

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

TO: Jeffrie Ahmad Tom Hutchison LaDonna Trimble  
Richard Coffman Lisa Karlstein Les Uhazy  
De'Nean Coleman-Carew Scott Lee Denise Walker  
Karen Cowell Cynthia Littlefield Darcy Wiewall  
Tooraj Gordi Sharon Lowry TBD, ASO non-voting  
Lee Grishman Donna Meyer  
Linda Harmon Elaine Tsai

Technical Review Committee – Richard Coffman, Scott Lee, and Darcy Wiewall

FROM: Ms. Linda Harmon / Mrs. Sharon Lowry

DATE: February 11, 2013

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting  
**Thursday, February 14, 2013, BE 321 (Computer Lab), 3:00-5:30pm**

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**2012-2013**  
**Academic Policies & Procedures Committee Meeting No. 8**  
**AGENDA**

**1. CALL TO ORDER AND ROLL CALL**

**2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**

**3. APPROVAL OF MINUTES**

- a. October 11, 2012 Minutes
- b. October 25, 2012 Minutes
- c. November 8, 2012 Minutes
- d. November 29, 2012 Minutes

**4. INFORMATIONAL ITEMS**

- a. 2012-13 AP&P Deadline – Courses and Programs need to be approved by 11/29/2012 for Fall 2013 inclusion
  - CORs that need to be revised this academic year – List at the end of the agenda
  - TMC Degrees that need to be developed and brought to AP&P – List at the end of the agenda
    1. Highlighted items must be completed and approved by 11/29/12
- b. Existing Programs in CurricUNET – Contact Melissa prior to creating a program copy
- c. Establish Proxy for voting purposes by submitting a memo to AP&P
- d. Units changes to an existing course starting 2013-2014 – page 25 of the handbook
- e. CSUGE/IGETC Course Designation
  - IGETC – (Requested Spring 2012 and prior)
    1. ECON 100 – Area 4
    2. GEOG 101L – Area 5C
    3. PHIL 109 – Area 3
    4. POLS 200 – Area 4
    5. SOC 200 – Area 4
  - IGETC – (Current)
    1. CHIN 201 – Area 3B
    2. CHIN 202 – Area 3B
    3. GEOL 102L – Area 5A
    4. MATH 124 – Area 2A
    5. MATH 148 – Area 2A
    6. THA 130 – Area 3A
  - CSU/GE - (Requested Spring 2012 and prior)
    1. ART 150 – Area C1
    2. ECON 100 – Area D2
    3. PHIL 109 – Area C2

4. POLS 200 – Area D8
5. SOC 200 – Area D10
- CSU/GE - (Current)
  1. BIOL 205 – Area B2, B3
  2. CFE 211 – Area D7
  3. CHIN 201 – Area C2
  4. ENGR 125 – Area B4
  5. MATH 148 – Area B4
  6. MUS 130 – Area C1
  7. NF 103 – Area E
  8. CHIN 202 – Area C2

**5. ACTION ITEM – Course Deactivations**

- a. CHEM 212, Organic Chemistry Support Laboratory
- b. LIB 105, Libraries and Information

**6. CONTINUING AP&P 11-12 AGENDA ITEMS**

- a. Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing Proficiency levels
- b. Repeatability of courses
- c. Content Review and Course Validation Process for Prerequisites

**7. REPORTS (limited to 5 min. each)**

- a. UC Changes in COR and Textbook Requirements
  - Changes our revision cycle to 4 years for all courses
  - Discuss, Collect Comments, and Report to AP&P on November 8, 2012
    - Business, Computer Studies and Economic Dev.
    - Health Sciences
    - Instructional Resources/Extended Services
    - Language Arts
    - Math & Engineering
    - Science
    - Kinesiology, Athletics and Dance
    - Social and Behavioral Sciences
    - Student Services/Counseling
    - Technical Education
    - Visual and Performing Arts
- b. Proficiency Requirements upon Graduation 12-13 College Catalog, page 50, top of third column (Memos are attached)  
Discuss, Collect Comments, and Report to AP&P on November 8, 2012
  - **Reading:** Eligibility for College Level Reading (AVC Assessment) or completion of READ 099 with a minimum grade of “P” (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.
  - **Mathematics:** Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by assessment into a math course higher than MATH 102.
  - **Writing:** Completion of ENGL 101 with a minimum grade of “C.” NOTE: Completion of ENGL 101 with a “P” (Pass) option does not satisfy this requirement.
    - Business, Computer Studies and Economic Dev.
    - Health Sciences
    - Instructional Resources/Extended Services
    - Language Arts
    - Math & Engineering
    - Science
    - Kinesiology, Athletics and Dance
    - Social and Behavioral Sciences
    - Student Services/Counseling
    - Technical Education
    - Visual and Performing Arts
- c. Course to meet both the major and general education requirements for local degrees
  - Current Policy: 12-13 College Catalog, page 49, top of third column: No course may be counted as meeting both a GE requirement and a major requirement in any District degree.
  - Evaluate our degrees, discuss with discipline faculty in your divisions and report to AP&P on November 8, 2012
    - Business, Computer Studies and Economic Dev.
    - Health Sciences
    - Instructional Resources/Extended Services
    - Language Arts
    - Math & Engineering
    - Science
    - Kinesiology, Athletics and Dance
    - Social and Behavioral Sciences
    - Student Services/Counseling
    - Technical Education
    - Visual and Performing Arts

**8. ACTION ITEM**

- a. Changes our revision cycle to 4 years for all courses

- b. Proficiency Requirements: Reading
- c. Proficiency Requirements: Writing
- d. Proficiency Requirements: Mathematics
- e. Course to meet both the major and general education requirements

**9. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

Area of Study	Template Attached	Articulation Agreements	PLO	CurricUNET Status
1. Anthropology				
2. Computer Science				
3. Early Childhood Education	X	NA	NEEDED	Submitted – Agenda Ready
4. Elementary Teacher Education				
5. English	X	X	NEEDED	Submitted – Articulation and Library
6. Geology	X	NA	NEEDED	Submitted – Agenda Ready
7. History	X	X	NEEDED	Submitted – Awaiting Fac
8. Journalism				
9. Music	X	NA	NEEDED	Submitted – Dean and AP&P Rep
10. Physics	X	NA	NEEDED	Submitted – Agenda ready

**Completed AVC AA-T/AS-T Degrees**

- 11. Administration of Justice
- 12. Art History
- 13. Business Administration
- 14. Geography
- 15. Political Science
- 16. Psychology
- 17. Sociology
- 18. Theatre Arts
- 19. Communication Studies
- 20. Mathematics
- 21. Kinesiology
- 22. Studio Arts

**10. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P**

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 12/13/12	Status
<b>Instructional Resources/Extended Services</b>			
LIB 105, Libraries and Information		Cannot schedule 13-14	Submitted – Agenda
<b>Science</b>			
CHEM 212, Organic Chemistry Support Laboratory		Cannot schedule 13-14	Submitted – Agenda
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 102, Phys Geog: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 298A, Special Studies in GIS		Cannot schedule 13-14	Submitted– Awaiting Faculty
GEOG 298B, Special Studies in GIS		Cannot schedule 13-14	Submitted– Awaiting Faculty
GEOG 298C, Special Studies in GIS		Cannot schedule 13-14	Submitted– Awaiting Faculty
<b>Visual and Performing Arts</b>			
FTV 101, Introduction to Film		Cannot schedule 13-14	Distance Ed Needs Revision
MUS 191, Treble Choir-Children's Music		Cannot schedule 13-14	Submitted
MUS 258, Composition		Cannot schedule 13-14	Submitted
THA 133, Makeup for the Stage		Cannot schedule 13-14	

**11. ADJOURNMENT**

#### 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.

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ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: November 29, 2012

LOCATION: BE 321 – Computer Room

Time: 3:00 p.m.

<b>MEMBERS PRESENT</b>			<b>MEMBERS ABSENT</b>
Jeffrie Ahmad	Linda Harmon	Donna Meyer	Elaine Tsai
Richard Coffman	Tom Hutchison	LaDonna Trimble	
De'Nean Coleman-Carew	Lisa Karlstein	Les Uhazy	
Karen Cowell	Scott Lee	Denise Walker	
Tooraj Gordi	Cynthia Littlefield	Darcy Wiewall	
Lee Grishman	Sharon Lowry		
<b>GUESTS PRESENT</b>			
Rae Agahari	Thomas Gragves	Jonet Leighton	
Nancy Bednar	Glenn Haller	Tom O'Neil	
Richard Colgren	Robert Harris	Berkeley Price	
Diane Flores Kagan	Mark Hoffer	Gary Roggenstein	
Charlotte Forte-Parnell	Mary Ann Holcomb	Eugenie Trow	
Irit Gat	Will Howard		

**2012-2013**  
**Academic Policies & Procedures Committee Meeting No. 7**  
**MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

A motion was made and seconded to call the November 29, 2012 AP&P Committee Meeting to order at 3:06 p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order. Motion carried.

**2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**

A motion was made and seconded to amend the agenda to: move the approval of the minutes to the end of the agenda; and add item 8(r) Anthropology 101L under Action Items. Motion carried.

**3. APPROVAL OF MINUTES**

- a. November 8, 2012 Minutes
- b. October 11, 2012 Minutes
- c. October 25, 2012 Minutes

A motion was made and seconded to table the approval of minutes due to lack of time. Motion carried.

**4. INFORMATIONAL ITEMS**

- a. 2012-13 AP&P Deadline – Courses and Programs need to be approved by 11/29/2012 for Fall 2013 inclusion
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- d. Units changes to an existing course starting 2013-2014 – page 25 of the handbook
- e. CSUGE/IGETC Course Designation
  - IGETC
    1. ECON 100 – Area 4
    2. GEOG 101L – Area 5C
    3. PHIL 109 – Area 3
    4. POLS 200 – Area 4
    5. SOC 200 – Area 4
  - CSU/GE
    1. ART 150 – Area C1
    2. ECON 100 – Area D2
    3. PHIL 109 – Area C2
    4. POLS 200 – Area D8
    5. SOC 200 – Area D10

**5. ACTION ITEM: CONSENT AGENDA – Non-Substantial Course Revisions**

- a. ABDY 112, Basic Auto Body Repair
- b. ABDY 113, Basic Auto Body Repair
- c. ABDY 115, Basic Auto Body Repair
- d. ABDY 122, Basic Automotive Refinishing
- e. ABDY 123, Automotive Refinishing
- f. ABDY 125, Basic Automotive Refinishing
- g. ABDY 212, Advanced Automotive Collision Repair I
- h. ABDY 213, Advanced Automotive Collision Repair II
- i. ABDY 215, Advanced Automotive Collision Repair
- j. ABDY 222, Advanced Automotive Refinishing I
- k. ABDY 223, Advanced Automotive Refinishing II
- l. ABDY 225, Advanced Automotive Refinishing
- m. FTV 215, Directing for Film and Video
- n. FTV 242, Writing & Pre-Prod of Short Film
- o. FTV 261, Religion and Cinema

A motion was made to approve items 5 (a) through (o) -- Non-Substantial Course Revisions. Motion carried.

**6. ACTION ITEM: FIRST READING – New Program Development**

- a. Business Administration – Donna Meyer  
Ms. Mayer noted that when the TMC was put in, it put us over the unit cap. The plan of study is completed. A motion was made and seconded to approve the new program development. Motion carried.
- b. Sociology, AA-T – Ronald Chapman  
Dr. Darcy Wiewall reported that the PLOs have been approved and the plan of study would be submitted shortly. A motion was made and seconded to approve the new program development pending submission of the plan of study by December 7, 2012. Motion carried.
- c. Political Science, AA-T – Dr. Nancy Bednar  
Dr. Bednar reported that the plan of study was completed and the PLOs were approved by the SLO Committee on November 12. A motion was made and seconded to approve the new program development. Motion carried.
- d. Psychology, AA-T – Dr. Irit Gat

- Dr. Gat reported that the recommended plan of study was completed and the PLOs have been submitted and approved. A motion was made and seconded to approve. Motion carried.
- e. Administration of Justice, AS-T – Marvin Cummins  
Will Howard noted that all CIDs line up with the state and the plan of study has been submitted and approved. A motion was made and seconded to approve the Administration of Justice, AS-T pending submission of the plan of study by December 7, 2012. Motion carried.
  - f. Geography, AS-T, Michael Pesses  
Dr. Richard Coffman reported that the PLOs have all been submitted and approved and the plan of study is complete. A motion was made and seconded to approve Geography AS-T. Motion carried.
  - g. Geology, AS-T – Richard Coffman  
Dr. Coffman reported that this program was not complete, and the item was tabled until the spring.
  - h. Art History, AA-T – Rae Agahari  
Ms. Agahari reported that the PLOs have been submitted and approved, but the plan of study is not complete. A motion was made and seconded to approve pending submittal of the plan of study by Friday, December 7, 2012. Motion carried.
  - i. Theatre Arts, AA-T – Jonet Leighton  
Ms. Leighton reported that the PLOs have been submitted and approved. However, the format for the plan of study was incorrect and needed to be redone. A motion was made and seconded to approve pending submittal of the plan of study by Friday, December 7, 2012. Motion carried.

**7. ACTION ITEM: FIRST READING – Program Revision**

- a. Communication Studies, AA-T – Thomas Graves  
Mr. Graves reported that the PLOs are completed and approved, but the plan of study has not been submitted yet. A motion was made and seconded to approve pending submittal of the plan of study by Friday, December 7, 2012. Motion carried with no objections or abstentions.

**8. ACTION ITEM: FIRST READING – Substantial Course Revision**

- a. CHIN 101, Elementary Chinese 1 5 hours lec weekly, 5 units  
Andrew Miller reported that he has revised the objectives to make them more in line with the proficiency, and also changed the textbooks to be more appropriate for a college level course.
- b. CHIN 102, Elementary Chinese 2  
Same as CHIN 101. A motion was made and seconded to approve Chinese 101 and 102. Motion carried.
- c. CHIN 201, Intermediate Chinese
- d. CHIN 202, Intermediate Chinese  
Mr. Miller explained that Chinese 201 and 202 are no longer on the books, but he was asked to recreate them so they can be offered when funding improves. He is asking for the class size to be reduced from 35 to 30. The committee felt that class size for second level foreign languages should be consistent. A motion was made and seconded to approve CHIN 201 and 202 with a maximum class size of 35. Motion carried.
- e. ENGR 120, Introduction to 2-D CAD  
Dr. Richard Colgren reported that he had removed the pre-requisite and also changed the title. A motion was made and seconded to approve ENGR 120. Motion carried.
- f. ENGR 185, Digital Logic and Design  
Dr. Colgren reported that he had changed the units on this class. A motion was made and seconded to approve ENGR 185. Motion carried.
- g. KIN 230, Intercollegiate Women's Soccer  
Cindy Littlefield reported that there was a change in terminology and also updated the textbook. She explained that this is an intercollegiate course and there is no homework. A motion was made and seconded to approve KIN 230. Motion carried.
- h. LAC 100, Introduction to Tutoring  
Diane Flores-Kagan explained that a note was added that if the student completes the course with an A or B, has a 3.0 GPA, and accumulates 25 hours of supervised tutoring experience, they may be certified through the professional tutoring association. A motion was made and seconded to approve LAC 100. Motion carried.
- i. Hybrid – LAC 100, Introduction to Tutoring

Ms. Flores-Kagan explained that, although this is an online course, all presentations and role plays will take place in a face-to-face setting. A motion was made and seconded to approve LAC 100 hybrid. Motion carried.

- j. LAC 200, Advanced Tutoring  
Ms. Flores-Kagan explained that a note was added that if the student completes the course with an A or B, has a 3.0 GPA, and accumulates 25 hours of supervised tutoring experience, they may be certified through the professional tutoring association. A motion was made and seconded to approve LAC 200. Motion carried.
- k. MUSC 225, Commercial Music Ensemble  
Dr. Berkeley Price reported that this course was converted to a lab to maintain repeatability. A motion was made and seconded to approve MUSC 225. Motion carried.
- l. THA 120A, Rehearsal and Performance: Drama  
Eugenie Trow and Jonet Leighton reported that the class maximum has been increased from 25 to 50 to accommodate the size of the cast. A motion was made and seconded to approve THA 120A. Motion carried.
- m. THA 120B, Rehearsal and Performance: Comedy  
Ms. Trow and Leighton reported that the hours and units had been adjusted to maintain repeatability. A motion was made and seconded to approve THA 120B. Motion carried.
- n. THA 120C, Rehearsal and Performance: Musical Theatre  
Ms. Trow and Ms. Leighton reported that the units and hours had been adjusted to maintain repeatability. . A motion was made and seconded to approve THA 120C. Motion carried.
- o. THA 120D, Rehearsal and Performance: Children's Theatre  
Ms. Trow and Leighton reported that the units and hours had been adjusted to maintain repeatability. . A motion was made and seconded to approve THA 120D. Motion carried
- p. THA 205, Advanced Acting Workshop  
Ms. Trow noted that all requested changes had been made. A motion was made and seconded to approve THA 205. Motion carried.
- q. THA 225, Introduction to Playwriting  
Ms. Trow reported that THA 225 was in the TMC. A motion was made and seconded to approve. Motion carried.
- r. ANTH 101L, Physical Anthropology Laboratory  
Dr. Darcy Wiewall reported on this new course . A motion was made and seconded to approve. Motion carried.

**9. ACTION ITEM: THIRD READING – Substantial Course Revision**

- a. ENGL 100, The Research Paper 17 hours total, 1 unit  
Mark Hoffer provided information regarding other California universities that offer this type of course. He also noted that the course number was changed from ENGL 104 to ENGL 100. He distributed copies of emails he had received from faculty members who support offering this course. Mr. Hoffer noted that the course could be offered as a basic skills course instead of a transfer course, and he asked for comments from the committee regarding that. He is also considering offering it as a pass/no pass. A motion was made to approve ENGL 100 as a transferrable level course as either pass/no pass or for credit. Motion seconded and carried.

**10. ACTION ITEM: SECOND READING – Substantial Course Revision**

- a. MUSC 141, Concert Attendance 3 hours lab weekly, 1 unit  
Dr. Berkeley Price reported that the wording had been changed and alternate assignments will now be allowed. A motion was made and seconded to approve MUSC 141. Motion carried.
- b. EMT 101, Emergency Medical Technician (EMT) 3 hours lab weekly, 1 unit  
Denise Walker noted that the limitation on enrollment had been adjusted and hours for ambulance ride-along would be included into the homework section. A motion was made and seconded to approve. Motion carried.
- c. THA 130, Improvisation 4 hours lec/lab weekly, 3 units
- d. THA 215, Acting for the Camera 4 hours lec/lab weekly, 3 units
- e. THA 218, Audition Techniques for the Actor 4 hours lec/lab weekly, 3 units
- f. THA 220, Fundamentals of Directing 4 hours lec/lab weekly, 3 units



Eugenie Trow and Jonet Leighton reported that the repeatability had been removed and that these courses were not part of the TMC but were part of the local degree. Mrs. Lowry expressed concern that these classes were not directly transferrable when the Chancellor's Office has stated that our top priority should be transferrable courses. A motion was made and seconded to approve THA 130, THA 215, THA 218 and THA 220. Motion carried.

**11. ACTION ITEM: THIRD READING – New Course Development**

- a. ENGR 125, Introduction to MATLAB, Simulink, Stateflow 3 hrs lec/ 3 hrs lab, 4 units  
Dr. Richard Colgren reported that he had made the changes that the committee had recommended. A motion was made and seconded to approve ENGR 125. Motion carried.

**12. ACTION ITEM: FIRST READING – New Course Development**

- a. HD 102, Soldiers to Scholars  
Dr. Bob Harris stated that this course was approved last year as a 1½ unit course, but it has been rewritten as a 3 unit class. Dr. Harris discussed the need for this course and noted that it is not only for veterans who have had active military duty, but also for their family and friends as well. Mrs. Lowry stated that it would be helpful to have a list of some of the colleges who offer these courses. Dr. Harris will bring HD 102 back to the committee in the spring.
- b. KIN 181, Organization and Administration of Athletics and Fitness
- c. KIN 182, Sport Psychology  
Dr. Glenn Haller reported that each of these two classes are taught in the community colleges in California and also in private schools in the state. However, these are upper division course work in the CSU system. Mrs. Lowry stated that we can only offer lower division classes according to our charter. Dr. Haller agreed to bring back information where these courses are offered in the lower division.
- d. LAC 299, Master Tutor  
Ms. Flores Kagan explained that LAC 299 is part of the trilogy planned for the training of AVC tutors and tutors in the community. This course is designed for supervisors of tutors and meets CRLA certification. A motion was made and seconded to approve LAC 299. Motion carried.

**13. ACTION ITEM – Course Deactivations**

- a. ART 121L, Introduction to Computerized Drawing Lab
- b. ART 145L, Design and Color Lab
- c. ART 160, Painting and Drawing Techniques
- d. ART 199, Work Experience
- e. ART 219, Intermediate Illustration
- f. ART 222, Computerized Life Drawing
- g. ART 222L, Computerized Life Drawing Lab
- h. EOPS 060, Enrichment Class
- i. MUS 199, Work Experience
- j. MUS 201, History of Music in Western Civilization I
- k. MUS 202, History of Music in Western Civilization II
- l. MUSC 123, Stage Voice Workshop
- m. MUSC 176, Beg Rock Band Workshop
- n. MUSC 224, Jazz Improvisation Workshop
- A motion was made and seconded to approve items (a) through (n). Motion carried.

**14. INFORMATIONAL ITEM – Course Deactivations**

- a. CHEM 212, Organic Chemistry Support Laboratory
- b. LIB 105, Libraries and Information

**15. CONTINUING AP&P 11-12 AGENDA ITEMS**

- a. Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing Proficiency levels
- b. Repeatability of courses
- c. Content Review and Course Validation Process for Prerequisites

**16. REPORTS (limited to 5 min. each)**

- a. UC Changes in COR and Textbook Requirements
- Changes our revision cycle to 4 years for all courses
  - Discuss, Collect Comments, and Report to AP&P on November 8, 2012
    - Business, Computer Studies and Economic Dev.
    - Health Sciences
    - Instructional Resources/Extended Services
    - Language Arts
    - Math & Engineering
    - Science
    - Kinesiology, Athletics and Dance
    - Social and Behavioral Sciences
    - Student Services/Counseling
    - Technical Education
    - Visual and Performing Arts
- b. Proficiency Requirements upon Graduation 12-13 College Catalog, page 50, top of third column (Memos are attached)  
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  - **Mathematics:** Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by assessment into a math course higher than MATH 102.
  - **Writing:** Completion of ENGL 101 with a minimum grade of “C.” NOTE: Completion of ENGL 101 with a “P” (Pass) option does not satisfy this requirement.
    - Business, Computer Studies and Economic Dev.
    - Health Sciences
    - Instructional Resources/Extended Services
    - Language Arts
    - Math & Engineering
    - Science
    - Kinesiology, Athletics and Dance
    - Social and Behavioral Sciences
    - Student Services/Counseling
    - Technical Education
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- c. Course to meet both the major and general education requirements for local degrees
- Current Policy: 12-13 College Catalog, page 49, top of third column: No course may be counted as meeting both a GE requirement and a major requirement in any District degree.
  - Evaluate our degrees, discuss with discipline faculty in your divisions and report to AP&P on November 8, 2012
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    - Health Sciences
    - Instructional Resources/Extended Services
    - Language Arts
    - Math & Engineering
    - Science
    - Kinesiology, Athletics and Dance
    - Social and Behavioral Sciences
    - Student Services/Counseling
    - Technical Education
    - Visual and Performing Arts

**17. ACTION ITEM**

- a. Changes our revision cycle to 4 years for all courses  
A motion was made and seconded to change the revision cycle to 4 years. Motion carried.
- b. Proficiency Requirements: Reading
- c. Proficiency Requirements: Writing
- d. Proficiency Requirements: Mathematics
- e. Course to meet both the major and general education requirements  
A motion was made and seconded to table items (b) through (d) due to lack of time. Motion carried.

**18. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

Area of Study	Template Attached	Articulation Agreements	PLO	CurricUNET Status
1. Administration of Justice/Criminal Justice a. Plan of Study is needed	X	X	NEEDED	Submitted – Agenda Ready
2. Anthropology			NEEDED	
3. Art History a. Plan of Study is needed	X	X	NEEDED	Submitted – Agenda Ready
4. Business Administration a. CA 221 may push the unit value over the allowed amount after double counting is calculated b. Plan of Study is needed	X	X	NEEDED	Submitted – Once a-b are resolved, program will be placed on an agenda for review and approval
5. Computer Science			NEEDED	
6. Early Childhood Education	NEEDED		NEEDED	Submitted
7. Elementary Teacher Education			NEEDED	
8. English			NEEDED	
9. Geography	NEEDED	NEEDED	NEEDED	Submitted – Agenda Ready
10. Geology	X	NA	NEEDED	Submitted – Agenda Ready
11. History	NEEDED		NEEDED	Submitted – Awaiting Dean and Rep
12. Journalism			NEEDED	
13. Music	X		NEEDED	Process Started in CurricUNET
14. Physics	X	NA	NEEDED	Submitted – Agenda Ready
15. Political Science	X	X	NEEDED	Submitted – Agenda Ready
16. Psychology	X	NEEDED	NEEDED	Submitted – Awaiting Div Fac
17. Sociology a. Plan of Study needed	X	X	NEEDED	Submitted – Agenda Ready
18. Theatre Arts a. Units may be too high on our courses	X	NA	NEEDED	Submitted – Agenda Ready

**Completed AVC AA-T/AS-T Degrees**

- 19. Communication Studies
- 20. Mathematics

- 21. Kinesiology
- 22. Studio Arts

**19. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P**

<b>Course</b>	<b>Degree/Cert/GE Area</b>	<b>Scheduling Restrictions if not approved by 12/13/12</b>	<b>Status</b>
<b>Counseling/Student Services</b>			
EOPS 060, Enrichment Class		Cannot schedule 13-14	Submitted – <i>Agenda</i>
<b>Instructional Resources/Extended Services</b>			
LIB 105, Libraries and Information		Cannot schedule 13-14	Submitted – <i>Agenda</i>
<b>Language Arts</b>			
CHIN 101, Elementary Chinese I		Cannot schedule 13-14	<i>Submitted – Agenda</i>
CHIN 102, Elementary Chinese 2		Cannot schedule 13-14	<i>Submitted – Agenda</i>
<b>Science</b>			
CHEM 212, Organic Chemistry Support Laboratory		Cannot schedule 13-14	<i>Submitted – Agenda</i>
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 102, Phys Geog: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 298A, Special Studies in GIS		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty</i>
GEOG 298B, Special Studies in GIS		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty</i>
GEOG 298C, Special Studies in GIS		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty</i>
<b>Kinesiology, Athletics and Dance</b>			
KIN 230, Intercollegiate Women's Soccer		Cannot schedule 13-14	<i>Submitted – Agenda</i>
<b>Visual and Performing Arts</b>			
ART 145L, Design and Color Lab		Cannot schedule 13-14	<i>Submitted – Agenda</i>
ART 160, Painting/Drawing Techniques		Cannot schedule 13-14	<i>Submitted – Agenda</i>
ART 219, Intermediate Illustration		Cannot schedule 13-14	<i>Submitted – Agenda</i>

FTV 101, Introduction to Film		Cannot schedule 13-14	<i>Submitted – Agenda</i>
FTV 215, Directing for Film & Video		Cannot schedule 13-14	<i>Submitted – Agenda</i>
FTV 242, Writing and Pre-Production of the Short Film		Cannot schedule 13-14	<i>Submitted – Agenda</i>
FTV 261, Religion and Cinema		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUS 191, Treble Choir-Children's Music		Cannot schedule 13-14	Submitted
MUS 258, Composition		Cannot schedule 13-14	Submitted
MUSC 123, Stage Voice Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 141, Concert Attendance		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 176, Beginning Rock Band Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 224, Jazz Improvisation Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 225, Commercial Music Ensemble		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 120A, Rehear&Perform: Drama		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 120B, Rehear&Perform: Comedy		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 120C, Rehear&Perform: Musical Theatr		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 130, Improvisation		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 133, Makeup for the Stage		Cannot schedule 13-14	
THA 205, Advanced Acting Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 215, Acting for the Camera		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 218, Audition Tech for the Actor		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 220, Fundamentals of Directing		Cannot schedule 13-14	<i>Submitted – Agenda</i>

**20. ADJOURNMENT**

A motion was made and seconded to adjourn the meeting at 5:34p.m. Motion carried.

**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.

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ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: November 8, 2012

LOCATION: BE 321 – Computer Room

TIME: 3:05p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Lisa Karlstein	Denise Walker	Linda Harmon
Richard Coffman	Scott Lee	Darcy Wiewall	Donna Meyer
De'Nean Coleman-Carew	Cynthia Littlefield		Elaine Tsai
Karen Cowell	Sharon Lowry		LaDonna Trimble
Lee Grishman	Eugenie Trow (proxy)		
Tom Hutchison	Les Uhazy		
GUESTS PRESENT			
Nancy Bednar	Mark Hoffer	Melissa Romero	
Richard Colgren	Daniel Humphries	Robert Ruckman	
David Earle	Bill Lund	Andrea Sanders	
Charlotte Forte-Parnell	Gary Roggenstein		

**2012-2013**  
**Academic Policies & Procedures Committee Meeting No. 6**  
**MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

A motion was made and seconded to call the November 8, 2012 AP&P Committee meeting to order at 3:05p.m. Mrs. Sharon Lowry, AP&P Co-Chair called the meeting to order at 3:05p.m. Motion carried.

**2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**

Mrs. Sharon Lowry requested a motion to amend the agenda to table item 10(b), Music 141 and to add item 3(f) DD214 Forms for Area E. Mrs. Lowry also requested that Ms. Ande Sander's agenda item be moved up on the agenda due to a schedule commitment.

Mrs. Lowry reported that, at a recent CIO Conference she had attended, it was announced that criteria had been added to the deadline for TMCs. After January 15, 2013, all TMC courses submitted for approval, must submit CIDs in order to be approved by the Chancellor's Office. Dr. Grishman will be working on the process, and the first ones he will be working on will be those that have already been approved: Math, Kinesiology and Studio Arts.

**3. INFORMATIONAL ITEMS**

- a. 2012-13 AP&P Deadline – Courses and Programs need to be approved by 11/29/2012 for Fall 2013 inclusion
  - CORs that need to be revised this academic year – List at the end of the agenda
  - TMC Degrees that need to be developed and brought to AP&P – List at the end of the agenda
    1. Highlighted items must be completed and approved by 11/29/12
- b. Existing Programs in CurricUNET – Contact Melissa prior to creating a program copy
- c. Establish Proxy for voting purposes by submitting a memo to AP&P
- d. Units changes to an existing course starting 2013-2014 – page 25 of the handbook
- e. CSUGE/IGETC Course Designation
  - IGETC
    1. ECON 100 – Area 4
    2. GEOG 101L – Area 5C
    3. PHIL 109 – Area 3
    4. POLS 200 – Area 4
    5. SOC 200 – Area 4
  - CSU/GE
    1. ART 150 – Area C1
    2. ECON 100 – Area D2
    3. PHIL 109 – Area C2
    4. POLS 200 – Area D8

5. SOC 200 – Area D10

f. DD214 Forms for Area E

A motion was made and seconded to approve DD214 for Area E. Dr. Grishman explained that CSU allows Area E in the CSU General Education Breadth requirements to be met by submission of a DED214 form from a discharged service member. Use of the DD214 is at the community college's discretion. Dr. Grishman proposed the use of the DD214 as requisite documentation to satisfy Area E for the CSU Breadth requirements. Motion carried.

4. CONTINUING AP&P 11-12 AGENDA ITEMS

- a. Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing Proficiency levels
- b. Repeatability of courses
- c. Content Review and Course Validation Process for Prerequisites

5. REPORTS (limited to 5 min. each)

a. UC Changes in COR and Textbook Requirements

- Changes our revision cycle to 4 years for all courses
- Discuss, Collect Comments, and Report to AP&P on November 8, 2012
  - Business, Computer Studies and Economic Dev.
  - Health Sciences
  - Instructional Resources/Extended Services
  - Language Arts
  - Math & Engineering
  - Science
  - Kinesiology, Athletics and Dance
  - Social and Behavioral Sciences
  - Student Services/Counseling
  - Technical Education
  - Visual and Performing Arts

Dr. Grishman explained that the UC had requested changes to our revision cycle to 4 years for all courses and he felt that it seemed logical that we review all courses on the same cycle. Division representatives stated that this was discussed at division meetings, but did not receive feedback. Mrs. Lowry asked for division feedback and this will be brought back to the next meeting.

b. Proficiency Requirements upon Graduation 12-13 College Catalog, page 50, top of third column (Memos are attached)

Discuss, Collect Comments, and Report to AP&P on November 8, 2012

- **Reading:** Eligibility for College Level Reading (AVC Assessment) or completion of READ 099 with a minimum grade of "P" (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.
- **Mathematics:** Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by assessment into a math course higher than MATH 102.
- **Writing:** Completion of ENGL 101 with a minimum grade of "C." NOTE: Completion of ENGL 101 with a "P" (Pass) option does not satisfy this requirement.
  - Business, Computer Studies and Economic Dev.
  - Health Sciences
  - Instructional Resources/Extended Services
  - Language Arts
  - Math & Engineering
  - Science
  - Kinesiology, Athletics and Dance
  - Social and Behavioral Sciences
  - Student Services/Counseling
  - Technical Education
  - Visual and Performing Arts

A motion was made and seconded to table this item due to lack of time. Motion carried.

c. Course to meet both the major and general education requirements for local degrees

- Current Policy: 12-13 College Catalog, page 49, top of third column: No course may be counted as meeting both a GE requirement and a major requirement in any District degree.
- Evaluate our degrees, discuss with discipline faculty in your divisions and report to AP&P on November 8, 2012
  - Business, Computer Studies and Economic Dev.
  - Health Sciences
  - Instructional Resources/Extended Services
  - Language Arts
  - Math & Engineering
  - Science
  - Kinesiology, Athletics and Dance
  - Social and Behavioral Sciences
  - Student Services/Counseling
  - Technical Education
  - Visual and Performing Arts



A motion was made and seconded to table this item due to lack of time. Motion carried.

**6. ACTION ITEM**

- a. Changes our revision cycle to 4 years for all courses
- b. Proficiency Requirements: Reading
- c. Proficiency Requirements: Writing
- d. Proficiency Requirements: Mathematics
- e. Course to meet both the major and general education requirements

A motion was made and seconded to approve items 6 (a) through (e). Motion carried.

**7. ACTION ITEM: CONSENT AGENDA – Non-Substantial Course Revisions**

- a. ANTH 112, Native North Americans
- b. ANTH 140, Introduction to Archaeology
- c. DFST 101L, American Sign Language (ASL I) Skill Building Lab
- d. FTV 101, Introduction to Film
- e. FTV 103, Introduction to Television
- f. FTV 107, History of Film, Pre 1950
- g. FTV 108, History of Film, 1950-Present
- h. FTV 121, Introduction to Digital Filmmaking
- i. FTV 134, Introduction to Screenwriting
- j. FTV 155, Film Festival Analysis
- k. FTV 201, Intercultural and Women's Film
- l. FTV 203, African-American Cinema
- m. FTV 220, Advanced Screenwriting
- n. FTV 230, Digital Cinematography
- o. FTV 244, Production and Post-Production of the Short Film
- p. FTV 251, Contemporary American Independent Film
- q. GER 202, Intermediate German 2
- r. GER 203, Intermediate German 3

A motion was made and seconded to approve items 7 (a) through (r). Motion carried.

**8. ACTION ITEM: FIRST READING – Substantial Course Revision**

- a. ANTH 101, Introduction to Physical Anthropology 3 hours lec weekly, 3 units  
A motion was made and seconded to approve the course revisions made to ANTH 101. Motion carried. A motion was made and seconded to approve the course revisions made to ANTH 101-O. It was noted that one of the concerns was the need for effective contact by a faculty member with the student. Motion carried.  
A motion was made and seconded to approve the course revisions made to ANTH 101-H. It was noted that there is one initial face-to-face orientation, and Mrs. Lowry stated that each student should sign a statement to certify that they are the registered student when they are taking a test. Motion carried.
- b. ANTH 102, Introduction to Cultural Anthropology 3 hours lec weekly, 3 units  
A motion was made and seconded to approve the course revisions made to ANTH 102. There being no discussion, the motion carried.
- c. SOC 111, Issues and Concepts in Aging 3 hours lec weekly, 3 units
  - Changed Advisory from Eligibility for ENGL 099 to Completion of SOC 101, and Eligibility for ENGL 099.A motion was made and seconded to approve the course revisions made to SOC 111. Bill Lund explained the changes were to do an online and hybrid course. Motion carried.
- d. Online – SOC 111, Issues and Concepts in Aging 3 hours lec weekly, 3 units  
A motion was made and seconded to approve the course revisions made to SOC 111-O. Dr. Cowell noted that the wording “such as EBSCOhost” should be removed from the research resources students may elect to use. Motion carried.
- e. Hybrid – SOC 111, Issues and Concepts in Aging 3 hours lec weekly, 3 units  
A motion was made and seconded to approve the course revisions made to SOC 111-H. Dr. Cowell noted that the wording “such as EBSCOhost” should be removed from the research resources students may elect to use. Motion carried.

- f. CFE 102, The Developing Child 3 hours lec weekly, 3 units
- Request to add CSU General Education area D7 and E
- A motion was made and seconded to approve the course revisions made to CFE 102. Ms. Ande Sanders reviewed the changes that had been made and it was noted that Louis Lucero had confirmed that a simple sentence regarding accommodations for students with disabilities would suffice on the distance education online only documentation. Motion carried.
- A motion was made and seconded to add CSU General Education area D7 and E. Motion carried.
- g. CFE 116, Diversity in Early Childhood 3 hours lec weekly, 3 units
- Request to add CSU General Education area D7 and AVC General Education area F
- A motion was made and seconded to approve the course revisions made to CFE 116. Motion carried.
- A motion was made and seconded to add CSU General Education area D7 and AVC General Education area F. Motion carried.
- h. CFE 211, Health, Safety and Nutrition for the Young Child 3 hours lec weekly, 3 units
- A motion was made and seconded to approve the course revisions made to CFE 211. Motion carried.
- A motion was made and seconded to approve CSU General Education area E. Motion carried.
- i. CT 110, Fundamentals of Clothing Construction 5 hours lec weekly, 3.5 units
- A motion was made and seconded to approve the course revisions made to CT 110. Ms. Melissa Romero explained that completion of, or concurrent enrollment of CT 105 was now a pre-requisite. Mrs. Lowry noted that there needed to be an additional half hour added to the reading. Motion carried.
- j. LATN 201, Intermediate Latin 5 hours lec weekly, 5 units
- A motion was made and seconded to approve the course revisions made to LATN 201. Robert Ruckman noted that the textbook will now have bible and medieval authors. Motion carried.
- k. THA 110, Fundamentals of Acting 2 hrs lec / 2 hrs labs, 3 units
- A motion was made and seconded to approve the course revisions made to THA 110. Eugenie Trow reviewed the changes that were made to the course outline. Mrs. Lowry stated that lecture should be changed to 2.5 hours with 1 ½ hours of lab. Motion carried pending changes as requested.
- 9. ACTION ITEM: SECOND READING – Substantial Course Revision**
- a. ENGL 104, The Research Paper 17 hours total, 1 unit
- Instructor was asked to find 3 Community Colleges along with 3 universities that offer this type of course, which would be presented prior to approval.
- A motion was made and seconded to approve the revisions made to ENGL 104. Mark Hoffer reviewed the information that the committee had requested. Mrs. Lowry asked if there were any similar courses at four year colleges in California. This item was tabled until the next meeting so Mr. Hoffer can provide additional information.
- b. MUSC 141, Concert Attendance 3 hours lab weekly, 1 unit
- This item was tabled until the next meeting.

**10. ACTION ITEM: SECOND READING – New Course Development**

- a. ENGR 125, Introduction to MATLAB, Simulink, Stateflow 3 hrs lec/ 3 hrs lab, 4 units
- Instructor was asked to review the homework, method of evaluation and potentially the content.
- A motion was made and seconded to approve the revisions made to ENGR 125. Richard Colgren explained that he had been contacted by Long Beach to offer these classes at AVC. Dr. Grishman stated that the UC had to be removed from the COR until it was approved. After discussion, it was recommended that Mr. Colgren look at course objectives and pre-requisites. Also, does the class fit Area B-4? Motion failed.
- b. ENGR 215, Dynamics 3 hours lec weekly, 3 units
- Instructor was asked to review the homework, method of evaluation and potentially the content.
- A motion was made and seconded to approve the revisions made to ENGR 215. Richard Colgren noted that this class was not offered for a few years, and was, therefore, obsolete. Motion carried.
- c. ENGR 221, Engineering Thermodynamics 3 hours lec weekly, 3 units
- Instructor was asked to review the homework, method of evaluation and potentially the content.

A motion was made and seconded to approve the revisions made to ENGR 221. UC should be removed from the COR pending approval. Motion carried pending removal of UC.

**11. ACTION ITEM – Course Deactivations**

- a. ENGL 199 Work Experience
- b. AJ 209 Public Safety Communication

A motion was made and seconded to approve items 12 (a) and (b). Motion carried.

**12. INFORMATIONAL ITEM – Course Deactivations**

- a. ART 121L, Introduction to Computerized Drawing Lab
- b. ART 145L, Design and Color Lab
- c. ART 160, Painting and Drawing Techniques
- d. ART 199, Work Experience
- e. ART 219, Intermediate Illustration
- f. ART 222, Computerized Life Drawing
- g. ART 222L, Computerized Life Drawing Lab
- h. EOPS 060, Enrichment Class
- i. MUS 199, Work Experience
- j. MUS 201, History of Music in Western Civilization I
- k. MUS 202, History of Music in Western Civilization II
- l. MUSC 123, Stage Voice Workshop
- m. MUSC 176, Beg Rock Band Workshop
- n. MUSC 224, Jazz Improvisation Workshop

Mrs. Lowry indicated that these are informational items and will appear on the next agenda for approval.

**13. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

Area of Study	Template Attached	Articulation Agreements	PLO	CurricUNET Status
1. Administration of Justice/Criminal Justice a. Plan of Study is needed	X	X	NEEDED	Submitted – Agenda Ready
2. Anthropology			NEEDED	
3. Art History a. Plan of Study is needed	X	X	NEEDED	Submitted – Agenda Ready
4. Business Administration a. CA 221 may push the unit value over the allowed amount after double counting is calculated b. Plan of Study is needed	X	X	NEEDED	Submitted – Once a-b are resolved, program will be placed on an agenda for review and approval
5. Computer Science			NEEDED	
6. Early Childhood Education	NEEDED		NEEDED	Submitted
7. Elementary Teacher Education			NEEDED	
8. English			NEEDED	
9. Geography	NEEDED	NEEDED	NEEDED	Submitted – Agenda Ready
10. Geology	X	NA	NEEDED	Submitted – Agenda Ready
11. History	NEEDED		NEEDED	Submitted – Awaiting Dean and Rep
12. Journalism			NEEDED	
13. Music	X		NEEDED	Process Started in CurricUNET
14. Physics	X	NA	NEEDED	Submitted – Agenda Ready

15. Political Science	X	X	NEEDED	Submitted – Agenda Ready
16. Psychology	X	NEEDED	NEEDED	Submitted – Awaiting Div Fac
17. Sociology a. Plan of Study needed	X	X	NEEDED	Submitted – Agenda Ready
18. Theatre Arts a. Units may be too high on our courses	X	NA	NEEDED	Submitted – Agenda Ready

**Completed AVC AA-T/AS-T Degrees**

- 19. Communication Studies
- 20. Mathematics
- 21. Kinesiology
- 22. Studio Arts

**14. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P**

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 12/13/12	Status
<b>Counseling/Student Services</b>			
EOPS 060, Enrichment Class		Cannot schedule 13-14	Submitted – Agenda
<b>Instructional Resources/Extended Services</b>			
LIB 105, Libraries and Information		Cannot schedule 13-14	
<b>Language Arts</b>			
CHIN 101, Elementary Chinese I		Cannot schedule 13-14	Submitted
CHIN 102, Elementary Chinese 2		Cannot schedule 13-14	Submitted
DFST 101L, ASL I Skill Building Lab		Cannot schedule 13-14	Submitted
GER 202, Intermediate German 2		Cannot schedule 13-14	Submitted
GER 203, Intermediate German 3		Cannot schedule 13-14	Submitted
LATN 201, Intermediate Latin		Cannot schedule 13-14	Submitted
<b>Science</b>			
ASTR 101L, Astronomy Laboratory		Cannot schedule 13-14	Submitted
CHEM 212, Organic Chemistry Support Laboratory		Cannot schedule 13-14	
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate		Cannot schedule 13-14	Submitted
GEOG 102, Phys Geog: Earth's Weather & Climate		Cannot schedule 13-14	Submitted
GEOG 298A, Special Studies in GIS		Cannot schedule 13-14	Submitted– Awaiting Faculty
GEOG 298B, Special Studies in GIS		Cannot schedule 13-14	Submitted– Awaiting Faculty

GEOG 298C, Special Studies in GIS		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty</i>
<b>Kinesiology, Athletics and Dance</b>			
KIN 230, Intercollegiate Women's Soccer		Cannot schedule 13-14	<i>Submitted</i>
<b>Social and Behavioral Sciences</b>			
ANTH 101, Intro Physical Anthropology		Cannot schedule 13-14	<i>Submitted – Agenda</i>
ANTH 102, Intro Cultural Anthropology		Cannot schedule 13-14	<i>Submitted – Agenda</i>
ANTH 112, Native North Americans		Cannot schedule 13-14	<i>Submitted – Agenda</i>
ANTH 130, Field Archaeology in Latin America		Cannot schedule 13-14	<i>Submitted</i>
ANTH 140, Intro to Archaeology		Cannot schedule 13-14	<i>Submitted – Agenda</i>
SOC 111, Issues Concepts in Aging		Cannot schedule 13-14	<i>Submitted – Agenda</i>
<b>Technical Education</b>			
AUTO 198, Automotive Seminars		Cannot schedule 13-14	
<b>Visual and Performing Arts</b>			
ART 145L, Design and Color Lab		Cannot schedule 13-14	<i>Submitted</i>
ART 160, Painting/Drawing Techniques		Cannot schedule 13-14	<i>Submitted</i>
ART 219, Intermediate Illustration		Cannot schedule 13-14	<i>Submitted</i>
FTV 101, Introduction to Film		Cannot schedule 13-14	<i>Submitted - Agenda</i>
FTV 103, Intro to Television		Cannot schedule 13-14	<i>Submitted</i>
FTV 107, History of Film, Pre 1950		Cannot schedule 13-14	<i>Submitted</i>
FTV 108, History of Film, 1950-Present		Cannot schedule 13-14	<i>Submitted</i>
FTV 121, Introduction to Digital Filmmaking		Cannot schedule 13-14	<i>Submitted</i>
FTV 134, Intro to Screenwriting		Cannot schedule 13-14	<i>Submitted</i>
FTV 155, Film Festival Analysis		Cannot schedule 13-14	<i>Submitted</i>
FTV 201, Intercultural & Women's Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 203, African-American Cinema		Cannot schedule 13-14	<i>Submitted</i>
FTV 215, Directing for Film & Video		Cannot schedule 13-14	<i>Submitted</i>
FTV 220, Advanced Screenwriting		Cannot schedule 13-14	<i>Submitted</i>
FTV 230, Digital Cinematography		Cannot schedule 13-14	<i>Submitted</i>
FTV 242, Writing and Pre-Production of the Short Film		Cannot schedule 13-14	<i>Submitted</i>

FTV 244, Production & Post-Production of the Short Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 251, Contemporary American Independent Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 261, Religion and Cinema		Cannot schedule 13-14	<i>Submitted</i>
MUS 191, Treble Choir-Children's Music		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUS 258, Composition		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 123, Stage Voice Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 141, Concert Attendance		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 176, Beginning Rock Band Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 224, Jazz Improvisation Workshop		Cannot schedule 13-14	<i>Submitted</i>
MUSC 225, Commercial Music Ensemble		Cannot schedule 13-14	<i>Submitted</i>
THA 110, Fundamentals of Acting		Cannot schedule 13-14	<i>Submitted</i>
THA 120A, Rehear&Perform: Drama		Cannot schedule 13-14	<i>Submitted</i>
THA 120B, Rehear&Perform: Comedy		Cannot schedule 13-14	<i>Submitted –</i>
THA 120C, Rehear&Perform: Musical Theatr		Cannot schedule 13-14	<i>Submitted –</i>
THA 130, Improvisation		Cannot schedule 13-14	<i>Submitted</i>
THA 133, Makeup for the Stage		Cannot schedule 13-14	
THA 205, Advanced Acting Workshop		Cannot schedule 13-14	<i>Submitted –</i>
THA 215, Acting for the Camera		Cannot schedule 13-14	<i>Submitted</i>
THA 218, Audition Tech for the Actor		Cannot schedule 13-14	<i>Submitted</i>
THA 220, Fundamentals of Directing		Cannot schedule 13-14	<i>Submitted</i>

## 15. ADJOURNMENT

A motion was made and seconded to adjourn the 11/08/2012 AP&P Committee meeting at 5:30p.m. Motion carried.

### NON-DISCRIMINATION POLICY

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ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: October 11, 2012  
LOCATION: BE 321 – Computer Room  
TIME: 3:06 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Tom Hutchison	Elaine Tsai	Karen Cowell Scott Lee
Richard Coffman	Lisa Karlstein	LaDonna Trimble	
De’Nean Coleman-Carew	Cynthia Littlefield	Les Uhazy	
Tooraj Gordi	Sharon Lowry	Denise Walker	
Lee Grishman	Donna Meyer	Darcy Wiewall	
Linda Harmon			
GUESTS PRESENT			
Edward Beyer	Michael McCully	Tom O’Neil	
Charlette Forte-Parnell	Berkeley Price	Aeron Zentner	
Glen Haller			

**2012-2013**  
**Academic Policies & Procedures Committee Meeting No. 4**  
**MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

A motion was made and seconded to call the October 11, 2012 AP&P Committee Meeting to order at 3:06 p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:06 p.m. Motion carried.

**2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**

*A motion was made and seconded to amend the agenda to include item 9a as CA 107 course revisions. Motion carried.*

**3. APPROVAL OF MINUTES**

**a. September 27, 2012**

A motion was made and seconded to approve the September 27, 2012 AP&P minutes. It was stated that Dr. O’Neil’s name was misspelled. Motion carried as revised.

**4. INFORMATIONAL ITEMS**

**a. 2012-13 AP&P Deadline – Courses and Programs need to be approved by 11/29/2012 for Fall 2013 inclusion**

**b. CORs that need to be revised this academic year – List at the end of the agenda**

The committee was reminded that the deadline for the 13-14 catalog and schedule is 11/29/12 and all the courses listed at the end of this agenda must be approved by that date.

**c. TMC Degrees that need to be developed and brought to AP&P – List at the end of the agenda**

- Highlighted items must be completed and approved by 11/29/12

Mrs. Sharon Lowry reminded the AP&P committee to encourage faculty to develop the TMC programs that are highlighted in item 15 of this agenda. The Chancellor’s Office requires our college to be in 80% compliance before the end of this academic year.

**d. Program Revisions in CurricUNET – Contact Melissa prior to creating a program copy**

Mrs. Linda Harmon stated that if discipline faculty wish to revise an existing program, please contact Melissa Jauregui prior to creating the program copy within CurricUNET.

**e. CurricUNET Workshops – COR and Program Development Assistance**

- Attendees can claim a maximum of 3 hours of Standard 1 Flex credit
  1. Wednesday, October 17, 2012, 2:00-4:00p.m. – BE 321 (Linda Harmon)

Mrs. Linda Harmon stated that there is one more training opportunity for those faculty who need assistance with the program and course revision/development process within CurricUNET. She asked the AP&P Representatives to encourage faculty to attend if needed.

**f. UC Changes in COR and Textbook Requirements**

- Changes our revision cycle to 4 years for UC transferrable courses
- Discuss, Collect Comments, and Report to AP&P on November 8, 2012

Mrs. Sharon Lowry requested that the list of courses that will be due next academic year be distributed at the next AP&P meeting for the divisions review.

**g. Proficiency Requirements upon Graduation 12-13 College Catalog, page 50, top of third column (Memos are attached)**

Discuss, Collect Comments, and Report to AP&P on November 8, 2012

- **Reading:** Eligibility for College Level Reading (AVC Assessment) or completion of READ 099 with a minimum grade of “P” (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.
- **Mathematics:** Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by assessment into a math course higher than MATH 102.
- **Writing:** Completion of ENGL 101 with a minimum grade of “C.” NOTE: Completion of ENGL 101 with a “P” (Pass) option does not satisfy this requirement.

Mrs. Sharon Lowry stated that at the last AP&P meeting she indicated the assessment test cannot fulfill the requirement of meeting proficiency for mathematics. After a discussion with Ms. LaDonna Trimble, she would like to correct her comment because in fact the assessment test is an acceptable means for establishing proficiency per Title 5 55063. She reminded the committee member that this item needs to be discussed at the division level and comments need to be collected by the AP&P Representatives. The AP&P Representatives will be asked to report on this item at the November 9, 2012 meeting. Discussion occurred regarding a “P” or Pass notation to which Dr. Grishman stated that he needs to do more research to determine if this notation would be acceptable for transferring students.

**h. Course to meet both the major and general education requirements for local degrees**

- Current Policy: 12-13 College Catalog, page 49, top of third column: No course may be counted as meeting both a GE requirement and a major requirement in any District degree.
- Evaluate our degrees, discuss with discipline faculty in your divisions and report to AP&P on November 8, 2012

Mrs. Linda Harmon reminded the Committee members that this item will return to the November 8, 2012 agenda as a report item. She asked that comments and concerns be collected and reported to AP&P on that date.

**i. Establish Proxy for voting purposes by submitting a memo to AP&P**

Mrs. Linda Harmon stated that every voting AP&P member needs to have a memo on file establishing a voting proxy, which is renewed each academic year. The memo needs to be submitted to your dean for approval and sent to the AP&P committee for filing.

**j. Units changes to an existing course – page 25 of the handbook**

Mrs. Linda Harmon stated that the Chancellor’s Office is now treating any course that has a change in units as a new course development. As a result, we need to change our course number to reflect the fact that the course taken prior is not the same course taken in the future.

**k. CSUGE/IGETC Course Designation**

- IGETC
  1. ECON 100 – Area 4
  2. GEOG 101L – Area 5C
  3. PHIL 109 – Area 3
  4. POLS 200 – Area 4
  5. SOC 200 – Area 4
- CSU/GE
  1. ART 150 – Area C1
  2. ECON 100 – Area D2
  3. PHIL 109 – Area C2
  4. POLS 200 – Area D8
  5. SOC 200 – Area D10

**5. CONTINUING AP&P 11-12 AGENDA ITEMS**

- a. Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing Proficiency levels
- b. Repeatability of courses – Creating families
- c. Content Review and Course Validation Process for Prerequisites



- d. Double counting for local degrees

**6. DISCUSSION ITEM**

- a. **PLOs being required prior to AP&P approval of a degree or certificate similar to SLOs and CORs**  
A motion was made and seconded to table item due to lack of time. Motion carried.

**7. REPORTS (limited to 5 min. each)**

- a. **Current Course Content Review Process within CurricUNET – Linda Harmon**

A motion was made and seconded to table this item. Motion carried.

- b. **Current Course Validation Study Process with Research – Aeron Zentner**

Mr. Aeron Zentner was present to give information regarding the current course validation study process. He explained that 4 measures are used to validate a course as a requisite and analyzes 6 year worth of student data, which are Chi-Square, Fisher Exact, Right/Wrong, and Percent Increase. He explained that a student's level of success in a class is determined by the grade received and our college has determined that a student has been successful in a class if they receive a grade of P, C, B, and A. Dr. DeNean Coleman-Carew asked if we course use another form of measurement to establish students success in a class. Dr. Richard Coffman asked if the 6 year period includes the current year. Mr. Zentner stated that he uses 6 years of date up to the most recently completed term. Dean LaDonna Trimble stated that new courses are allowed to hold their prerequisite for a period of 3 years at which time a course validation study is automatically completed to determine the level of student success in the course. Mrs. Lowry stated that to avoid the course validation process, faculty are allowed to provide documentation for a like course from three 4-year California colleges that have the requested prerequisite and we will thus implement locally. Dr. Richard Coffman asked why our college cannot establish ENGL 101 as a prerequisite for all our courses if the UC's have already done so. Mrs. Lowry and Mrs. Harmon indicated that the faculty would just need to provide the required documentation and ENGL 101 will be added to each requested course.

**8. ACTION ITEM: CONSENT AGENDA – Non-Substantial Course Revisions**

- a. **ACCT 201, Financial Accounting**
- b. **ANTH 130, Field Archaeology in Latin America**
- c. **ASTR 101L, Astronomy Laboratory**
- d. **AUTO 198H, Advanced Emissions Diagnostics Training Seminar (BAR “20” hour Update)**
- e. **CIS 157, Introduction to Linux**
- f. **CIS 173, Introduction to C++ Programming**
- g. **FREN 202, Intermediate French 2**
- h. **FREN 203, Advanced French**
- i. **INT 101, Principles of Sign Language Interpreting**
- j. **KIN 110, Advanced Baseball Techniques**
- k. **KIN 200, Intercollegiate Baseball**
- l. **NF 110, Sports Nutrition**
- m. **SPAN 101, Elementary Spanish 1**
- n. **SPAN 102, Elementary Spanish 2**
- o. **SPAN 102HL, Elementary Spanish for Heritage Learners II**
- p. **SPAN 202, Intermediate Spanish 2**

Mrs. Linda Harmon requested a motion to approve items 8a-p Consent Items for Non-Substantial course revisions. A motion was made and seconded to approve items 8a-p. Motion carried. A second motion was made and seconded to approve the course content for items 8a-p. Motion carried.

**9. ACTION ITEM: FIRST READING – Substantial Course Revision**

**Edward Beyer will arrive at 3:30p.m.**

- a. **CA 107, Microcomputer Hardware and Software Support** **4 hours lab weekly, 3 units**

A motion was made and seconded to approve the course revisions made to CA 107, Microcomputer Hardware and Software Support. Dr. Edward Beyer was present to discuss the revisions to the course. Mrs. Linda Harmon stated that 2 comments were noted in CurricUNET requesting clarification on the lecture/lab designation and whether students are required to complete programming work in this class, which Dr. Beyer clarified that the class does have a component of lab but lecture is the proper designation. Motion carried no revisions requested.

**Michael McCully will arrive at 3:45p.m.**

- b. **MUSC 222, Popular Vocal Performance** **3 hours lab weekly, 1 unit**

- Changed units and hours to be in line with repeatability
- Changed LHE earned to be in line with a laboratory class

- Potential loss of General Education transferability if unit value is less than 2

A motion was made and seconded to approve the course revisions made to MUSC 222, Popular Vocal Performance. Mr. Michael McCully and Dr. Berkeley Price were present to discuss the revisions to the course. Mrs. Linda Harmon stated that no comments were noted in CurricUNET requesting revisions. Motion carried.

**c. MUSC 223, Popular Instrumental Perform 3 hours lab weekly, 1 unit**

- Changed units and hours to be in line with repeatability
- Changed LHE earned to be in line with a laboratory class
- Potential loss of General Education transferability if unit value is less than 2

A motion was made and seconded to approve the course revisions made to MUSC 223, Popular Instrumental Perform. Mr. Michael McCully and Dr. Berkeley Price were present to discuss the revisions to the course. Mrs. Linda Harmon stated that no comments were noted in CurricUNET requesting revisions. Motion carried.

**d. MUSC 224, Jazz Improvisation Workshop 27 hours lab total, .5 units**

- Changed units and hours to be in line with repeatability
- Changed LHE earned to be in line with a laboratory class
- Course not taught in the last 2 years, being renewed to keep in the catalog

A motion was made and seconded to approve the course revisions made to MUSC 224, Jazz Improvisation Workshop. Mr. Michael McCully and Dr. Berkeley Price were present to discuss the revisions to the course. Mrs. Linda Harmon stated that no comments were noted in CurricUNET requesting revisions. Mrs. Sharon Lowry requested clarity on why the class is not being scheduled, to which Mr. McCully stated that this is a summer session class and currently they do not have allocations to offer summer courses. Mrs. Lowry stated that she attended an accreditation meeting recently and it was stated that if we cannot afford to offer a class then we should designate the course as obsolete. Dr. Berkeley Price requested clarity on the Commercial Music and Music degree/certificates and whether they also require revision due to the unit changes in the course. It was explained that each program will need to be revised in CurricUNET and sent through the approval process so it can be reapproved by AP&P, Academic Senate, The Board and Chancellor's Office. Motion carried

**Lisa Karlstein**

**e. PHTC 201, Advance Black and White Photography 4 hours weekly, 3 units**

- Course not taught in the last 2 years, being renewed to keep in the catalog
- Repeatability noted for course however, course does not qualify
- Maximum enrollment reduced from 25 to 24

A motion was made and seconded to approve the course revisions made to PHTC 201, Advance Black and White Photography. Ms. Lisa Karlstein was present to discuss the revisions to the course. Mrs. Linda Harmon stated that no comments were noted in CurricUNET requesting revisions. Mrs. Sharon Lowry requested clarity on why the class is not being scheduled, to which Ms. Karlstein stated that they would like to schedule the course in the near future after re-approval. Mrs. Lowry asked if the course is associated with a degree or certificate program or a general education course. It was noted that the course is not currently tied to a program or a general education course but it does transfer as elective credit to the CSU system. Mrs. Lowry indicated that since the course is stand-alone she feels that it needs to be tabled until it is clear whether it can be linked to the Studio Arts TMC degree or another degree. Motion failed.

**Jeff Stephens will arrive 4:00p.m.**

**f. RCP 103, 103CL, Concepts in Respiratory Care**

- Reduction of clinic class maximum from 24 to 6 students

**g. RCP 105, 105CL, Fundamental of Clinical Respiratory Care**

- Reduction of clinic class maximum from 24 to 6 students

**h. RCP 202, 202CL, Fundamentals of Intensive Respiratory Care**

- Reduction of clinic class maximum from 24 to 6 students

**i. RCP 203, 203CL, Seminar and Practicum in Respiratory Care I**

- Reduction of clinic class maximum from 24 to 6 student

**j. RCP 204, 204CL, Seminar and Practicum in Respiratory Care II**

- Reduction of clinic class maximum from 24 to 6 student

A motion was made and seconded to table items 9f-j due to the absent of the dean and the faculty. Motion carried.

**Ron Chapman will arrive at 4:15p.m.**

**k. CCA – SOC 105, The Mexican American in Contemporary Society 3 hours lec weekly, 3 units**

- Changed Advisory from Eligibility for ENGL 099 and READ 099 to Completion of SOC 101, and Eligibility for ENGL 101.

A motion was made and seconded to approve the course revisions made to SOC 105, The Mexican American in Contemporary Society. The dean and AP&P representative were present to answer questions. Motion carried. A second motion was made and seconded to approve the course content for SOC 105, The Mexican American in Contemporary Society. Motion carried.

**l. SOC 101, Introduction to Sociology 3 hours lec weekly, 3 units**

- Changed Advisory from Eligibility for College Level Reading and ENGL 099 to Eligibility for ENGL 101.

**m. Online – SOC 101, Introduction to Sociology 3 hours lec weekly, 3 units**

**n. Hybrid – SOC 101, Introduction to Sociology 3 hours lec weekly, 3 units**

A motion was made and seconded to approve the course revisions made to SOC 101, Introduction to Sociology and the corresponding distance education documents items 9l-n. The dean and AP&P representative were present to answer questions and it was noted that the distance education review step had been completed. Motion carried. A second motion was made and seconded to approve the course content for SOC 101, Introduction to Sociology. Motion carried.

**o. SOC 111, Issues and Concepts in Aging 3 hours lec weekly, 3 units**

- Changed Advisory from Eligibility for ENGL 099 to Completion of SOC 101, and Eligibility for ENGL 099.

**p. Online – SOC 111, Issues and Concepts in Aging 3 hours lec weekly, 3 units**

**q. Hybrid – SOC 111, Issues and Concepts in Aging 3 hours lec weekly, 3 units**

A motion was made and seconded to table the course revisions made to items 9o-q due to the distance education review needing to be completed. Motion carried.

**Darcy Wiewall**

**r. ANTH 103, Introduction to Prehistory 3 hours lec weekly, 3 units**

A motion was made and seconded to approve the course revisions made to ANTH 103, Introduction to Prehistory. Dr. Darcy Wiewall was present to discuss the revisions to the course. Mrs. Linda Harmon stated that no comments were noted in CurricUNET requesting revisions. Motion carried.

**Tina McDermott will arrive at 4:15p.m.**

**s. COMM 217, Gender and Communication 3 hours lec weekly, 3 units**

- Changed Advisory from: Completion of ENGL 101. to Completion of ENGL 101, and Eligibility for College Level Reading.

A motion was made and seconded to table item 9s due to the absence of the faculty member. Motion carried.

**Duane Rumsey will arrive at 4:15p.m.**

**t. Online – INT 101, Principles of Sign Language Interpreting 3 hours weekly, 3 units**

**Angela Shaheen will arrive at 4:15p.m.**

**u. Online – SPAN 101, Elementary Spanish 1 5 hours weekly, 5 units**

**v. Online – SPAN 102, Elementary Spanish 2 5 hours weekly, 5 units**

**Rosa Onofre will arrive at 4:15p.m.**

**w. Online – SPAN 102HL, Elementary Spanish for Heritage Learners II 5 hours weekly, 5 units**

A motion was made and seconded to table the course revisions made to items 9t-w due to the distance education review needing to be completed. It was noted that items 9u-v also need additional language added to question 3 addressing accessibility. Motion carried.

**10. ACTION ITEM: SECOND READING – Substantial Course Revision**

**Jonet Leighton and Eugenie Trow will arrive at 4:00p.m.**

**a. CCA – THA 239, Intercultural and Women's Theatre 4 hours lec/lab weekly, 3 units**

- Program applicable as a General Education course
- Changed class from Lecture to Lecture/Lab increasing the class hours from 3 to 4; units remain the same
- Changed LHE from Lecture rate to Lecture/Lab rate
- Requesting IGETC Area 3A designation

A motion was made and seconded to approve the course revisions made to THA 239, Intercultural and Women's Theatre. Ms. Jonet Leighton was present to discuss the revisions to the course. Mrs. Linda Harmon stated that a question was raised regarding this class's stand-alone status. She indicated that the class is not

stand-alone since it is approved as IGETC transferable. Motion carried. A second motion was made and seconded to approve the course content for THA 239, Intercultural and Women's Theatre. Motion carried.

**11. ACTION ITEM: New Course Development – First Reading**

**Barbara Fredette will arrive at 4:30p.m.**

**a. BIOL 205, Introduction to Biotechnology 3 lec / 3 lab hours weekly, 4 units**

- Prerequisite: Completion of BIOL 101/101L and CHEM 101/101L or higher
- Advisory: Completion of BIOL 204/204L, and Eligibility for College Level Reading and ENGL 101.

A motion was made and seconded to approve the course revisions made to BIOL 205, Introduction to Biotechnology. The dean and AP&P representative were present to discuss the new course development. Dean Uhazy indicated that this course was revived to be the first course is a new certificate that is being created. Motion carried. A second motion was made and seconded to approve the course content for BIOL 205, Introduction to Biotechnology. Motion carried.

**Cynthia Lehman will arrive at 4:30p.m.**

**b. HIST 120, African History Since 1900 3 hours weekly, 3 units**

- Advisory: Eligibility for ENGL 101

A motion was made and seconded to approve the new course development of HIST 120, African History Since 1900. The dean and AP&P representative were present to discuss the new course development. After a brief moment, it was requested that the general education areas be looked at and discussed with Dr. Grishman, and to review the advisory with the AP&P representative for accuracy. Motion failed.

**12. ACTION ITEM: New Program Development – First Reading**

**Glen Haller will arrive at 4:15p.m.**

**a. Associate in Arts in Kinesiology for Transfer**

A motion was made and seconded to approve the new degree development Associate in Arts in Kinesiology for Transfer. Mr. Glen Haller and Ms. Cindy Littlefield were present to discuss the new program, which was developed in alignment with the state required Transfer Model Curriculum. After a brief moment, it was noted that since the pool is closing, the aquatics courses should not be listed on the degree. Dr. Les Uhazy, Dean of Math, Science and Engineering, stated the BIOL 102 course should be removed from List A Required Electives since students will not gain what is needed to succeed in the program especially since BIOL 201 and 202 are already required courses. Motion carried.

**13. ACTION ITEM – Course Deactivations**

**a. SPAN 120A, Elementary Spanish for Teachers 1**

A motion was made and seconded to approve item 13a. Motion carried

**14. INFORMATIONAL ITEM – Course Deactivations**

- a. ENGL 062, Basic Writing
- b. ENGL 063, Vocabulary
- c. ENGL 064, Spelling
- d. ENGL 211, Advanced Fiction Writing
- e. ENGL 212, Advanced Poetry Writing
- f. Online – ENGL 212, Advanced Poetry Writing
- g. ENGL 233, Bible as Literature—Old Testament
- h. ENGL 234, Bible as Literature—New Testament
- i. ENGL 244, Studies in Fiction: The Novel
- j. ENGL 248, Studies in Drama: Survey of Modern and Contemporary Drama (from 1879)
- k. ENGL 252, African American Literature, 1746-1930
- l. ENGL 260, Myths and Meanings
- m. ENGL 270, Literature and the Holocaust
- n. ENGL 272, Literature of the American West
- o. ENGL 274, Detective Fiction
- p. SPAN 120B, Elementary Spanish for Teachers 2

Mrs. Linda Harmon stated that this is an informational item and will return to the agenda at the next meeting for approval.

**15. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

Area of Study	Template Attached	Articulation Agreements	CurricUNET Status
1. Administration of Justice/Criminal Justice	X	X	Submitted – Tech Review
2. Anthropology			Degree is not ready for us to adopt

3. Art History a. Template needs to be revised to exclude courses from List B that require more than 3 units.	X	X	Submitted – Awaiting Dean and Rep
4. Business Administration a. Enter the C-ID Designator for ECON -ECON 101 is ECON 202 -ECON 102 is ECON 210 (per Political Science Template)	X	NEEDED	Submitted
5. Computer Science			
6. Early Childhood Education	NEEDED		Submitted
7. Elementary Teacher Education			
8. English			
9. Geography	NEEDED		Submitted
10. Geology	NEEDED		Submitted – Awaiting Dean and Rep
11. History	NEEDED		Submitted – Awaiting Dean and Rep
12. Journalism			
13. Kinesiology a. Template needs to be revised	X	NEEDED	Submitted – Awaiting Faculty
14. Music	X		Process Started in CurricUNET
15. Physics	X	NA	Submitted – Awaiting Dean and Rep
16. Political Science	X	X	Submitted
17. Psychology	X	NEEDED	Submitted – Awaiting Div Fac
18. Sociology			Submitted – Awaiting Div Fac
19. Theatre Arts a. Units may be too high on our courses	X	NEEDED	Submitted – Awaiting Faculty

#### Completed AVC AA-T/AS-T Degrees

21. Communication Studies
22. Mathematics
23. Studio Arts

#### 16. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 12/13/12	Status
<b>Business, Computer Studies and Economic Development</b>			
CA 107, Micro Hardware/Software Support		Cannot schedule 13-14	Submitted – Agenda
CIS 157, Introduction to LINUX		Cannot schedule 13-14	Submitted – Dean
CIS 173, Intro to C++ Programming		Cannot schedule 13-14	Submitted – Dean
RE 101, Real Estate Principles		Cannot schedule 13-14	Submitted
RE 105, Real Estate Practices		Cannot schedule 13-14	Submitted
RE 111, Real Estate Finance		Cannot schedule 13-14	Submitted
RE 121, Legal Aspects of Real Estate		Cannot schedule 13-14	Submitted
RE 131, Real Estate Appraisal		Cannot schedule 13-14	Submitted
RE 141, Escrow Principles		Cannot schedule 13-14	Submitted
RE 161, Property Management		Cannot schedule 13-14	Submitted
<b>Counseling/Student Services</b>			
EOPS 060, Enrichment Class		Cannot schedule 13-14	Submitted – Awaiting Dean
<b>Health Sciences</b>			
NF 110, Sports Nutrition		Cannot schedule 13-14	Submitted – Agenda
<b>Instructional Resources/Extended Services</b>			
LIB 101, Intro to Library Research		Cannot schedule 13-14	Submitted
LIB 105, Libraries and Information		Cannot schedule 13-14	
<b>Language Arts</b>			
CHIN 101, Elementary Chinese I		Cannot schedule 13-14	Submitted
CHIN 102, Elementary Chinese 2		Cannot schedule 13-14	Submitted
COMM 217, Gender and Communication		Cannot schedule 13-14	Submitted – Faculty

DFST 101L, ASL I Skill Building Lab		Cannot schedule 13-14	<i>Submitted</i>
ENGL 062, Basic Writing		Cannot schedule 13-14	<i>Submitted</i>
ENGL 063, Vocabulary		Cannot schedule 13-14	<i>Submitted</i>
ENGL 064, Spelling		Cannot schedule 13-14	<i>Submitted</i>
ENGL 227, Engl Literature 1900-Present		Cannot schedule 13-14	<i>Submitted</i>
ENGL 230, Antiquity to Renaissance		Cannot schedule 13-14	<i>Submitted</i>
ENGL 231, Since the Renaissance		Cannot schedule 13-14	<i>Submitted</i>
ENGL 233, Bible as Lit-Old Testament		Cannot schedule 13-14	<i>Submitted</i>
ENGL 234, Bible as Lit-New Testament		Cannot schedule 13-14	<i>Submitted</i>
ENGL 240, Studies in Poetry		Cannot schedule 13-14	<i>Submitted</i>
ENGL 242, Studies in Fiction Short Story		Cannot schedule 13-14	<i>Submitted</i>
ENGL 244, Studies in Fiction The Novel		Cannot schedule 13-14	<i>Submitted</i>
ENGL 246, Survey of Drama (Beginnings to 1878)		Cannot schedule 13-14	<i>Submitted</i>
ENGL 248, Survey of Modern & Contemporary Drama (from 1879)		Cannot schedule 13-14	<i>Submitted</i>
ENGL 250, Cross-Cultural Lit in America		Cannot schedule 13-14	<i>Submitted</i>
ENGL 252, African American Literature 1746-1930		Cannot schedule 13-14	<i>Submitted</i>
ENGL 253, African American Literature 1930-Pres		Cannot schedule 13-14	<i>Submitted</i>
ENGL 260, Myths and Meanings		Cannot schedule 13-14	<i>Submitted</i>
ENGL 270, Literature and the Holocaust		Cannot schedule 13-14	<i>Submitted</i>
ENGL 274, Detective Fiction		Cannot schedule 13-14	<i>Submitted</i>
ENGL 279, Science Fict & Dystopic Literature		Cannot schedule 13-14	<i>Submitted</i>
FREN 101, Elementary French I		Cannot schedule 13-14	<i>Submitted</i>
FREN 102, Elementary French 2		Cannot schedule 13-14	<i>Submitted</i>
FREN 202, Intermediate French 2		Cannot schedule 13-14	<i>Submitted</i>
FREN 203, Advanced French		Cannot schedule 13-14	<i>Submitted</i>
GER 202, Intermediate German 2		Cannot schedule 13-14	<i>Submitted</i>
GER 203, Intermediate German 3		Cannot schedule 13-14	<i>Submitted</i>
INT 101, Prin of Sign Lang Interpreting		Cannot schedule 13-14	<i>Submitted</i>
LATN 201, Intermediate Latin		Cannot schedule 13-14	<i>Submitted</i>
SPAN 102HL, Elementary Spanish for Heritage Learners II		Cannot schedule 13-14	<i>Submitted</i>
<b>Mathematics &amp; Engineering</b>			
DRFT 250, Introduction 3-D Cad Drafting		Cannot schedule 13-14	<i>Submitted</i>
ENGR 110, Engr Orientation & Basic Skills		Cannot schedule 13-14	<i>Submitted</i>
ENGR 220L, Strength of Materials Lab		Cannot schedule 13-14	<i>Submitted</i>
ENGR 220PS, Strength of Materials PSS		Cannot schedule 13-14	<i>Submitted</i>
ENGR 220, Strength of Materials		Cannot schedule 13-14	<i>Submitted</i>
ENGR 230, Circuit Analysis		Cannot schedule 13-14	<i>Submitted</i>
<b>Science</b>			
ASTR 101L, Astronomy Laboratory		Cannot schedule 13-14	<i>Submitted</i>
CHEM 212, Organic Chemistry Support Laboratory		Cannot schedule 13-14	
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate		Cannot schedule 13-14	<i>Submitted</i>
GEOG 102, Phys Geog: Earth's Weather & Climate		Cannot schedule 13-14	<i>Submitted</i>
GEOG 298A, Special Studies in GIS		Cannot schedule 13-14	<i>Submitted– Awaiting Faculty</i>
GEOG 298B, Special Studies in GIS		Cannot schedule 13-14	<i>Submitted– Awaiting Faculty</i>
GEOG 298C, Special Studies in GIS		Cannot schedule 13-14	<i>Submitted– Awaiting Faculty</i>
<b>Kinesiology, Athletics and Dance</b>			
KIN 110, Advanced Baseball Techniques		Cannot schedule 13-14	<i>Submitted</i>
KIN 200, Intercollegiate Baseball		Cannot schedule 13-14	<i>Submitted</i>

KIN 230, Intercollegiate Women's Soccer		Cannot schedule 13-14	<i>Submitted</i>
<b>Social and Behavioral Sciences</b>			
ANTH 101, Intro Physical Anthropology		Cannot schedule 13-14	<i>Submitted</i>
ANTH 102, Intro Cultural Anthropology		Cannot schedule 13-14	<i>Submitted</i>
ANTH 103, Intro to Prehistory		Cannot schedule 13-14	<i>Submitted</i>
ANTH 112, Native North Americans		Cannot schedule 13-14	
ANTH 130, Field Archaeology in Latin America		Cannot schedule 13-14	<i>Submitted</i>
ANTH 140, Intro to Archaeology		Cannot schedule 13-14	<i>Submitted</i>
SOC 105, Mexican Amer Contemp Society		Cannot schedule 13-14	<i>Submitted – Agenda</i>
SOC 111, Issues Concepts in Aging		Cannot schedule 13-14	<i>Submitted</i>
<b>Technical Education</b>			
AUTO 198H, Adv. Emissions Diagnostics Trng Seminar		Cannot schedule 13-14	<i>Submitted – Agenda</i>
AUTO 198, Automotive Seminars		Cannot schedule 13-14	
<b>Visual and Performing Arts</b>			
ART 145L, Design and Color Lab		Cannot schedule 13-14	<i>Submitted</i>
ART 160, Painting/Drawing Techniques		Cannot schedule 13-14	<i>Submitted</i>
ART 219, Intermediate Illustration		Cannot schedule 13-14	<i>Submitted</i>
FTV 101, Introduction to Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 103, Intro to Television		Cannot schedule 13-14	<i>Submitted</i>
FTV 107, History of Film, Pre 1950		Cannot schedule 13-14	<i>Submitted</i>
FTV 108, History of Film, 1950-Present		Cannot schedule 13-14	<i>Submitted</i>
FTV 121, Introduction to Digital Filmmaking		Cannot schedule 13-14	<i>Submitted</i>
FTV 134, Intro to Screenwriting		Cannot schedule 13-14	<i>Submitted</i>
FTV 155, Film Festival Analysis		Cannot schedule 13-14	<i>Submitted</i>
FTV 201, Intercultural & Women's Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 203, African-American Cinema		Cannot schedule 13-14	<i>Submitted</i>
FTV 215, Directing for Film & Video		Cannot schedule 13-14	<i>Submitted</i>
FTV 220, Advanced Screenwriting		Cannot schedule 13-14	<i>Submitted</i>
FTV 230, Digital Cinematography		Cannot schedule 13-14	<i>Submitted</i>
FTV 242, Writing and Pre-Production of the Short Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 244, Production & Post-Production of the Short Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 251, Contemporary American Independent Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 261, Religion and Cinema		Cannot schedule 13-14	<i>Submitted</i>
MUS 191, Treble Choir-Children's Music		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUS 258, Composition		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 123, Stage Voice Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 141, Concert Attendance		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 143, Live Sound Reinforcement		Cannot schedule 13-14	<i>Submitted – Awaiting Faculty</i>
MUSC 175, Beginning Rock Band		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 176, Beginning Rock Band Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 222, Popular Vocal Performance		Cannot schedule 13-14	<i>Submitted – Awaiting Faculty</i>
MUSC 223, Popular Instrumental Performance		Cannot schedule 13-14	<i>Submitted – Awaiting Faculty</i>
MUSC 224, Jazz Improvisation Workshop		Cannot schedule 13-14	<i>Submitted – Awaiting Faculty</i>
MUSC 225, Commercial Music Ensemble		Cannot schedule 13-14	<i>Submitted</i>
THA 110, Fundamentals of Acting		Cannot schedule 13-14	<i>Submitted</i>
THA 120A, Rehear&Perform: Drama		Cannot schedule 13-14	<i>Submitted</i>
THA 120B, Rehear&Perform: Comedy		Cannot schedule 13-14	<i>Submitted – Awaiting Faculty</i>
THA 120C, Rehear&Perform: Musical Theatr		Cannot schedule 13-14	<i>Submitted – Awaiting Faculty</i>
THA 130, Improvisation		Cannot schedule 13-14	<i>Submitted</i>
THA 133, Makeup for the Stage		Cannot schedule 13-14	

THA 205, Advanced Acting Workshop		Cannot schedule 13-14	Submitted – <i>Awaiting Faculty</i>
THA 215, Acting for the Camera		Cannot schedule 13-14	Submitted
THA 218, Audition Tech for the Actor		Cannot schedule 13-14	Submitted
THA 220, Fundamentals of Directing		Cannot schedule 13-14	Submitted
THA 239, Intercultural & Women's Theatre		Cannot schedule 13-14	Submitted – <i>Agenda</i>

**17. ADJOURNMENT**

A motion was made and seconded to adjourn the 10/11/12 AP&P Committee meeting at 5:21 p.m. Mrs. Linda Harmon asked the members to log into CurricUNET and track the progress within the approval process for each course and program in their area to be sure they are moving along. If the courses or programs are sitting, be sure to get in contact with the person who can move it forward. Motion carried.

**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. Maria Clinton, 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.*



ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: October 25, 2012  
LOCATION: BE 321 – Computer Room  
TIME: 3:04 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Linda Harmon	Donna Meyer	Lee Grishman Lisa Karlstein Elaine Tsai
Richard Coffman	Tom Hutchison	LaDonna Trimble	
De’Nean Coleman-Carew	Scott Lee	Les Uhazy	
Karen Cowell	Cynthia Littlefield	Denise Walker	
Tooraj Gordi	Sharon Lowry	Darcy Wiewall	
GUESTS PRESENT			
David Babb	Kathleen Moore	Angela Shaheen	
Charlette Forte-Parnell	Tom O’Niel	Rich Sim	
Tom Graves	Rosa Onofre	Wendy Stout	
Mark Hoffer	Gary Roggenstien		

**2012-2013**  
**Academic Policies & Procedures Committee Meeting No. 5**  
**MINUTES**

**1. CALL TO ORDER AND ROLL CALL**

A motion was made and seconded to call the October 25, 2012 AP&P Committee Meeting to order at 3:04 p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:04 p.m. Motion carried.

**2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**

*A motion was made and seconded to amend the agenda to include item 12b informational item, AJ 209 course deactivation. Motion carried.*

Mrs. Linda Harmon distributed a document title “Principles for Developing Families of Course.” She indicated that this document was circulated at the Curriculum Institute this summer to assist college faculty in complying with the new Title 5 language on repeatability. Although we do not have the formal language for adaptation it is important to begin the process by reviewing our courses and establishing families based on this document. Mrs. Harmon stated that if we encourage faculty to begin the process now then when the time comes to comply with the new Title 5 requirements, AP&P will not be so inundated with new issues related to creating families. She requested that the AP&P Representatives distribute this document at their next division meeting.

**3. INFORMATIONAL ITEMS**

**a. 2012-13 AP&P Deadline – Courses and Programs need to be approved by 11/29/2012 for Fall 2013 inclusion**

- CORs that need to be revised this academic year – List at the end of the agenda
- TMC Degrees that need to be developed and brought to AP&P – List at the end of the agenda
  1. Highlighted items must be completed and approved by 11/29/12

The committee was reminded that the deadline for the 13-14 catalog and schedule is 11/29/12 and all the courses listed at the end of this agenda must be approved by that date. Mrs. Sharon Lowry reminded the AP&P committee to encourage faculty to develop the TMC programs that are highlighted in item 15 of this agenda. The Chancellor’s Office requires our college to be in 80% compliance before the end of this academic year.

**b. Existing Programs in CurricUNET – Contact Melissa prior to creating a program copy**

Mrs. Linda Harmon stated that if discipline faculty wish to revise an existing program, please contact Melissa Jauregui prior to creating the program copy within CurricUNET.

**c. Establish Proxy for voting purposes by submitting a memo to AP&P**

Mrs. Linda Harmon reminded the committee that every voting AP&P member needs to have a memo on file establishing a voting proxy, which is renewed each academic year. The memo needs to be submitted to your dean for approval and sent to the AP&P committee for filing.

**d. Units changes to an existing course starting 2013-2014 – page 25 of the handbook**

Mrs. Linda Harmon reminded the committee that the Chancellor's Office is now treating any course that has a change in units as a new course development. As a result, we need to change our course number to reflect the fact that the course taken prior is not the same course taken in the future.

**e. CSUGE/IGETC Course Designation**

- IGETC
  1. ECON 100 – Area 4
  2. GEOG 101L – Area 5C
  3. PHIL 109 – Area 3
  4. POLS 200 – Area 4
  5. SOC 200 – Area 4
- CSU/GE
  1. ART 150 – Area C1
  2. ECON 100 – Area D2
  3. PHIL 109 – Area C2
  4. POLS 200 – Area D8
  5. SOC 200 – Area D10

**4. FUTURE REPORTS**

**a. UC Changes in COR and Textbook Requirements**

- Changes our revision cycle to 4 years for all courses
- Discuss, Collect Comments, and Report to AP&P on November 8, 2012

**b. Proficiency Requirements upon Graduation 12-13 College Catalog, page 50, top of third column (Memos are attached)**

**Discuss, Collect Comments, and Report to AP&P on November 8, 2012**

- **Reading:** Eligibility for College Level Reading (AVC Assessment) or completion of READ 099 with a minimum grade of "P" (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.
- **Mathematics:** Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by assessment into a math course higher than MATH 102.
- **Writing:** Completion of ENGL 101 with a minimum grade of "C." NOTE: Completion of ENGL 101 with a "P" (Pass) option does not satisfy this requirement.

**c. Course to meet both the major and general education requirements for local degrees**

- Current Policy: 12-13 College Catalog, page 49, top of third column: No course may be counted as meeting both a GE requirement and a major requirement in any District degree.
- Evaluate our degrees, discuss with discipline faculty in your divisions and report to AP&P on November 8, 2012

Mrs. Linda Harmon stated that this is a reminder that the committee members will be asked to report back at the next meeting regarding each of these items.

**5. CONTINUING AP&P 11-12 AGENDA ITEMS**

- a. Repeatability of courses – Creating families
- b. Content Review and Course Validation Process for Prerequisites

**6. DISCUSSION ITEM**

**a. PLOs being required prior to AP&P approval of a degree or certificate similar to SLOs and CORs**

Mr. Freddy Aviles was present to explain the PLO development process. He referenced the SLO website and indicated that sample PLOs are posted for review. He asked that the committee members to encourage faculty to email draft PLOs to him for review as soon as possible since the last SLO Committee meeting is fast approaching. Mrs. Linda Harmon stated that similarly to course she is requesting the committee to consider approving us to require the PLO to be on file prior to AP&P review and approval of a new or revised program.

**7. ACTION ITEM: CONSENT AGENDA – Non-Substantial Course Revisions**

- a. **DRFT 250, Introduction to 3-D CAD Drafting**
- b. **ENGR 110, Engineering Orientation and Basic Skills**
- c. **ENGR 220, Strength of Materials**
- d. **ENGR 220L, Strength of Materials Lab**
- e. **ENGR 220PS, Strength of Materials Problem Solving Session**
- f. **ENGR 230, Circuit Analysis**
- g. **FREN 101, Elementary French 1**
- h. **FREN 102, Elementary French 2**

- i. **RE 101, Real Estate Principles**
- j. **RE 105, Real Estate Practices**
- k. **RE 111, Real Estate Finance**
- l. **RE 121, Legal Aspects of Real Estate**
- m. **RE 131, Real Estate Appraisal**
- n. **RE 141, Escrow Principles**
- o. **RE 161, Property Management**

Mrs. Linda Harmon requested a motion to approve items 7a-o Consent Items for Non-Substantial course revisions. A motion was made and seconded to approve items 7a-o. Motion carried. A second motion was made and seconded to approve the course content for items 7a-o. Motion carried.

**8. ACTION ITEM: FIRST READING – New Course Development**

**Rich Sim will arrive 3:00p.m.**

**a. ART 130L, Ceramics Lab Wheel Thrown Pottery**

**6 hours lab weekly, 2 units**

A motion was made and seconded to approve the new course development ART 130L, Ceramics Lab Wheel Thrown Pottery. Mr. Rich Sim was present to discuss the new course development and indicated that students will be encouraged to take these classes to hone in on skills taught in the other ceramics classes. Mrs. Linda Harmon stated that a comment is noted in CurricUNET requesting clarification on the courses transferability status. Mr. Sim indicated that the course should transfer. It was stated that due to Dr. Grishman's absence this course should be table until such time that Dr. Grishman and Mr. Sim can meet to determine the course transferability. Mr. David Babb was asked whether these courses would align with the TMC in Studio Arts to which he stated that the units do not align. Motion failed.

**b. ART 132L, Ceramics Lab Hand Building**

**6 hours lab weekly, 2 units**

A motion was made and seconded to approve the new course development ART 132L, Ceramics Lab Hand Building. Mr. Rich Sim was present to discuss the new course development and indicated that students will be encouraged to take these classes to hone in on skills taught in the other ceramics classes. Mrs. Linda Harmon stated that a comment is noted in CurricUNET requesting clarification on the courses transferability status. Mr. Sim indicated that the course should transfer. It was stated that due to Dr. Grishman's absence this course should be table until such time that Dr. Grishman and Mr. Sim can meet to determine the course transferability. Mr. David Babb was asked whether these courses would align with the TMC in Studio Arts to which he stated that the units do not align. Motion failed.

**Richard Colgren will arrive 3:30p.m.**

**c. ENGR 125, Introduction to MATLAB, Simulink, Stateflow**

**3 hrs lec/ 3 hrs lab, 4 units**

A motion was made and seconded to approve the new course development of ENGR 125, Introduction to MATLAB, Simulink, Stateflow. The dean and AP&P representative were present to discuss the new course development. After a brief moment, it was requested that the course numbering be reconsidered since this seems like 200 level course work. Motion failed.

**d. ENGR 215, Dynamics**

**3 hours lec weekly, 3 units**

A motion was made and seconded to approve the new course development of ENGR 215, Dynamics. The dean and AP&P representative were present to discuss the new course development. A question was asked why so many ENGR courses were developed, to which Dr. Uhazy stated that we now have an agreement with CSU Long Beach and these courses support the transferability of our students to that college. After a brief moment, it was requested that the course content and homework be elaborated. Motion failed.

**e. ENGR 221, Engineering Thermodynamics**

**3 hours lec weekly, 3 units**

A motion was made and seconded to approve the new course development of ENGR 221, Engineering Thermodynamics. The dean and AP&P representative were present to discuss the new course development. A question was asked why so many ENGR courses were developed, to which Dr. Uhazy stated that we now have an agreement with CSU Long Beach and these courses support the transferability of our students to that college. After a brief moment, it was requested that the course content and homework be elaborated. Motion failed.

**Igor Marder will arrive 3:30p.m.**

**f. MATH 065, Basic Math**

**4 hours lec weekly, 4 units**

A motion was made and seconded to approve the new course development of MATH 065, Basic Math. The dean and AP&P representative were present to discuss the new course development. Mrs. Lowry asked why this course was being development. Mr. Gordi indicated that the intent is to replace MATH 050 and 060 with this course thus reducing the number of basic skills units in MATH. Dr. Uhazy stated that those courses will not be obsoleted until this course is fully implemented. After a brief moment, it was noted that no revisions were necessary. Motion carried.

**Tooraj Gordi will arrive 3:30p.m.**

**g. MATH 124, Finite Math**

**4 hours lec weekly, 4 units**

A motion was made and seconded to approve the new course development of MATH 124, Finite Math. The dean and AP&P representative were present to discuss the new course development. After a brief moment, it was noted that no revisions were necessary. Motion carried.

**h. MATH 148, Calculus for Business & Economics**

**4 hours lec weekly, 4 units**

A motion was made and seconded to approve the new course development of MATH 148, Calculus for Business & Economics. The dean and AP&P representative were present to discuss the new course development. After a brief moment, it was noted that no revisions were necessary. It was stated that this course will replace MATH 125 but since it is associated with the degree in Business, the math faculty and business faculty will have to discuss before submitting the course deactivation for MATH 125. Motion carried.

**9. ACTION ITEM: FIRST READING – Substantial Course Revision**

**David Babb will arrive 3:30p.m.**

**a. ART 121, Digital Art and Drawing**

**6 hours lec/lab weekly, 3 units**

- Title change from Introduction to Computerized Drawing
- Removed Repeatability
- Removed corequisite of ART 121L

A motion was made and seconded to approve the course revisions made to ART 121, Digital Art and Drawing. Mr. David Babb was present to discuss the revisions to the course and indicated that the lab class was not affective. Mrs. Linda Harmon stated that no comments were noted in CurricUNET requesting revisions. Motion carried.

**Angela Shaheen will arrive at 3:30p.m.**

**b. NEW Online – SPAN 101, Elementary Spanish 1**

**5 hours weekly, 5 units**

**c. NEW Online – SPAN 102, Elementary Spanish 2**

**5 hours weekly, 5 units**

A motion was made and seconded to approve the NEW Online courses – SPAN 101 and SPAN 102. Ms. Angela Shaheen was present to discuss the new online course developments. She indicated that as requested she met with Dr. Lucero and he felt the current accessibility language was appropriate. Mrs. Linda Harmon stated that no additional comments were noted in CurricUNET requesting revisions. Motion carried

**Tina McDermott will arrive at 3:45p.m.**

**d. COMM 217, Gender and Communication**

**3 hours lec weekly, 3 units**

- Changed Advisory from:  
Completion of ENGL 101.  
To  
Completion of ENGL 101, and Eligibility for College Level Reading

A motion was made and seconded to approve the course revisions made to COMM 217, Gender and Communication. Mr. Tom Graves was present to discuss the revisions to the course. Mrs. Linda Harmon stated that no comments were noted in CurricUNET requesting revisions. Motion carried.

**Mark Hoffer will arrive at 3:45p.m.**

**e. ENGL 104, The Research Paper**

**17 hours total, 1 unit**

- Course not taught in the last 2 years, being renewed to keep in the catalog

A motion was made and seconded to approve the course revisions made to ENGL 104, The Research Paper. Mr. Mark Hoffer was present to discuss the revisions to the course. Mrs. Sharon Lowry asked whether this course is part of a degree program or general education. Mr. Hoffer indicated that the course is transferable but not part of a program and does not fit into the TMC degree in English. Mrs. Lowry stated the course has not be offered in over 2 years so it cannot be scheduled until it is renewed through this process since according to the Chancellor's Office it is considered inactive. Dr. Uhazy indicated that this course may need to be designated as basic skills and renumbered since students are really encouraged to take it before ENGL 101. Mrs. Lowry requested that the instructor research 3 community colleges and 3 universities that offer a similar course and how it is designated. She asked that the research be presented to this committee for review. Motion failed.

**f. ENGL 113, Creative Writing: Nonfiction**

**3 hours weekly, 3 units**

**g. ENGL 227, English Literature, 1750-Present**

**3 hours weekly, 3 units**

- Title change from English Literature 1900-Present

**h. ENGL 230, World Literature 1**

**3 hours weekly, 3 units**

- Title change from Masterpieces of World Literature: Antiquity to the Renaissance

**i. ENGL 231, World Literature 2**

**3 hours weekly, 3 units**

- Title change from Masterpieces of World Literature: Since the Renaissance
  - Course not taught in the last 2 years, being renewed to keep in the catalog
- j. ENGL 240, Studies in Poetry** **3 hours weekly, 3 units**
- Course not taught in the last 2 years, being renewed to keep in the catalog
  - Course not taught in the last 2 years, being renewed to keep in the catalog
- k. ENGL 242, Studies in Fiction** **3 hours weekly, 3 units**
- Title change from Studies in Fiction: Short Story
  - Course not taught in the last 2 years, being renewed to keep in the catalog
- l. ENGL 246, Studies in Drama** **3 hours weekly, 3 units**
- Title change from Studies in Drama: Survey of Drama (Beginnings to 1878)
- m. ENGL 250, Cross-Cultural Literature in America** **3 hours weekly, 3 units**
- Course not taught in the last 2 years, being renewed to keep in the catalog
- n. ENGL 253, African American Literature** **3 hours weekly, 3 units**
- Title change from African American Literature, 1930-Present
- o. ENGL 256, Hispanic and Latin American Literatures** **3 hours weekly, 3 units**
- Title change from Chicano Literature
  - Course not taught in the last 2 years, being renewed to keep in the catalog
- p. ENGL 279, Science Fiction and Dystopic Literature** **3 hours weekly, 3 units**
- Course not taught in the last 2 years, being renewed to keep in the catalog

A motion was made and seconded to approve the course revisions made to items 9f-p. Mr. Mark Hoffer was present to discuss the revisions to the courses and indicated that all will appear on the new TMC transfer degree in English. Mrs. Linda Harmon stated that no comments were noted in CurricUNET requesting revisions. Motion carried. A second motion was made and seconded to approve the course contents for 9f-p. Motion carried.

**Rosa Onofre will arrive at 4:00p.m.**

- q. NEW Online – SPAN 102HL, Elementary Spanish for Heritage Learners II** **5 hours weekly, 5 units**

A motion was made and seconded to approve the NEW Online course – SPAN 102HL, Elementary Spanish for Heritage Learners II. Ms. Rosa Onofre was present to discuss the new online course development. Mrs. Linda Harmon stated that no comments were noted in CurricUNET requesting revisions. Motion carried.

**Jeff Stephens will arrive 4:00p.m.**

- r. RCP 103, 103CL, Concepts in Respiratory Care**
- Reduction of clinic class maximum from 24 to 6 students
- s. RCP 105, 105CL, Fundamental of Clinical Respiratory Care**
- Reduction of clinic class maximum from 24 to 6 students
- t. RCP 202, 202CL, Fundamentals of Intensive Respiratory Care**
- Reduction of clinic class maximum from 24 to 6 students
- u. RCP 203, 203CL, Seminar and Practicum in Respiratory Care I**
- Reduction of clinic class maximum from 24 to 6 student
- v. RCP 204, 204CL, Seminar and Practicum in Respiratory Care II**
- Reduction of clinic class maximum from 24 to 6 student

A motion was made and seconded to approve the course revisions made to items 9r-v. Ms. Wendy Stout was present to discuss the revisions to the course and stated that the only change is to reduce the class maximum since it is a requirement of their accrediting board. Mrs. Linda Harmon stated that no comments were noted in CurricUNET requesting revisions. Motion carried.

**Duane Rumsey will arrive at 4:15p.m.**

- w. Online – INT 101, Principles of Sign Language Interpreting** **3 hours weekly, 3 units**

A motion was made and seconded to table item 9w due to the absence of the faculty member. Motion carried.

**Scott Lee will arrive at 4:15p.m.**

- x. LIB 101, Introduction to Academic Library Research** **2 hours lec weekly, 2 units**
- Title change

A motion was made and seconded to approve the course revisions made to LIB 101, Introduction to Academic Library Research. Dr. Scott Lee was present to discuss the revisions to the course. Mrs. Linda Harmon stated that a comment was noted in CurricUNET requesting revisions to the homework section to remove MLA notation. Motion carried as revised.

**Ron Chapman will arrive at 4:25p.m.**

- y. SOC 111, Issues and Concepts in Aging** **3 hours lec weekly, 3 units**

- Changed Advisory from Eligibility for ENGL 099 to Completion of SOC 101, and Eligibility for ENGL 099.

- z. **Online – SOC 111, Issues and Concepts in Aging** **3 hours lec weekly, 3 units**  
 aa. **Hybrid – SOC 111, Issues and Concepts in Aging** **3 hours lec weekly, 3 units**

A motion was made and seconded to table items 9y-aa due to the absence of the faculty member. Motion carried.

**Kathleen Moore will arrive at 4:25p.m.**

- bb. **Hybrid – ACCT 201, Financial Accounting** **4 hours lec weekly, 4 units**

A motion was made and seconded to approve the course revisions made to Hybrid – ACCT 201, Financial Accounting. Ms. Kathleen Moore was present to discuss the revisions to the course. Mrs. Linda Harmon stated that no comments were noted in CurricUNET requesting revisions. Motion carried.

- cc. **NEW Online – ACCT 201, Financial Accounting** **4 hours lec weekly, 4 units**

A motion was made and seconded to remove item 9cc from CurricUNET since the faculty no longer wish to pursue an entirely online course. Motion carried.

**10. ACTION ITEM: New Course Development – First Reading**

**Cindy Littlefield**

- a. **Associate in Arts in Dance**

A motion was made and seconded to approve the new program development of Associate in Arts in Dance. Ms. Cindy Littlefield was present to discuss the development of this program. Mrs. Linda Harmon stated that no comments were noted in CurricUNET requesting revisions. Motion carried.

**11. ACTION ITEM – Course Deactivations**

- b. ENGL 062, Basic Writing
- c. ENGL 063, Vocabulary
- d. ENGL 064, Spelling
- e. ENGL 211, Advanced Fiction Writing
- f. ENGL 212, Advanced Poetry Writing
- g. Online – ENGL 212, Advanced Poetry Writing
- h. ENGL 233, Bible as Literature—Old Testament
- i. ENGL 234, Bible as Literature—New Testament
- j. ENGL 244, Studies in Fiction: The Novel
- k. ENGL 248, Studies in Drama: Survey of Modern and Contemporary Drama (from 1879)
- l. ENGL 252, African American Literature, 1746-1930
- m. ENGL 260, Myths and Meanings
- n. ENGL 270, Literature and the Holocaust
- o. ENGL 272, Literature of the American West
- p. ENGL 274, Detective Fiction
- q. SPAN 120B, Elementary Spanish for Teachers 2

A motion was made and seconded to approve items 11a-q. Motion carried

**12. INFORMATIONAL ITEM – Course Deactivations**

- a. ENGL 199 Work Experience
- b. AJ 209 Public Safety Communication

Mrs. Linda Harmon stated that this is an informational item and will return to the agenda at the next meeting for approval.

**13. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

Area of Study	Template Attached	Articulation Agreements	PLO	CurricUNET Status
1. Administration of Justice/Criminal Justice	X	X	NEEDED	Submitted
2. Anthropology			NEEDED	Degree is not ready for us to adopt
3. Art History a. Template needs to be revised to exclude courses from List B that require more than 3 units.	X	X	NEEDED	Submitted
4. Business Administration a. Enter the C-ID Designator for ECON -ECON 101 is ECON 202 -ECON 102 is ECON 210	X	NEEDED	NEEDED	Submitted – Once a-c are resolved, program will be placed on an agenda for review and approval

(per Political Science Template) b. Assist Documentation need to support CIS 101 or CA 103 under List B c. Criteria A & C shows CA 221 however the course is not listed on the template				
5. Computer Science			NEEDED	
6. Early Childhood Education	NEEDED		NEEDED	Submitted
7. Elementary Teacher Education			NEEDED	
8. English			NEEDED	
9. Geography	NEEDED		NEEDED	Submitted
10. Geology	NEEDED		NEEDED	Submitted – Awaiting Dean and Rep
11. History	NEEDED		NEEDED	Submitted – Awaiting Dean and Rep
12. Journalism			NEEDED	
13. Music	X		NEEDED	Process Started in CurricUNET
14. Physics	X	NA	NEEDED	Submitted
15. Political Science	X	X	NEEDED	Submitted
16. Psychology	X	NEEDED	NEEDED	Submitted – Awaiting Div Fac
17. Sociology			NEEDED	Submitted – Awaiting Div Fac
18. Theatre Arts a. Units may be too high on our courses	X	NA	NEEDED	Submitted – Awaiting Faculty

#### Completed AVC AA-T/AS-T Degrees

- 19. Communication Studies
- 20. Mathematics
- 21. Kinesiology
- 22. Studio Arts

#### 14. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 12/13/12	Status
<b>Business, Computer Studies and Economic Development</b>			
RE 101, Real Estate Principles		Cannot schedule 13-14	Submitted
RE 105, Real Estate Practices		Cannot schedule 13-14	Submitted
RE 111, Real Estate Finance		Cannot schedule 13-14	Submitted
RE 121, Legal Aspects of Real Estate		Cannot schedule 13-14	Submitted
RE 131, Real Estate Appraisal		Cannot schedule 13-14	Submitted
RE 141, Escrow Principles		Cannot schedule 13-14	Submitted
RE 161, Property Management		Cannot schedule 13-14	Submitted
<b>Counseling/Student Services</b>			
EOPS 060, Enrichment Class		Cannot schedule 13-14	Submitted – Awaiting Dean
<b>Instructional Resources/Extended Services</b>			
LIB 101, Intro to Library Research		Cannot schedule 13-14	Submitted
LIB 105, Libraries and Information		Cannot schedule 13-14	
<b>Language Arts</b>			
CHIN 101, Elementary Chinese I		Cannot schedule 13-14	Submitted
CHIN 102, Elementary Chinese 2		Cannot schedule 13-14	Submitted
COMM 217, Gender and Communication		Cannot schedule 13-14	Submitted – Faculty
DFST 101L, ASL I Skill Building Lab		Cannot schedule 13-14	Submitted
ENGL 062, Basic Writing		Cannot schedule 13-14	Submitted
ENGL 063, Vocabulary		Cannot schedule 13-14	Submitted
ENGL 064, Spelling		Cannot schedule 13-14	Submitted
ENGL 227, Engl Literature 1900-Present		Cannot schedule 13-14	Submitted
ENGL 230, Antiquity to Renaissance		Cannot schedule 13-14	Submitted
ENGL 231, Since the Renaissance		Cannot schedule 13-14	Submitted

ENGL 233, Bible as Lit-Old Testament		Cannot schedule 13-14	<i>Submitted</i>
ENGL 234, Bible as Lit-New Testament		Cannot schedule 13-14	<i>Submitted</i>
ENGL 240, Studies in Poetry		Cannot schedule 13-14	<i>Submitted</i>
ENGL 242, Studies in Fiction Short Story		Cannot schedule 13-14	<i>Submitted</i>
ENGL 244, Studies in Fiction The Novel		Cannot schedule 13-14	<i>Submitted</i>
ENGL 246, Survey of Drama (Beginnings to 1878)		Cannot schedule 13-14	<i>Submitted</i>
ENGL 248, Survey of Modern & Contemporary Drama (from 1879)		Cannot schedule 13-14	<i>Submitted</i>
ENGL 250, Cross-Cultural Lit in America		Cannot schedule 13-14	<i>Submitted</i>
ENGL 252, African American Literature 1746-1930		Cannot schedule 13-14	<i>Submitted</i>
ENGL 253, African American Literature 1930-Pres		Cannot schedule 13-14	<i>Submitted</i>
ENGL 260, Myths and Meanings		Cannot schedule 13-14	<i>Submitted</i>
ENGL 270, Literature and the Holocaust		Cannot schedule 13-14	<i>Submitted</i>
ENGL 274, Detective Fiction		Cannot schedule 13-14	<i>Submitted</i>
ENGL 279, Science Fict & Dystopic Literature		Cannot schedule 13-14	<i>Submitted</i>
FREN 101, Elementary French I		Cannot schedule 13-14	<i>Submitted</i>
FREN 102, Elementary French 2		Cannot schedule 13-14	<i>Submitted</i>
GER 202, Intermediate German 2		Cannot schedule 13-14	<i>Submitted</i>
GER 203, Intermediate German 3		Cannot schedule 13-14	<i>Submitted</i>
LATN 201, Intermediate Latin		Cannot schedule 13-14	<i>Submitted</i>
<b>Mathematics &amp; Engineering</b>			
DRFT 250, Introduction 3-D Cad Drafting		Cannot schedule 13-14	<i>Submitted</i>
ENGR 110, Engr Orientation & Basic Skills		Cannot schedule 13-14	<i>Submitted</i>
ENGR 220L, Strength of Materials Lab		Cannot schedule 13-14	<i>Submitted</i>
ENGR 220PS, Strength of Materials PSS		Cannot schedule 13-14	<i>Submitted</i>
ENGR 220, Strength of Materials		Cannot schedule 13-14	<i>Submitted</i>
ENGR 230, Circuit Analysis		Cannot schedule 13-14	<i>Submitted</i>
<b>Science</b>			
ASTR 101L, Astronomy Laboratory		Cannot schedule 13-14	<i>Submitted</i>
CHEM 212, Organic Chemistry Support Laboratory		Cannot schedule 13-14	
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate		Cannot schedule 13-14	<i>Submitted</i>
GEOG 102, Phys Geog: Earth's Weather & Climate		Cannot schedule 13-14	<i>Submitted</i>
GEOG 298A, Special Studies in GIS		Cannot schedule 13-14	<i>Submitted– Awaiting Faculty</i>
GEOG 298B, Special Studies in GIS		Cannot schedule 13-14	<i>Submitted– Awaiting Faculty</i>
GEOG 298C, Special Studies in GIS		Cannot schedule 13-14	<i>Submitted– Awaiting Faculty</i>
<b>Kinesiology, Athletics and Dance</b>			
KIN 230, Intercollegiate Women's Soccer		Cannot schedule 13-14	<i>Submitted</i>
<b>Social and Behavioral Sciences</b>			
ANTH 101, Intro Physical Anthropology		Cannot schedule 13-14	<i>Submitted</i>
ANTH 102, Intro Cultural Anthropology		Cannot schedule 13-14	<i>Submitted</i>
ANTH 112, Native North Americans		Cannot schedule 13-14	
ANTH 130, Field Archaeology in Latin America		Cannot schedule 13-14	<i>Submitted</i>
ANTH 140, Intro to Archaeology		Cannot schedule 13-14	<i>Submitted</i>
SOC 111, Issues Concepts in Aging		Cannot schedule 13-14	<i>Submitted</i>
<b>Technical Education</b>			
AUTO 198H, Adv. Emissions Diagnostics Trng Seminar		Cannot schedule 13-14	<i>Submitted – Agenda</i>
AUTO 198, Automotive Seminars		Cannot schedule 13-14	
<b>Visual and Performing Arts</b>			
ART 145L, Design and Color Lab		Cannot schedule 13-14	<i>Submitted</i>
ART 160, Painting/Drawing Techniques		Cannot schedule 13-14	<i>Submitted</i>



ART 219, Intermediate Illustration		Cannot schedule 13-14	<i>Submitted</i>
FTV 101, Introduction to Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 103, Intro to Television		Cannot schedule 13-14	<i>Submitted</i>
FTV 107, History of Film, Pre 1950		Cannot schedule 13-14	<i>Submitted</i>
FTV 108, History of Film, 1950-Present		Cannot schedule 13-14	<i>Submitted</i>
FTV 121, Introduction to Digital Filmmaking		Cannot schedule 13-14	<i>Submitted</i>
FTV 134, Intro to Screenwriting		Cannot schedule 13-14	<i>Submitted</i>
FTV 155, Film Festival Analysis		Cannot schedule 13-14	<i>Submitted</i>
FTV 201, Intercultural & Women's Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 203, African-American Cinema		Cannot schedule 13-14	<i>Submitted</i>
FTV 215, Directing for Film & Video		Cannot schedule 13-14	<i>Submitted</i>
FTV 220, Advanced Screenwriting		Cannot schedule 13-14	<i>Submitted</i>
FTV 230, Digital Cinematography		Cannot schedule 13-14	<i>Submitted</i>
FTV 242, Writing and Pre-Production of the Short Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 244, Production & Post-Production of the Short Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 251, Contemporary American Independent Film		Cannot schedule 13-14	<i>Submitted</i>
FTV 261, Religion and Cinema		Cannot schedule 13-14	<i>Submitted</i>
MUS 191, Treble Choir-Children's Music		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUS 258, Composition		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 123, Stage Voice Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 141, Concert Attendance		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 143, Live Sound Reinforcement		Cannot schedule 13-14	<i>Submitted – Awaiting Faculty</i>
MUSC 175, Beginning Rock Band		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 176, Beginning Rock Band Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 224, Jazz Improvisation Workshop		Cannot schedule 13-14	<i>Submitted</i>
MUSC 225, Commercial Music Ensemble		Cannot schedule 13-14	<i>Submitted</i>
THA 110, Fundamentals of Acting		Cannot schedule 13-14	<i>Submitted</i>
THA 120A, Rehear&Perform: Drama		Cannot schedule 13-14	<i>Submitted</i>
THA 120B, Rehear&Perform: Comedy		Cannot schedule 13-14	<i>Submitted – Awaiting Faculty</i>
THA 120C, Rehear&Perform: Musical Theatr		Cannot schedule 13-14	<i>Submitted – Awaiting Faculty</i>
THA 130, Improvisation		Cannot schedule 13-14	<i>Submitted</i>
THA 133, Makeup for the Stage		Cannot schedule 13-14	
THA 205, Advanced Acting Workshop		Cannot schedule 13-14	<i>Submitted – Awaiting Faculty</i>
THA 215, Acting for the Camera		Cannot schedule 13-14	<i>Submitted</i>
THA 218, Audition Tech for the Actor		Cannot schedule 13-14	<i>Submitted</i>
THA 220, Fundamentals of Directing		Cannot schedule 13-14	<i>Submitted</i>

## 15. ADJOURNMENT

A motion was made and seconded to adjourn the 10/25/12 AP&P Committee meeting at 5:30 p.m. Mrs. Linda Harmon asked the members to log into CurricUNET and track the progress within the approval process for each course and program in their area to be sure they are moving along. If the courses or programs are sitting, be sure to get in contact with the person who can move it forward. Motion carried.

### 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. Maria Clinton, 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.*

Antelope Valley College  
Language Arts Division

April 26, 2012

To: Maria Clinton, Co-Chair  
Sharon Lowry, Co-Chair  
Members of the AP&P Committee

From: Jeffrie Ahmad, AP&P Division Representative

Subject: Wording Change Suggestions for Reading Proficiency Requirements

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The following suggestions have been submitted to me for committee members to consider as a substitution for the current AVC Catalog wording on page 50 under Proficiency Requirements, point A.

Version 1

A. Reading

Eligibility for College Level Reading (AVC assessment) or completion of READ 099 with a minimum grade of "P" (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.

Version 2

A. Reading—Can be met in one of three ways:

1. Eligibility for College Level Reading on AVC assessment test.
2. Completion of Reading 099 with a grade of "P" (Pass).
3. Completion of an Associate Degree or higher from a regionally accredited institution.

May 15, 2012

To: Sharon Lowry, Linda Harmon, and the members of the AP&P Committee

From: Tooraj Gordi, AP&P Representative

Mathematics Department

Subject: Mathematics Proficiency for AVC Graduation

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Mathematics Department is proposing that the following change to be made to the catalog requirements for the mathematics proficiency for AVC graduation. The current 2011-2012 catalog requirements reads:

**Completion of MATH 102 or higher or CIS 121 with a minimum grade of "C".**

Change the requirements to:

**Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by assessment into a math course higher than MATH 102.**

The catalog and title 5 definition of a satisfactory grade is a grade A, B, C, or P.

The recommended change was sent to all math faculty members for their feedback and it was generally accepted.

Antelope Valley College  
Language Arts Division

May 10, 2012

To: Linda Harmon/Mrs. Sharon Lowry, Co-Chairs  
Members of the AP&P Committee

From: Jeffrie Ahmad, Language Arts Representative

Subject: Catalog Wording for Writing Proficiency Graduation Requirement

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In the current AVC catalog the wording on page 50 for writing proficiency for AVC graduation reads:

WRITING

Completion of ENGL 101 with a minimum grade of "C."

The Language Arts Division is requesting the following change:

WRITING

Completion of English 101 with a minimum grade of "C." Note: Completion of English 101 with the "P" (Pass) option does not satisfy this requirement.