

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Beverly Beyer
Deborah Charlie
Maria Clinton
De'Nean Coleman-Carew
Dexter Cummins
Maggie Drake
Torraj Gordi
Lee Grishman
Linda Harmon
Scott Lee

Cynthia Littlefield
Sharon Lowry
David Newby
David Newman
Duane Rumsey
LaDonna Trimble
TBD, Transfer Dean
TBD, ASO voting
TBD, ASO non-voting

FROM: Ms. Charlie/Mrs. Lowry

DATE: August 22, 2008

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, August 28, 2008, SSV 151-Board Room, 3:00-5:30pm

2008-2009
Academic Policies & Procedures Committee Meeting No. 1
AGENDA

1. Approval of Agenda
2. Approval of minutes May 8, 2008 and May 22, 2008
3. Mandatory Training (see attached material)
 - Course Approval Process
 - Stand Alone Courses
4. Review of Forms and AP&P Handbook—*be sure to bring the AP&P folder distributed August 8*
 - 08-09 Timeline
 - *Standards & Practices Handbook*
 - Course Proposal/Content Review Guidelines and Form
 - COR Guidelines and Form
 - Distance Education Guidelines and Form
5. 2008-09 College Catalog—*be sure to bring to meeting*
6. Discussion:
 - Degree/Certificate Development
 - SAM Codes/TOP Codes
 - SCANS Competencies
 - Distance Education—hybrid versus online
 - SLOs
7. COR revisions for 8008-09—*be sure to bring matrix distributed August 8*

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MINUTES OF ACADEMIC POLICIES AND PROCEDURES COMMITTEE MEETING NO. 1
2008-09

DATE: August 28, 2008
PLACE: SSV 151 – Board Room
TIME: 3:00 p.m.

MEMBERS PRESENT

Beverly Beyer, Faculty
Deborah Charlie, Cochair
Maria Clinton, Faculty
De'Neen Coleman-Carew, Faculty
Jeffrey Cooper, Dean
Dexter Cummins, Faculty
Margaret Drake, Dean
Tooraj Gordi, Faculty
Lee Grishman, Articulation

Linda Harmon, Faculty
Scott Lee, Faculty
Cynthia Littlefield, Faculty
Mrs. Sharon Lowry, V. P. Academic
Affairs
David Newby, Faculty
David Newman, Faculty
Duane Rumsey, Faculty
LaDonna Trimble, Dean

MEMBERS ABSENT

Voting ASO Student
Non-Voting ASO Student

Ms. Charlie called the meeting to order at 3:05 pm. Ms. Charlie welcomed everyone for coming, and thanked the deans who attended: Karen Cowell, Michael Jacobs, Tom O'Neil, Ann Steinberg, and Dr. Uhazy. Mrs. Lowry stated that Mr. Jeff Cooper will be replacing Dr. Gouvia-Marks as the Transfer Dean on the committee.

1. Approval of Agenda

There were no problems or concerns with the agenda. It was moved and seconded to approve the agenda. The motion carried unanimously.

2. Approval of minutes May 8, 2008 and May 22, 2008

There were no problems or concerns with the minutes from May 8 or May 22, 2008. It was moved and seconded to approve the minutes from both May 8, 2008 and May 22, 2008. The motion carried unanimously.

3. Mandatory Training (see attached material)

- Course Approval Process
- Stand Alone Courses

This is the 2nd year of this mandatory training which will continue at least until 2012. Ms. Charlie presented a 28 slide powerpoint presentation from the Chancellor's Office and discussed each slide as required. Deborah Charlie said that we are in compliance with Title 5 and that all of the requirements are already built into our forms. She will send the certification form up to the Chancellor's Office next week with all necessary signatures.

4. Review of Forms and AP&P Handbook

- 08-09 Timeline
- *Standards & Practices Handbook*
- Course Proposal/Content Review Guidelines and Form
- COR Guidelines and Form
- Distance Education Guidelines and Form

Ms. Charlie explained that the 08-09 Timeline is important and everyone needs to keep and use this. She also reminded everyone that the courses that we are reading this fall are for next fall, and the courses read this spring are for next spring. Ms. Charlie spoke of the Astronomy 101L course being read late last spring after the deadline and therefore didn't make the catalog. Due to this, we lost GE transferability with UC for another year. She reminded everyone that we do not set the schedule; it is set by enrollment management.

Ms. Charlie also discussed the *Standards & Practices Handbook* and its changes this year, pointing out key pages. She reminded representatives of their roles on the committee, which includes working individually with faculty helping them fill out forms and following specific guidelines. She reminded representatives to do a preliminary technical review before turning in paperwork to the committee for processing. She emphasized the fact that AP&P

will not review a course unless it has an established/approved SLO. Mrs. Lowry reiterated the importance of this and stated again that approved SLOs are required for new courses and revisions processed by AP&P. Ms. Charlie also reminded everyone of the importance of the library page and of contacting Dr. Lee Grishman regarding articulation. She also pointed out that when doing revisions only those pages of the CPF that are actually being changed need to be filled out and submitted. Faculty have a tendency to fill out all pages, even when not necessary and this leads to their frustration. Also, it is important for division representatives and deans to be at the meetings when they have courses up for review as well as the faculty member. Also discussed was the prerequisite challenge process and regulations. Ms. Charlie reminded the committee of the need to beware of our policies and keep faculty informed.

Ms. Charlie reviewed the COR Guidelines and form. She discussed the new homework formula and stated that we took out the critical thinking portion of the assignments page because it is redundant to the measurable objectives. The final change on the COR was that a brief explanation is needed for any text book older than 5 years.

Ms. Charlie reviewed the Distance Education Guidelines and Form. She discussed that new guidelines just came out 2 weeks ago concerning accessibility issues. Ms. Charlie and Ms. Beyer will look at the forms and see if any changes need to be made regarding accessibility. Many DE courses will have to be revised this year to include accessibility information and reminded the committee that DE courses need to be revised within the program review cycle and each time the original COR comes forward for revision. Ms. Charlie stated that both the course COR and the DE COR must be brought in together when one or the other is revised. Ms. Beyer discussed the need to differentiate DE hybrid and DE totally online courses and discussion took place regarding the need to figure out how the DE COR review needs to be cognizant of academic freedom regarding instructors' teaching methods.

5. 2008-09 College Catalog

Ms. Charlie reviewed the new 08-09 College Catalog and went over some of the changes made this year: the inclusion of non credit courses and pages listing the AP/CLEP equivalencies. She discussed the possibility of reformatting the Degrees and Certificates page by division; however, the committee did not agree to this idea and wants to see the list remain in alphabetical order as it is. Ms. Charlie and Ms. Snow will work on making the page easier to read while still keeping it alphabetical.

6. Discussion:

- Degree/Certificate Development
- SAM Codes/TOP Codes
- SCANS Competencies
- Distance Education—hybrid versus online
- SLOs

Ms. Charlie handed out the replacement pages for the *Standards & Practices Handbook...* pages 48-50. Ms. Drake discussed SAM Codes/TOP Codes and SCANS Competencies. Ms. Beverly Beyer discussed Distance Education and the need to differentiate hybrid versus online courses. A general discussion took place regarding SLOs and their relationship to program development for degrees and certificates. The committee agreed that an SLO check box should be added to the COR so that the committee knows when the SLO was established.

7. COR revisions for 8008-09

Ms. Charlie explained that the revision matrix is color coded to highlight courses that need to come forward this year according to the timeline in the memo. Courses with a COR date of 2000, 2001, or 2002 and highlighted in blue must be submitted to AP&P for review and approval by December 11, 2008. These courses must be turned in for Technical Review no later than October 17, 2008. Courses with a COR date of 2003 and highlighted in green must be submitted to AP&P for review and approval by the catalog deadline of March 25. These must be turned in for Technical Review no later than January 23, 2008.

Ms. Charlie stated that in the future the COR matrix will highlight all 2004 courses that must be revised the following year. This will become a standard feature of the matrix and help keep us within our six-year Program Review cycle. Mrs. Lowry encouraged the committee to remind faculty that they can revise their courses more often, and they do not need to wait for a reminder.

This meeting adjourned at 5:25 pm.

The next meeting is September 11, 2008.