

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Ms. Beverly Beyer
Ms. Deborah Charlie
Ms. Maria Clinton
Dr. De'Nean Coleman-Carew
Mr. Jeffrey Cooper
Mr. Dexter Cummins
Ms. Margaret Drake
Mr. Tooraj Gordi
Dr. Lee Grishman
Ms. Linda Harmon
Mr. Scott Lee
Ms. Cynthia Littlefield
Mrs. Sharon Lowry
Mr. Rick Motawakel
Dr. David Newby
Dr. David Newman
Mr. Duane Rumsey
Ms. LaDonna Trimble
TBD, ASO voting
TBD, ASO non-voting

FROM: Ms. Charlie/Ms. Clinton/Mrs. Lowry

DATE: April 20, 2009

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, April 23, 2009, SSV 151-Board Room, from 3:00 – 5:30 pm

2008-2009
Academic Policies and Procedures Committee Meeting No. 12
AGENDA

1. Approval of Agenda
2. Approval of Minutes from March 23, 2009
3. English Degree – Revised Section #3.
(2 Options for this degree with difference in units, recommended plan of study is set up only for the AVC-GE course option only. It doesn't include the IGETC/CSU-GE Pattern option.)
4. Revised Pre Reqs: Revised Pre Req Challenge Form and AP&P Policy/Guideline Pages
5. AP-Administrative Procedure changes as required because of Title 5 changes
 - a. AP 4100 – Graduation Requirements for Degrees and Certificates
6. New Courses/CORs – First Reading
 - a. PE 104 – Ultimate Frisbee 1 unit, 3 hours weekly
AVC/GE: Area E
SLO-draft revd 10/23/2008
7. Revised Courses/CORs – First Reading
 - a. AFAB 130 – Aerospace Workplace Issues and Ethics 4 units, 4 hours weekly
Revised to:
AFAB 130 - Aerospace Ethics and Issues
 - b. BIOL 201, 201L – General Human Anatomy 4 units, 8 hours weekly (2 hrs lecture, 6 hrs lab)
Prerequisite: Completion of BIOL 100 or 101 or 110 or 120
Advisory: Eligibility for College Level Reading and ENGL 101, and Eligibility for MATH 070
Revised to:
Prerequisite: Completion of BIOL 100 or 101 or 110 or 120
Advisory: Eligibility for College Level Reading, and Eligibility for MATH 070.
 - c. CA 173 – Novell Netware System Administration 3 units, 4 hours weekly
Prerequisite: Completion of CA 103 or CA 221 or CIS 101
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Revised to:
Prerequisite: Completion of CA 103, or CA 221, or CIS 101, or CA 153, or CA 171, or CA 175, or CIS 157, or CIS 159.
Removing Math 100 Advisory? (MATH 100=MATH 070, are you removing this Math advisory?)

- d. HD 198O – Orientation to College .5 units, 9 total hours
Only change- to Pass/No Pass only from graded with option for pass/no pass
- e. PE 107 – Power Yoga 1 unit, 3 hours weekly
Revised to:
PE 107 - Intermediate/Advanced Hatha Yoga
- f. PE 113 – Advanced Soccer Techniques 1 unit, 3 hours weekly
- g. PSY 201 – Introduction to Physiological Psychology 3 units, 3 hours weekly
Request: IGETC- Area 4
- 8. New Distance Education Courses – Second Reading
 - a. BIOL 201 – General Human Anatomy 4 units, 8 hours weekly (2 hours lecture, 6 hours lab)-
new hybrid online equivalent
BIOL 201 Lecture – 2 hrs lecture totally online
BIOL 201 Lab – No change – 6 hrs lab on campus
- 9. New Community Service Offerings – First Reading
 - a. Identity Theft Prevention and Recovery 4-8 hours
 - b. Disaster Preparedness class
- 10. Obsolete Courses – First Review
 - a. MM 299A, CG 299, MM 299
- 11. Announcements
 - a. Low-Unit GIS certificate approved by Chancellor’s Office
 - b. Courses by Division that need to be revised and formally go through the AP&P process:

Business, Computer Studies, and Economic Development:

- o CA 133 – Oracle PL/SQL Programming
- o CA 177 – Microsoft Internet Information Server
- o CIS 121 – Computer Mathematics
- o CIS 145 – Introduction to Visual Basic.net Programming
- o CIS 174 – Introduction to C#.net Programming

CalWORKS:

- o WFDV 091 – Employability Learning Skills

Health Sciences:

- o CFE 105 – Discovery – Based Education for Children
- o NF 100 – Nutrition (in process)
- o NF 102 – Nutrition and Food for Children (in process)
- o NF 104 – Concepts in Nutrition: New Developments
- o NF 150 – Food and Culture (in process)
- o VN 101L/VN 102L/VN 103L (are you going to revise these labs into new course #'s?)

Instructional Resources and Extended Services:

- o LAC 098 – Math for Nursing
- o LAC 099 – Dosage Calculations
- o LIB 110 – Introduction to Internet Research (initially received – TR – Back to faculty – still waiting)

Language Arts:

- o COMM 215 – Public Relations Communication
- o DFST 106 – Introduction to Deaf Education (in process)
- o ENGL 101 – Freshman Composition (in process)
- o INT 205 – Interpreting in Specialized Settings (received for TR)

- SPAN 120A – Elementary Spanish for Teachers (just received – in process)
- SPAN 120B – Elementary Spanish for Teachers (just received – in process)

Math, Science, and Engineering:

- ASTR 101 – Astronomy
- GEOG 299 – Special Topics – Field Geology
- GEOL 101 – Physical Geology
- MATH 070L – Elementary Algebra Lab
- MATH 102 – Intermediate Algebra
- MATH 102A – Intermediate Algebra – First Half with SAS
- MATH 102B – Intermediate Algebra – Second Half with SAS
- MATH 110 – Math for Liberal Arts Students
- MATH 210 – Discrete Mathematics

Technical Education:

- ABDY 113 – Basic Auto Body Repair
- ABDY 123 – Automotive Refinishing
- ABDY 198 – Auto Body Seminars
- ABDY 212 – Advanced Collision Repair I
- ABDY 213 – Advanced Collision Repair II
- ABDY 215 – Advanced Collision Repair
- ABDY 222 – Advanced Automotive Refinishing I
- ABDY 223 – Advanced Automotive Refinishing II
- ABDY 225 – Advanced Automotive Refinishing
- ACRV 198A – Commercial Ice Machines
- AUTO 276 – California Clean Air Car Course
- ELTE 235 – Electronic Communications I

Visual and Performing Arts:

- THA 102 – Introduction to Stagecraft
- THA 103 – Introduction to Stage Lighting
- THA 105 – Introduction to Lighting Design
- THA 120D – Rehearsal & Performance: Children’s Theatre
- THA 225 – Introduction to Playwriting (received – TR – back to faculty – waiting)
- THA 298A – Special Studies in Theatre (waiting for corrections from last year’s meeting)
- THA 298B – Special Studies in Theatre (waiting for corrections from last year’s meeting)
- THA 298C – Special Studies in Theatre (waiting for corrections from last year’s meeting)

16. Adjournment. The next meeting will be May 14, 2009.

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. Patricia A. Márquez Sandoval, 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.

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MINUTES OF ACADEMIC POLICIES AND PROCEDURES COMMITTEE MEETING NO. 12
2008-2009

DATE: April 23, 2009
PLACE: SSV 151 – Board Room
TIME: 3:00 p.m.

MEMBERS PRESENT

Beverly Beyer, Faculty
Maria Clinton, Cochair
Bob Harris (proxy) for De’Nean
Coleman-Carew, Faculty
Jeffrey Cooper, Dean
Dexter Cummins, Faculty
Margaret Drake, Dean
Tooraj Gordi, Faculty
Lee Grishman, Articulation
Linda Harmon, Faculty
Mike Rios (proxy) for Cynthia
Littlefield, Faculty

Mrs. Sharon Lowry, V. P. Academic
Affairs
Rick Motawakel, Faculty
David Newby, Faculty
David Newman, Faculty
Kristina Oliveira (proxy) for Duane
Rumsey, Faculty
LaDonna Trimble, Dean
Curtis Smith, non-voting ASO Student

MEMBERS ABSENT

Deborah Charlie, Cochair
De’Nean Coleman-Carew, Faculty
Scott Lee, Faculty
Cynthia Littlefield, Faculty
Duane Rumsey, Faculty

Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:10 p.m. Ms. Maria Clinton welcomed today’s guests who included Mr. Bob Harris who is presenting his course, HD 198O, and is also proxy for Ms. De’Nean Coleman-Carew, Mr. Michael Rios who is proxy for Ms. Cindy Littlefield, Ms. Kristina Oliveira who is proxy for Mr. Duane Rumsey. Other guests include Dr. Ezzedine, Mr. Freddy Aviles, and Ms. Elayne Davis.

1. Approval of Agenda
Other than announcing that we will be taking items in a different order, the agenda approved as it stands.
2. Approval of Minutes from March 23, 2009
There were no problems or concerns with the minutes and it was moved and seconded to approve the minutes for March 23, 2009. The motion carried unanimously.
3. English Degree – Revised Section #3.
(2 Options for this degree with difference in units, recommended plan of study is set up only for the AVC-GE course option only. It doesn’t include the IGETC/CSU-GE Pattern option.)
The Chancellor’s Office requested that Section 3 be revised to include the IGETC/CSU pattern of courses that range from 34-43 units in order to be accepted by 4-year institutions as a transferable degree. These changes reflect two options for students, one that follows the IGETC/CSU pattern to transfer and one that follows the AVC GE pattern for non-transfer. It was moved and seconded to approve this change as requested from the Chancellor’s Office. The motion carried unanimously. This change will be sent over to the Chancellor’s Office for approval.
4. Revised Pre Reqs: Revised Pre Req Challenge Form and AP&P Policy/Guideline Pages
This item informs the committee of how the Pre Req Challenge Form and AP&P Policy/Guideline pages were streamlined and of inserting title 5 language and stating when the clock starts and stops and the five day turn-around for these prerequisite challenge forms.
5. AP-Administrative Procedure changes as required because of Title 5 changes
 - a. AP 4100 – Graduation Requirements for Degrees and Certificates
This information for administrative procedure will be discussed next academic year.
6. New Courses/CORs – First Reading
 - a. PE 104 – Ultimate Frisbee 1 unit, 3 hours weekly
AVC/GE: Area E
SLO-draft rcvd 10/23/2008
Mr. Jerry Stupar couldn’t make it to today’s meeting; therefore, this class will be put on hold and return at a later agenda for Mr. Stupar to attend.

7. Revised Courses/CORs – First Reading

- a. AFAB 130 – Aerospace Workplace Issues and Ethics 4 units, 4 hours weekly
Revised to:
AFAB 130 - Aerospace Ethics and Issues
Ms. Maria Clinton presented this course outline revision which changes title, description, objectives, content, homework assignments, methods of instruction and textbook. Minor corrections were requested which included rewording on objectives #2 and 10 and moving the writing assignment #3 on the homework assignment page to #4, “other types” of homework on that same page. Noted was that this course has been approved by Northrop Grumman as meeting their internal training requirements. This course will come back for approval.
- b. BIOL 201, 201L – General Human Anatomy 4 units, 8 hours weekly (2 hrs lecture, 6 hrs lab)
Prerequisite: Completion of BIOL 100 or 101 or 110 or 120
Advisory: Eligibility for College Level Reading and ENGL 101, and Eligibility for MATH 070
Revised to:
Prerequisite: Completion of BIOL 100 or 101 or 110 or 120
Advisory: Eligibility for College Level Reading, and Eligibility for MATH 070.
Dr. Ezzedine presented this revised course outline for Mr. Stephen Langjahr which removes the advisory of eligibility for ENGL 101 or satisfactory completion of ENGL 101. Minor changes were also made to course objectives, content, assignments, methods of instruction, methods of evaluation and the suggested texts. Discussion took place regarding distinguishing and providing more detail for what the students are actually doing for homework versus what they will be doing in the lab. Only actual homework hours should be listed on the homework page, and lab hours should not be included here. A few other minor corrections were noted. This course will come back for a second reading and approval.
- c. CA 173 – Novell Netware System Administration 3 units, 4 hours weekly
Prerequisite: Completion of CA 103 or CA 221 or CIS 101
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Revised to:
Prerequisite: Completion of CA 103, or CA 221, or CIS 101, or CA 153, or CA 171, or CA 175, or CIS 157, or CIS 159.
Removing Math 100 Advisory? (MATH 100=MATH 070, are you removing this Math advisory? **Yes.**)
Ms. Beverly Beyer presented this course outline revision for Mr. John Burns with added prerequisites, the MATH 100 advisory was removed, updated version of NetWare from 5.0 to 6.5, removed computational assignments, and updated textbook to match the new operating system version. Minor corrections were made to description, objectives, and content. Requested corrections include cleaning up and clarifying course requisites, correct minor spelling errors, reformatting of course objectives and course content page outline, removing reference to exams in homework page, tying course objectives to methods of evaluations, and to update the textbook. Ms. Beyer will take these requests to Mr. John Burns and this course will come back for approval.
- d. HD 198O – Orientation to College .5 units, 9 total hours
Only change- to Pass/No Pass only from graded with option for pass/no pass
Mr. Bob Harris presented this course change which only changes from a graded course to pass/no pass only. Mr. Harris explained that this course simply fulfills one of the matriculation components, orientation. It was moved and seconded to approve this change. The motion carried unanimously.
- e. PE 107 – Power Yoga 1 unit, 3 hours weekly
Revised to:
PE 107 - Intermediate/Advanced Hatha Yoga
Mr. Mike Rios presented this course outline revision for Ms. Kathy Bingham with a title change and was updated to the new form. Mr. Rios explained that now with the new facilities forthcoming there will be enough space so that we can offer this course. Questions arose regarding the difference of the levels of PE 107 versus PE 109 and the possible need to renumber these two courses. It was determined that PE 107 is a higher level course than PE 109 and therefore should possibly be renumbered to reflect this and to make it less confusing for students. Mrs. Lowry suggested possibly waiting to see if Curricunet can make changes

like this. Ms. Bingham is welcome to contact Ms. Clinton for further clarification. Other requested changes included reformatting the course content outline page and then this course will come back for approval.

- f. PE 113 – Advanced Soccer Techniques 1 unit, 3 hours weekly
Mr. Jerry Stupar couldn't make it to today's meeting; therefore, this class will be put on hold and return at a later agenda for Mr. Stupar to attend.
 - g. PSY 201 – Introduction to Physiological Psychology 3 units, 3 hours weekly
Request: IGETC- Area 4
Mr. Fredy Aviles presented this course outline revision with minor changes to course objectives, adding the course objectives to the methods of evaluations to tie them together, updated suggested text and other materials, requesting the pass/no pass option (*) and requesting to add this course to the IGETC Area 4 category. The only corrections requested were rewording objectives #3 and 4 in order to start them with higher order active verbs. This course will come back for approval.
8. New Distance Education Courses – Second Reading
- a. BIOL 201 – General Human Anatomy 4 units, 8 hours weekly (2 hours lecture, 6 hours lab)-
new hybrid online equivalent
BIOL 201 Lecture – 2 hrs lecture totally online
BIOL 201 Lab – No change – 6 hrs lab on campus
Dr. Ezzedine presented this new BIOL 201 DE course for Mr. Stephen Langjahr where only the lecture portion will be online via podcasting. This course will have no online assignments or assessments. The laboratory component of this course as well as any assignments and assessments will be given on campus during the laboratory session of this course. Corrections will be made and this course will come back for a second reading and approval.
9. New Community Service Offerings – First Reading
- a. Identity Theft Prevention and Recovery 4-8 hours
 - b. Disaster Preparedness class
Mr. Bob Pearce presented the new Identity Theft Prevention and Recovery Community Service Offering. The committee felt that while it was apparent that there was a lot of work put into this much needed course, there needed to be an accurate number of hours and also that this course should be divided into two courses and that there must be a charge for the second course or the second half of the course. Suggested for the first course would be for example a four-hour course teaching about Identity Theft Prevention and the second course or the second part would be about Identity Theft Recovery. Also discussed was the charge for materials. Mrs. Lowry stated that we couldn't charge more than materials costs. This course will be corrected and will come back for a second reading.
- Ms. Barbara Allen had to leave before her course was presented; however, Ms. Elayne Davis presented her course for her. After some brief discussion concerning the American Red Cross's curriculum and materials, it was decided that this course will need to come back for approval.
10. Obsolete Courses – First Review
- a. MM 299A, CG 299, MM 299
This course will come back on the next agenda for approval to obsolete.
11. Announcements
- a. Low-Unit GIS certificate approved by Chancellor's Office
 - b. Courses by Division that need to be revised and formally go through the AP&P process:

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- THA 298C – Special Studies in Theatre (waiting for corrections from last year’s meeting)

16. Adjournment. The next meeting will be May 14, 2009.
This meeting adjourned at 5:00pm.

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