



<h1>AP&P Minutes</h1>	Thursday, March 8, 2018 BE 314 3:00 – 5:30pm
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Type of Meeting: *Regular*
Note Taker: *Melissa Jauregui, Academic Affairs Specialist*
Please Review/Bring: The past minutes for accuracy.

<p><u>Committee Members Present:</u> Jeffrie Ahmad, Faculty Division Rep Bonnie Curry, Faculty Division Rep Riley Dwyer, Technical Education Dean Jessica Eaton, Articulation Officer Ibrahim Ganley, Faculty Division Rep Irit Gat, Faculty Division Rep Tooraj Gordi, Faculty Division Rep Richie Neil Hao, Faculty Division Rep Scott Lee, Faculty Division Rep/Librarian/DE Liaison Cynthia Littlefield, Faculty Division Rep Mark McGovern, Faculty Division Rep Alberto Mendoza, Adjunct Rep Terry Rezek, Faculty Division Rep Duane Rumsey, Academic Dean Tim Sturm, Faculty Division Rep Bonnie Suderman, Co-chair Deborah Sullivan-Ford, Faculty Division Rep Darcy Wiewall, Co-chair</p>	<p><u>Committee Members Absent:</u> Luis Echeverria, Faculty Division Rep Michael Hutchison, Faculty Division Rep LaDonna Trimble, Student Services Dean Les Uhazy, Academic Dean</p> <p><u>Community Members Present:</u> None</p>
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Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	Dr. Darcy Wiewall called the meeting to order at 3:06p. She welcomed the committee members to the first meeting of the spring 2018 semester.
II. Meeting Minutes – -11/9/2017 -11/30/2017	<i>All</i>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to table both the meeting minutes noted as they are not ready for review. Motion carried.</p> <p><u>Follow Up Items:</u> None.</p>
III. Informational Item – -2017-2018 Meeting Schedule: 3/22/18, 4/12/18, 4/26/18, 5/10/18 -Deactivations Impact AUTO 176 Family Consumer Sciences, AS	<i>Darcy</i>	<p><u>Issues Discussed:</u> Dr. Darcy Wiewall requested the committee members to take note of the items listed in the informational section.</p>



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-Courses due Fall 2018
-Instructional Material Fee List
-TOP/CIP/SO/SAM List Changes
-Discipline List and Minimum Qual
-Credit by Exam List
-BIOL 100 Online Removed from
Course
-18-19 College Catalog

Courses or programs in the deactivation impact section requires division and discipline faculty attention. Once the issues are resolved the courses and programs can be formally deactivated. Also Dr. Wiewall requested all committee members send Melissa Jauregui and herself two dates that they are free to conduct curriculum workshops this spring semester to assist faculty who are revising curriculum.

Courses and programs due fall 2018 are included in the packet. Faculty Division representatives should work with the faculty in their area to ensure the courses are submitted in curriculum prior to the end of the current spring semester.

The list of courses that have approved instructional material fees should be thoroughly reviewed by discipline faculty as it was recently realized that students were unnecessarily being charged for something they were not receiving in one of our classes. This list will be reviewed for accuracy every year as required by the Chancellor's Office.

TOP/CIP/SO/SAM code changes were compiled as reported in the fall. The attached list will return to the next agenda for formal approval.

Discipline list and minimum qualifications final draft is attached for review. This will return to the next meeting for formal approval.

Credit by Exam List final draft is attached for review. This will return to the next meeting for formal approval.

The faculty in Biology requested that the distance education form for BIOL 100 be removed so that the COR are continue through the approval process. In the fall the DE was reviewed and edits were requested by this committee. Since faculty no longer wish to move forward with the DE, that item will not return to a future meeting.

18-19 College Catalog discipline sections will be shared with the committee in the next day or so. Once received, please share with faculty in your area so that a thorough review may occur. Bring comments, concerns, or questions to our next meeting. Final submission of revisions is expected at the April 12, 2018 meeting.

Action Taken:

None.



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		<p><u>Follow Up Items:</u> Items noted above will return to a future meeting for formal approval.</p>
<p>IV. Discussion -Committee Goals -LAS Degrees</p>		<p><u>Issues Discussed:</u> Dr. Darcy Wiewall requested committee members to provide feedback on the listed committee goals:</p> <ol style="list-style-type: none">1. Sub-committee to evaluate the <i>elumen</i> platform;<ul style="list-style-type: none">• make recommendations to the committee to adopt• develop training for committee members.2. Develop AP&P Single-sheet Calendar3. Update AP&P website<ul style="list-style-type: none">• Links• AP&P Handbook as Live document4. Sub-committee to look at the Corporate Education Process <p>All members agreed the listed goals were appropriate based on previous discussions. Dr. Wiewall requested committee volunteers who will take the lead on each goal and report back. Dr. Scott Lee agreed to lead on Goal 3 and Dr. Irit Gat agreed to lead on Goal 4 alongside Cathy Hart, Dean over the area.</p> <p>Dr. Bonnie Suderman brought to the committee’s attention an issue that surrounds the LAS degrees. Currently only those courses that are both IGETC and CSU GE approved can appear on these degrees. Over the years, courses have been submitted and approved to be listed on both IGETC and CSU GE however we continue to have trouble finding a faculty member who will lead the charge in revising these degrees to allow those newly approved GE courses be added. As a result, students are completing courses that are part of the IGETC and CSU GE patterns but when they attempt to graduate with a degree in LAS they find the course is not part of the degree.</p> <p>Duane Rumsey, Dean of Arts and Humanities, indicated that Cole McCandless has agreed to lead the updates for the LAS in Arts and Humanities but has reached a wall in the development of PLOs and the methods in which to assess them. As a result, he has not been able to move forward with the program revision.</p> <p>After much discussion, a request was made for Melissa Jauregui to send to Dean Rumsey and Dr. Suderman the</p>



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		<p>previously approved PLOs for LAS Social and Behavioral Sciences. Perhaps faculty in the other areas can use them as a guideline for developing general PLOs for the other two LAS degrees. The committee also agreed to allow these degrees to be revised and approved prior to the PLO form approval as long as PLOs are already entered in CurricUNET.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> Additional discussion will occur on both items at the next meeting.</p>
V. Action Item – Substantial Course Revision: -ESL 053 Online -ESL 058 Online	All	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to table the two courses noted. Dr. Scott Lee indicated that the requested edits have not yet been made. Motion carried.</p> <p><u>Follow Up Items:</u> Noted courses will return to a future agenda for formal approval.</p>
NEXT MEETING DATE: 3/22/18		<p>A motion was made and seconded to adjourn the meeting at 3:09p. Dr. Darcy Wiewall thanked the committee members for their time.</p>