



# AP&P Agenda

Thursday, October 27, 2016  
 BE 314  
 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
- Bonnie Curry, Faculty Division Rep
- Luis Echeverria, Faculty Division Rep
- Laureano Flores, Technical Education Dean
- Ibrahim Ganley, Faculty Division Rep
- Tooraj Gordi, Faculty Division Rep
- Kerlin Grimaldi Linares, Student Rep
- Lee Grishman, Articulation Officer
- Michael Hutchison, Faculty Division Rep
- Scott Lee, Faculty Division Rep/Librarian/DE Liaison
- Cynthia Lehman, Faculty Division Rep
- Cynthia Littlefield, Faculty Division Rep
- Mark McGovern, Faculty Division Rep
- Alberto Mendoza, Adjunct Rep
- Terry Rezek, Faculty Division Rep
- Tim Sturm, Faculty Division Rep
- Bonnie Suderman, Co-chair
- Deborah Sullivan-Ford, Faculty Division Rep
- Mary Rose Toll, Faculty Division Rep
- LaDonna Trimble, Student Services Dean
- Les Uhazy, Academic Dean
- Darcy Wiewall, Co-chair

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	
II. Approval of Minutes -9/8/2016 -9/22/2016	All	<u>Issues Discussed:</u>  <u>Action Taken:</u>  <u>Follow Up Items:</u>
III. Informational Item -Courses Due Fall 2016 -2016-2017 Meeting Schedule: 11/10/16, 2/23/17, 3/9/17, 3/23/17, 4/13/17, 4/27/17, 5/11/17 -Deactivations Impact BUS 203 ENGR 221	<i>Darcy</i>	<u>Issues Discussed:</u>     <u>Action Taken:</u>



ANTELOPE VALLEY COLLEGE

<p>MATH 125  KIN 196, 197  NS 110, 111, 120, 121, 122, 200, 230, 231, 232  OT 105  THA 120A, 120B, 120C, 120D, 205  Family Consumer Sciences, AS  -Online Education Resources Survey</p>		<p><b><u>Follow Up Items:</u></b></p>
<p>IV. Discussion Item –  -16-17 AP&amp;P Goals</p>	<p><i>All</i></p>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
<p>V. Action Item –  -AVC General Ed Course  Inclusion Memo  -Distance Ed Form  -AP&amp;P 16-17 Handbook</p> <p>Consent Agenda –  Nonsubstantial Course Rev:  ABDY 112, ABDY 113, ABDY 115,  ACCT 111, ACRV 112, ACRV 113,  AJ 103, AJ 104, AJ 109, AJ 203,  AJ 207, ART 121, ASTR 101L, CA 107,  CFE 113, CHEM 205, CHIN 101,  DFST 105, FREN 101, FREN 102,  GEOG 110, PSY 212, SOC 105</p> <p>Substantial Course Rev:  ACCT 113, ACRV 222, AFAB 110,  AFAB 115, AFAB 120, ANTH 103,  ANTH 112, ASTR 101 Hybrid,  ATH 103, BUS 111, CA 221,  CA 221 Online, CFE 213,  CFE 213 Online, DFST 106, DFST 108,  ELEC 130, EMT 101, ERSC 101,  GEOL 101L, GEOL 102L,  HIST 110 Online, HIST 110 Hybrid,  HIST 111 Online, HIST 111 Hybrid,  INT 201 Online, INT 201 Hybrid,  MATH 124,, MATH 250, OT 205,  WELD 130, WELD 145, WELD 212,  WELD 240</p> <p>New Program Dev:  AS-T in Biology</p>	<p><i>All</i></p>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>



**ANTELOPE VALLEY COLLEGE**

<p>AS-T in Chemistry</p> <p>Corporate Community Ed:</p> <ul style="list-style-type: none"><li>-Automated External Defibrillator Training</li><li>-Emergency Response for Home, Community, and Workplace</li><li>-Managing Arrhythmias of the Heart</li></ul>		
<p><b>NEXT MEETING DATE: 11/10/16</b></p>		

# AP&P Agenda Addendum

Thursday, October 27, 2016  
BE 314  
3:00 – 5:30pm

- a. **2016-17 AP&P Deadline – Courses and Programs need to be approved by 11/10/2016 for Fall 2017 inclusion**
- CORs due 2014-2015 academic year – List at the end of the agenda (Approval NEEDED ASAP)
  - CORs due 2015-2016 academic year – List at the end of the agenda (Approval NEEDED ASAP)
  - CORs due 2016-2017 academic year – List at the end of the agenda
  - TMC Degrees that may need to be developed and brought to AP&P – List at the end of the agenda
  - DE Course Approval – 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. **AP&P Meeting Schedule:** 11/10/16 (Courses due 17-18 communicated), 2/23/17, 3/9/17 (May be cancelled), 3/23/17, 4/13/17, 4/27/17, 5/11/17
- c. **Proxy Memo needed for all committee members. Email Darcy Wiewall, CC dean, proxy, and Melissa Jauregui indicating the name of the proxy.**
1. Jeffrie Ahmad, Faculty Division Rep – *Priscilla Jenison*
  2. Luis Echeverria, Faculty Division Rep – *Tamira Palmetto Despain*
  3. Laureano Flores, Technical Education Dean
  4. Ibrahim Ganley, Faculty Division Rep – *Nancy Bednar*
  5. Tooraj Gordi, Faculty Division Rep – *Mike Tran*
  6. Kerlin Grimaldi Linares, Student Rep
  7. Lee Grishman, Articulation Officer – *Carol Eastin*
  8. Michael Hutchison, Faculty Division Rep
  9. Scott Lee, Faculty Division Rep/Librarian/DE Liaison
  10. Cynthia Lehman, Faculty Division Rep – *Matthew Jaffe*
  11. Cynthia Littlefield, Faculty Division Rep – *Lisa Karlstein*
  12. Mark McGovern, Faculty Division Rep – *David Newman*
  13. Alberto Mendoza, Adjunct Rep
  14. Terry Rezek, Faculty Division Rep – *Lisa Karlstein*
  15. Tim Sturm, Faculty Division Rep – *Maria Clinton*
  16. Bonnie Suderman, Co-chair
  17. Deborah Sullivan-Ford, Faculty Division Rep – *Kathleen Ballestero*
  18. Mary Rose Toll, Faculty Division Rep – *Tom Graves*
  19. LaDonna Trimble, Student Services Dean – *Gary Roggenstein*
  20. Les Uhazy, Academic Dean – *Tom O'Neil*
  21. Darcy Wiewall, Co-chair
  22. Vacant Health and Safety Sciences Faculty Rep
  23. Vacant Non-Voting Student Rep
- d. **CSUGE/IGETC Course Designation**
- IGETC
    1. BIOL 101 – Area 5B / 5C
    2. BIOL 205 – Area 5B / 5C
    3. MATH 116 – Area 2A
    4. MUS 111 – Area 3A
    5. PSY 230 – Area 4I
    6. PSY 232 – Area 4I
    7. PSY 244 – Area 4I
    8. SOC 111 – Area 4J
    9. SOC 120 – Area 4J
    10. SPAN 110SS – Area 6A and 3B
    11. SPAN 210SS – Area 3B
    12. SPAN 220SS – Area 3B and Area 6A
  - UC Transferable
    1. THA 121A
    2. THA 121B
  - CSU/GE
    1. AFAB 130 – Area E
    2. AFAB 130 – Area C2
    3. MATH 116 – Area B4
    4. PSY 244 – Area D9
    5. SOC 120 – Area D0, D7, E
    6. SPAN 220SS – Area C2

- e. **SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

Area of Study	CCCCO Template	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences	X				Not developing

2. Agriculture Business	X				Not developing
3. Agriculture Plant Sciences	X				In Progress
4. Biology	X				In Progress
5. Chemistry	X				In Progress
6. Child and Adolescent Development	X				
7. Computer Science	X				Can develop but units are too high; In Progress; awaiting PHYS 110 and PHYS 120 COR revision to drop units
8. Elementary Teacher Education	X				Cannot develop, no full-time faculty in area
9. Film, Television and Electronic Media	X				In Progress
10. Global Studies	X				
11. Journalism	X				Cannot develop, no full-time faculty in area
12. Nutrition and Dietetics	X				In Progress
13. Public Health Science	X				
14. Social Justice Studies	X				

f. **C-ID REPORT FOR TMC's**

COURSE	C-ID DESC.	STATUS	EXPIRES	ADT	STATUS
ART 101	ARTH 110	CONDITIONAL	3/12/2017	Art History	
ART 102	ARTH 120	CONDITIONAL	1/28/2017	Art History	
ART 103	ARTH 140	CONDITIONAL	5/11/2016	Art History	Submitted in Curricunet
CA 103	BUS 140	NOT APPROVED			Submitted in Curricunet
CIS 111	COMP 122	CONDITIONAL	5/9/2016		Submitted in Curricunet
COMM 215	JOUR 150	CONDITIONAL	6/21/2017		
JOUR 123	JOUR 210	NOT APPROVED			
MATH 120	MATH 120	CONDITIONAL	8/22/2017		
MATH 124	MATH 130	CONDITIONAL	7/1/2016	Economics	
MATH 140	MATH 155	CONDITIONAL	8/10/2016		
MATH 230	MATH 240	CONDITIONAL	3/26/2017	Mathematics	Submitted
MATH 250	MATH 230	CONDITIONAL	3/26/2017	Economics Mathematics Physics	Submitted
NF 100	NF 110	CONDITIONAL	4/18/2017		

g. **2014-2015 Course by Division that need to be revised and submitted to AP&P**

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
D1	CA 221	Yes		Cannot schedule 15-16	Agenda

h. **2015-2016 Course by Division that need to be revised and submitted to AP&P**

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
D1	WELD 240			Cannot schedule 16-17	Agenda

i. **2016-2017 Course by Division that need to be revised and submitted to AP&P**

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
<b>Career Technical Education</b>					
	ABDY 112			Cannot schedule 17-18	Agenda
	ABDY 113			Cannot schedule 17-18	Agenda

	ABDY 115			Cannot schedule 17-18	Agenda
	ABDY 122			Cannot schedule 17-18	Submitted
	ABDY 123			Cannot schedule 17-18	Submitted
	ABDY 125			Cannot schedule 17-18	Submitted
	ACCT 111			Cannot schedule 17-18	Agenda
	ACCT 113			Cannot schedule 17-18	Agenda
	ACRV 213			Cannot schedule 17-18	Submitted
	ACRV 222			Cannot schedule 17-18	Agenda
	ACRV 223			Cannot schedule 17-18	Submitted
	AFAB 110			Cannot schedule 17-18	Agenda
	AFAB 115			Cannot schedule 17-18	Agenda
	AUTO 113			Cannot schedule 17-18	Submitted
	AUTO 125			Cannot schedule 17-18	Submitted
	AUTO 126			Cannot schedule 17-18	Submitted
	AUTO 127			Cannot schedule 17-18	Submitted
	AUTO 128			Cannot schedule 17-18	Submitted
	AUTO 130			Cannot schedule 17-18	Submitted
	AUTO 150			Cannot schedule 17-18	Submitted
	AUTO 151			Cannot schedule 17-18	Submitted
	AUTO 152			Cannot schedule 17-18	Submitted
	AUTO 153			Cannot schedule 17-18	Submitted
	AUTO 175			Cannot schedule 17-18	Submitted
	AUTO 176			Cannot schedule 17-18	Submitted
	AUTO 198H			Cannot schedule 17-18	Submitted
	BUS 105			Cannot schedule 17-18	Submitted
	BUS 111			Cannot schedule 17-18	Agenda
	CA 107			Cannot schedule 17-18	Submitted
	CA 111			Cannot schedule 17-18	Submitted
	CA 121			Cannot schedule 17-18	Submitted
	CA 131			Cannot schedule 17-18	Submitted
	CA 141			Cannot schedule 17-18	Submitted
	CIS 111	Yes		Cannot schedule 17-18	Submitted
	CIS 123	Yes		Cannot schedule 17-18	Submitted
	ELEC 110			Cannot schedule 17-18	Submitted
	ELEC 115			Cannot schedule 17-18	Submitted
	ELEC 120			Cannot schedule 17-18	Submitted
	ELEC 130			Cannot schedule 17-18	Agenda
	ELTE 105			Cannot schedule 17-18	Submitted
	ELTE 140			Cannot schedule 17-18	Submitted
	MGT 201			Cannot schedule 17-18	Submitted
<b>Health and Safety Sciences</b>					
	ATH 100			Cannot schedule 17-18	Submitted
	ATH 103			Cannot schedule 17-18	Agenda
	ATH 103L			Cannot schedule 17-18	Submitted
	EMT 101			Cannot schedule 17-18	Agenda
	FTEC 113			Cannot schedule 17-18	Submitted
	FTEC 215			Cannot schedule 17-18	Submitted
	KIN 103	Yes		Cannot schedule 17-18	Submitted
	KIN 110	Yes		Cannot schedule 17-18	Submitted
	KIN 120	Yes		Cannot schedule 17-18	Submitted
	KIN 145	Yes		Cannot schedule 17-18	Submitted
	KIN 150	Yes		Cannot schedule 17-18	Submitted
	KIN 197	Yes		Cannot schedule 17-18	Submitted

	KIN 200	Yes		Cannot schedule 17-18	Submitted
	KIN 215	Yes		Cannot schedule 17-18	Submitted
	KIN 220	Yes		Cannot schedule 17-18	Submitted
	KIN 230	Yes		Cannot schedule 17-18	Submitted
	KIN 240	Yes		Cannot schedule 17-18	Submitted
	KIN 255	Yes		Cannot schedule 17-18	Submitted
	NF 103			Cannot schedule 17-18	Submitted
	NF 110			Cannot schedule 17-18	Submitted
	NS 101A			Cannot schedule 17-18	Submitted
	NS 102A			Cannot schedule 17-18	Submitted
	NS 103A			Cannot schedule 17-18	Submitted
	NS 121			Cannot schedule 17-18	Course Deactivation Submitted
	RCP 103			Cannot schedule 17-18	Submitted
	RCP 105			Cannot schedule 17-18	Submitted
	RCP 202			Cannot schedule 17-18	Submitted
	VN 110			Cannot schedule 17-18	Submitted
	VN 111			Cannot schedule 17-18	Submitted
	VN 113			Cannot schedule 17-18	Submitted
<b>Math, Science and Engineering</b>					
	ASTR 101L	Yes		Cannot schedule 17-18	Agenda
	CHEM 205			Cannot schedule 17-18	Agenda
	DRFT 250			Cannot schedule 17-18	Submitted
	ENGR 185	Yes		Cannot schedule 17-18	Submitted
	ENGR 221	Yes		Cannot schedule 17-18	Course Deactivation Submitted
	ERSC 101	Yes		Cannot schedule 17-18	Submitted
	GEOG 101L	Yes		Cannot schedule 17-18	Submitted
	GEOG 102L			Cannot schedule 17-18	Submitted
	GEOG 110			Cannot schedule 17-18	Agenda
	GEOG 220			Cannot schedule 17-18	Submitted
	GEOG 221	Yes		Cannot schedule 17-18	Submitted
	GEOG 222			Cannot schedule 17-18	Submitted
	GEOG 298C			Cannot schedule 17-18	Submitted
	GEOG 299			Cannot schedule 17-18	Submitted
	GEOL 101L	Yes		Cannot schedule 17-18	Agenda
	GEOL 102	Yes		Cannot schedule 17-18	Submitted
	GEOL 102L	Yes		Cannot schedule 17-18	Agenda
	MATH 124	Yes		Cannot schedule 17-18	Agenda
	MATH 125	Yes		Cannot schedule 17-18	Course Deactivation Submitted
	WDTO 101			Cannot schedule 17-18	Submitted
<b>Arts and Humanities</b>					
	ART 121	Yes		Cannot schedule 17-18	Agenda
	ART 145	Yes		Cannot schedule 17-18	Submitted
	DA 102	Yes		Cannot schedule 17-18	Submitted
	DA 103	Yes		Cannot schedule 17-18	Submitted
	DA 104	Yes		Cannot schedule 17-18	Submitted
	DA 105	Yes		Cannot schedule 17-18	Submitted
	DA 107B	Yes		Cannot schedule 17-18	Submitted
	DA 107C	Yes		Cannot schedule 17-18	Submitted
	DA 108	Yes		Cannot schedule 17-18	Submitted
	DA 113	Yes		Cannot schedule 17-18	Submitted
	DA 115	Yes		Cannot schedule 17-18	Submitted
	DA 116	Yes		Cannot schedule 17-18	Submitted
	CHIN 102	Yes		Cannot schedule 17-18	Submitted

	CHIN 201	Yes		Cannot schedule 17-18	Submitted
	CHIN 202	Yes		Cannot schedule 17-18	Submitted
	DFST 105			Cannot schedule 17-18	Agenda
	DFST 106			Cannot schedule 17-18	Agenda
	DFST 108			Cannot schedule 17-18	Agenda
	DFST 206			Cannot schedule 17-18	Submitted
	DM 101			Cannot schedule 17-18	Submitted
	DM 101L			Cannot schedule 17-18	Submitted
	DM 103			Cannot schedule 17-18	Submitted
	DM 103L			Cannot schedule 17-18	Submitted
	DM 105L			Cannot schedule 17-18	Submitted
	DM 106			Cannot schedule 17-18	Submitted
	DM 106L			Cannot schedule 17-18	Submitted
	DM 110L			Cannot schedule 17-18	Submitted
	DM 112L			Cannot schedule 17-18	Submitted
	FREN 101	Yes		Cannot schedule 17-18	Agenda
	FREN 102	Yes		Cannot schedule 17-18	Agenda
	FREN 201	Yes		Cannot schedule 17-18	Submitted
	FREN 202	Yes		Cannot schedule 17-18	Submitted
	FREN 203	Yes		Cannot schedule 17-18	Submitted
	FTV 101	Yes		Cannot schedule 17-18	Submitted
	FTV 107	Yes		Cannot schedule 17-18	Submitted
	FTV 108	Yes		Cannot schedule 17-18	Submitted
	FTV 201	Yes		Cannot schedule 17-18	Submitted
	FTV 203	Yes	Never	Cannot schedule 17-18	Submitted
	FTV 215			Cannot schedule 17-18	Submitted
	FTV 220			Cannot schedule 17-18	Submitted
	FTV 230	Yes		Cannot schedule 17-18	Submitted
	INT 101			Cannot schedule 17-18	Submitted
	INT 201			Cannot schedule 17-18	Submitted
	LAC 100			Cannot schedule 17-18	Submitted
	LAC 200			Cannot schedule 17-18	Submitted
	LAC 299			Cannot schedule 17-18	Submitted
	LATN 101	Yes		Cannot schedule 17-18	Submitted
	LATN 102	Yes		Cannot schedule 17-18	Submitted
	LATN 201	Yes		Cannot schedule 17-18	Submitted
	MUS 111	Yes		Cannot schedule 17-18	Submitted
	MUS 121	Yes		Cannot schedule 17-18	Submitted
	MUS 131	Yes		Cannot schedule 17-18	Submitted
	MUS 132	Yes		Cannot schedule 17-18	Submitted
	MUS 142	Yes		Cannot schedule 17-18	Submitted
	MUS 151	Yes		Cannot schedule 17-18	Submitted
	MUS 153	Yes		Cannot schedule 17-18	Submitted
	MUS 166	Yes		Cannot schedule 17-18	Submitted
	MUS 167	Yes		Cannot schedule 17-18	Submitted
	MUS 183	Yes		Cannot schedule 17-18	Course Deactivation Submitted
	MUS 185	Yes		Cannot schedule 17-18	Submitted
	MUS 231	Yes		Cannot schedule 17-18	Submitted
	MUS 232	Yes		Cannot schedule 17-18	Submitted
	MUS 251A	Yes		Cannot schedule 17-18	Submitted
	MUS 251B	Yes		Cannot schedule 17-18	Submitted
	MUS 253A	Yes		Cannot schedule 17-18	Submitted
	MUS 253B	Yes		Cannot schedule 17-18	Submitted



	MUS 255A	Yes		Cannot schedule 17-18	Submitted
	MUS 255B	Yes		Cannot schedule 17-18	Submitted
	MUS 266	Yes		Cannot schedule 17-18	Submitted
	MUSC 112			Cannot schedule 17-18	Submitted
	MUSC 113			Cannot schedule 17-18	Submitted
	MUSC 141			Cannot schedule 17-18	Submitted
	MUSC 222			Cannot schedule 17-18	Submitted
	MUSC 223			Cannot schedule 17-18	Submitted
	MUSC 225			Cannot schedule 17-18	Submitted
	MUSC 273	Yes		Cannot schedule 17-18	Submitted
	MUSC 274	Yes		Cannot schedule 17-18	Submitted
	SPAN 202	Yes		Cannot schedule 17-18	Submitted
	THA 101	Yes		Cannot schedule 17-18	Submitted
	THA 110	Yes		Cannot schedule 17-18	Submitted
	THA 125	Yes		Cannot schedule 17-18	Submitted
	THA 205	Yes		Cannot schedule 17-18	Submitted
	THA 220	Yes		Cannot schedule 17-18	Submitted
	THA 239	Yes		Cannot schedule 17-18	Submitted
<b>Social and Behavioral Sciences</b>					
	AJ 103			Cannot schedule 17-18	Agenda
	AJ 104			Cannot schedule 17-18	Agenda
	AJ 109			Cannot schedule 17-18	Agenda
	AJ 203			Cannot schedule 17-18	Agenda
	AJ 207			Cannot schedule 17-18	Agenda
	ANTH 101	Yes		Cannot schedule 17-18	Submitted
	ANTH 103	Yes		Cannot schedule 17-18	Submitted
	ANTH 112	Yes		Cannot schedule 17-18	Agenda
	CFE 113			Cannot schedule 17-18	Submitted
	CFE 150			Cannot schedule 17-18	Submitted
	CFE 151			Cannot schedule 17-18	Submitted
	CFE 152			Cannot schedule 17-18	Submitted
	CFE 155			Cannot schedule 17-18	Submitted
	CFE 156			Cannot schedule 17-18	Submitted
	CFE 157			Cannot schedule 17-18	Submitted
	CFE 212			Cannot schedule 17-18	Submitted
	CT 105			Cannot schedule 17-18	Submitted
	CT 110			Cannot schedule 17-18	Submitted
	ECON 100	Yes		Cannot schedule 17-18	Submitted
	ECON 102	Yes		Cannot schedule 17-18	Submitted
	ID 100			Cannot schedule 17-18	Submitted
	ID 110			Cannot schedule 17-18	Submitted
	ID 120			Cannot schedule 17-18	Submitted
	ID 150			Cannot schedule 17-18	Submitted
	ID 160			Cannot schedule 17-18	Submitted
	ID 201			Cannot schedule 17-18	Submitted
	POLS 103	Yes		Cannot schedule 17-18	Submitted
	POLS 202	Yes		Cannot schedule 17-18	Submitted
	SOC 105	Yes		Cannot schedule 17-18	Agenda
	SOC 115	Yes		Cannot schedule 17-18	Submitted
<b>Student Services and Counseling</b>					
	HD 100			Cannot schedule 17-18	Submitted
	HD 101			Cannot schedule 17-18	Submitted
	HD 102			Cannot schedule 17-18	Submitted

Extended Services				
	LIB 101		Cannot schedule 17-18	Submitted

**j. Course Deactivations Impact on Other Programs/Courses**

- **ENGR 115**
  - i. **Program Required Core:**
    - Engineering Technology, Cert – Submitted in CurricUNET change NOT noted
    - Engineering Technology, AS – Submitted in CurricUNET change NOT noted
- **MATH 125**
  - i. **Program Required Core:**
    - Real Estate Salesperson – Certificate- Submitted in CurricUNET
    - Real Estate Broker – Certificate- Submitted in CurricUNET
    - Real Estate – AS- Submitted in CurricUNET
    - *LAS – Math and Science – Option I – AA*
  - ii. **Program Restricted Elective:**
    - Office Specialist – Certificate - Submitted in CurricUNET
    - Office Specialist – AS - Submitted in CurricUNET
    - Administrative Assistant – Certificate - Submitted in CurricUNET
    - Administrative Assistant – AS - Submitted in CurricUNET
- **MATH 130**
  - i. **Program Required Core:**
    - Engineering Technology – Certificate - Submitted in CurricUNET Change noted
    - Engineering Technology – AS - Submitted in CurricUNET Change noted
    - *LAS – Math and Science – Option I – AA*

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

To: Academic Policies and Procedures Committee  
From: Dr. Darcy Wiewall, AP&P Cochair  
Date: August 23, 2016  
Subject: AVC General Education Course Applicability

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In an effort to have a more inclusive local General Education (GE) pattern, a review of the local General Education pattern in comparison to the IGETC and CSU GE lists was conducted. Many courses approved for California State University GE and/or Intersegmental GE Transfer Curriculum are missing from AVC local GE. The list below reflects those courses approved in a transfer GE pattern but not listed in our local pattern.

AJ 206 – Area B	MATH 160 – Area D2	PHYS 120 – Area A
AJ 210 – Area B	MATH 220 – Area D2	PHYS 211 – Area A
ART 160 – Area C	MATH 230 – Area D2	PHTC 101 – Area C
ART 210 – Area C	MATH 250 – Area D2	PHTC 150 – Area C
ART 213 – Area C	MUS 132 – Area C	PHTC 201 – Area C
CFE 102 – Area B	MUS 151 – Area C	PSY 212 – Area E
CFE 102 – Area E	MUS 153 – Area C	PSY 230 – Area B
CHEM 120 – Area A	MUS 185 – Area C	PSY 232 – Area B
COMM 103 – Area C	MUS 231 – Area C	PSY 233 – Area B
COMM 103 – Area E	MUS 232 – Area C	PSY 235 – Area B
COMM 107 – Area E	MUS 251A – Area C	PSY 236 – Area E
COMM 112 – Area C	MUS 251B – Area C	SOC 111 – Area E
COMM 217 – Area B	MUS 253A – Area C	SOC 116 – Area E
COMM 219 – Area E	MUS 253B – Area C	THA 239 – Area C
FTV 203 – Area C	NF 102 – Area E	
MATH 128 – Area D2	PHIL 106 – Area D2	

Please review this list with discipline faculty and bring concerns to the September 22, 2016 AP&P meeting for consideration.

# AP&P Distance Education

In order to improve the college's compliance with state and accrediting guidelines, all distance education course proposal forms need to be updated. Please complete the new form below for your distance education course.

\* Required

**1. Did the faculty member developing the course take professional development courses/workshops through the California Virtual Campus (CVC)? ([www.cvc.edu](http://www.cvc.edu)) \***

- Yes
- No
- Other:

**2. Is at least 51% of the course conducted through distance education? \***

- Yes
- No

**3. Choose all that apply. \***

- Online
- Hybrid
- Blended

**3a. If Hybrid is selected above, what is the purpose of the on campus meetings?**

- Orientation
- Exams
- Other: \_\_\_\_\_

**3b. If Blended is selected above, how frequently will students meet on campus for instructional purposes?**

- Weekly
- Monthly
- Other:

**3c. If Blended is selected above, what is the purpose of the on campus meetings?**

- Lecture/Instruction
- Orientation
- Exams
- Other: \_\_\_\_\_

**4. What technology resources will be used to teach this course? \***

(Choose at least three from the options below.)

- Collaborative Tools (Discussion Forums, Chatrooms, CCC Confer, etc.)
- Document Files (PDF's, MS Word, Presentations, Spreadsheets, etc.) (ADA Compliance Requires use of proper document structuring)
- Images (Photographs, Diagrams, etc.) (ADA Compliance Requires use of alternative text)
- Interactive Media (Games, Self-Graded Tutorials, etc.)
- Links to Resources Outside the LMS (Other Websites, Publisher Sites, etc.) (ADA Compliance Requires that outside resources are verified as accessible)
- Multimedia Files (Uploaded or Streaming) (ADA Compliance Requires use of closed captioning)
- Publisher-Supplied Resources (ADA Compliance Requires that publisher-supplied materials are verified as accessible)
- Other:

**If you plan to use resources not listed above or have chosen less than three, please provide an explanation here:**

**4a. What additional resources, if any, will be used to ensure that course content is fully accessible and conforms to ADA requirements?**

- Alternative Text
- Closed Captioning
- Descriptive Audio
- Outside Resources Verified as Accessible
- Publisher-Supplied Materials Verified as Accessible
- Transcripts
- Use of Proper Document Structuring
- Other:

**5a. What tools/methods will be used to ensure regular effective contact with the class or groups of students? \***

(Choose at least two from the group of options below.)

- Group One: Discussion Forums
- Group One: Field Trips
- Group One: Instructor-Led Group Meetings (Online or Face-to-face)
- Group One: Individual Meetings
- Group One: Library Workshops

- Group One: Orientation Sessions
- Group One: Social Media (Facebook, Twitter, etc.)
- Group One: Weekly Announcements
- Group One: Video Communication

**5b. What tools/methods will be used to ensure regular effective contact with the individual student? \***

(Choose at least two from the group of options below.)

- Group Two: Email
- Group Two: Telephone Contact
- Group Two: Text Messaging
- Group Two: Timely Feedback on Student Work
- Group Two: Video Communication

**If you plan to use tools/methods not listed in 5a and 5b above, please provide an explanation here:**

**6. If needed, how will any assignments or methods of evaluation change to teach this course online?**

**Submit**

*Never submit passwords through Google Forms.*

100%: You made it.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

Course No. PFML.1516-001

Course Title: Automated External Defibrillator Training

Instructor (print): Health Education Forum

Division Faculty Review

*C. S. Sandkey*  
Faculty Review Signature

*Nursing*  
Discipline

*4/25/16*  
Date

Approved  Denied

Reason \_\_\_\_\_

*U. Beatty*  
Faculty Review Signature

*Nursing*  
Discipline

*4-25-16*  
Date

Approved  Denied

Reason \_\_\_\_\_

*L. Denise Walker*  
Faculty Review Signature

*Nursing*  
Discipline

*4/26/16*  
Date

Approved  Denied

Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature

\_\_\_\_\_  
Discipline

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_

*Cheryl Redt*  
AP&P Representative Signature

*4/27/16*  
Date

Approved  Denied

Reason \_\_\_\_\_

*Rebecca Darnell*  
Division Dean Signature

*4.27.16*  
Date

Approved  Denied

Reason \_\_\_\_\_

*Thomas Weil*  
C&CS Division Dean Signature

*4.27.16*  
Date

Approved  Denied

Reason \_\_\_\_\_



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PFML.1516-001
TITLE: Automated External Defibrillator (AED) Training
INSTRUCTOR: Health Education Forum
HOURS: 3 NUMBER OF MEETINGS: 1
ENROLLMENT FEE: \$45 MATERIALS/SUPPLIES FEE: N/A
Text / CDs / DVDs / Handouts
Materials provided for review: Y N

ENROLLMENT EXPECTED: 40 (1:20)

DESCRIPTION OF OFFERING: Target audience: Health Care Professionals/Lay persons
Recommended advisories/pre-requisites/instructor approval: N/A

Course description: The class will focus on the use of the automated external defibrillator (AED). The student will learn how to recognize and respond to various situations in which a person in distress may need external defibrillation, and demonstrate satisfactory skills in the use of AED.

INSTRUCTOR BIOGRAPHY: Nursing has been Sandra Hughes' career for the past 45 years. She has recently retired from Antelope Valley College after 15 years as a professor in the ADN Registered Nursing Program. Sandra's experience in the hospital setting progressed from a staff nurse position to Assistant Director of Nursing Services. In the community setting, she has been a consultant and perinatal specialist for Corometrics Medical Systems, and managed a Health Maintenance Organization in Simi Valley. Additionally, she has also taught in the Registered Nursing Program, Licensed Vocational Nursing Program and the Medical Office Assisting Program.

Registered Nursing has been Sandra Robinson's work for almost 40 years. She is currently an adjunct faculty in the Registered Nursing Program with Antelope Valley College after 15 years as a full-time tenured professor. Sandra's background includes 18 years at the Antelope valley hospital and 7 years with the Lancaster Community Hospital.

SPECIAL NEEDS:
Facilities: HS Nursing Lab

Audio/Video:

Other:

Need software installed:

ITS notified: Date Signature

ONLINE CLASS:
How offered? Independent study
Online instructor
Synchronous Only
Synchronous and Asynchronous



Number of required sessions \_\_\_\_\_  
Hybrid \_\_\_\_\_  
Number of required sessions online vs. face-to-face \_\_\_\_\_

Portal used, web address listed:

Enrollment: Start dates \_\_\_\_\_

Open Y N

# AUTOMATED EXTERNAL DEFIBRILATOR TRAINING CLASS



**Description:** This class will focus on the use of the automated external defibrillator (AED). The student will learn the how to recognize and respond to various situations in which a victim may need external defibrillation, and demonstrate satisfactory skills in the use of the AED.

## Topics:

- Recognizing the emergency and assess the scene for safety.
- Know how to activate the Emergency Medical system (EMS).
- Discuss various situations in which AED may be necessary.
- Discussion related to initial assessment of the victim.
- Use of the equipment.

## Objective:

1. Pass a 10 question quiz with score of 80%.
2. Demonstrate satisfactory use of equipment.
3. Demonstrate initial assessment of a victim and scene for safety.
4. Demonstrate activation technique for the EMS.

---

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**DRAFT 1**

**Registration:** \_\_\_\_\_

**Fee:** \_\_\_\_\_

**Speakers:** Sandra Robinson, RN, MS and Sandra Hughes, RN, MN. Both Professor Emeritus with Health Education Form.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

Course No. PFML.1516-003

Course Title: Emergency Response for Home, Community, and Workplace

Instructor (print): Health Education Forum

Division Faculty Review

PA Sundberg  
Faculty Review Signature

Nursing  
Discipline

4/25/16  
Date

Approved  Denied

Reason \_\_\_\_\_

V. Beatty  
Faculty Review Signature

Nursing  
Discipline

4-25-16  
Date

Approved  Denied

Reason \_\_\_\_\_

L. Senia Walker  
Faculty Review Signature

Nursing  
Discipline

4/26/16  
Date

Approved  Denied

Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature

\_\_\_\_\_  
Discipline

\_\_\_\_\_  
Date

Approved  Denied

Reason \_\_\_\_\_

[Signature]  
AP&P Representative Signature

4/27/16  
Date

Approved  Denied

Reason \_\_\_\_\_

[Signature]  
Division Dean Signature

4.26.16  
Date

Approved  Denied

Reason \_\_\_\_\_

[Signature]  
C&CS Division Dean Signature

4.27.16  
Date

Approved  Denied

Reason \_\_\_\_\_



Number of required sessions \_\_\_\_\_  
Hybrid \_\_\_\_\_  
Number of required sessions online vs. face-to-face \_\_\_\_\_

Portal used, web address listed:

Enrollment: Start dates \_\_\_\_\_

Open Y N

# Emergency Response for Home, Community and Workplace



**Description:** This class focuses on the initial care given by a responder, who has little equipment, to someone who is injured or suddenly becomes ill. The instructors will present the knowledge and skills necessary to respond confidently and effectively in an emergency situation.

## Topics:

- Recognize an emergency and evaluate the scene for safety.
- Know when and how to activate the EMS system and how to interact with EMS responders.
- Discussion of the legal issues related to providing first aid.
- Discuss signs, symptoms and first aid for: heart attack, stroke, head injury, bleeding, spinal injuries, Bone and joint injuries, respiratory emergencies, diabetic emergencies, anaphylaxis reactions, and bites and stings.
- Methods to prevent the exposure to bloodborne pathogens.
- Discussion related to “recovery position” and when to use it.

## Objectives:

1. Demonstrate the initial assessment of a victim.
2. Demonstrate how to stop bleeding and apply a bandage.
3. Demonstrate choking management of a responsive victim.
4. Demonstrate the correct use of an epinephrine auto-injector.
5. Demonstrate disposable glove removal.

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**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Registration:**

**Fee:**

Speakers: Sandra Robinson, RN, MS and Sandra Hughes, RN, MN. Both are Professor Emeritus with Health Education Forum.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

Course No. LPD. 1516-003

Course Title: Managing Arrhythmias of the Heart

Instructor (print): Health Education Forum

Division Faculty Review

*Al Sundberg*  
Faculty Review Signature

*Nursing*  
Discipline

*4/25/16*  
Date

Approved  Denied

Reason \_\_\_\_\_

*W Bentley*  
Faculty Review Signature

*Nursing*  
Discipline

*4-25-16*  
Date

Approved  Denied

Reason \_\_\_\_\_

*L. Service Walker*  
Faculty Review Signature

*Nursing*  
Discipline

*4/26/16*  
Date

Approved  Denied

Reason \_\_\_\_\_

\_\_\_\_\_  
Faculty Review Signature

\_\_\_\_\_  
Discipline

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Reason \_\_\_\_\_

*[Signature]*  
AP&P Representative Signature

*4/27/16*  
Date

Approved  Denied

Reason \_\_\_\_\_

*[Signature]*  
Division Dean Signature

*4.27.16*  
Date

Approved  Denied

Reason \_\_\_\_\_

*[Signature]*  
C&CS Division Dean Signature

*4.27.16*  
Date

Approved  Denied

Reason \_\_\_\_\_



**ANTELOPE VALLEY COLLEGE**

Academic Affairs Office  
COMMUNITY SERVICE OFFERING

NUMBER: PFML.1516-002

TITLE: Managing Arrhythmias of the Heart

INSTRUCTOR: Health Education Forum

HOURS: 6 NUMBER OF MEETINGS: 2

ENROLLMENT FEE: \$95 MATERIALS/SUPPLIES FEE: N/A  
Text / CDs / DVDs / Handouts  
Materials provided for review: Y N

ENROLLMENT EXPECTED: 50

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

Course description: This seminar is for Health Care Professionals interested in enhancing their knowledge in assessment, treatment, and management of the cardiac patient. The focus will be on the most updated information in order to ensure the best outcome for the cardiac patient.

INSTRUCTOR BIOGRAPHY: Nursing has been Sandra Hughes' career for the past 45 years. She has recently retired from Antelope Valley College after 15 years as a professor in the ADN Registered Nursing Program. Sandra's experience in the hospital setting progressed from a staff nurse position to Assistant Director of Nursing Services. In the community setting, she has been a consultant and perinatal specialist for Corometrics Medical Systems, and managed a Health Maintenance Organization in Simi Valley. Additionally, she has also taught in the Registered Nursing Program, Licensed Vocational Nursing Program and the Medical Office Assisting Program.

Registered Nursing has been Sandra Robinson's work for almost 40 years. She is currently an adjunct faculty in the Registered Nursing Program with Antelope Valley College after 15 years as a full-time tenured professor. Sandra's background includes 18 years at the Antelope valley hospital and 7 years with the Lancaster Community Hospital.

**SPECIAL NEEDS:**

Facilities: HS Nursing Lab

Audio/Video:

Other:

Need software installed:

ITS notified: \_\_\_\_\_  
Date Signature

**ONLINE CLASS:**

How offered? Independent study \_\_\_\_\_  
Online instructor \_\_\_\_\_  
Synchronous Only \_\_\_\_\_



Synchronous and Asynchronous \_\_\_\_\_

Number of required sessions \_\_\_\_\_

Hybrid \_\_\_\_\_

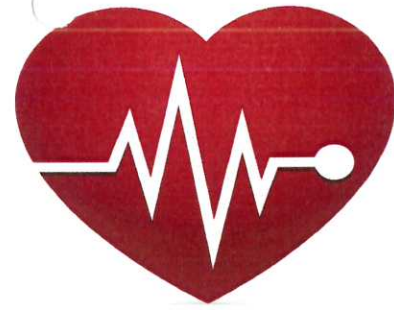
Number of required sessions online vs. face-to-face \_\_\_\_\_

Portal used, web address listed:

Enrollment: Start dates \_\_\_\_\_

Open Y N

# MANAGING ARRHYTHMIAS OF THE HEART



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**DESCRIPTION:** This seminar is for healthcare professionals interested in enhancing their knowledge in assessment, treatment and management of the cardiac patient. The focus will be on the most updated information in order to ensure the best outcomes for the cardiac patient.

**TOPICS INCLUDE:**

- Interpretation of Cardiac Rhythms: Normal and Abnormal
- Hemodynamic Functioning: Cardiac Output, Preload, Afterload, Contractility and Rate
- Normal vs. Abnormal Heart Sounds
- Pertinent Pharmacology Therapies: AHA Guidelines, Dual Anti-platelet therapy, Atropine, Epinephrine, Dopamine, Anticoagulation, and Mechanism of Action.
- Evidenced based guidelines for assessing and managing dysrhythmias: Creating a hemodynamic profile, Volume status, Jugular Vein Distention, Important pulse pressure, and Value of heart sounds.

**OBJECTIVES:** Upon completion, the student will be able to:

1. Interpret cardiac rhythms.
2. Differentiate abnormal hemodynamic functioning which may cause pathologic issues and conditions.
3. Discuss normal versus abnormal cardiac heart sounds.
4. Discuss pertinent pharmacology therapies.
5. Discuss evidenced based guidelines for assessing and managing dysrhythmias.

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**Date:** Friday, June 24, 2016

**Time:** 0730 Registration with Continental Breakfast and Seminar 0800 to 1600

**Place:** Antelope Valley College Community, Health Science Bldg. Room 217  
(Use Parking Lot "H" off of 30<sup>th</sup> Street)

**Registration:** Antelope Valley College Community Education Dept.

Phone: 661-722-6300 between the hours of 0800-1600 Monday – Thursday and 0800-1100 on Friday. Deadline for registration is June 15<sup>th</sup>. Refund: \$50.00 will be returned if registered by June 15<sup>th</sup>. No refund after June 15<sup>th</sup>.

**Fee:** \$95 per person and Provider approved by the California Board of Registered Nursing, Provider # \_\_\_\_\_ for six (6) Contact Hours.

**Speakers:** Sandra D. Robinson, RN, MS and Sandra L. Hughes, RN, MN both Professor Emeritus with Health Education Forum