



AP&P Minutes

Thursday, October 8, 2015
BE 324
3:00 – 5:30pm

Type of Meeting: *Regular*
Note Taker: *Melissa Jauregui, Academic Affairs Specialist*
Please Review/Bring: The past minutes for accuracy.

- Committee Members:**
 Jeffrie Ahmad, Faculty Division Rep, present
 Luis Echeverria, Faculty Division Rep, absent (proxy Lee Grishman)
 Ibrahim Ganley, Faculty Division Rep, present
 Tooraj Gordi, Faculty Division Rep, present
 Lee Grishman, Articulation Officer, present
 Lisa Karlstein, Faculty Division Rep, present
 Scott Lee, Faculty Division Rep/Librarian/DE Liaison, present
 Cynthia Lehman, Faculty Division Rep, present
 Cynthia Littlefield, Faculty Division Rep, present
 Mark McGovern, Faculty Division Rep, present
 Rick Motawakel, Faculty Division Rep, present
 Tom O’Neil, Technical Education Dean, present
 Tim Sturm, Faculty Division Rep, present
 Bonnie Suderman, Co-chair, present
 Deborah Sullivan-Ford, Faculty Division Rep, present
 Mary Rose Toll, Faculty Division Rep, present
 LaDonna Trimble , Student Services Dean, absent
 Les Uhazy, Academic Dean, present
 Darcy Wiewall, Co-chair, present

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	Dr. Darcy Wiewall called the meeting to order at 3:05pm.
II. Approval of Previous Minutes of 9/24/2015	All	<p><u>Issues Discussed:</u> Dr. Darcy Wiewall requested a motion to approve the 9/24/2015 meeting minutes.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the minutes as presented. All members present approved the minutes.</p> <p><u>Follow Up Items:</u> None.</p>
III. Informational Item	<i>Darcy</i>	<p><u>Issues Discussed:</u> Dr. Darcy Wiewall reviewed the agenda addendum. She reviewed those courses that are due this fall term for approval, those that need to be updated due to C-ID, and the status the</p>



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		<p>TMCs. She reminded the committee members that they must send an email to her and Melissa Jauregui identifying their proxy even if it is the same person as last year.</p> <p>The courses requiring a distance education update were also noted on the addendum. All members were asked to work with the faculty in their area to ensure these courses are submitted through the new DE form.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> Division representatives were asked to continue to review courses moving through CurricUNET. Many courses are awaiting review and revision from the faculty, please have faculty make necessary edits and resubmit the courses. Representatives were also asked to submit their proxy designee via email.</p>
IV. Action Item – Approval Process	All	<p><u>Issues Discussed:</u> Dr. Darcy Wiewall requested a motion to approve the deletion of duplicate steps within the approval process. For example, the dean and AP&P representative are required to consult and approve all courses and programs. The change would allow the course/program to be approved only rather than also consulted on.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the changes to the approval process. All members present approved the revisions.</p> <p><u>Follow Up Items:</u> None.</p>
V. Action Item – AP&P 15-16 Handbook		<p><u>Issues Discussed:</u> Dr. Darcy Wiewall requested a motion to approve the AP&P Handbook sent to the committee over a week ago. She indicated that no responses were received to make additional edits. After a brief moment, it was noted that the only addition could be to require faculty to include an emergency number on their syllabus. Some discussion took place with the ultimate decision being to require the on campus and off campus emergency number be noted on the syllabus.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the changes to the AP&P Handbook. All members present approved the AP&P</p>



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		<p>Handbook with revisions.</p> <p><u>Follow Up Items:</u> None.</p>
<p>VI. Action Item – Credit by Examination List</p>	<i>All</i>	<p><u>Issues Discussed:</u> Dr. Darcy Wiewall requested a motion to approve the credit by exam list as presented in the packet. After a brief moment, it was noted that the following courses needed to be removed: ART 101, ART 102, KIN 190, KIN 191, KIN 193, KIN 194, KIN 195, MUS 111, MUS 131, MUS 132, MUS 151, MUS 153, MUS 255A, MUS 255B, MUS 291, MUSC 112, NS 101A, NS 102A, NS 103A, NS 111, NS 121, NS 122, NS 201A, NS 202A, NS 204A, NS 205A, NS 231, NS 232, NS 241, PHTC 101, PHTC 201, REC 101</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the changes to the credit by exam list. All members present approved the revisions.</p> <p><u>Follow Up Items:</u> None.</p>
<p>VII. Action Item – College Board AP Exams</p> <ul style="list-style-type: none"> • Studio Art: 2-Dimensional Design, 3-Dimensional Design, and Drawing – ART 145 / 150 • Chinese Language and Culture – CHIN 101 / 102 	<i>All</i>	<p><u>Issues Discussed:</u> Dr. Darcy Wiewall requested an update on the two remaining AP exams. It was noted that Chinese Language and Culture was approved by faculty.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve AP exam Chinese Language and Culture. Motion carried by all members present.</p> <p><u>Follow Up Items:</u> The committee will take formal action on the AP exam for Studio Arts at the next meeting.</p>
<p>VIII. Action Item – Course Approvals</p> <p>-Non-Substantial BIOL 103, KIN 129, RADT 104, RADT 108, RADT 203, RADT 208, RADT 210, WELD 230</p> <p>-Substantial BIOL 205, MATH 120, MOA 110, MUS 181 PHYS 110, PHYS 120</p>	<i>All</i>	<p><u>Issues Discussed:</u> Dr. Darcy Wiewall requested the committee to review and approve those courses noted. After a review of each course individually, no edits to any courses was noted.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the courses listed on the agenda. Motion carried by all members present</p> <p><u>Follow Up Items:</u> None.</p>



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-Deactivations BIOL 170		
IX. Action Item – Ceramics Workshop	<i>All</i>	<p><u>Issues Discussed:</u> Dr. Darcy Wiewall requested the committee to consider approving the Ceramics Workshop which will be offered through the Foundation. Rich Sim was present to discuss the course creation that was developed to support a Ceramics Endowment. After a brief review it was noted that \$115 would go to the endowment, Business Services fee is to be removed as the whole process will be handled by the Foundation, so the total cost to the student will be \$150.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the Ceramics Workshop. Motion carried by all members present.</p> <p><u>Follow Up Items:</u> None.</p>
NEXT MEETING DATE: 10/22/2015		