequisites is still necessary for students' success and that the course content and objectives are still relevant.

Assessment Tests to Establish Pre or Corequisites:

The use of assessment instruments for placement of students into courses must be established in the following manner:

1. the assessment instrument must be on the Chancellor's Office approved list
2. the college must conduct local validation studies for establishing cut scores
3. the college must use multiple measures in addition to the assessment instrument
4. the college must check for disproportionate impact

Once the above conditions have been met, colleges may use assessment instruments for placement in courses by establishing them in concert with the equivalent course when listing the pre or co requisite in the course description. For example: Prerequisite: Eligibility for ENGL101 (AVC Assessment) or Successful Completion of ENGL099.

Course Validation Studies:

In order to establish communication (reading/writing) or computational (math) prerequisites for courses in other disciplines, the “highest level of scrutiny” must be used which is the collection and analysis of data in conjunction with a content review. (See “Course Validation Studies” document.)

Challenge Process: Prerequisites and Corequisites

The following regulations and guidelines conform to Title 5 (section 55201) and are taken from the Model District Policy approved by the Chancellor's Office and agreed to by the AP&P Committee, the Academic Senate, and the Board of Trustees in 1994.

Legal Obligations: Prerequisites and Corequisites

- 1 Once a prerequisite or corequisite has been approved for a course, the college **must** enforce it. If we fail to enforce the pre or corequisites, we are out of compliance with Title 5 and Matriculation Regulations.
- 2 **No one (faculty, administrator, or staff) has the right to “waive” a pre or corequisite.**

Challenges: Students' Responsibilities: If a student wishes to challenge a pre or corequisite, he or she may request a “challenge form” and should do so far enough in advance of the start date for the course being challenged. In order to challenge a pre or corequisite, the student must fill out the form and indicate the reason for the challenge set forth by Title 5.

- It is the student’s responsibility to “prove” that he or she meets the criteria for satisfying the pre or corequisite by attaching the necessary documentation.
- If the student fails to attach the necessary documentation, the challenge is automatically denied.

Challenges: Faculty Responsibilities:

- **It is the responsibility of faculty to make themselves available to review challenges throughout the year: fall, winter, spring, and summer.**

- **According to regulations, prerequisite challenges must be completed within 5 working days, and the college must “hold a seat for that student” during that time. If the challenge is not completed within the 5 days, the student is automatically enrolled in the class.**

- Since establishing pre or corequisites is an “academic and professional matter,” it is the faculty’s responsibility (full time and/or adjunct) to read the challenge and determine whether or not the student meets the necessary skills to enter the class; it is the dean’s and/or director’s responsibility to ensure that the process has been followed. (Both signatures are required on the form.)
- If the student is trying to enter a specific class section or there is only one section of the course being offered, the faculty member teaching that section cannot be the faculty member who reviews the challenge; another faculty member in the discipline (full or part time), or in a closely related discipline, must review the challenge.
- If no other faculty member is available, one of the following alternatives can be used: 1) the dean/director, if he or she meets minimum qualifications, can then determine if the challenge is valid; 2) the dean/director must remove the student's name from all documents, thus allowing the faculty who teaches that section to review the challenge without knowledge of the student’s identity. The dean’s signature ensures that the challenge process has been followed.