



Academic Policies & Procedures

AP&P Agenda

Thursday, February 25, 2021
3:00 pm – 5:30 pm via Zoom

Type of Meeting: *Regular*

Note Taker: *Sam Darby*

Please Review/Bring: The past minutes for accuracy.

Committee Members:

Kathryn Mitchell, Co-chair

Isabelle Saber, Co-chair

Dr. Jessica Eaton, Articulation Officer

Timothy Sturm, CTE Representative

Kent Moser, CTE Representative

Vacant, HSS Representative

Maria Kilayko, HSS Representative

James Dorn, MSE Representative

Richard Biritwum, MSE Representative

Jeffrie Ahmad, R&L Representative

Dr. Richie Hao, R&L Representative

Dr. Ronald Chapman, SBS Representative

Dr. Ibrahim Ganley, SBS Representative

Cynthia Littlefield, A&H Representative

Dr. Ariel Tumbaga, A&H Representative

Dr. Scott Lee, Library Rep, Librarian, DE Liaison

Luis Echeverria, Student Services, Counseling

Gabrielle Poorman, Adjunct Representative

Greg Borman, Administrative Position

Riley Dwyer, Administrative Position

LaDonna Trimble, Administrative Position

Cindy Hendrix, Outcomes Representative

Ronda Nogales, Outcomes Representative

Mariano Eguizaba, Student Representative

Items	Person	Action
I. Opening comments from the Co-chair	<i>Kathryn Mitchell</i>	
II. Minutes 1/28/21	<i>All</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
III. Informational Item <ul style="list-style-type: none"> - Spring '21 Meeting Schedule: 3/25, 4/8, 4/22 - Ethnic Studies Double Count Unit - SLO Workflow - eLumen Clean Up 	<i>Kathryn Mitchell</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
IV. Discussion <ul style="list-style-type: none"> - Shared Course Language Clarification - Standardized Placement Language 	<i>Kathryn Mitchell</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
V. Reports		



Academic Policies & Procedures

<p>VI. Action</p> <ul style="list-style-type: none"> - Upper Division Unit Maximum <p><i>Emergency Distance Education</i> None</p> <p><i>Non-substantial course revisions</i> None</p> <p><i>Substantial course revisions</i> None</p> <p><i>Deactivations</i> None</p> <p><i>Substantial Program revisions</i> None</p> <p><i>Non-substantial Program revisions</i> None</p> <p><i>New Program Development</i> Advanced Aircraft Structures Certification Advanced Aircraft Composite Certification</p>	<p><i>Kathryn Mitchell</i></p>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>VII. Closing Comments</p>	<p><i>Kathryn Mitchell</i></p>	
<p>NEXT MEETING DATE: 03/25/21</p>		

AP&P Minutes

Thursday, January 28, 2020

Via Zoom

3:00 pm – 5:30 pm

Type of Meeting: Regular

Note Taker: Sam Darby

Please Review/Bring: The past minutes for accuracy.

Committee Members:

Kathryn Mitchell, Co-chair

Isabelle Saber, Co-chair

Dr. Jessica Eaton, Articulation Officer

Timothy Sturm, CTE Representative

Kent Moser, CTE Representative

Vacant, HSS Representative

Maria Kilayko, HSS Representative

James Dorn, MSE Representative

Richard Biritwum, MSE Representative

Jeffrie Ahmad, R&L Representative

Dr. Richie Hao, R&L Representative

Dr. Ronald Chapman, SBS Representative

Dr. Ibrahim Ganley, SBS Representative

Cynthia Littlefield, A&H Representative

Dr. Ariel Tumbaga, A&H Representative

Dr. Scott Lee, Library Rep, Librarian, DE Liaison

Luis Echeverria, Student Services, Counseling

Gabrielle Poorman, Adjunct Representative

Greg Borman, Administrative Position

Riley Dwyer, Administrative Position

LaDonna Trimble, Administrative Position

Cindy Hendrix, Outcomes Representative

Ronda Nogales, Outcomes Representative

Mariano Eguizaba, Student Representative

Not Present

Timothy Sturm, CTE Representative

Maria Kilayko, HSS Representative

Mariano Eguizaba, Student Representative

Items	Person	Action
I. Opening comments from the Co-chair	<i>Kathryn Mitchell</i>	Kathryn called the meeting to order at 3:01 pm Issues Discussed: Introduction of new VPAA & Curriculum specialist. APP handbook is in editing stages and will be presented at the next meeting. Website is being updated.
II. Minutes 11/19/20	<i>All</i>	Issues Discussed: Motion to approve 11/19/2020 minutes Motion seconded Remove highlight from previous minutes. Motion approved 1 abstention, Isabelle Saber
III. Informational Item - Spring Meeting Schedule: 2/11/2021, 2/25/2021, 3/25/2021, 4/8/2021, 4/22/2021 - DE addition does not count as a revision - Revision of Roles - Revision of Workflow	<i>Kathryn Mitchell</i>	Issues Discussed: Reminder for faculty that a DE approval does not bypass a course revision. "Course Coordinator" - J. Dorn has title in eLumen All workflows are updated to streamline the process. SLO workflow is pending final check by KM before discussing at the

<ul style="list-style-type: none"> - Reminder of Reading Courses Prior to Meeting 		<p>next meeting. This will be the workflow to CORRECT approved SLOs.</p> <p>Remember to read the course prior to the meeting.</p> <p>Action Taken: Sam checked and the title doesn't exist in subroles.</p> <p>Follow Up Items: Check with eLumen on why the Course Coordinator is showing up. SLO workflow demonstration to KM.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> - Replacement of Tech Review Volunteer - Cross-Referencing Ethnic Studies Courses - Correspondence Ed Policy 	<p><i>Kathryn Mitchell</i></p> <p><i>Jessica Eaton</i></p>	<p>Issues Discussed: We need a Tech Review volunteer to finish out M. Hutchinson term for the next year.</p> <p>Action Taken: Kent Moser volunteers as Tech Review.</p> <p>Follow Up Items: Confirm Kent Moser Tech Review subrole in eLumen.</p> <p>Issues Discussed: Cross-Referencing Ethnic Studies Courses For CSU graduates of the 2024-25 academic year, an ethnic studies undergraduate, lower-division course will be required. Dr. Eaton needs to submit courses for CSU approval by February 5th.</p> <p>Suggestion is to change the name <i>only</i>, no other change will occur (no TOP, CIP, description, etc.).</p> <p>Approval from faculty for English, History, Anthropology, as the pilot to submit to CSU. "ETHN 253EN" sample course number.</p> <p>Robust discussion about ADT and previous Ethnic Studies requirements before the ADT. Faculty discussed other courses that may qualify. VP Saber requested information if this will require modification for the existing ADTs. Dr. Eaton indicates that there is an existing requirement for Area F. Mr. Hao asked if a course is cross listed, how does it affect registration? Dean Trimble had clarifying questions. Eaton responded by indicating courses would not lose previously listed areas.</p> <p>Students can register with two prefixes as long as the units are there.</p>

At this time, we will not take any new courses for submission. Once we hear back from the CSU's we will open up for more courses to qualify.

Action Taken:

Item to be voted on.

Follow Up Items:

Defining language for "cross listed, linked, equivalency."

Subject credit or unit credit for E.S. count? Dr. Eaton to follow up.

Issues Discussed:

Prison courses are taught as correspondence. There is no clear policy on correspondence education, with the new requirements and proposed regulations. We need a sub committee to review, research, and create policy for correspondence education.

Action Taken:

Correspondence Ed Policy

Scott Lee, Ariel Timbabga, Ronda Nogales volunteer. Dr. Eaton wants to attend the meetings and Dean Bormann is happy to assist with updates from the Prison Program. It is agreed that the timeframe will be 1 month to report back to the committee.

Follow Up Items:

Correspondence Ed Policy

Volunteers will create a policy.

V.	Reports		
VI.	Action - Ethnic Studies Prefix/Cross-Referencing Courses <i>Emergency Distance Education</i> <i>Non-substantial course revisions</i> <i>Substantial course RevisionsCourse</i> <i>Deactivations</i> <i>Substantial Program revisions</i> <i>Non-substantial Program revisions</i>	<i>Kathryn Mitchell</i>	<p>Issues Discussed: Motion to add a ETHN prefix to cross list Motion approved Motion seconded.</p> <p>Motion Approved</p> <p>Action Taken: The following courses will be submitted: ANTH 110 = ETHN 110 AN ANTH 112 = ETHN 112 AN HIST 110 = ETHN 110 HI HIST 111 = ETHN 111 HI ENGL 253 = ETHN 253 EN ENGL 256 = ETHN 256 EN ENGL 257 = ETHN 257 EN</p> <p>Follow Up Items:</p>
VII.	Closing Comments	<i>Kathryn Mitchell</i>	<p>Addendum was sent out; please review and send for corrections.</p> <p>4:02 adjourned</p>
NEXT MEETING DATE: 02/11/21			

AP&P Committee

February 25, 2021

Double Counting Area F

A question was asked at the last AP&P meeting regarding the Ethnic Studies requirement. Dr. Jessica Eaton checked and reported “that the double counting rule also applies to Area F.”

Standardized Placement Language:

Recommended language by AB 705 Workgroup:

Completion of ____ or placement by multiple measures

Clarification of Language for Shared Courses

In light of the confusion caused by adding an Ethnic Studies prefix to courses that already exist in various disciplines, AVC needs to have clear language for scheduling and counseling purposes.

Kyle’s definitions:

- *Cross-listed*: refers to sections sharing enrollment
- *Equivalency*: one course being equivalent to another, typically in a historical context (e.g., ENGL 100A is equivalent to ENGL 099 which has been deactivated)

General definitions as seen in other colleges:

- *Cross-listed*: a single course is offered for registration under two or more departments
- *Linked*: courses are linked together and students take both courses at the same time; often linked courses are lecture-labs or credit-noncredit courses that rely on each other for students to receive credit.

eLumen also has a “cross-listing” button for courses.

Antelope Valley College

Program Outline Report

Program Basics

Program Title:	Advanced Aircraft Composite Certification
Department:	Aircraft Fabrication&Assembly
Award Type:	Certificate 18-30 semester unit
Program Description	The certificate and associate degree programs include coursework to help prepare students for entry-level employment in the aerospace industry. Students who complete this program will have the necessary skills to be employed by aircraft manufacturers and subcontractors in a variety of positions. Career Options: Basic Aircraft Assembler Composite Fabricator General Mechanic/Electrical Technician Multi-skilled Composite/Low Observable Technician
Program Control Number:	No value
Transferability:	No value
Program TOP Code (SP01):	0950.00
Program TOP Code (SP01):	Aeronautical and Aviation Technology
Student Program Award (SP02):	Certificate requiring 16 to fewer than 30 semester units
Maximum Credits:	21
Minimum Credits:	0 No value
Curriculum Committee Approval Date:	No value
Board of Trustees Approval Date:	No value
External Review Approval Date:	No value

Proposal Details

Proposal Start:	Summer 2021
Rationale for Non-Fall Start:	No value
Program Justification:	Certificate is requested by advisory and industry partners.

Submission Rationale

- New Program

Program Requirements

Advanced Aircraft Composite Certification

Advanced Aircraft Composite Certification

Code	Course	Credits
AFAB120	Composites Fabrication&Repair	7
AFAB150	Surface Preparation and Material Applications	7
AFAB220	Advanced Composite Fabrication, Assembly, and Repair	7
Total Credits		21

Certificate 18-30 semester unit

Course / Course Block	Required Credits
No rules to show	

Recommended Sequences

Course / Course Block

AFAB120 - Composites Fabrication&Repair

7

AND

AFAB150 - Surface Preparation and Material Applications

7

AND

AFAB220 - Advanced Composite Fabrication, Assembly, and Repair

7

Total Credits:

21

Program Outcomes

Aircraft Fab & Assem Cert

PSLO	Performance
Plan, design, and construct aircraft structures to industry standards using sheet metal and composites materials.	100
Analyze and evaluate critical aspects of the aerospace industry related to safe work practices, standards and tolerances, standard shop practices, proper use of tools, power equipment, and personal protective equipment.	100
Assure that actions and decisions are based on ethical work practices and human factors directly related to proficiency level degradation in the work environment.	100
Use, read, and interpret industry standard blueprints to construct aircraft components.	100

Program Narrative

Criteria B: Enrollment and Completer Projections

No Value

Criteria B: Place of Program in Curriculum/Similar Programs

No Value

Criteria B: Similar Programs at Other Colleges in Service Area

No Value

Criteria B: Labor Market Information & Analysis (CTE Only)

No Value

Criteria B: Employer Survey (CTE Only)

No Value

Criteria B: Explanation of Employer Relationship (CTE Only)

No Value

Criteria B: List of Members and Advisory Committee (CTE Only)

No Value

Criteria B: Recommendations of Advisory Committee (CTE Only)

No Value

Criteria C: Display of Proposed Sequence

No Value

Criteria C: Transfer Availability

No Value

Criteria D: Library and/or Learning Resource Plan

No Value

Criteria D: Facilities and Equipment Plan

No Value

Criteria D: Financial Support Plan

No Value

Criteria D: Faculty qualifications and Availability

No Value

Criteria E: Based on Model Curriculum (if applicable)

No Value

Criteria E: Licensing or Accreditation Standards

No Value

Criteria E: Student Selection and Fees

No Value

Antelope Valley College
Program Outline Report

Program Basics

Program Title:	Advanced Aircraft Structures Certification
Department:	Aircraft Fabrication&Assembly
Award Type:	Certificate 6-18 semester unit
Program Description	The certificate and associate degree programs include coursework to help prepare students for entry-level employment in the aerospace industry. Students who complete this program will have the necessary skills to be employed by aircraft manufacturers and subcontractors in a variety of positions. Career Options: Basic Aircraft Assembler Composite Fabricator General Mechanic/Electrical Technician Multi-skilled Composite/Low Observable Technician
Program Control Number:	No value
Transferability:	No value
Program TOP Code (SP01):	0950.00
Program TOP Code (SP01):	Aeronautical and Aviation Technology
Student Program Award (SP02):	Certificate requiring 16 to fewer than 30 semester units
Maximum Credits:	16
Minimum Credits:	16
Curriculum Committee Approval Date:	No value
Board of Trustees Approval Date:	No value
External Review Approval Date:	No value

Proposal Details

Proposal Start:	Summer 2021
Rationale for Non-Fall Start:	No value
Program Justification:	No value

Submission Rationale

- New Program

Program Requirements

Advanced Aircraft Structures Certification

Required Course

Certificate 6-18 semester unit

Course / Course Block	Required Credits
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Required Courses

16

AFAB115 - Aircraft Structures

8

AND

AFAB215 - Advanced Aircraft Sheetmetal & Composite Structures

8

Total Credits

16

Recommended Sequences

Block 1 & 2

AFAB115 - Aircraft Structures

8

AND

AFAB215 - Advanced Aircraft Sheetmetal & Composite Structures

8

Total Credits:

16

Program Narrative

Criteria B: Enrollment and Completer Projections

No Value

Criteria B: Place of Program in Curriculum/Similar Programs

No Value

Criteria B: Similar Programs at Other Colleges in Service Area

No Value

Criteria B: Labor Market Information & Analysis (CTE Only)

No Value

Criteria B: Employer Survey (CTE Only)

No Value

Criteria B: Explanation of Employer Relationship (CTE Only)

No Value

Criteria B: List of Members and Advisory Committee (CTE Only)

No Value

Criteria B: Recommendations of Advisory Committee (CTE Only)

No Value

Criteria C: Display of Proposed Sequence

No Value

Criteria C: Transfer Availability

No Value

Criteria D: Library and/or Learning Resource Plan

No Value

Criteria D: Facilities and Equipment Plan

No Value

Criteria D: Financial Support Plan

No Value

Criteria D: Faculty qualifications and Availability

No Value

Criteria E: Based on Model Curriculum (if applicable)

No Value

Criteria E: Licensing or Accreditation Standards

No Value

Criteria E: Student Selection and Fees

No Value