

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Jeffrie Ahmad Lisa Karlstein Deborah Sullivan-Ford
Jennifer Corona Scott Lee Mary Rose Toll
Karen Cowell Cynthia Lehman LaDonna Trimble
Luis Echeverria Cynthia Littlefield Les Uhazy
Tooraj Gordi Mark McGovern Denise Walker
Lee Grishman Joe Owens Darcy Wiewall
Maranatha Javines

Technical Review Committee – Jeffrie Ahmad, Scott Lee, Denise Walker, and Darcy Wiewall

FROM: Ms. Linda Harmon / Dr. Bonnie Suderman

DATE: March 26, 2015

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, March 26, 2015, BE 323 (Computer Lab), 3:00-5:30pm

2014-2015
Academic Policies & Procedures Committee Meeting No. 9
AGENDA

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

3. APPROVAL OF MINUTES

- a. November 13, 2014 Minutes
- b. February 26, 2015 Minutes
- c. March 12, 2015 Minutes

4. INFORMATIONAL ITEMS

- a. 2015-16 AP&P Deadline – Courses and Programs need to be approved by 12/11/2015 for Fall 2015 inclusion
 - CORs due 2014-2015 academic year – List at the end of the agenda
 - CORs due 2015-2016 academic year – Handout
 - TMC Degrees that may need to be developed and brought to AP&P – List at the end of the agenda
 - C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda

b. CSUGE/IGETC Course Designation – Dr. Lee Grishman

- IGETC
 1. AJ 204 – Area 4J
 2. GEOG 110 – Area 4E
 3. MATH 128 – Area 2A
 4. PSY 200 – Area 4I
 5. SOC 116 – Area 4J
 6. SPAN 110SS – Area 6A
 7. SPAN 210SS – Area 6A
 8. SPAN 220SS – Area 3B and Area 6A
- UC Transferable
 1. MATH 128
 2. SPAN 220SS
 3. THA 121A
 4. THA 121B
- CSU/GE
 1. AJ 210 – Area D10
 2. AJ 204 – Area D10
 3. ART 136 – Area C1
 4. CFE 211 – Area D7
 5. GEOG 110 – Area D5
 6. HD 102 – Area E
 7. KIN 100 – Area E
 8. MATH 128 – Area B4
 9. PSY 200 – Area D9
 10. SOC 116 – Area D4
 11. SOC 116 – Area D7
 12. SOC 116 – Area D10
 13. SPAN 110SS – Area C2
 14. SPAN 210SS – Area C2
 15. SPAN 220SS – Area C2
 16. THA 115B – Area C1
 17. THA 116B – Area C1
 18. THA 117B – Area C1
 19. THA 118B – Area C1
 20. THA 121B – Area C1
- CSU Transferable
 1. FTEC 111
 2. FTEC 112
 3. FTEC 113
 4. FTEC 114
 5. FTEC 117
 6. MATH 105
 7. MATH 128
 8. NS 200A
 9. SPAN 220SS
 10. THA 115A
 11. THA 116A
 12. THA 117A
 13. THA 118A
 14. THA 121A

5. **REPORT ITEM**

- a. Noncredit Course Development Conference (Linda)

6. **DISCUSSION ITEM**

- a. CurricUNET Workshop Schedule (Melissa)
b. Incomplete Grading Policy

7. **ACTION ITEM**

a. **First Reading: Substantial Course Revision (COR Complete / SLO Complete)**

- i. ESL 058, ESL Reading and Writing 5
 - Addition of a prerequisite: Completion of ESL 048
- ii. ESL 018, ESL Reading and Writing 1
 - Course changing to noncredit and adding repeatability
- iii. ESL 019, ESL Skills Building 1
 - Course changing to noncredit and adding repeatability
- iv. ESL 020, ESL Vocabulary and Pronunciation 2
 - Course changing to noncredit and adding repeatability
- v. ESL 023, ESL Grammar 2
 - Course changing to noncredit and adding repeatability
- vi. ESL 028, ESL Reading and Writing 2
 - Course changing to noncredit and adding repeatability
- vii. ESL 030, ESL Vocabulary and Pronunciation 3
 - Course changing to noncredit and adding repeatability
- viii. ESL 033, ESL Grammar 3
 - Course changing to noncredit and adding repeatability
- ix. ESL 038, ESL Reading and Writing 3
 - Course changing to noncredit and adding repeatability
- x. ESL 040, ESL Vocabulary and Pronunciation 4
 - Course changing to noncredit and adding repeatability
- xi. ESL 043, ESL Grammar 4
 - Course changing to noncredit and adding repeatability
- xii. ESL 048, ESL Reading and Writing 4
 - Course changing to noncredit and adding repeatability

b. **Second Reading: Substantial Course Revision (COR Complete / SLO Complete)**

- i. ESL 050P, ESL Vocabulary and Pronunciation 5
 - Addition of a prerequisite: Completion of ESL 040
- ii. ESL 053, ESL Grammar 5
 - Addition of a prerequisite: Completion of ESL 043
- iii. MATH 140, Precalculus

- Addition of a prerequisite: Completion of MATH 105
- iv. SOC 200, Research for the Social Sciences
- Minor edits to the Prerequisites, Objectives, Content and Methods of Evaluation to comply with C-ID

8. INFORMATIONAL ITEM

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

Area of Study	CCCCO Template	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences	X				Not developing
2. Agriculture Business	X				Not developing
3. Agriculture Plant Sciences	Available 2/1/2015				
4. Biology	Available 2/1/2015				
5. Chemistry					
6. Child and Adolescent Development	Available 2/1/2015				
7. Computer Science	X				Can develop but units are too high
8. Elementary Teacher Education	X				Cannot develop, no full-time faculty in area
9. Film, Television and Electronic Media	Available 2/1/2015				Cannot develop, no full-time faculty in area
10. Journalism	X				Cannot develop, no full-time faculty in area
11. Nutrition and Dietetics					

b. AA-T/AS-T Degrees Submitted for CCCCCO Review and Approval

12. Economics 13. Spanish

d. AA-T/AS-T Degrees CCCCCO Reviewed and Approved

14. Theatre Arts

14. C-ID REPORT FOR TMC's

COURSE	C-ID DESC.	STATUS	EXPIRES	ADT	STATUS
AJ 101	AJ 110	CONDITIONAL	11/20/2014	Administration of Justice	
AJ 102	AJ 120	CONDITIONAL	6/9/2015	Administration of Justice	
AJ 210	AJ 160	CONDITIONAL	6/9/2015	Administration of Justice	
ART 101	ARTH 110	NOT APPROVED		Studio Arts; and Art History	
ART 104	ARTH 150	NOT APPROVED		Studio Arts; and Art History	
ART 216	ARTS 200	CONDITIONAL	3/6/2016		
BIOL 201	BIOL 110B	CONDITIONAL	10/18/2015	Anthropology Kinesiology	
BIOL 202	BIOL 120B	CONDITIONAL	9/27/2015	Kinesiology	
BUS 201	BUS 125	CONDITIONAL	3/10/2016		
CA 103	BUS 140	NOT APPROVED			
CFE 101	ECE 120	CONDITIONAL	11/16/2015	Early Childhood Ed	
CFE 116	ECE 230	CONDITIONAL	4/29/2015	Early Childhood Ed	
CFE 211	ECE 220	CONDITIONAL	4/29/2015	Early Childhood Ed	
CHEM 110	CHEM 110	NOT APPROVED	1/16/2015	Kinesiology Geology	
ERSC 101	GEOL 121	NOT APPROVED			
JOUR 123	JOUR 210	NOT APPROVED			
MATH 130	MATH 150	CONDITIONAL	8/4/2015		Replaced with MATH 128
MUS 101	MUS 100	CONDITIONAL	1/20/2016		
PHYS 101	PHYS 100S	CONDITIONAL	2/13/2014		

PHYS 102					
PHYS 101	PHYS 105	CONDITIONAL	2/13/2014	Kinesiology	
PHYS 102	PHYS 110	CONDITIONAL	2/13/2014		
SOC 200	SOCI 120	CONDITIONAL	2/4/2015		

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

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
D1	AUTO 198			Cannot schedule 15-16	
D1	CA 221	Yes		Cannot schedule 15-16	Submitted
D2	MATH 130	Yes		Cannot schedule 15-16	Deactivation Submitted
D3	JOUR 123	Yes		Cannot schedule 15-16	Submitted
D4	AJ 201	Yes		Cannot schedule 15-16	
D4	AJ 800			Cannot schedule 15-16	
D4	AJ 810			Cannot schedule 15-16	
D4	HIST 112	Yes		Cannot schedule 15-16	Submitted
D5	KIN 210	Yes		Cannot schedule 15-16	Submitted
D5	PHOT 250	Yes		Cannot schedule 15-16	

8. 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.

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 Dr. Edward Beyer, 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: November 13, 2014
LOCATION: BE 324 – Computer Room
TIME: 3:06 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Scott Lee	Mary Rose Toll	Raul Curiel, ASO Rep Jennifer Corona, ASO Rep Tooraj Gordi, Div. 2 Rep Cynthia Lehman, Div. 4 Rep
Karen Cowell	Cynthia Littlefield	LaDonna Trimble	
Luis Echeverria	Mark McGovern	Les Uhazy	
Lee Grishman	Joe Owens	Denise Walker	
Linda Harmon	Bonnie Suderman	Darcy Wiewall	
Lisa Karlstein	Deborah Sullivan-Ford		
GUESTS PRESENT			
Rae Agahari	Melanie Parker		
Debra Anderson	Lucia Pozo		
Tom Graves	Heidi Preschler		
Mark Hoffer	Melissa Ramiro		
Kyle Jacobsen	Duane Rumsey		
Scott Jenison	Michael Tran		
Kevin Mawhorter	Neal Weisenberger		

**2014-2015
Academic Policies & Procedures Committee Meeting No. 5
MINUTES**

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the November 13, 2014 AP&P Committee Meeting to order at 3:06p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:06p.m. Motion carried.

A motion was made and seconded to table item 3a and 5a. Motion carried. A motion was made and seconded to add items 6c ESL 050X, ESL 053, ESL 053 Hybrid, SPAN 220SS Hybrid, and item 6b CFE 120 Online. Motion carried. A third motion was made and seconded to remove 6bliv SPAN 203 as it was read and approved at the 10/23/2014 AP&P meeting. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Mrs. Linda Harmon welcomed the committee to what we thought would be the last meeting. Unfortunately, a meeting will be added this Fall 2014 on December 11th at 3:00pm to provide additional time for those courses listed at the end of this agenda. If we do not add the additional meeting, we will be forced to pull these courses from the college catalog for one year while the process is completed. If pulled from the catalog, the courses can not be scheduled and students will be adversely affected.

Mrs. Linda Harmon also informed the committee that history faculty indicated they no longer wish to pursue the maximum enrollment reductions for HIST 111 and HIST 112. The noted courses were reviewed and forwarded to the VP of Academic Affairs for consideration so they are not noted on the agenda for another approval, as it is not needed. Dr. Bonnie Suderman reviewed the request to lower the enrollment and after careful consideration felt the class size reduction would adversely affect students as we will not be able to offer the extra sections of courses needed to meet the current number of enrolled students. She did indicate that other areas, like developmental mathematics, have come to her directly requesting lower enrollments providing sound research that supports the reduced class sizes. In those cases, the request was approved, but in this case such research did not support the lower size of 35 students from 40. She continued to state that the research does however indicate that student success is exponentially improved if the class size is reduced to 15 students, which is not a realistic class size for a college level course. She highly encouraged any faculty member interested in reducing the maximum enrollment for a class to first speak with their dean before submitting a request to AP&P.

3. APPROVAL OF MINUTES

a. October 23, 2014 Minutes

An earlier motion was passed to table this item.

4. INFORMATIONAL ITEMS

a. 2014-15 AP&P Deadline – Courses and Programs need to be approved by 11/13/2014 for Fall 2015 inclusion

- CORs that need to be revised this academic year – List at the end of the agenda
 - TMC Degrees that may need to be developed and brought to AP&P – List at the end of the agenda
 - C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda
- b. CSUGE/IGETC Course Designation – Dr. Lee Grishman**
- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • IGETC <ol style="list-style-type: none"> 1. AJ 204 – Area J 2. GEOG 110 – Area 4E 3. PSY 200 – Area 4I 4. SOC 116 – Area 4J • UC/CSU Transferable <ol style="list-style-type: none"> 1. SOC 116 | <ul style="list-style-type: none"> • CSU/GE <ol style="list-style-type: none"> 1. CFE 211 – Area D7 2. AJ 210 – Area D10 3. AJ 204 – Area D10 4. ART 136 – Area C1 5. GEOG 110 – Area D5 6. HD 102 – Area E 7. KIN 100 – Area E 8. PSY 200 – Area D9 9. SOC 116 – Area D4 10. SOC 116 – Area D7 11. SOC 116 – Area D10 | <ul style="list-style-type: none"> • CSU Transferable <ol style="list-style-type: none"> 1. ENGL 100A 2. ENGL 100C 3. FTEC 111 4. FTEC 112 5. FTEC 113 6. FTEC 114 7. FTEC 117 8. ID 240 9. NS 101A 10. NS 102A 11. NS 103A 12. NS 201A 13. NS 202A 14. NS 203A 15. NS 204A 16. NS 205A 17. RADT 205 |
|---|---|---|

5. REPORT ITEM

- a. Revision of approval process requiring double reviews:**
- i. Substantial course revision
 - ii. Non-Substantial course revision
 - iii. New course development
 - iv. Program revisions (non-substantial, substantial)
 - v. New program development

An earlier motion was passed to table this item.

6. ACTION ITEM

- a. Consent Agenda: Non-substantial Course Revisions (COR Complete / SLO Complete)**
- i. AERO 120, Aircraft General I
 - ii. AERO 121, Aircraft General II
 - iii. AERO 230, Aircraft Airframe I
 - iv. AERO 231, Aircraft Airframe II
 - v. AERO 240, Aircraft Powerplant I
 - vi. AERO 241, Aircraft Powerplant II
 - vii. AGRI 100, Fruit and Nut Production
 - viii. AGRI 110, Basic Landscape Design
 - ix. AGRI 230, Soils and Plant Nutrition
 - x. AJ 206, Criminology
 - xi. ART 100, Art Appreciation
 - xii. ART 110, Drawing
 - xiii. ART 140, Watercolor
 - xiv. ART 210, Advanced Drawing
 - xv. ATH 102, Practical Applications of Athletic Training I
 - xvi. AUTO 100, Basic Automotive
 - xvii. AUTO 101, Basic Automotive Practicum
 - xviii. AUTO 102, Basic Automotive Practicum
 - xix. AUTO 110, Automotive Engines
 - xx. AUTO 112, Automotive Engine Rebuilding (Upper End)
 - xxi. AUTO 276, California Clean Air Car Course
 - xxii. CFE 111, Supervising Adults in Child Care Settings
 - xxiii. CFE 120, Infant/Toddler Development
 - xxiv. CHEM 101, Introductory Chemistry
 - xxv. CIS 157, Introduction to Linux
 - xxvi. CIS 161, Introduction to C Programming
 - xxvii. CIS 175, Java Programming
 - xxviii. COMM 101, Introduction to Public Speaking

- xxix. **COMM 105, Introduction to Mass Communication**
- xxx. **COMM 112, Oral Interpretation**
- xxxi. **COMM 114, The Art of Storytelling**
- xxxii. **COMM 115, Introduction to Argumentation and Debate**
- xxxiii. **COMM 219, Introduction to Intercultural Communication**
- xxxiv. **ENGL 111, Creative Writing: Fiction**
- xxxv. **ENGL 113, Creative Writing: Nonfiction**
- xxxvi. **FTEC 141, (S-234) Ignition Operations**
- xxxvii. **FTEC 144, (S-230) Single Resource Crew Boss**
- xxxviii. **FTEC 149, (S-260) Interagency Incident Business Management**
- xxxix. **FTEC 295AL, Firefighter 1 Academy Module A Lab**
 - xl. **FTEC 295B, Firefighter 1 Academy Module B**
 - xli. **FTEC 295BL, Firefighter 1 Academy Module B Lab**
- xlii. **GEOG 201, Map Interpretation and GPS**
- xliii. **HE 101, Health Education**
- xliv. **HIST 114, History of California**
- xlv. **HIST 115, Cultural History of Mexico**
- xlvi. **HIST 118, American West History, 1806-Present**
- xlvii. **HIST 119, History of Latin America and the Caribbean**
- xlviii. **JOUR 121, Beginning Journalism**
- xlix. **KIN 111, Advanced Tennis Techniques**
 - i. **KIN 135, Physical Conditioning**
 - ii. **KIN 140, Pre-Season Sport Conditioning**
 - iii. **KIN 155, Beginning Volleyball**
 - iiii. **KIN 160, Beginning Tennis**
 - lv. **KIN 180, Advanced Volleyball Techniques**
 - lvi. **KIN 205, Intercollegiate Men's Basketball**
- l. **POLS 101, American Political Institutions**
- li. **POLS 200, Introduction to Political Theory**
- lii. **POLS 203, The Judicial Process**
- liii. **SOC 101, Introduction to Sociology**
- liiii. **SOC 112, American Social Issues: Problems and Challenges**
- lv. **WE 197, General Work Experience**
- lvi. **WE 199, Occupational Work Experience**

A motion was made and seconded to approve item 6a Non-substantial course revisions. After a brief discussion, a request was made to table item 6axxiv CHEM 101 as the dean would like to receive clarification from the faculty member on the appropriateness of the SAS hours currently listed as lab time. Dr. Grishman also indicated that AGRI 230 will need the laboratory content called out separately in the course content section. Motion carried with revision. A second motion was made and seconded to approve the course content for the course listed under item 6a with the exception of 6axxiv. Motion carried with exception.

b. First Reading: Substantial Course Revision (COR Complete / SLO Complete)

ii. AGRI 104, Nursery Practices

- Changed units from 2 to 3 and class hours from 3 lecture to 2 lecture and 3 lab

A motion was made and seconded to approve AGRI 104, Nursery Practices course revisions. Mr. Neal Weisenberger was present to discuss the course revisions. After a brief moment, it was noted that additional changes were needed to the content section, which should list the Lab section separate from the lecture content. Also with faculty approval the homework hours were reduced during the meeting. Motion carried.

iii. AGRI 134, Plant Identification I

- Changed class hours from 3 lecture to 2 lecture and 3 lab

A motion was made and seconded to approve AGRI 134, Plant Identification I course revisions. Mr. Neal Weisenberger was present to discuss the course revisions. After a brief moment, it was noted that additional changes were needed to the content section, which should list the Lab section separate from the lecture content. Also with faculty approval the homework hours were reduced during the meeting. Motion carried.

iv. AGRI 234, Plant Identification II

- Changed class hours from 3 lecture to 2 lecture and 3 lab

A motion was made and seconded to approve AGRI 234, Plant Identification II course revisions. Mr. Neal Weisenberger was present to discuss the course revisions. After a brief moment, it was noted that additional changes were needed to the content section, which should list the Lab section separate from

the lecture content. Also with faculty approval the homework hours were reduced during the meeting. Motion carried.

v. ANTH 101L, Physical Anthropology Laboratory

A motion was made and seconded to approve ANTH 101L, Physical Anthropology Laboratory course revisions. Dr. Darcy Wiewall was present to discuss the course revisions. After a brief moment, it was noted that additional changes were not needed. Motion carried.

vi. ART 101, History of Art, Prehistoric to Gothic

- Changed maximum enrollment from 45 to 40

A motion was made and seconded to approve ART 101, History of Art, Prehistoric to Gothic course revisions. Ms. Rae Agahari was present to discuss the course revisions. After a brief moment, it was decided that the reduction of class maximum was a point of concern. It was requested that research be conducted to determine how our class maximum compares to other colleges for the same or similar class. Motion failed.

vii. ART 102, History of Art, Renaissance to Modern

- Changed maximum enrollment from 45 to 40

A motion was made and seconded to approve ART 102, History of Art, Renaissance to Modern course revisions. Ms. Rae Agahari was present to discuss the course revisions. After a brief moment, it was decided that the reduction of class maximum was a point of concern. It was requested that research be conducted to determine how our class maximum compares to other colleges for the same or similar class. Motion failed.

viii. AUTO 111, Automotive Engine Rebuilding (Lower End)

A motion was made and seconded to approve AUTO 111, Automotive Engine Rebuilding (Lower End) course revisions. Mr. Kevin Mawhorter was present to discuss the course revisions. After a brief moment, it was noted that additional changes were not needed. Motion carried.

ix. BIOL 100, Elementary Human Anatomy and Physiology

A motion was made and seconded to approve BIOL 100, Elementary Human Anatomy and Physiology course revisions. The dean and AP&P representative were present to discuss the course revisions. After a brief moment, it was noted that additional changes were needed to reduce the homework hours as they were too high for a course with the noted number of hours and units. At the dean's request, this item will return to a future meeting after faculty can be consulted. Motion failed.

x. BIOL 120, General Organismal, Ecological, and Evolutionary Biology

A motion was made and seconded to approve BIOL 120, General Organismal, Ecological, and Evolutionary Biology course revisions. The dean and AP&P representative were present to discuss the course revisions. After a brief moment, it was noted that additional changes were needed to reduce the homework hours as they were too high for a course with the noted number of hours and units. At the dean's request, this item will return to a future meeting after faculty can be consulted. Motion failed.

xi. BUS 201, Business Law

A motion was made and seconded to approve BUS 201, Business Law course revisions. Ms. Deborah Sullivan-Ford was present to discuss the course revisions. After a brief moment, it was noted that the homework hours were too high. With the approval of the faculty member present, edits were made during the meeting. Motion carried.

xii. CFE 106, Creative Experiences for Children

A motion was made and seconded to approve CFE 106, Creative Experiences for Children course revisions. Ms. Melanie Parker was present to discuss the course revisions. After a brief moment, it was noted that the homework hours were too high. With the approval of the faculty member present, edits were made during the meeting. Motion carried.

xiii. CFE 114, Music and Movement Education for the Young Child

A motion was made and seconded to approve CFE 114, Music and Movement Education for the Young Child course revisions. Ms. Melanie Parker was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

xiv. Hybrid: CHEM 101, Introductory Chemistry

A motion was made and seconded to table Hybrid: CHEM 101, Introductory Chemistry course revisions. Motion carried.

- xv. Online: COMM 105, Introduction to Mass Communication**
A motion was made and seconded to approve Online: COMM 105, Introduction to Mass Communication course revisions. Mr. Tom Graves was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.
- xvi. CT 100, Introduction to Fashion**
A motion was made and seconded to approve CT 100, Introduction to Fashion course revisions. Ms. Melissa Ramiro was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.
- xvii. CT 102, Textiles**
A motion was made and seconded to approve CT 102, Textiles course revisions. Ms. Melissa Ramiro was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.
- xviii. CT 114, Principles of Clothing Selection**
A motion was made and seconded to approve CT 114, Principles of Clothing Selection course revisions. Ms. Melissa Ramiro was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.
- xix. CT 212, Intermediate Construction- Pants**
A motion was made and seconded to approve CT 212, Intermediate Construction- Pants course revisions. Ms. Melissa Ramiro was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.
- xx. CT 222, Pattern Making by Flat Pattern**
A motion was made and seconded to approve CT 222, Pattern Making by Flat Pattern course revisions. Ms. Melissa Ramiro was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.
- xxi. DFST 102L, American Sign Language (ASL II) Skill Building Lab**
- Added Corequisite: Completion of or concurrent enrollment in DFST 102.
- A motion was made and seconded to approve DFST 102L, American Sign Language (ASL II) Skill Building Lab course revisions. Mr. Duane Rumsey was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.
- xxii. ENGL 221, American Literature, 1400-1865**
- Changed maximum enrollment from 35 to 25
- xxiii. ENGL 222, American Literature, 1865-Present**
- Changed maximum enrollment from 35 to 25
- xxiv. ENGL 225, English Literature, 800-1750**
- Changed maximum enrollment from 35 to 25
- xxv. ENGL 227, English Literature, 1750-Present**
- Changed maximum enrollment from 35 to 25
- xxvi. ENGL 230, World Literature 1**
- Changed maximum enrollment from 35 to 25
- xxvii. ENGL 231, World Literature 2**
- Changed maximum enrollment from 35 to 25
- xxviii. ENGL 235, Shakespeare: Tragedies and Histories**
- Changed maximum enrollment from 35 to 25
- xxix. ENGL 236, Shakespeare: Comedies, Romances, and Sonnets**
- Changed maximum enrollment from 35 to 25
- xxx. ENGL 240, Studies in Poetry**
- Changed maximum enrollment from 35 to 25
- xxxi. ENGL 242, Studies in Fiction**
- Changed maximum enrollment from 35 to 25
- xxxii. ENGL 246, Studies in Drama**
- Changed maximum enrollment from 35 to 25
- xxxiii. ENGL 250, Cross-Cultural Literature in America**
- Changed maximum enrollment from 35 to 25
- xxxiv. ENGL 253, African American Literature**

- Changed maximum enrollment from 35 to 25
- xxxv. ENGL 256, Hispanic and Latin American Literatures
- Changed maximum enrollment from 35 to 25
- xxxvi. ENGL 257, Native American Literature
- Changed maximum enrollment from 35 to 25
- xxxvii. ENGL 259, Gender, Image, and Rhetoric
- Changed maximum enrollment from 35 to 25
- xxxviii. ENGL 279, Science Fiction and Dystopic Literature
- Changed maximum enrollment from 30 to 25
- xxxix. ENGL 299, Special Topics in Literature
- Changed maximum enrollment from 30 to 25

A motion was made and seconded to approve the course revisions within the English discipline as noted. After a lengthy discussion, the committee agreed that faculty should review this request with their dean and the VP of Academic Affairs to ensure students are not adversely affected. Many members of the committee felt that a flood gate of class size reductions will be sent through to the committee if these are approved without further research first. Motion failed.

xl. Online: HE 101, Health Education

A motion was made and seconded to approve Online: HE 101, Health Education course revisions. Ms. Melissa Ramiro was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

xli. Online: JOUR 121, Beginning Journalism

A motion was made and seconded to approve Online: JOUR 121, Beginning Journalism course revisions. Mr. Tom Graves was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

xlii. MATH 065, Basic Math

- Changed maximum enrollment from 45 to 35

A motion was made and seconded to approve MATH 065, Basic Math course revisions. The dean and AP&P representative were present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

xliii. Hybrid: MATH 065, Basic Math

A motion was made and seconded to approve Hybrid: MATH 065, Basic Math course revisions. The dean and AP&P representative were present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

xliv. MATH 070, Elementary Algebra

- Changed maximum enrollment from 45 to 35

A motion was made and seconded to approve MATH 070, Elementary Algebra course revisions. The dean and AP&P representative were present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

xlv. Hybrid: MATH 070, Elementary Algebra

A motion was made and seconded to approve Hybrid: MATH 070, Elementary Algebra course revisions. The dean and AP&P representative were present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

xlvi. MATH 102, Intermediate Algebra

- Changed maximum enrollment from 45 to 35

A motion was made and seconded to approve MATH 102, Intermediate Algebra course revisions. The dean and AP&P representative were present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

xlvii. Hybrid: MATH 102, Intermediate Algebra

A motion was made and seconded to approve Hybrid: MATH 102, Intermediate Algebra course revisions. The dean and AP&P representative were present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

xlviii. MATH 140, Precalculus

- Changed Prerequisite: Completion of MATH 135 or Eligibility for MATH 140 (AVC Assessment)

A motion was made and seconded to approve MATH 140, Precalculus course revisions. Ms. Debra Anderson was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

xlix. MATH 250, Calculus and Analytic Geometry

A motion was made and seconded to approve MATH 250, Calculus and Analytic Geometry course revisions. Mr. Michal Tran was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

i. Online: POLS 101, American Political Institutions

A motion was made and seconded to approve Online: POLS 101, American Political Institutions course revisions. The AP&P representative was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

ii. Hybrid: POLS 101, American Political Institutions

A motion was made and seconded to approve Hybrid: POLS 101, American Political Institutions course revisions. The AP&P representative was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

iii. Online: SOC 101, Introduction to Sociology

A motion was made and seconded to approve Online: SOC 101, Introduction to Sociology course revisions. The AP&P representative was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

iiii. Hybrid: SOC 101, Introduction to Sociology

A motion was made and seconded to approve Hybrid: SOC 101, Introduction to Sociology course revisions. The AP&P representative was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

~~**lv. SPAN 203, Introduction to Hispanic Literature**~~

Removed per motion above.

lv. Online: CFE 120, Infant/Toddler Development (Added per motion above)

A motion was made and seconded to approve Online: CFE 120, Infant/Toddler Development course revisions. Ms. Melanie Parker was present to discuss the course revisions. After a brief moment, it was noted that edits were not needed. Motion carried.

c. First Reading: New Course Development

i. DM 146, 3-D Modeling

ii. DM 146L, 3-D Modeling Lab

A motion was made and seconded to table item ci and cii as faculty member was not present to discuss the new course developments. Motion carried.

iii. MATH 105, Geometry and Methods of Proof

A motion was made and seconded to approve MATH 105, Geometry and Methods of Proof course development. Ms. Debra Anderson was present to discuss the course development. After a brief moment, it was noted that edits were not needed. Motion carried.

iv. MATH 128, College Algebra for non-STEM

A motion was made and seconded to approve MATH 128, College Algebra for non-STEM course development. Ms. Debra Anderson was present to discuss the course development. After a brief moment, it was noted that the course title should be changed as it can be deemed as insulting. With the faculty member's approval, the title was changed during the meeting to College Algebra for Liberal Arts. Motion carried.

v. Hybrid: MATH 128, College Algebra for non-STEM Student

A motion was made and seconded to approve Hybrid: MATH 128, College Algebra for non-STEM Student course development. Ms. Debra Anderson was present to discuss the course development. After a brief moment, it was noted that edits were not needed. Motion carried.

vi. NS 200A, Nursing Transition

A motion was made and seconded to approve NS 200A, Nursing Transition course development. The dean and AP&P representative were present to discuss the course development. After a brief moment, it

was noted that the homework hours were too high. With the approval of the faculty member present, edits were made during the meeting. Motion carried.

vii. PHTC 246, Commercial Portfolio and Job Search

A motion was made and seconded to approve PHTC 246, Commercial Portfolio and Job Search course development. Ms. Lisa Karlstein was present to discuss the course development. After a brief moment, it was noted that edits were needed to the following: Provide justification on course cover for the creation of this class; Complete the content review process within CurricUNET for each requisite course (Prerequisites, Corequisites and Advisories); Provide a pedagogical explanation for the maximum enrollment; Verify GE for AVC and CSU is appropriate by speaking with Dr. Grishman; Material Fee description must explicitly state what students are receiving when paying the fee; Link objective 4 to at least one method of evaluation. Motion failed.

viii. PHTC 246L, Photography Portfolio and Job Search Lab

A motion was made and seconded to approve PHTC 246L, Photography Portfolio and Job Search Lab course development. Ms. Lisa Karlstein was present to discuss the course development. After a brief moment, it was noted that edits were needed to the following: Provide justification on course cover for the creation of this class; Units and hours noted are not in line with Carnegie, lab hours are 3 to 1 unit, please drop the hours to 1.5 hours for .5 unit or up the hours and the units such that it is listed at a 3:1 ratio; Prerequisites need to be added such that the lecture and lab have the same prereqs listed. This will justify the higher level SAM Code on this class; Corequisite is not appropriate as a course cannot be its own coreq, please review this section and delete the requisite or correct as needed. Also complete the content review process within CurricUNET when identifying a requisite; Provide a pedagogical explanation for the maximum enrollment; Verify GE for AVC, CSU and UC are appropriate by speaking with Dr. Grishman; Change the transferability to UC, CSU on the Justification/Classification link; Link objective 4 to at least one method of evaluation; Textbook Justification should be removed as it is simply the book listing twice. Motion failed.

ix. SPAN 220SS, Composition and Conversation for Spanish Speakers

A motion was made and seconded to approve SPAN 220SS, Composition and Conversation for Spanish Speakers course development. Ms. Lucia Pozo was present to discuss the course development. After a brief moment, it was noted that edits were not needed. Motion carried.

x. ESL 050X, ESL Vocabulary and Pronunciation 5 (Added per motion above)

A motion was made and seconded to approve ESL 050X, ESL Vocabulary and Pronunciation 5 course development. Mr. Scott Jenison was present to discuss the course development. After a brief moment, it was noted that the letter noted in the course number needed to be changed as the X is used to designate specific courses already. With the approval of the faculty member present, the course number was changed to 050P. Motion carried.

xi. ESL 053, ESL Grammar 5 (Added per motion above)

A motion was made and seconded to approve ESL 053, ESL Grammar 5 course development. Mr. Scott Jenison was present to discuss the course development. After a brief moment, it was noted that edits were not needed. Motion carried.

xii. Hybrid: ESL 053, ESL Grammar 5 (Added per motion above)

A motion was made and seconded to approve Hybrid: ESL 053, ESL Grammar 5 course development. Mr. Scott Jenison was present to discuss the course development. After a brief moment, it was noted that edits were not needed. Motion carried.

xiii. Hybrid: SPAN 220SS, Composition and Conversation for Spanish Speakers (Added per motion above)

A motion was made and seconded to approve Hybrid: SPAN 220SS, Composition and Conversation for Spanish Speakers course development. Ms. Lucia Pozo was present to discuss the course development. After a brief moment, it was noted that edits were not needed. Motion carried.

d. Second Reading: New Course Development

i. PHTC 102L, Directed Photo Lab Studies

A motion was made and seconded to approve PHTC 102L, Directed Photo Lab Studies course development. Ms. Lisa Karlstein was present to discuss the course development. After a brief moment, it was noted that edits were needed to the following: Delete the homework section hours as lab courses complete all course hours in class; Eliminate the repeat statement in the course description or provide a justification for the repetition in the way of CSU catalog documentation; Corequisites also need to be

entered individually and complete the content review process within CurricUNET for each requisite course; Verify LHE weekly hours are correct as course is noted with different weekly hours; Provide a pedagogical explanation for the maximum enrollment; Verify GE for AVC is appropriate; Material Fee description must explicitly state what students are receiving when paying the fee. Motion failed.

e. First Reading: New Program Development

i. Associate of Arts in German, Associate in Arts

A motion was made and seconded to approve Associate of Arts in German, Associate in Arts program development. Ms. Heidi Preschler was present to discuss the program development. After a brief moment, it was noted that edits were not needed. Motion carried.

f. First Reading: Revised Program

i. Professional Bookkeeping, Certificate of Achievement: 18+ units

A motion was made and seconded to approved Professional Bookkeeping, Certificate of Achievement: 18+ units program revisions. Mrs. Stacey Adams was present to discuss the program revisions. After a brief moment, the committee made no requests for revision. Motion carried.

g. First Reading: Course Deactivation

- i. Online: ACCT 121, Computerized Accounting**
- ii. Online: BUS 121, Fundamentals of Investment and Personal Finance**
- iii. CFE 177, Independent Living Skills for Foster Youth**
- iv. CFE 212, School Age Programs**
- v. CFE 213, Curriculum Strategies for School Age Programs**
- vi. MATH 070A, Elementary Algebra - First Half with SAS**
- vii. MATH 070B, Elementary Algebra - Second Half with SAS**
- viii. MATH 102A, Intermediate Algebra-First Half with SAS**
- ix. MATH 102B, Intermediate Algebra - Second Half with SAS**
- x. MATH 125, Math for Business & Economics**

A motion was made and seconded to approve designating the courses listed under 6g as deactivated. Motion carried.

7. INFORMATIONAL ITEMS

a. Course Deactivation

- i. FTEC 216, Engine Company Operations**
- ii. FTEC 217, Truck Company Operations**
- iii. HD 198, Human Development Seminars**
- iv. HD 198A, Assertiveness Training**
- v. HD 198C, Career and Major Exploration**
- vi. HD 198O, Orientation to College**
- vii. Online: HD 198O, Orientation to College**
- viii. Hybrid: HD 198O, Orientation to College**

Mrs. Linda Harmon indicated that the item would return to the next agenda for approval.

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

Area of Study	Template Attached	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences					
2. Agriculture Business					
3. Agriculture Plant Sciences					
4. <i>Chemistry</i>					
5. Computer Science					Can develop but units are too high
6. Elementary Teacher Education					Cannot develop, no full-time faculty in area
7. <i>Film, Television and Electronic Media</i>					Cannot develop, no full-time faculty in area
8. Journalism					Cannot develop, no full-time faculty in area

c. Completed AVC AA-T/AS-T Degrees

9. Theatre Arts – Pending the CCCC approval of THA 115A-B, 116A-B, 117A-B, 118A-B and THA 121A-B

d. AA-T/AS-T Degrees Submitted for CCCC Review and Approval

- | | | | |
|-------------------------------|-----------------|----------------|-------------|
| 10. Early Childhood Education | 13. Geology | 16. Music | 18. Physics |
| 11. Economics | 14. History | 17. Philosophy | 19. Spanish |
| 12. English | 15. Kinesiology | | |

e. AA-T/AS-T Degree CCCC Approved Pending Catalog Publication

- 20. Administration of Justice
- 21. Anthropology
- 22. Business Administration
- 23. Geography
- 24. Psychology

f. C-ID REPORT FOR TMC's

C-ID DESCRIPTOR	COURSE	STATUS	EXPIRES	STATUS
AJ 110	AJ 101	CONDITIONAL	20-NOV-14	
AJ 120	AJ 102	CONDITIONAL	9-JUN-15	
AJ 160	AJ 210	CONDITIONAL	9-JUN-15	
ARTH 150	ART 104	NOT APPROVED		
BIOL 190	BIOL 110	CONDITIONAL	05-AUG-14	
BIOL 140	BIOL 120	NOT APPROVED	05-AUG-14	
BIOL 120B	BIOL 202	CONDITIONAL	29-SEPT-2015	
BUS 125	BUS 201	CONDITIONAL	25-AUG-15	
ECE 120	CFE 101	NOT APPROVED		
ECE 230	CFE 116	CONDITIONAL	30-APR-15	
ECE 220	CFE 211	CONDITIONAL	30-APR-15	
CHEM 101	CHEM 101	NOT APPROVED		
COMP 152	CIS 121	NOT APPROVED		
COMM 130	COMM 107	CONDITIONAL	13-JAN-15	
GEOL 121	ERSC 101	NOT APPROVED		
HIST 170	HIST 101	CONDITIONAL	26-SEPT-15	
HIST 180	HIST 102	CONDITIONAL	26-SEPT-15	
JOUR 210	JOUR 123	NOT APPROVED		
MATH 150	MATH 130	CONDITIONAL	05-AUG-15	
MATH 155	MATH 140	CONDITIONAL	23-FEB-15	
MATH 240	MATH 230	CONDITIONAL	02-JUL-15	
MATH 250	MATH 220	CONDITIONAL	29-SEPT-15	
MATH 230	MATH 250	CONDITIONAL	26-MAR-15	
PHYS 100S	PHYS 101 PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 105	PHYS 101	CONDITIONAL	13-FEB-14	
PHYS 110	PHYS 102	CONDITIONAL	13-FEB-14	
POLS 130	POLS 103	CONDITIONAL	06-JUN-15	
SOCI 120	SOC 200	NOT APPROVED		
SPAN 220	SPAN 101HL	NOT APPROVED		

g. 2013-2014 Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert /GE Area	Last Taught	Scheduling Restrictions if not approved by 11/14/2013	Status
Math/Science				
MATH 070B		Spring 13	Cannot schedule 14-15	Agenda
MATH 102A		Fall 12	Cannot schedule 14-15	Agenda
MATH 102B		Spring 13	Cannot schedule 14-15	Agenda
Social Science				
WE 197		None	Cannot schedule 14-15	Agenda
WE 199		Spring 13	Cannot schedule 14-15	Agenda
Technical Education				

AUTO 276		Fall 13	Cannot schedule 14-15	Agenda
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h. 2014-2015 Course by Division that need to be revised and submitted to AP&P

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions if not approved by 11/13/2014	Status
D1	AERO 120			Cannot schedule 15-16	Agenda
D1	AERO 121			Cannot schedule 15-16	Agenda
D1	AUTO 100			Cannot schedule 15-16	Agenda
D1	AUTO 101			Cannot schedule 15-16	Agenda
D1	AUTO 102			Cannot schedule 15-16	Agenda
D1	AUTO 110			Cannot schedule 15-16	Agenda
D1	AUTO 111			Cannot schedule 15-16	Agenda
D1	AUTO 112			Cannot schedule 15-16	Agenda
D1	AUTO 198			Cannot schedule 15-16	
D1	CA 221	Yes		Cannot schedule 15-16	Submitted
D1	CIS 157			Cannot schedule 15-16	Agenda
D1	CIS 161	Yes		Cannot schedule 15-16	Agenda
D1	CIS 175	Yes		Cannot schedule 15-16	Agenda
D1	CT 102	Yes		Cannot schedule 15-16	Agenda
D1	CT 212			Cannot schedule 15-16	Agenda
D1	FTEC 141			Cannot schedule 15-16	Agenda
D1	FTEC 144			Cannot schedule 15-16	Agenda
D1	FTEC 149			Cannot schedule 15-16	Agenda
D1	FTEC 216			Cannot schedule 15-16	Agenda
D1	FTEC 217			Cannot schedule 15-16	Agenda
D1	FTEC 295AL			Cannot schedule 15-16	Agenda
D1	FTEC 295B			Cannot schedule 15-16	Agenda
D1	FTEC 295BL			Cannot schedule 15-16	Agenda
D1	WELD 101			Cannot schedule 15-16	Submitted
D1	WELD 110			Cannot schedule 15-16	Submitted
D1	WELD 120			Cannot schedule 15-16	Submitted
D1	WELD 130			Cannot schedule 15-16	Submitted
D2	AGRI 100	Yes		Cannot schedule 15-16	Agenda
D2	AGRI 110	Yes		Cannot schedule 15-16	Agenda
D2	AGRI 134	Yes		Cannot schedule 15-16	Agenda
D2	AGRI 230	Yes		Cannot schedule 15-16	Agenda
D2	BIOL 100			Cannot schedule 15-16	Agenda
D2	CHEM 101	Yes		Cannot schedule 15-16	Agenda
D2	GEOG 201			Cannot schedule 15-16	Agenda
D2	MATH 125	Yes		Cannot schedule 15-16	Agenda
D2	MATH 130	Yes		Cannot schedule 15-16	
D2	MATH 140	Yes		Cannot schedule 15-16	Agenda
D3	COMM 101	Yes		Cannot schedule 15-16	Agenda
D3	COMM 105	Yes		Cannot schedule 15-16	Agenda
D3	COMM 112	Yes		Cannot schedule 15-16	Agenda
D3	COMM 115	Yes		Cannot schedule 15-16	Agenda
D3	COMM 219	Yes		Cannot schedule 15-16	Agenda

D3	ENGL 111	Yes		Cannot schedule 15-16	<i>Agenda</i>
D3	JOUR 121	Yes		Cannot schedule 15-16	<i>Agenda</i>
D3	JOUR 123	Yes		Cannot schedule 15-16	
D4	AJ 201	Yes		Cannot schedule 15-16	
D4	AJ 206	Yes		Cannot schedule 15-16	<i>Agenda</i>
D4	AJ 800			Cannot schedule 15-16	
D4	AJ 810			Cannot schedule 15-16	
D4	ANTH 101L	Yes		Cannot schedule 15-16	<i>Agenda</i>
D4	CFE 106			Cannot schedule 15-16	<i>Agenda</i>
D4	CFE 111			Cannot schedule 15-16	<i>Agenda</i>
D4	CFE 114			Cannot schedule 15-16	<i>Agenda</i>
D4	CFE 120			Cannot schedule 15-16	<i>Agenda</i>
D4	CFE 212			Cannot schedule 15-16	<i>Agenda</i>
D4	ECON 101	Yes		Cannot schedule 15-16	Submitted
D4	ED 141			Cannot schedule 15-16	
D4	HIST 101	Yes		Cannot schedule 15-16	Submitted
D4	HIST 102	Yes		Cannot schedule 15-16	Submitted
D4	HIST 104	Yes		Cannot schedule 15-16	Submitted
D4	HIST 105	Yes		Cannot schedule 15-16	Submitted
D4	HIST 112	Yes		Cannot schedule 15-16	Submitted
D4	HIST 114	Yes		Cannot schedule 15-16	<i>Agenda</i>
D4	HIST 115	Yes		Cannot schedule 15-16	<i>Agenda</i>
D4	HIST 118	Yes		Cannot schedule 15-16	<i>Agenda</i>
D4	HIST 119	Yes		Cannot schedule 15-16	<i>Agenda</i>
D4	POLS 101	Yes		Cannot schedule 15-16	<i>Agenda</i>
D4	POLS 200	Yes		Cannot schedule 15-16	<i>Agenda</i>
D4	POLS 203	Yes		Cannot schedule 15-16	<i>Agenda</i>
D4	SOC 112	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	ART 100	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	ART 101	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	ART 102	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	ART 110	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	ART 140	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	ART 210	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	ATH 102			Cannot schedule 15-16	<i>Agenda</i>
D5	FTV 242			Cannot schedule 15-16	
D5	FTV 244			Cannot schedule 15-16	
D5	FTV 251			Cannot schedule 15-16	
D5	FTV 261		Never	Cannot schedule 15-16	
D5	HE 101	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	KIN 111	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	KIN 135	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	KIN 140	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	KIN 155	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	KIN 160	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	KIN 180	Yes		Cannot schedule 15-16	<i>Agenda</i>
D5	KIN 205	Yes		Cannot schedule 15-16	<i>Agenda</i>

D5	KIN 210	Yes		Cannot schedule 15-16	Submitted
D5	KIN 225	Yes		Cannot schedule 15-16	Submitted
D5	KIN 265	Yes		Cannot schedule 15-16	Submitted
D5	PHOT 250	Yes		Cannot schedule 15-16	
S1	HD 198			Cannot schedule 15-16	<i>Agenda</i>
S1	HD 198A			Cannot schedule 15-16	<i>Agenda</i>
S1	HD 198C			Cannot schedule 15-16	<i>Agenda</i>
S1	HD 198O			Cannot schedule 15-16	<i>Agenda</i>

8. ADJOURNMENT

A motion was made and seconded to adjourn the 11/13/14 AP&P Committee meeting at 5:31 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 contact 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 Dr. Edward Beyer, 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: February 26, 2015
LOCATION: BE 323 – Computer Room
TIME: 3:05 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Maranatha Javines	Bonnie Suderman	Karen Cowell, CTE Dean Raul Curiel, ASO Rep Cynthia Lehman, Div. 4 Rep
Jennifer Corona	Lisa Karlstein	Deborah Sullivan-Ford	
Luis Echeverria	Scott Lee	LaDonna Trimble	
Tooraj Gordi	Cynthia Littlefield	Les Uhazy, proxy	
Lee Grishman	Mark McGovern	Denise Walker	
Linda Harmon	Joe Owens	Darcy Wiewall, proxy	
GUESTS PRESENT			
Mark Hoffer	David Newman		
Kyle Jacobsen			

2014-2015
Academic Policies & Procedures Committee Meeting No. 7
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the February 26, 2015 AP&P Committee Meeting to order at 3:05p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:05p.m. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Ms. Linda Harmon welcomed the committee to the first meeting of the spring semester and thanked them for meeting in December in her absence. She was very ill during that time and appreciated the committee continuing with the needed approvals. She requested a motion to amend the agenda.

A motion was made and seconded to amend the agenda to table items 3b, 3c, 6aiv and 6aiv. Motion carried. A second motion was made and seconded to amend the agenda to include item 5d Approval Process for Upper Division Coursework. Motion carried.

3. APPROVAL OF MINUTES

a. October 23, 2014 Minutes

A motion was made and seconded to approve the minutes for October 23, 2014. Motion carried.

b. November 13, 2014 Minutes

c. December 11, 2014 Minutes

Tabled per motion above.

4. INFORMATIONAL ITEMS

a. 2015-16 AP&P Deadline – Courses and Programs need to be approved by 12/11/2015 for Fall 2015 inclusion

- CORs due 2014-2015 academic year – List at the end of the agenda
- CORs due 2015-2016 academic year – Handout
- TMC Degrees that may need to be developed and brought to AP&P – List at the end of the agenda
- C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda

Ms. Linda Harmon indicated the list of courses due the next academic year will be made available soon for committee members to share with their divisions. Clarification was requested as to the year the approved courses would be implemented. A correction to the agenda was noted as these courses would be effective Fall 2016 if approved by 12/11/2015.

b. CSUGE/IGETC Course Designation – Dr. Lee Grishman

- | | | |
|---|---|---|
| <ul style="list-style-type: none">• IGETC1. AJ 204 – Area J2. GEOG 110 – Area 4E3. MATH 128 – Area 2A4. PSY 200 – Area 4I5. SOC 116 – Area 4J6. SPAN 110SS – Area 6A7. SPAN 210SS – Area 6A8. SPAN 220SS – Area 3B and Area 6A9. THA 115B10. THA 116B11. THA 117B12. THA 118B13. THA 121B
<ul style="list-style-type: none">• UC Transferable1. MATH 1282. SPAN 220SS3. THA 121A4. THA 121B | <ul style="list-style-type: none">• CSU/GE1. AJ 210 – Area D102. AJ 204 – Area D103. ART 136 – Area C14. CFE 211 – Area D75. GEOG 110 – Area D56. HD 102 – Area E7. KIN 100 – Area E8. MATH 128 – Area B49. PSY 200 – Area D910. SOC 116 – Area D411. SOC 116 – Area D712. SOC 116 – Area D1013. SPAN 110SS – Area C214. SPAN 210SS – Area C215. SPAN 220SS – Area C216. THA 115B17. THA 116B18. THA 117B19. THA 118B20. THA 121B | <ul style="list-style-type: none">• CSU Transferable1. FTEC 1112. FTEC 1123. FTEC 1134. FTEC 1145. FTEC 1176. MATH 1057. MATH 1288. NS 200A9. SPAN 220SS10. THA 121A11. THA 121B |
|---|---|---|

c. Catalog Addendum Published

Mrs. Linda Harmon informed the committee of the posted catalog addendum, which lists all the newly approved ADTs.

5. DISCUSSION ITEM

a. Corporate and Community Ed course approval process

Mrs. Linda Harmon indicated that she has been asked to review the current approval process for Corporate and Community Education course. Our current process requires these courses to be reviewed and approved by the discipline faculty, dean and AP&P representative before being sent to the full committee for review and formal approval. This process was developed in response to AP 4400, which requires all community service offerings to be review and approved by this body. Dr. L. Tom O’Neil was present to discuss this item with the committee. He explained the current process is cumbersome and very lengthy. He felt the discipline faculty, dean and AP&P representative approval should be enough to offer a corporate and community education course. These courses are developed in response to community need. If the course must go through a multi year approval process, the community will not be well served. Ms. Lisa Karlstein felt the current process was appropriate as a community service offering previously scheduled directly conflicted with her coursework. While the Corporate and Community Education office was responsive to her request to pull the class, she felt future course offerings could be caught earlier in the process if they conflict with AVC credit course offerings. Dr. L. Tom O’Neil agreed the class should not have been scheduled and they were very quick to pull the class when the conflict was brought to their attention. Mrs. Linda Harmon requested the committee to consider this request and she will report back after she meets with Corporate and Community Education to hash out the details.

b. Noncredit Course Development

Mrs. Linda Harmon informed the committee of her enrollment to attend a noncredit course development presentation at Cerritos College on March 21, 2015. Melissa Jauregui and Kyle Jacobsen will also be in attendance to provide additional support to the committee.

c. CurricUNET Workshop Schedule

Ms. Linda Harmon reminded the committee of the success of these trainings during the fall semester. She requested all members to sign up for at least one training during the spring semester to fulfill the requirements of their participation on the committee. All representatives were asked to communicate their availabilities to Melissa Jauregui for the purpose of room assignments and communications to the campus community.

d. Approval Process for Upper Division Coursework

Mrs. Linda Harmon informed the committee of our recent approval from the Chancellor’s Office to develop a baccalaureate degree in aviation. Part of this process requires us to develop and approve third and fourth year

courses to be tied to this new degree. She asked the committee whether our current course approval process is enough or if a new approval would be developed for these courses such that more eyes are looking at the courses. Ms. Deborah Sullivan-Ford, division 1 representative, requested clarification on whether this is associated with the work of the taskforce assigned to discuss the approval processes in CurricUNET. Mrs. Harmon felt this was a separate item for the whole committee to review first as an approval process for upper division coursework does not already exist. Dr. Lee Grishman, Articulation Officer, indicated that faculty are already working on the development of third and fourth year courses to satisfy the general education requirements. He further explained that Dr. Irit Gat has already been in contact with him to find similar courses to the one she is interested in developing in psychology to support this degree. The committee discussed the possibility of establishing a taskforce to review approval processes at other colleges along with the course development process for upper division coursework. Many committee members were interested in this discussion and volunteering to support the taskforce. Dr. Lee Grishman, Dr. Scott Lee, Ms. Jeffrie Ahmad, Dr. Darcy Wiewall, Dr. L. Tom O'Neil, Dr. Les Uhazy, and Mrs. Linda Harmon agreed to participate on the taskforce.

6. ACTION ITEM

a. Second Reading: Substantial Course Revision (COR Complete / SLO Complete)

ii. AJ 201 – Revisions required to receive C-ID approval

Tabled per motion above.

iii. CHEM 110 – Revisions required to receive C-ID approval (Previously Approved 9/25/2014)

A motion was made and seconded to approve item 6aiii, CHEM 110. Dr. David Newman was present to discuss the revisions, which were required to receive approval for C-ID. Motion carried.

iv. SOC 200 – Revisions required to receive C-ID approval

Tabled per motion above.

v. ENGL 221, American Literature, 1400-1865

- Changed maximum enrollment from 35 to 25

vi. ENGL 222, American Literature, 1865-Present

- Changed maximum enrollment from 35 to 25

vii. ENGL 225, English Literature, 800-1750

- Changed maximum enrollment from 35 to 25

viii. ENGL 227, English Literature, 1750-Present

- Changed maximum enrollment from 35 to 25

ix. ENGL 230, World Literature 1

- Changed maximum enrollment from 35 to 25

x. ENGL 231, World Literature 2

- Changed maximum enrollment from 35 to 25

xi. ENGL 235, Shakespeare: Tragedies and Histories

- Changed maximum enrollment from 35 to 25

xii. ENGL 236, Shakespeare: Comedies, Romances, and Sonnets

- Changed maximum enrollment from 35 to 25

xiii. ENGL 240, Studies in Poetry

- Changed maximum enrollment from 35 to 25

xiv. ENGL 242, Studies in Fiction

- Changed maximum enrollment from 35 to 25

xv. ENGL 246, Studies in Drama

- Changed maximum enrollment from 35 to 25

xvi. ENGL 250, Cross-Cultural Literature in America

- Changed maximum enrollment from 35 to 25

xvii. ENGL 253, African American Literature

- Changed maximum enrollment from 35 to 25

xviii. ENGL 256, Hispanic and Latin American Literatures

- Changed maximum enrollment from 35 to 25

xix. ENGL 257, Native American Literature

- Changed maximum enrollment from 35 to 25

xx. ENGL 259, Gender, Image, and Rhetoric

- Changed maximum enrollment from 35 to 25

xxi. ENGL 279, Science Fiction and Dystopic Literature

- Changed maximum enrollment from 30 to 25

xxii. ENGL 299, Special Topics in Literature

- **Changed maximum enrollment from 30 to 25**

A motion was made and seconded to approve the noted English literature course maximum revision. Mr. Mark Hoffer was present to discuss the reasons for the request. He indicated that after meeting with Dr. Suderman it was agreed upon that the courses could be reduced to 30 students. He discussed this option with the faculty in his discipline and while that is a fantastic offer, they still wanted to pursue the reduction to 25 students. The requirements of the English literature courses are such that students work with the instructor to edit written papers. These papers go through multiple revisions as part of the requirements of the course outline of record. Instructors in this discipline find it impossible to meet the needs of students if the class size is 35. Mr. Hoffer circulated instructor explanations for reducing the class size to 25. After much discussion, the committee felt that the same could be said for the social sciences courses which most have a class maximum of 40. Motion failed

b. First Reading: Revised Program (PLO Complete)

- i. Business Administration, Associate in Science**
- ii. General Business, Associate in Science**
- iii. General Business, Certificate of Achievement: 18+ units**
- iv. Small Business Management, Associate in Science**
- v. Small Business Management, Certificate of Achievement: 18+ units**

A motion was made and seconded to approve items 6bi-6bv revised programs. Mrs. Linda Harmon requested the committee to consider these programs as a group. The revisions to these degrees is required as one core course was made obsolete and replaced by another newer course. Motion carried.

7. INFORMATIONAL ITEM

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

Area of Study	CCCCO Template	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences	X				Not developing
2. Agriculture Business	X				Not developing
3. Agriculture Plant Sciences	Available 2/1/2015				
4. Biology	Available 2/1/2015				
5. Chemistry					
6. Child and Adolescent Development	Available 2/1/2015				
7. Computer Science	X				Can develop but units are too high
8. Elementary Teacher Education	X				Cannot develop, no full-time faculty in area
9. Film, Television and Electronic Media	Available 2/1/2015				Cannot develop, no full-time faculty in area
10. Journalism	X				Cannot develop, no full-time faculty in area
11. Nutrition and Dietetics					

b. AA-T/AS-T Degrees Submitted for CCCCCO Review and Approval

12. Economics 13. Theatre Arts 14. Spanish

d. C-ID REPORT FOR TMC's

COURSE	C-ID DESC.	STATUS	EXPIRES	ADT	STATUS
AJ 101	AJ 110	CONDITIONAL	11/20/2014	Administration of Justice	
AJ 102	AJ 120	CONDITIONAL	6/9/2015	Administration of Justice	
AJ 210	AJ 160	CONDITIONAL	6/9/2015	Administration of Justice	
ART 101	ARTH 110	NOT APPROVED		Studio Arts; and Art History	
ART 104	ARTH 150	NOT APPROVED		Studio Arts; and Art History	

BIOL 201	BIOL 110B	CONDITIONAL	10/18/2015	Anthropology Kinesiology	
BIOL 202	BIOL 120B	CONDITIONAL	9/27/2015	Kinesiology	
CA 103	BUS 140	NOT APPROVED			
CFE 101	ECE 120	CONDITIONAL	11/16/2015	Early Childhood Ed	
CFE 116	ECE 230	CONDITIONAL	4/29/2015	Early Childhood Ed	
CFE 211	ECE 220	CONDITIONAL	4/29/2015	Early Childhood Ed	
CHEM 110	CHEM 110	NOT APPROVED	1/16/2015	Kinesiology Geology	
ERSC 101	GEOL 121	NOT APPROVED			
JOUR 123	JOUR 210	NOT APPROVED			
MATH 130	MATH 150	CONDITIONAL	8/4/2015		Replaced with MATH 128
MUS 101	MUS 100	CONDITIONAL	1/20/2016		
PHYS 101 PHYS 102	PHYS 100S	CONDITIONAL	2/13/2014		
PHYS 101	PHYS 105	CONDITIONAL	2/13/2014	Kinesiology	
PHYS 102	PHYS 110	CONDITIONAL	2/13/2014		
SOC 200	SOCI 120	CONDITIONAL	2/4/2015		

Mrs. Melissa Jauregui informed the committee members that she has been in contact with discipline faculty in AJ, CHEM, BIOL and PHYS. However the other discipline faculty have not reached out for assistance in the revision process. Mrs. Linda Harmon indicated that the ADTs can and will be pulled by the Chancellor's Office if the C-ID requirements are not met for even one course in the degree. She urged all representatives to meet with their faculty to ensure courses are revised in a timely manner.

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

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
D1	AUTO 198			Cannot schedule 15-16	
D1	CA 221	Yes		Cannot schedule 15-16	Submitted
D2	MATH 130	Yes		Cannot schedule 15-16	Deactivation Submitted
D3	JOUR 123	Yes		Cannot schedule 15-16	Submitted
D4	AJ 201	Yes		Cannot schedule 15-16	
D4	AJ 800			Cannot schedule 15-16	
D4	AJ 810			Cannot schedule 15-16	
D4	HIST 112	Yes		Cannot schedule 15-16	Submitted
D5	KIN 210	Yes		Cannot schedule 15-16	Submitted
D5	PHOT 250	Yes		Cannot schedule 15-16	

8. ADJOURNMENT

A motion was made and seconded to adjourn the 2/26/15 AP&P Committee meeting at 4:15 p.m. Mrs. Linda Harmon thanked the committee members for attending and she will see them in a few weeks. 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: March 12, 2015
LOCATION: BE 324 – Computer Room
TIME: 3:06 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Lisa Karlstein	Bonnie Suderman	Karen Cowell, CTE Dean Raul Curiel, ASO Rep Luis Echeverria, SS Rep Cynthia Littlefield, Div. 5 Rep Les Uhazy, Academic Dean Darcy Wiewall, Div. 4 Rep
Nancy Bednar, proxy	Scott Lee	Deborah Sullivan-Ford	
Jennifer Corona	Cynthia Lehman	Mary Rose Toll	
Tooraj Gordi	Mark McGovern	LaDonna Trimble	
Lee Grishman, proxy	Joe Owens	Denise Walker	
Linda Harmon			
GUESTS PRESENT			
Mark Hoffer	Kyle Jacobsen		

2014-2015
Academic Policies & Procedures Committee Meeting No. 8
AGENDA

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the March 12, 2015 AP&P Committee Meeting to order at 3:06p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:06p.m. Motion carried.

A motion was made and seconded to table item 3a and 3c and remove items 5a and 5b. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Mrs. Linda Harmon welcomed member to the meeting. She reminded committee member of the upper division course development approval process discussion from the last meeting and requested the minutes to note the report deadline for the taskforce, which is set as April 23, 2015. Dr. Lee Grishman, Dr. Scott Lee, Ms. Jeffrie Ahmad, Dr. Darcy Wiewall, Dr. L. Tom O'Neil, Dr. Les Uhazy, and Mrs. Linda Harmon agreed to participate on the taskforce. It was also noted though that Dr. Karen Cowell, CTE Dean, should also participate on the taskforce as she has a wealth of knowledge on this topic.

3. APPROVAL OF MINUTES

a. November 13, 2014 Minutes

Tabled per motion above.

b. December 11, 2014 Minutes

A motion was made and seconded to approve the minutes for December 11, 2014. Motion carried.

c. February 26, 2014 Minutes

Tabled per motion above.

4. INFORMATIONAL ITEMS

a. 2015-16 AP&P Deadline – Courses and Programs need to be approved by 12/11/2015 for Fall 2015 inclusion

- CORs due 2014-2015 academic year – List at the end of the agenda
- CORs due 2015-2016 academic year – Handout
- TMC Degrees that may need to be developed and brought to AP&P – List at the end of the agenda
- C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda

Ms. Linda Harmon indicated the list of courses due the next academic year will be made available soon for committee members to share with their divisions. Clarification was requested as to the year the approved courses would be implemented. A correction to the agenda was noted as these courses would be effective Fall 2016 if approved by 12/11/2015.

b. CSUGE/IGETC Course Designation – Dr. Lee Grishman

- IGETC
 1. AJ 204 – Area 4J
 2. GEOG 110 – Area 4E
 3. MATH 128 – Area 2A
 4. PSY 200 – Area 4I
 5. SOC 116 – Area 4J
 6. SPAN 110SS – Area 6A
 7. SPAN 210SS – Area 6A
 8. SPAN 220SS – Area 3B and Area 6A
- UC Transferable
 1. MATH 128
 2. SPAN 220SS
 3. THA 121A
 4. THA 121B
- CSU/GE
 1. AJ 210 – Area D10
 2. AJ 204 – Area D10
 3. ART 136 – Area C1
 4. CFE 211 – Area D7
 5. GEOG 110 – Area D5
 6. HD 102 – Area E
 7. KIN 100 – Area E
 8. MATH 128 – Area B4
 9. PSY 200 – Area D9
 10. SOC 116 – Area D4
 11. SOC 116 – Area D7
 12. SOC 116 – Area D10
 13. SPAN 110SS – Area C2
 14. SPAN 210SS – Area C2
 15. SPAN 220SS – Area C2
 16. THA 115B
 17. THA 116B
 18. THA 117B
 19. THA 118B
 20. THA 121B
- CSU Transferable
 1. FTEC 111
 2. FTEC 112
 3. FTEC 113
 4. FTEC 114
 5. FTEC 117
 6. MATH 105
 7. MATH 128
 8. NS 200A
 9. SPAN 220SS
 10. THA 121A
 11. THA 121B
 - 12.

Dr. Grishman, Articulation Officer, expressed concerns with keeping this item on the agenda as an informational item. He indicated that the CSU and IGETC review of courses takes time and an item like this will be listed for a long time before and change to their status can be reported on. Mrs. Melissa Jauregui gave historical information regarding the placement of this item on the agenda, which was initially done to track the progress of these requests so they can be reported back to the requesting discipline faculty member. Dr. Grishman suggested he and Linda reevaluate the need to list the item on every agenda.

5. DISCUSSION ITEM

~~a. Corporate and Community Ed course approval process~~

~~b. Noncredit Course Development~~

Removed per approved motion above.

c. CurricUNET Workshop Schedule

Mrs. Linda Harmon reminded committee members to contact Mrs. Melissa Jauregui to schedule their CurricUNET workshop.

d. Incomplete Grading Policy

Dr. Bonnie Suderman, VP Academic Affairs and AP&P Co-chair, distributed two items for the committee's consideration. The first item outlined the current AP 4230 language, AVC college catalog glossary pertaining to this subject, AVC college catalog Academic Policies/Programs language and the purposed language to replace the prior item. She indicated that faculty have been allowing students to receive an "I" (Incomplete Grade) for reasons not allowed under Title 5. To be eligible students must be in good standing for most of the semester but are unable to complete academic work for unforeseeable, emergency, or justifiable reasons. A student who attended the first couple weeks and disappeared only to reappear right before the final is not eligible to receive an "I" (Incomplete Grade). The second item distributed is a Draft of the new form Contract for Award of Incomplete Grade, which will require student, faculty and dean to approve the request. Dr. Suderman wished to clarify that it is not the intent that a dean approve a request of this nature but rather to approve the appropriate timeline is adhered to and the assignment for the student to complete is within the parameters of the course content. After a moment, the AP&P committee members requested clarification on the Title 5 language requirements for the awarding of an "I" (Incomplete Grade). Mr. Mark McGovern felt it would be more appropriate to identify a percent completion for full-term courses, similar to short-term, intersession, and summer courses. He further explained many course have culminating assignments due at the end of the semester such that a student would not have completed much of a course by the twelfth week. Dr. Suderman did not think Title 5 specifically spoke to percent of course completed but offered to add the information and send it to the committee for review with their divisions. Mrs. Linda Harmon asked that member speak with their division via a division meeting or send the information to all faculty via email requesting feedback. All division representatives should be able to report back by April 23, 2015. This item will also be an action item at that meeting.

6. ACTION ITEM

a. First Reading: Substantial Course Revision (COR Complete / SLO Complete)

- i. **ENGL 265, Literature and Film**
 - **Changed maximum enrollment from 35 to 30**
A motion was made and seconded to approve the maximum enrollment reduction for ENGL 265. Mr. Mark Hoffer was present once again to answer questions pertaining to the enrollment reduction. After a brief moment, the committee agreed 30 was appropriate. Motion carried.
- b. **Third Reading: Substantial Course Revision (COR Complete / SLO Complete)**
 - i. **ENGL 221, American Literature, 1400-1865**
 - **Changed maximum enrollment from 35 to 30**
 - ii. **ENGL 222, American Literature, 1865-Present**
 - **Changed maximum enrollment from 35 to 30**
 - iii. **ENGL 225, English Literature, 800-1750**
 - **Changed maximum enrollment from 35 to 30**
 - iv. **ENGL 227, English Literature, 1750-Present**
 - **Changed maximum enrollment from 35 to 30**
 - v. **ENGL 230, World Literature 1**
 - **Changed maximum enrollment from 35 to 30**
 - vi. **ENGL 231, World Literature 2**
 - **Changed maximum enrollment from 35 to 30**
 - vii. **ENGL 235, Shakespeare: Tragedies and Histories**
 - **Changed maximum enrollment from 35 to 30**
 - viii. **ENGL 236, Shakespeare: Comedies, Romances, and Sonnets**
 - **Changed maximum enrollment from 35 to 30**
 - ix. **ENGL 240, Studies in Poetry**
 - **Changed maximum enrollment from 35 to 30**
 - x. **ENGL 242, Studies in Fiction**
 - **Changed maximum enrollment from 35 to 30**
 - xi. **ENGL 246, Studies in Drama**
 - **Changed maximum enrollment from 35 to 30**
 - xii. **ENGL 250, Cross-Cultural Literature in America**
 - **Changed maximum enrollment from 35 to 30**
 - xiii. **ENGL 253, African American Literature**
 - **Changed maximum enrollment from 35 to 30**
 - xiv. **ENGL 256, Hispanic and Latin American Literatures**
 - **Changed maximum enrollment from 35 to 30**
 - xv. **ENGL 257, Native American Literature**
 - **Changed maximum enrollment from 35 to 30**
 - xvi. **ENGL 259, Gender, Image, and Rhetoric**
 - **Changed maximum enrollment from 35 to 30**
 - xvii. **ENGL 279, Science Fiction and Dystopic Literature**
 - **Changed maximum enrollment from 30 to 30**
 - xviii. **ENGL 299, Special Topics in Literature**
 - **Changed maximum enrollment from 30 to 30**

A motion was made and seconded to approve the maximum enrollment reduction for those courses listed under 6b. Mr. Mark Hoffer was present once again to answer questions pertaining to the enrollment reduction. After a brief moment, the committee agreed 30 was appropriate. Motion carried.

7. INFORMATIONAL ITEM

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

Area of Study	CCCCO Template	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences	X				Not developing
2. Agriculture Business	X				Not developing
3. Agriculture Plant Sciences	Available 2/1/2015				
4. Biology	Available 2/1/2015				
5. Chemistry					
6. Child and Adolescent Development	Available 2/1/2015				
7. Computer Science	X				Can develop but units are too

					high
8. Elementary Teacher Education	X				Cannot develop, no full-time faculty in area
9. Film, Television and Electronic Media	Available 2/1/2015				Cannot develop, no full-time faculty in area
10. Journalism	X				Cannot develop, no full-time faculty in area
11. Nutrition and Dietetics					

b. AA-T/AS-T Degrees Submitted for CCCCCO Review and Approval

12. Economics 13. Spanish

Mrs. Melissa Jauregui informed the committee that no new information is available for these degree which were submitted for Chancellor's Office consideration in December. As of today, they remain at secondary review.

d. AA-T/AS-T Degrees CCCCCO Reviewed and Approved

14. Theatre Arts

Mrs. Melissa Jauregui informed the committee of the recent Chancellor's Office approval of the ADT in Theatre Arts.

e. C-ID REPORT FOR TMC's

COURSE	C-ID DESC.	STATUS	EXPIRES	ADT	STATUS
AJ 101	AJ 110	CONDITIONAL	11/20/2014	Administration of Justice	
AJ 102	AJ 120	CONDITIONAL	6/9/2015	Administration of Justice	
AJ 210	AJ 160	CONDITIONAL	6/9/2015	Administration of Justice	
ART 101	ARTH 110	NOT APPROVED		Studio Arts; and Art History	
ART 104	ARTH 150	NOT APPROVED		Studio Arts; and Art History	
BIOL 201	BIOL 110B	CONDITIONAL	10/18/2015	Anthropology Kinesiology	
BIOL 202	BIOL 120B	CONDITIONAL	9/27/2015	Kinesiology	
CA 103	BUS 140	NOT APPROVED			
CFE 101	ECE 120	CONDITIONAL	11/16/2015	Early Childhood Ed	
CFE 116	ECE 230	CONDITIONAL	4/29/2015	Early Childhood Ed	
CFE 211	ECE 220	CONDITIONAL	4/29/2015	Early Childhood Ed	
CHEM 110	CHEM 110	NOT APPROVED	1/16/2015	Kinesiology Geology	
ERSC 101	GEOL 121	NOT APPROVED			
JOUR 123	JOUR 210	NOT APPROVED			
MATH 130	MATH 150	CONDITIONAL	8/4/2015		Replaced with MATH 128
MUS 101	MUS 100	CONDITIONAL	1/20/2016		
PHYS 101 PHYS 102	PHYS 100S	CONDITIONAL	2/13/2014		
PHYS 101	PHYS 105	CONDITIONAL	2/13/2014	Kinesiology	
PHYS 102	PHYS 110	CONDITIONAL	2/13/2014		
SOC 200	SOCI 120	CONDITIONAL	2/4/2015		

Mrs. Linda Harmon request all AP&P representatives who support faculty in the disciplines noted in this section to get in contact with the appropriate person to ensure these are reviewed, revised and approved as soon as possible.

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

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
D1	AUTO 198			Cannot schedule 15-16	
D1	CA 221	Yes		Cannot schedule 15-16	Submitted
D2	MATH 130	Yes		Cannot schedule 15-16	Deactivation Submitted
D3	JOUR 123	Yes		Cannot schedule 15-16	Submitted

D4	AJ 201	Yes		Cannot schedule 15-16	
D4	AJ 800			Cannot schedule 15-16	
D4	AJ 810			Cannot schedule 15-16	
D4	HIST 112	Yes		Cannot schedule 15-16	Submitted
D5	KIN 210	Yes		Cannot schedule 15-16	Submitted
D5	PHOT 250	Yes		Cannot schedule 15-16	

8. ADJOURNMENT

A motion was made and seconded to adjourn the 3/12/15 AP&P Committee meeting at 3:32 p.m. Mrs. Linda Harmon thanked the committee members for attending and she will see them in a few weeks. Motion carried.

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