



AP&P Agenda	Thursday, March 9, 2017 BE 323 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.

- Committee Members:**
Jeffrie Ahmad, Faculty Division Rep
Bonnie Curry, Faculty Division Rep
Luis Echeverria, Faculty Division Rep
Laureano Flores, Technical Education Dean
Ibrahim Ganley, Faculty Division Rep
Tooraj Gordi, Faculty Division Rep
Kerlin Grimaldi Linares, Student Rep
Carol Eastin, Articulation Officer
Michael Hutchison, Faculty Division Rep
Scott Lee, Faculty Division Rep/Librarian/DE Liaison
Cynthia Lehman, Faculty Division Rep
Cynthia Littlefield, Faculty Division Rep
Marjorie Marquez, Student Rep
Mark McGovern, Faculty Division Rep
Alberto Mendoza, Adjunct Rep
Terry Rezek, Faculty Division Rep
Tim Sturm, Faculty Division Rep
Bonnie Suderman, Co-chair
Deborah Sullivan-Ford, Faculty Division Rep
Mary Rose Toll, Faculty Division Rep
LaDonna Trimble, Student Services Dean
Les Uhazy, Academic Dean
Darcy Wiewall, Co-chair

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	
II. Meeting Minutes – -10/27/2016 -11/10/2016 -11/17/2016		<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
III. Informational Item -Courses Due Fall 2017 -2016-2017 Meeting Schedule: 3/23/17, 4/13/17, 4/27/17, 5/11/17 -Deactivations Impact BUS 203 MATH 125	<i>Darcy</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>



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<p>Family Consumer Sciences, AS -16-17 AP&P Goals -Credit by Exam -Review Checklist -Courses due Fall 2017 -Corporate Community Ed Process Rev</p>		
<p>IV. Action Item – Consent Agenda – Non- substantial Course Rev: OT 101, OT 102, OT 103, OT 113 Substantial Course Rev: ELEC 130 (Requisites), OT 101 Hybrid and Online, OT 102 Hybrid and Online, OT 103 Hybrid and Online, OT 113 Hybrid and Online Corporate Community Ed: Online Food Safety Exam Bird of Prey of the AV Managing Culture Div in Workplace The Art of Effective Negotiation Course Deactivation: NS 110, 111, 120, 121, 122, 200, 230, 231, 232</p>	<p><i>All</i></p>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>NEXT MEETING DATE: 3/23/17</p>		

AP&P Agenda Addendum

Thursday, March 9, 2017
BE 314
3:00 – 5:30pm

- a. **2016-17 AP&P Deadline – Courses and Programs need to be approved by 11/10/2016 for Fall 2017 inclusion**
- CORs due 2016-2017 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
 - DE Course Approval – 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. **AP&P Meeting Schedule:** 3/9/17 (May be cancelled), 3/23/17, 4/13/17, 4/27/17, 5/11/17
- c. **Proxy Memo needed for all committee members. Email Darcy Wiewall, CC dean, proxy, and Melissa Jauregui indicating the name of the proxy.**
1. Jeffrie Ahmad, Faculty Division Rep – *Priscilla Jenison*
 2. Bonnie Curry, Faculty Division Rep – *Denise Walker*
 3. Luis Echeverria, Faculty Division Rep – *Tamira Palmetto Despain*
 4. Laureano Flores, Technical Education Dean – *Peter Chege*
 5. Ibrahim Ganley, Faculty Division Rep – *Nancy Bednar*
 6. Tooraj Gordi, Faculty Division Rep – *Mike Tran*
 7. Kerlin Grimaldi Linares, Student Rep
 8. Carol Eastin, Articulation Officer – *Vacant*
 9. Michael Hutchison, Faculty Division Rep – *Debra Dickinson*
 10. Scott Lee, Faculty Division Rep/Librarian/DE Liaison
 11. Cynthia Lehman, Faculty Division Rep – *Matthew Jaffe*
 12. Cynthia Littlefield, Faculty Division Rep – *Lisa Karlstein*
 13. Marjorie Marquez, Non-Voting Student Rep
 14. Mark McGovern, Faculty Division Rep – *David Newman*
 15. Alberto Mendoza, Adjunct Rep – *Fiorella Chauca*
 16. Terry Rezek, Faculty Division Rep – *Lisa Karlstein*
 17. Tim Sturm, Faculty Division Rep – *Maria Clinton*
 18. Bonnie Suderman, Co-chair – *Les Uhazy*
 19. Deborah Sullivan-Ford, Faculty Division Rep – *Kathleen Ballestero*
 20. Mary Rose Toll, Faculty Division Rep – *Tom Graves*
 21. LaDonna Trimble, Student Services Dean – *Gary Roggenstein*
 22. Les Uhazy, Academic Dean – *Tom O'Neil*
 23. Darcy Wiewall, Co-chair – *Mark McGovern*
- d. **CSUGE/IGETC Course Designation**
- IGETC
 1. BIOL 101 – Area 5B / 5C - Approved
 2. BIOL 205 – Area 5B / 5C - Approved
 3. MATH 116 – Area 2A
 4. MUS 111 – Area 3A
 5. PSY 230 – Area 4I
 6. PSY 232 – Area 4I
 7. PSY 244 – Area 4I
 8. SOC 111 – Area 4J
 9. SOC 120 – Area 4J
 10. SPAN 110SS – Area 6A
 11. SPAN 210SS – Area 3B - Approved
 12. SPAN 220SS – Area 3B and Area 6A - Approved
 - UC Transferable
 1. THA 121A - Approved
 2. THA 121B - Approved
 - CSU/GE
 1. AFAB 130 – Area E
 2. AFAB 130 – Area C2
 3. MATH 116 – Area B4
 4. PSY 244 – Area D9
 5. SOC 120 – Area D0, D7, E
 6. SPAN 220SS – Area C2 - Approved

e. **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	X				In Progress

4. Biology	X				In Progress – Senate/Board
5. Chemistry	X				In Progress – Senate/Board
6. Child and Adolescent Development	X				
7. Computer Science	X				Can develop but units are too high; In Progress; awaiting PHYS 110 and PHYS 120 COR revision to drop units
8. Elementary Teacher Education	X				Cannot develop, no full-time faculty in area
9. Film, Television and Electronic Media	X				In Progress
10. Global Studies	X				
11. Journalism	X				Cannot develop, no full-time faculty in area
12. Nutrition and Dietetics	X				In Progress
13. Public Health Science	X				
14. Social Justice Studies	X				

f. **C-ID REPORT FOR TMC's**

COURSE	C-ID DESC.	STATUS	EXPIRES	ADT	STATUS
AG-EH 112L	AGRI 234	CONDITIONAL	11/14/17		
ART 101	ARTH 110	CONDITIONAL	3/12/2017	Art History	
ART 102	ARTH 120	CONDITIONAL	1/28/2017	Art History	
ART 103	ARTH 140	CONDITIONAL	5/11/2016	Art History	Submitted in Curricunet
CA 103	BUS 140	NOT APPROVED			Submitted in Curricunet
CIS 111	COMP 122	CONDITIONAL	5/9/2016		Submitted in Curricunet
COMM 215	JOUR 150	CONDITIONAL	6/21/2017		
JOUR 123	JOUR 210	NOT APPROVED			
MATH 120	MATH 120	CONDITIONAL	8/22/2017		
MATH 124	MATH 130	CONDITIONAL	7/1/2016	Economics	
MATH 140	MATH 155	CONDITIONAL	8/10/2016		
MATH 230	MATH 240	CONDITIONAL	3/26/2017	Mathematics	Submitted
MATH 250	MATH 230	CONDITIONAL	3/26/2017	Economics Mathematics Physics	Submitted
NF 100	NF 110	CONDITIONAL	4/18/2017		

g. **2016-2017 Course by Division that need to be revised and submitted to AP&P**

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
Career Technical Education					
	AUTO 126			Cannot schedule 17-18	Submitted
	AUTO 176			Cannot schedule 17-18	Submitted
Health and Safety Sciences					
	NS 121			Cannot schedule 17-18	Course Deactivation Submitted
Math, Science and Engineering					
	MATH 125	Yes		Cannot schedule 17-18	Course Deactivation Submitted
Arts and Humanities					
	DM 106L			Cannot schedule 17-18	Submitted – Rep /Dean
	FREN 201	Yes		Cannot schedule 17-18	Submitted – Rep/Dean
	FTV 203	Yes	Never	Cannot schedule 17-18	
	MUS 183	Yes		Cannot schedule 17-18	Course Deactivation Submitted

Extended Services					
	LIB 101			Cannot schedule 17-18	Submitted – Rep/Dean

h. Course Deactivations Impact on Other Programs/Courses

- **BUS 203**
 - i. Program Restricted Elective:**
 - Business Administration, AS
 - General Business, Cert
 - General Business, AS
- **MATH 125**
 - i. Program Required Core:**
 - Real Estate Salesperson, Cert – Submitted in CurricUNET
 - Real Estate Broker, Cert – Submitted in CurricUNET
 - Real Estate, AS – Submitted in CurricUNET
 - *LAS – Math and Science – Option I – AA*
 - ii. Program Restricted Elective:**
 - Office Specialist, Cert – Submitted in CurricUNET
 - Office Specialist, AS – Submitted in CurricUNET
 - Administrative Assistant, Cert – Submitted in CurricUNET
 - Administrative Assistant, AS – Submitted in CurricUNET
- **MATH 130**
 - i. Program Required Core:**
 - Engineering Technology, Cert – Submitted in CurricUNET change noted
 - Engineering Technology, AS – Submitted in CurricUNET change noted
 - *LAS: Math and Science – Option I, AA*
- **NS 110, 111, 120, 121, 122, 200, 230, 231, 232**
 - i. Program Required Core:**
 - Registered Nursing, AS



ANTELOPE VALLEY COLLEGE

AP&P Minutes

Thursday, October 27, 2016

BE 314

3:00 – 5:30pm

Type of Meeting: *Regular*

Note Taker: *Melissa Jauregui, Academic Affairs Specialist*

Please Review/Bring: The past minutes for accuracy.

Committee Members Present:

Jeffrie Ahmad, Faculty Division Rep
 Bonnie Curry, Faculty Division Rep
 Luis Echeverria, Faculty Division Rep
 Laureano Flores, Technical Education Dean
 Ibrahim Ganley, Faculty Division Rep
 Tooraj Gordi, Faculty Division Rep
 Lee Grishman, Articulation Officer
 Michael Hutchison, Faculty Division Rep
 Lisa Karlstein, proxy Faculty Division Rep
 Cynthia Lehman, Faculty Division Rep
 Cynthia Littlefield, Faculty Division Rep
 Mark McGovern, Faculty Division Rep
 Alberto Mendoza, Adjunct Rep
 Tom O’Neil, proxy Academic Dean
 Tim Sturm, Faculty Division Rep
 Deborah Sullivan-Ford, Faculty Division Rep
 Mary Rose Toll, Faculty Division Rep
 LaDonna Trimble , Student Services Dean
 Darcy Wiewall, Co-chair

Committee Members Absent:

Kerlin Grimaldi Linares, Student Rep
 Scott Lee, Faculty Division Rep/Librarian/DE Liaison
 Terry Rezek, Faculty Division Rep
 Bonnie Suderman, Co-chair
 Les Uhazy, Academic Dean

Guests Present:

Edward Beyer
 Aurora Burd
 Glenn Haller
 Jessica Harper
 Ken Shafer

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/Bonnie</i>	<p>Dr. Darcy Wiewall called the meeting to order at 3:07pm. She welcomed Bonnie Curry back as she was a committee member many years ago and will be the second faculty division representative for Health and Safety Sciences.</p> <p>Dr. Wiewall also informed the committee that the next agenda will be very heavy and likely to take the whole meeting time. She indicated that 174 courses have the potential to be placed on that agenda.</p>
II. Approval of Minutes -9/8/2016 -9/22/2016	All	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to table the meeting minutes noted. Motion carried by all members present.</p> <p><u>Follow Up Items:</u> Both sets of minutes will return to a future agenda for full review and approval consideration.</p>



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<p>III. Informational Item</p> <ul style="list-style-type: none"> -Courses Due Fall 2016 -2016-2017 Meeting Schedule: 11/10/16, 2/23/17, 3/9/17, 3/23/17, 4/13/17, 4/27/17, 5/11/17 -Deactivations Impact BUS 203 ENGR 221 MATH 125 KIN 196, 197 NS 110, 111, 120, 121, 122, 200, 230, 231, 232 OT 105 THA 120A, 120B, 120C, 120D, 205 Family Consumer Sciences, AS -Online Education Resources Survey 	<p><i>Darcy</i></p>	<p><u>Issues Discussed:</u></p> <p>Dr. Wiewall requested committee members to review those courses and programs submitted for deactivation to ensure the accompanying impacted courses and programs are submitted to exclude the proposed deactivated course.</p> <p>Dr. Mar McGovern announced the circulation of the Online Education Resources Survey. He requested the committee to encourage faculty to complete the survey and note whether they offer courses that allow the student to access the textbook for free online or and OER, Online Education Resources.</p> <p><u>Action Taken:</u></p> <p>None.</p> <p><u>Follow Up Items:</u></p> <p>The course and program deactivations will return to a future agenda for formal review and approval.</p>
<p>IV. Discussion Item –</p> <ul style="list-style-type: none"> -16-17 AP&P Goals 	<p><i>All</i></p>	<p><u>Issues Discussed:</u></p> <p>Dr. Darcy Wiewall indicated that it’s time once again to evaluate our committee work and identify goals for 16-17. She did mention that the review and approval of course and programs that are due is of course a goal already.</p> <p><u>Action Taken:</u></p> <p>None.</p> <p><u>Follow Up Items:</u></p> <p>This will return to a future agenda for committee review and discussion.</p>
<p>V. Action Item –</p> <ul style="list-style-type: none"> -AVC General Ed Course Inclusion Memo -Distance Ed Form -AP&P 16-17 Handbook <p>Consent Agenda –</p> <p>Nonsubstantial Course Rev:</p> <p>ABDY 112, ABDY 113, ABDY 115, ACCT 111, ACRV 112, ACRV 113, AJ 103, AJ 104, AJ 109, AJ 203, AJ 207, ART 121, ASTR 101L, CA 107, CFE 113, CHEM 205, CHIN 101, DFST 105, FREN 101, FREN 102, GEOG 110, PSY 212, SOC 105</p> <p>Substantial Course Rev:</p>	<p><i>All</i></p>	<p><u>Issues Discussed:</u></p> <p>Discussion occurred through the action process.</p> <p><u>Action Taken:</u></p> <p>A motion was made and seconded to approve the AVC GE Course Inclusion Memo. After a brief review and discussion, it was noted that CHEM 120 and PSY 236 will need to be removed. AJ 210 should be replaced with AJ 201. Motion carried by all members present with the noted revisions.</p> <p>A motion was made and seconded to approve the Distance Education Form. After much review, the following edits were noted:</p> <ul style="list-style-type: none"> • Question 1: revised to exclude “through the California Virtual Campus (CVC) (www.cvc.edu)” and add “Check all that apply”, responses should also be revised to CVC,



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ACCT 113, ACRV 222, AFAB 110, AFAB 115, AFAB 120, ANTH 103, ANTH 112, ASTR 101 Hybrid, ATH 103, BUS 111, CA 221, CA 221 Online, CFE 213, CFE 213 Online, DFST 106, DFST 108, ELEC 130, EMT 101, ERSC 101, GEOL 101L, GEOL 102L, HIST 110 Online, HIST 110 Hybrid, HIST 111 Online, HIST 111 Hybrid, INT 201 Online, INT 201 Hybrid, MATH 124,, MATH 250, OT 205, WELD 130, WELD 145, WELD 212, WELD 240

New Program Dev:

AS-T in Biology
AS-T in Chemistry

Corporate Community Ed:

-Automated External Defibrillator Training
-Emergency Response for Home, Community, and Workplace
-Managing Arrhythmias of the Heart

OLC, At1, and Other.

- Question 3: include fourth response of “Interactive”
- Question 3d and 3e: add these questions identical to 3b and 3c but replace “blended” with “interactive”.

A question was asked as to the meaning of “proper documentation structuring” noted in questions 4 and 4a and who decides what is considered proper. Will the college provide resources and training so that faculty can comply with the requirement.

A statement was made regarding the appropriateness of text messaging students as offered in question 5b. Some members present felt texting was too informal and personal. Dr. Darcy Wiewall reminded the committee members that of the option listed to select faculty only need to commit to 2 options.

Committee members also expressed concerns regarding video communication under 5a. It was noted that this type of tool should be provided by the college for faculty to conduct their online course offerings.

The distance education form was table so requested edits can be incorporated and research can be conducted on regular effective asynchronous contact so perhaps 5b can be expanded upon. Motion failed.

A motion was made and seconded to approve the AP&P 16-17 Handbook. Dr. Darcy Wiewall indicated that the only changes were made to the committee structure and membership. Motion carried by all members present.

A motion was made and seconded to approve those courses noted under Consent Agenda – Non-Substantial Course Rev. Motion carried by all members present.

A motion was made and seconded to approve those courses noted under Substantial Course Revisions. After a review of each listed course, the following was requested:

- ATH 103, BUS 111, ELEC 130, WELD 130, WELD 145, WELD 212, WELD 240: request made to table courses so faculty can be present at a future meeting to discuss the course revisions.
- All other listed courses were reviewed with minor edits noted in CurricUNET and made during the meeting with the approval of the faculty member, division



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		<p>representative and/or dean. Motion carried by all members present with the exception of those courses noted above that were tabled.</p> <p>A motion was made and seconded to approve the programs noted under New Program Dev. After a review of each program the following was noted:</p> <ul style="list-style-type: none">• AS-T Biology: units will be double checked to ensure compliance with the 60 unit maximum requirement. Adjustments will be made to ensure compliance with this regulation.• AS-T Chemistry: units will be double checked to ensure compliance with the 60 unit maximum requirement. Adjustments will be made to ensure compliance with this regulation; program template will be completed and attached in CurricUNET by Melissa Jauregui. <p>Motion carried by all members present with revisions if needed.</p> <p>A motion was made and seconded to approve the Corporate Community Education courses listed. After a brief review of each, no edits were noted. Motion carried by all members present.</p> <p><u>Follow Up Items:</u> Those courses that were tabled will return to the agenda on November 10, 2016 for full committee review and approval consideration.</p>
<p>NEXT MEETING DATE: 11/10/16</p>		<p>The meeting adjourned at 5:40pm. Dr. Darcy Wiewall requested all committee members to clear their queue within CurricUNET to ensure courses and program make the next agenda.</p>



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<h1>AP&P Minutes</h1>	<p>Thursday, November 10, 2016 BE 314 3:00 – 5:30pm</p>
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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 Kathleen Ballestero, proxy Faculty Division Rep Bonnie Curry, Faculty Division Rep Laureano Flores, Technical Education Dean Ibrahim Ganley, Faculty Division Rep Tooraj Gordi, Faculty Division Rep Kerlin Grimaldi Linares, Student Rep Lee Grishman, Articulation Officer Michael Hutchison, Faculty Division Rep Cynthia Lehman, Faculty Division Rep Cynthia Littlefield, Faculty Division Rep Mark McGovern, Faculty Division Rep Alberto Mendoza, Adjunct Rep Terry Rezek, Faculty Division Rep Tim Sturm, Faculty Division Rep Bonnie Suderman, Co-chair Deborah Sullivan-Ford, Faculty Division Rep Mary Rose Toll, Faculty Division Rep LaDonna Trimble , Student Services Dean Les Uhazy, Academic Dean Darcy Wiewall, Co-chair</p>	<p><u>Committee Members Absent:</u> Luis Echeverria, Faculty Division Rep Kerlin Grimaldi Linares, Student Rep Scott Lee, Faculty Division Rep/Librarian/DE Liaison Marjorie Marquez, Student Rep</p> <p><u>Guests Present:</u> Rae Agahari Leslie Baker Edward Beyer Rona Brynin Daniel Cervi Carol Eastin Jonet Leighton Susan Lowry Timothy Lynskey Michael McCully Christine Mugnolo Tom O’Neil Duane Rumsey Kevin Simpson Ann Volk</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 3:01pm. She indicated that over 190 courses will be reviewed at some point during this meeting thus resulting in a long meeting.
II. Approval of Minutes -9/8/2016 -9/22/2016 -10/27/2016	All	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the 9/8/2016 and 9/22/2016 meeting minutes. After a brief review of each, no revisions were noted. Motion carried by all members present.</p> <p>A motion was made and seconded to table the meeting minutes for 10/27/2016. Motion carried by all members present.</p> <p><u>Follow Up Items:</u></p>



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		<p>The 10/27/2016 meeting minutes will return to a future meeting for consideration of approval.</p>
<p>III. Informational Item -Courses Due Fall 2016 -2016-2017 Meeting Schedule: 2/23/17, 3/9/17, 3/23/17, 4/13/17, 4/27/17, 5/11/17 -Deactivations Impact BUS 203 ENGR 221 MATH 125 KIN 196, 197 NS 110, 111, 120, 121, 122, 200, 230, 231, 232 OT 105 THA 120A, 120B, 120C, 120D, 205 Family Consumer Sciences, AS -Adding a meeting 11/17/2016 -16-17 AP&P Goals</p>	<p><i>Darcy</i></p>	<p><u>Issues Discussed:</u> Dr. Wiewall expressed concerns with a some courses not making todays agenda thus resulting in the need to call and emergency meeting on November 17, 2016.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> Those programs and courses that are slated for deactivation that are not on today’s agenda will return to a future agenda for full committee consideration.</p>
<p>IV. Action Item – Consent Agenda – Non-substantial Course Rev: ABDY 122, ABDY 123, ABDY 125, ABDY 212, ABDY 213, ABDY 215, ABDY 222, ABDY 223, ABDY 225, ACRV 115, ACRV 122, ACRV 123, ACRV 125, ACRV 212, ACRV 213, ACRV 223, ART 145, AUTO 101, AUTO 113, AUTO 125, AUTO 127, AUTO 128, AUTO 130, AUTO 150, AUTO 151, AUTO 152, AUTO 153, AUTO 175, AUTO 198H, CA 111, CA 141, CFE 150, CFE 151, CFE 152, CFE 155, CFE 156, CFE 157, CHIN 102, CHIN 201, CHIN 202, CT 105, CT 110, DA 103, DA 104, DA 105, DA 107A, DA 107B, DA 107C, DA 108, DA 116, DM 105L, ECON 100, ECON 102, ELEC 110, ELTE 105, ENGR 185, FTEC 113, FTEC 215, GEOG 220, GEOG 221, GEOG 222, GEOG 299, HD 100, HD 102, ID 100, ID 150, ID 160, KIN 110, KIN 145, KIN 200, KIN 230, KIN 240, LAC 100, LAC 200, LAC 299, MOA 102, MUS 111, MUS 121, MUS 142, MUS 166, MUS 167, MUS 251A, MUS 251B, MUS 266, MUSC 112, NF 103, POLS 103, RCP 103, SOC 115, SPAN 202, THA 101</p> <p>AUTO 100, CA 131, CHEM 210, CIS 111, CIS 123, DA 102, DM 101, DM 101L, DM 103, DM 103L, DM 106, DM 110L, DM 112L,</p>	<p><i>All</i></p>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to amend the agenda to include INT 101, GEOG 102L, NS 102A under Consent Agenda – Non-substantial Course Revisions. Motion carried by all members present.</p> <p>A motion was made and seconded to table ECON 100, ECON 102, GEOG 102L, HD 100, HD 101, HD 102, LAC 100, MOA 102, MUS 131, MUS 132, MUS 151, MUS 153, MUS 185, MUS 231, MUS 232, MUS 253A, MUS 253B, MUS 255A, MUS 255B, OT 101, OT 102, OT 103, and OT 113 under Consent Agenda – Non-substantial Course Revisions. Motion carried by all members present.</p> <p>A motion was made and seconded to amend the agenda to include ANTH 101 Online and Hybrid, BUS 101 Online and Hybrid, CA 103 Online, CA 111 Online and Hybrid, CA 121 Online, CIS 111 Online, INT 101 Online and Hybrid, MGT 201 Online and Hybrid, and NF 100 Online and Hybrid under Substantial Course Revisions. Motion carried by all members present.</p> <p>A motion was made and seconded to table ACRV 100, AFAB 110, AFAB 115, AFAB 120, AFAB 210, RCP 101, and WELD 240 under Substantial Course Revisions. It was noted that WELD 240 should return with documentation that supports the present requisites. Motion carried by all members present.</p>



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NS 200A, NS 202A, ~~OT 101, OT 102, OT 103, OT 113~~, PHYS 110, PHYS 120, THA 103, THA 115B, THA 116A, THA 116B, THA 117A, THA 118A, THA 118B, THA 121A, THA 225, VN 110, VN 111, VN 112, VN 113

~~DA 102, HD 101~~, ELTE 140, GEOG 298C, ID 110, ID 120, ID 201, KIN 103, KIN 120, KIN 150, KIN 215, KIN 220, KIN 255, ~~MUS 131, MUS 132, MUS 151, MUS 153, MUS 185, MUS 231, MUS 232, MUS 253A, MUS 253B, MUS 255A, MUS 255B~~, MUSC 113, RCP 105, THA 110, THA 125, THA 220, THA 239

INT 101, ~~GEOG 102L~~, NS 102A

Substantial Course Rev:

~~ACRV 100, AFAB 110, AFAB 115, AFAB 120, AFAB 210~~, ANTH 101, ANTH 101L, ART 101, ATH 102, ATH 103, BUS 101, BUS 111, CA 103, CA 121, ELEC 115, ELEC 130, ENGL 115, ENGR 130L, LATN 101, LATN 102, LATN 201, MATH 230, MGT 201, MUSC 225, NF 100, ~~RCP 101~~, THA 115A, WELD 130, WELD 145, WELD 212, ~~WELD 240~~

ATH 103L, DA 113, DA 115, DFST 206, MUSC 122, MUSC 141, MUSC 222, MUSC 223, MUSC 273, MUSC 274, NF 110

ANTH 101 Online and Hybrid, BUS 101 Online and Hybrid, CA 103 Online, CA 111 Online and Hybrid, CA 121 Online, CIS 111 Online, INT 101 Online and Hybrid, MGT 201 Online and Hybrid, NF 100 Online and Hybrid

Revised Program:

Administrative Assistant, Cert
Art History, AA-T
Administration of Justice, AS-T
Interior Design, AS
Interior Design, Cert
Level I – General Cert
Level II – Performance Specialty Cert
Office Specialist, Cert
Sociology, AA-T
Studio Arts, AA-T

A motion was made and seconded to approve the courses listed under Consent Agenda – Non-substantial Course Revisions minus those tabled in an earlier motion. Motion carried by all members present.

A motion was made and seconded to approve those courses noted under Substantial Course Revisions minus those courses tabled in an earlier motion and include those courses added to the agenda in an earlier motion. After a review of each course, notes were made in CurricUNET as to the specific revisions requested. All edits were made during the meeting with the approval of the faculty, AP&P representative and/dean present. Motion carried by all members present.

A motion was made and seconded to approve the listed revised programs. After a review of each program, noted revision were listed within CurricUNET and made during the meeting with the approval of the faculty, AP&P representative and/dean present. Motion carried by all members present.

A motion was made and seconded to approve the listed new course developments. After a review of each new course, noted revision were listed within CurricUNET and made during the meeting with the approval of the faculty, AP&P representative and/dean present. Motion carried by all members present.

A motion was made and seconded to approve the listed course deactivations. After a review of each course, it was acknowledged that the deactivations do not impact any other courses or programs. Motion carried by all members present.

Follow Up Items:

Those courses that were tabled will return to the agenda on November 17, 2016 for full committee review and approval consideration.



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<p>New Course Dev: ART 106, ART 119, ART 163, ART 170, MUSC 124A, MUSC 124B, MUSC 124C,</p> <p>Course Deactivation: ENGR 221, KIN 196, KIN 197, OT 105, THA 120A, THA 120B, THA 120C, THA 120D, THA 205</p>		
<p>NEXT MEETING DATE: 2/23/17</p>		<p>The meeting adjourned at 5:55pm. Dr. Darcy Wiewall expressed the need to conduct an emergency meeting next week on November 17th to ensure all courses are approved during this fall semester. She reminded the committee that many courses needed to be tabled and only have a chance to be processed and reflected in the coming catalog if approved during fall term. All members present agreed to the meeting on 11/17/2016.</p>



<h1>AP&P Minutes</h1>	<p>Thursday, November 17, 2016 BE 314 3:00 – 5:30pm</p>
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Type of Meeting: *Regular*
Note Taker: *Melissa Jauregui, Academic Affairs Specialist*
Please Review/Bring: The past minutes for accuracy.

Committee Members Present:
 Jeffrie Ahmad, Faculty Division Rep
 Luis Echeverria, Faculty Division Rep
 Laureano Flores, Technical Education Dean
 Ibrahim Ganley, Faculty Division Rep
 Tooraj Gordi, Faculty Division Rep
 Lee Grishman, Articulation Officer
 Michael Hutchison, 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
 Tom O’Neil, proxy Dean
 Tim Sturm, Faculty Division Rep
 Bonnie Suderman, Co-chair
 Deborah Sullivan-Ford, Faculty Division Rep
 Mary Rose Toll, Faculty Division Rep
 Mike Tran, proxy Faculty Division Rep
 LaDonna Trimble , Student Services Dean
 Darcy Wiewall, Co-chair

Committee Members Absent:
 Bonnie Curry, Faculty Division Rep
 Kerlin Grimaldi Linares, Student Rep
 Scott Lee, Faculty Division Rep/Librarian/DE Liaison
 Cynthia Lehman, Faculty Division Rep
 Marjorie Marquez, Student Rep
 Terry Rezek, Faculty Division Rep
 Les Uhazy, Academic Dean

Guests Present:
 Nancy Bednar
 Peter Chege
 Maria Clinton
 Diane Flores-Kagan
 David Newby
 Michael Pesses
 Duane Rumsey
 Karen Stenback

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/Bonnie</i>	Dr. Darcy Wiewall called the meeting to order at 3:01pm. She thanked all the members present for attending this emergency meeting to complete the course and program approvals for the academic year. Dr. Wiewall expressed concerns with many courses that arrived at technical review with simple issues in the homework hours. Unfortunately, those changes need to be made before committee consideration. She requested all members to spend some extra time to review the homework, methods of evaluation and textbook to ensure they are appropriate and in line with requirements.
II. Informational Item -Courses Due Fall 2016 -2016-2017 Meeting Schedule: 2/23/17, 3/9/17, 3/23/17, 4/13/17, 4/27/17, 5/11/17 -Deactivations Impact BUS 203 MATH 125 NS 110, 111, 120, 121, 122, 200, 230, 231, 232 Family Consumer Sciences, AS	<i>Darcy</i>	<u>Issues Discussed:</u> Dr. Darcy Wiewall indicated that nearly all courses have made it through this fall semester. Today’s meeting should finish off nearly all that remain with only five courses that did not make the deadline. She expressed gratitude to all committee members for their hard work this semester. The list of courses due in the coming academic year will be communicated at the 2/23/2017 meeting.



ANTELOPE VALLEY COLLEGE

<p>-16-17 AP&P Goals</p>		<p>Action Taken: None.</p> <p>Follow Up Items: The course and program deactivations noted in this area will return to a future meeting agenda for formal committee consideration.</p> <p>The 16-17 Goals will be further discussed in the spring term. Faculty representatives are encouraged to send their goal recommendations or concerns to Dr. Darcy Wiewall.</p>
<p>III. Action Item – Consent Agenda – Non-substantial Course Rev: AUTO 177, DRFT 250, ECON 100, ECON 102, FREN 202, FREN 203, GEOG 102L, HD 100, HD 101, HD 102, LAC 100, MOA 102, MUS 131, MUS 132, MUS 151, MUS 153, MUS 185, MUS 231, MUS 232, MUS 253A, MUS 253B, MUS 255A, MUS 255B, NS 101A, NS 103A, OT 101, OT 102, OT 103, OT 113, RCP 202, WDTO 101</p> <p>FTV 101, FTV 107, FTV 108, FTV 201, FTV 215, FTV 220, FTV 230</p> <p>Substantial Course Rev: ACRV 100, AFAB 110, AFAB 115, AFAB 120, AFAB 210, ECON 100 Hybrid, ECON 102 Online and Hybrid, GEOG 101, GEOG 101 Hybrid, GEOG 101L, GEOG 102L Online, GEOL 102, HD 100 Online and Hybrid, HD 101 Online and Hybrid, HD 102 Hybrid, LAC 100 Hybrid, MOA 102 Online, MUS 185, RCP 101, WELD 240</p> <p>ATH 100, BUS 105, ELEC 120, POLS 202</p> <p>New Course Dev: AFAB 140, FTEC 285</p> <p>Course Deactivation: ENGR 221, KIN 196, KIN 197, OT 105, THA 120A, THA 120B, THA 120C, THA 120D, THA 205</p>	<p>All</p>	<p>Issues Discussed: None.</p> <p>Action Taken: A motion was made and seconded to table OT 101, OT 102, OT 103, and OT 113. Motion carried by all members present.</p> <p>A motion was made and seconded to move MUS 185 from Consent Agenda – Non-substantial Course Revisions to Substantial Course Revisions. Motion carried by all members present.</p> <p>A motion was made and seconded to delete HD 102 Hybrid under Substantial Course Revisions. The AP&P Representative confirmed with faculty that the course creation was not fully completed and will be started over at a point in the future. Motion carried by all members present.</p> <p>A motion was made and seconded to delete those courses listed under Course Deactivations as these were approved at the last meeting. Motion carried by all members present.</p> <p>A motion was made and seconded to approve the courses listed under Consent Agenda – Non-substantial Course Revisions. Motion carried by all members present.</p> <p>A motion was made and seconded to approve Consent Agenda – Non-substantial Course Revisions FTV 101, FTV 107, FTV 108, FTV 201, FTV 215, FTV 220, FTV 230 pending the Outcomes Committee approval of the course learning outcomes. Motion carried by all members present.</p> <p>A motion was made and seconded to approve AFAB 115, AFAB 120, ECON 100 Hybrid, ECON 102 Online and Hybrid, GEOG 101, GEOG 101 Hybrid, GEOG 101L, GEOG 102L Online, GEOL 102, HD 100 Online and Hybrid, HD 101 Online and Hybrid, LAC</p>



ANTELOPE VALLEY COLLEGE

	<p>100 Hybrid, MOA 102 Online, MUS 185, and RCP 101. After a review of each noted course, the committee agreed revisions are not needed. Motion carried by all members present.</p> <p>A motion was made and seconded to approve ACRV 100, AFAB 110, AFAB 210, and WELD 240. After a review of each noted course, revisions were noted for each within CurricUNET. The faculty, AP&P representative and/or dean present agreed to the requested changes which were made during the meeting. Specifically for WELD 240, the dean presented documentation that supported the requisites as noted in CurricUNET. AS a result no additional revisions were required to WELD 240. Motion carried by all members present with requested revisions.</p> <p>A motion was made and seconded to approve BUS 105 and ELEC 120 pending the Outcomes Committee approval of the course learning outcomes. After a review of each noted course, revisions were not needed and the approval moved forward. Motion carried by all members present.</p> <p>A motion was made and seconded to approve ATH 100 and POLS 202 pending the Outcomes Committee approval of the course learning outcomes. After a review of each noted course, revisions were requested and noted in CurricUNET. The faculty, AP&P representative and/or dean present agreed to the requested changes which were made during the meeting. Motion carried by all members present with requested revisions.</p> <p><u>Follow Up Items:</u> Dr. Darcy Wiewall expressed concerns with approving ELEC 130 at the last meeting without requiring the same supporting documentation that was brought forward for WELD 240. After a discussion the committee agreed the supporting documentation of the prerequisite be brought forward for committee consideration.</p>
<p>NEXT MEETING DATE: 2/23/17</p>	<p>The meeting adjourned at 4:32pm. Dr. Darcy Wiewall thanked the committee for their time and wished them a happy time off once fall ended. She reminded the members of our next meeting on 2/23/2017.</p>

ANTELOPE VALLEY COLLEGE
Office of the Dean of Enrollment Services

**PETITION FOR CREDIT BY EXAMINATION
INFORMATION, CONDITIONS AND RESTRICTIONS**

INFORMATION:

A currently enrolled student may challenge certain courses offered by the College for any of the following purposes:

- Satisfying prerequisites.
- Meeting graduation unit requirements.
- Obtaining course credit for equivalent experience or competency.

Students MAY NOT be registered for the course being challenged.

Students may be permitted to obtain credit by examination in selected subjects designated by a division in which the course is taught. A fee is charged for each examination. Students must be qualified to challenge a course by examination through satisfaction of prerequisites for the course or previous experience or training. The grade and credits received after satisfactory completion of examinations will be entered on the student's permanent record. The student's academic record shall be clearly annotated to reflect that the credit was earned by examination.

The results of the examination will be entered on the student's record. At the time a request is submitted, students must indicate whether they wish a letter grade, or a grade of "Pass/No Pass" (if allowed).

One year must elapse before a request for re-examination will be considered.

CONDITIONS AND RESTRICTIONS:

1. Students must be currently enrolled at AVC.
2. Students must submit challenge forms within the first four weeks of the semester.
3. Students challenging a course must complete the examination by Friday of the seventh week of the semester.
4. Students may challenge a maximum of four courses during their enrollment at AVC.
5. Challenge forms are available only in the fall and spring semesters. Summer forms are available only with the written permission of the instructor.
6. The units received by examination may not be used to satisfy the college's residency requirements.
7. Credit received is not applicable for financial aid, veteran's pay, or athletic eligibility.

**PETITION FOR CREDIT BY EXAMINATION
REQUEST PROCEDURE**

PROCEDURE:

1. Students requesting credit by examination must be currently registered at AVC and actively participating in course (s). Students MAY NOT be enrolled in the course they are challenging.
2. A student wishing to challenge a course must submit the completed Petition for Credit by Examination form to Admission and Records within the first four weeks of the semester. The form shall indicate if the course is to be challenged for grade or "Pass/No Pass".
3. Students whose form has been approved by Admissions & Records will be required to pay the current per-unit enrollment fee to the Cashier's Office.
4. The student then submits the form to the appropriate Division Dean and instructor for approval. It is the student's responsibility to make the necessary arrangements with the instructor.
5. The student should request a copy of the completed Petition for Credit by Examination form from the Division.
6. The form is forwarded to Admissions & Records by the Division Office with the final grade.
7. The grade will be posted to the record at the end of the semester.
8. The student is notified that a change has been made to their academic record by email.

ANTELOPE VALLEY COLLEGE
Office of Academic Affairs

CREDIT BY EXAMINATION COURSE LIST
(Challenge List)

ABDY 112	Basic Auto Body Repair
ABDY 122	Basic Automotive Refinishing
ACCT 111	Bookkeeping
ACCT 113	Bookkeeping II
ACCT 115	Payroll Bookkeeping
ACCT 121	Microcomputer Accounting
ACCT 131	Introduction to Income Tax
ACRV 112	Basic Refrigeration Systems
ACRV 113	Basic Refrigeration Controls
ACRV 122	Residential Air Conditioning Systems
ACRV 123	Residential Air Conditioning Controls
AFAB 110	Basic Blueprint Interpretation
AFAB 130	Aerospace Ethics and Issues
AGRI 102	Plant Pest Control
AGRI 104	Nursery Practices
AGRI 110	Basic Landscape Design
AGRI 112	Plant and Landscape Maintenance
AGRI 132	Turf and Landscape Maintenance
AGRI 134	Plant Identification I
AGRI 153	Landscape Construction – Concrete and Masonry
AGRI 155	Landscape Construction – Wood and Lighting
AGRI 210	Advanced Landscape Design
AGRI 212	Interior Plantscape
AGRI 220	Landscape Irrigation
AGRI 230	Soils and Plant Nutrition
AGRI 234	Plant Identification II
AGRI 250	Landscape Management
AJ 101	Introduction to Administration of Justice
AJ 102	Criminal Law
AJ 103	Criminal Evidence
AJ 104	Introduction to Corrections
AJ 204	Juvenile Procedures
ASTR 101	Astronomy
ATH 100	Introduction to Athletic Training
BUS 101	Introduction to Business
BUS 105	Business Mathematics
BUS 111	Business English
CA 103	Introduction to Microcomputers
CA 111	Word Processing – Microsoft Word
CA 171	Introduction to Networking
CA 175	Administering Windows Server
CA 176	Windows Server Networking
CHIN 101	Elementary Chinese I
CHIN 102	Elementary Chinese 2

CIS 101	Introduction to Computer Information Science
CIS 121	Computer Mathematics
CT 105	Principles of Sewing
DFST 101	American Sign Language I
DFST 102	American Sign Language II
DM 101	Digital Media Arts
DM 103	Graphic Design I
DM 113	Photoshop I
DM 115	Graphic Communication I
ELEC 110	Fundamentals of Electricity
ELEC 115	Electrical Codes and Ordinances
ELEC 130	Alternating Current Theory
ELTE 110	Electronics Mathematics
ELTE 125	Direct Current and Alternating Current Principles
ELTE 130	Digital Circuit Analysis
ENGR 110	Engineering Orientation and Basic Skills
ENGR 115	Basic Engineering Drawing
ENGR 120	Introduction to 2-D CAD
ENGR 185	Digital Logic and Design
FREN 101	Elementary French 1
FREN 102	Elementary French 2
FTEC 111	Fire Protection Organization
FTEC 112	Fire Prevention Technology
FTEC 113	Fire Protection Equipment and Systems
FTEC 114	Building Construction for Fire Protection
FTEC 115	Fire Behavior and Combustion
GEOG 101	Physical Geography: Earth's Surface Landscapes
GEOL 101	Physical Geology
GER 101	Elementary German 1
GER 102	Elementary German 2
HE 101	Health Education
ID 100	Introduction to Interior Design
ID 150	History of Design I
ID 160	Material Selection for Interior Design
ID 201	History of Design II
ID 230	Fundamentals of Lighting Design
ID 250	Professional Interior Design Business Practices
LATN 101	Elementary Latin 1
LATN 102	Elementary Latin 2
MATH 070	Elementary Algebra
MATH 102	Intermediate Algebra
NATH 105	Geometry and Methods of Proof
MATH 115	Statistics
MATH 120	Math for Teachers
MATH 124	Finite Math
MATH 128	College Algebra for Liberal Arts
MATH 135	Plane Trigonometry

MATH 140	Precalculus
MATH 148	Calculus for Business and Economics
MATH 150	Calculus and Analytic Geometry
MATH 160	Calculus and Analytic Geometry
MATH 220	Linear Algebra
MATH 230	Introduction to Ordinary Differential Equations
MATH 250	Calculus and Analytic Geometry
MGT 101	Management Principles
MGT 105	Elements of Supervision
MGT 115	Human Behavior in Organizations
MGT 121	Human Resources Management
MKTG 101	Principles of Marketing
MKTG 112	Introduction to Advertising
MKTG 121	Salesmanship
MOA 101	Beginning Medical Terminology
MOA 102	Advanced Medical Terminology
NS 110	Professional Nursing I
NS 120	Professional Nursing II
NS 230	Professional Nursing III
NS 240	Professional Nursing IV
OT 101	Beginning Computer Keyboarding
OT 102	Intermediate Computer Keyboarding
OT 103	Advanced Computer Keyboarding
OT 121	Spreadsheets for the Office
OT 152	Beginning Medical Insurance
RE 111	Real Estate Finance
RE 121	Legal Aspects of Real Estate
RE 141	Escrow Principles
RE 161	Property Management
SPAN 101	Elementary Spanish 1
SPAN 102	Elementary Spanish 2
VN 109	Fundamentals of Patient care for Vocational Nurses
VN 110	Self-Care: Fundamentals and Pharmacology
VN 111	Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient
VN 112	Nursing to Promote Self-Care Agency in the Adult
VN 113	Nursing Leadership to Promote Self-Care Agency in the Adult

Antelope Valley College Checklist for Curriculum Review
Course Outline of Record (COR)

Course Title: _____ Course# _____

Instructions:

1. "N/A" answers indicate an issue does not apply to the proposed course.
2. "YES" answers indicate approval.
3. "NO" answers indicate a need for revision.
4. "?" answers indicate a need for additional information before the review can be completed.

Questions:	N/A	YES	NO	?
1. Does the course fall within the mission of the community college (e.g., transfer to a four year institution, career technical education, pre-collegiate, basic skills).				
2. If applicable, for a new course approval, could the course articulate with CSU or UC? Add list of campuses or courses (ASSIST).				
3. If applicable, for a course being reviewed for revisions, does the course articulate with CSU or UC? Add list of campuses or courses (ASSIST).				
4. Does the course meet requirements for UC Transfer Course Agreement or CSU GE Breadth?				
5. Is the course part of an approved program? (If not needs a program proposal submitted)				
6. If applicable, is the course in accord with state and federal laws including licensing body or special funding provision?				
7. If applicable, have requirements of national, state and local approval and/or accrediting agencies been met?				
8. Is this a course written at the baccalaureate level?				
9. Does the course fulfill one or more of these purposes: <ul style="list-style-type: none"> • A prerequisite for a subsequent course? • A general education, graduation requirement, district competency, or major requirement for a certificate of achievement, associate degree or an elective/stand alone course? • A requirement of the intended occupation? 				
10. Is this course in compliance with District Policy ### in that it does not duplicate an existing course?				
11. Does the title of the course accurately reflect the content of the course?				
12. Are the units accurate and appropriate?				
13. Does the catalog description contain complete sentences written in the present tense, does it clearly state the goals and outcomes a successful learner can demonstrate at the end of the course and is the audience identified?				
14. Are the prerequisite(s)/corequisite(s) appropriate?				
15. Have the prerequisite/corequisite statements been validated?				
16. Are the prerequisite/corequisite/advisory statements correct?				
17. Do the course objectives describe the outcomes in terms of what a successful learner can demonstrate at the end of the period of instruction? [See Title 5.55002(a)]				
18. Does the outline of topics include the course content in outline form, following the order of the objectives and utilize subtopics to show the emphasis each topic generally receives? [See Title 5.55002(a)]				
19. Does the "Homework" section specify what is appropriate for this specific course? Are the hours accurate and appropriate for the class type (e.g., lecture, lab, or lecture/lab)? [See Title 55002.5, 55002(a)(2)(B), and 55002(b)(2)(B)]				
20. Does the "Methods of Instruction" section specify what is appropriate for this specific course (e.g. lecture, lecture/laboratory, lecture/discussion, discussion/seminar, laboratory, work experience, independent study, distance learning, media-aided instruction, computer-assisted instruction, field experience, internship, or other)? [See Title 5.55002(a)]				

Antelope Valley College Checklist for Curriculum Review
Course Outline of Record (COR)

Questions:	N/A	YES	NO	?
21. Does the outline of topics include the course content in outline form, following the order of the objectives and utilize subtopics to show the emphasis each topic generally receives? [See Title 5.55002(a)]				
22. Does the "Methods of Evaluation" section specify procedures which are consistent with the objectives, the course content, and the scope of the course and are based on demonstrated proficiency, at least in part, by means of essay, problem-solving exercises or skills demonstrations? [See Title 5.55002(a)(A)(B)(C); 55758; AVC###]				
23. Does the "Required Textbooks" section list examples of the specific textbooks with copyright dates or other college-level materials appropriate for the course and representative of current and emerging knowledge and practice? If the suggested textbook is older than five years, a rationale is required. [See Title 5.55002(a); AVC ###] (Minimum of 2, maximum of 5 textbook examples)				
24. Course Impact Report Statement				
25. If applicable, Instructional Material Fee				
26. DE Component				
Comments: (Identify the #'s being commented on.)				

Other Possible Questions to include:

Currently AP&P does not specifically ask for these sections on our COR.

1. Does the "Appropriate Readings" section list specific types or provide reading examples which reference both the outline of topics and at least one course objective? [See Title 5.55002(a)] (Minimum of 2 examples.)
2. Does the "Writing Assignments" section list specific types or provide examples of writing assignments and other demonstrations of ability (e.g. use symbol systems, logic, math, music, etc.) which reference both the outline of topics and at least one course objective? (Minimum of 2 examples.) [See Title 5.55002(a)]
3. Does the "Appropriate Outside Assignments" section list specific types or provide examples of assignments that students are required to work on outside of the class which reference both the outline of topics and at least one course objective? (Minimum of 2 examples.) [See Title 5.55002(a)]
4. Does the "Appropriate Assignments that Demonstrate Critical Thinking" section list types or provide examples of assignments requiring students to think critically and apply the concepts, and which reference both the outline of topics and at least one course objective? (Minimum of 2 examples.)

6 March 2017

Recommendation for Changes to the Corporate and Community Service (CCS) Process

D.L. Wiewall

Amend the guidelines to include a statement that allows for the respective division and the discipline faculty to develop an internal process to review CCS course proposals. My recommendation is to minimally revise sections 3, 5, 6, and 7.

3) the Dean for Corporate and Community Services then sends the Corporate and Community Services Offerings Outline form to the appropriate division department chair who consult with the appropriate discipline faculty. The faculty will have XX number of days to review the course proposal and submit their comments/critiques/approval, etc. to the Department Chair.

5) if the faculty have no concerns or questions, they will sign off on the offering(s) and return the form(s) to the Department Chair who will forward it to the division dean and the AP&P representative for approval and then to the Dean for Corporate and Community Services;

6) if the faculty, division dean, or the AP&P representative have concerns or questions, they will meet with the Dean for Corporate and Community Services to discuss their concerns or questions and present suggestions for revision;

7) the faculty, division dean and the AP&P representative then have the right to approve the offering or not; if approved, signatures are required on the form;

- Please note that the approved change to require CCS to submit a bi-annual memo will be added to this portion of the document.
- In addition, the committee may wish to review and revise this entire section of the handbook.



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. PFST.1617-001

Course Title: Online Food Safety Exam

Instructor (print): Derril W. Tidwell

Division Faculty Review

Ann Volk
Faculty Review Signature

Nutrition & Foods
Discipline

10-27-16
Date

Approved Denied

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

Neil Adams
AP&P Representative Signature

11/2/16
Date

Approved Denied

Reason _____

Alaa
Division Dean Signature

11/2/2016
Date

Approved Denied

Reason _____

Armona Girel 11.4.16
C&CS Division Dean Signature Date

Approved Denied

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PFST.1617-001
TITLE: Online Food Safety Exam
INSTRUCTOR: Derril W. Tidwell
HOURS: 2 NUMBER OF MEETINGS: 1
ENROLLMENT FEE: \$95 MATERIALS/SUPPLIES FEE: N/A
Text / CDs / DVDs / Handouts
Materials provided for review: No

ENROLLMENT EXPECTED: 25

DESCRIPTION OF OFFERING: Target audience: Those who have completed the online Food Protection Manger Certificate & require proctoring for the exam component.
Recommended advisories/pre-requisites/instructor approval: Completed online SerSave Food Protection Manger Certification
Course description: Proctoring services for online Food Protection Manger exam.

INSTRUCTOR BIOGRAPHY:

SPECIAL NEEDS:

Facilities: Computer Lab
Audio/Video:
Other:
Need software installed:

ITS notified: Date Signature

ONLINE CLASS:

How offered? Independent study
Online instructor x
Synchronous Only x
Synchronous and Asynchronous
Number of required sessions 1
Hybrid
Number of required sessions online vs. face-to-face

Portal used, web address listed: N/A
Enrollment: Start dates Open Yes



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. PDPI.1617-006

Course Title: Birds of Prey of the Antelope Valley

Instructor (print): Richard Knight

Division Faculty Review


Faculty Review Signature

Biology
Discipline

10/26/16
Date

Approved Denied

Reason _____


Faculty Review Signature

Biology
Discipline

10/26/16 -
Date

Approved Denied

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____


AP&P Representative Signature

11-2-16
Date

Approved Denied


Reason _____


Division Dean Signature

11-01-2016
Date

Approved Denied

Reason _____


C&CS Division Dean Signature

11.4.16
Date

Approved Denied

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PDPI.1617-006

TITLE: Birds of Prey of the Antelope Valley

INSTRUCTOR: Richard Knight

HOURS: 6

NUMBER OF MEETINGS: 3

ENROLLMENT FEE: \$20

MATERIALS/SUPPLIES FEE: \$20

Text / CDs / DVDs / Handouts

Materials provided for review: NO

ENROLLMENT EXPECTED: 10

DESCRIPTION OF OFFERING: Target audience: Individuals that are interested in Native Birds & wild life of the Antelope Valley.

Recommended advisories/pre-requisites/instructor approval: N/A

Course description: This course will educate you on the roles of birds of prey in nature. Will bring in live Hawks & Falcons.

INSTRUCTOR BIOGRAPHY: Licensed Master Falconer with California department of Fish & Wildlife

SPECIAL NEEDS:

Facilities: Open space

Audio/Video: Yes (projector screen and sound)

Other:

Need software installed:

ITS notified: Date Signature

ONLINE CLASS: NO

How offered? Independent study Online instructor Synchronous Only Synchronous and Asynchronous Number of required sessions Hybrid Number of required sessions online vs. face-to-face

Portal used, web address listed:

Enrollment: Start dates Open Y N



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. PDPI.1617-003

Course Title: Managing Cultural Diversity in the Workplace

Instructor (print): Jacent Mpalyenkana

Division Faculty Review

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

[Handwritten Signature]

Faculty Review Signature

Business
Discipline

11/3/16
Date

Approved Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

[Handwritten Signature]

AP&P Representative Signature

11/3/16
Date

Approved Denied _____

Reason _____

Division Dean Signature

[Handwritten Signature]

11/03/16
Date

Approved _____ Denied _____

Reason _____

C&CS Division Dean Signature

[Handwritten Signature]

11.10.16
Date

Approved Denied _____

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PDPI.1617-003

TITLE: Managing Cultural Diversity in the Workplace

INSTRUCTOR: Jacenty Mpalyenkana

HOURS: 6.5

NUMBER OF MEETINGS: 1

ENROLLMENT FEE: \$447

MATERIALS/SUPPLIES FEE: \$30
Text / CDs / DVDs / Handouts
Materials provided for review: NO

ENROLLMENT EXPECTED: 20

DESCRIPTION OF OFFERING: Target audience: Business students, employees, employers, entrepreneurs, & business owners.

Recommended advisories/pre-requisites/instructor approval: N/A

Course description: This course will give you the tools and techniques to better understand other cultures and take differences into account. You will gain insight into why others behave the way they do. Figure out why messages that are clear to you may seem vague and unfocused to others. And discover how to communicate effectively, especially at a distance.

INSTRUCTOR BIOGRAPHY:

SPECIAL NEEDS:

Facilities:

Audio/Video: Yes (projector screen and sound)

Other:

Need software installed:

ITS notified: _____
Date Signature

ONLINE CLASS: NO

How offered? Independent study _____
Online instructor _____
Synchronous Only _____
Synchronous and Asynchronous _____
Number of required sessions _____
Hybrid _____
Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____ Open Y N



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. PDPI.1617-002

Course Title: The Art of Effective Negotiation

Instructor (print): Jacent Mpalyenkana

Division Faculty Review



Faculty Review Signature

Business

Discipline

11/8/16

Date

Approved Denied

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____

Faculty Review Signature

Discipline

Date

Approved _____ Denied _____

Reason _____



AP&P Representative Signature

11/2/16

Date

Approved Denied

Reason _____



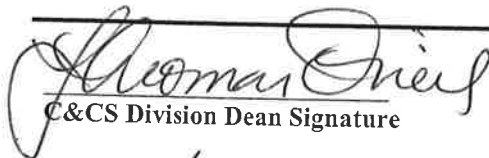
Division Dean Signature

11/13/16

Date

Approved Denied

Reason _____



C&CS Division Dean Signature

11.13.16

Date

Approved Denied

Reason _____



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PDPI.1617-002

TITLE: The Art of Effective Negotiation

INSTRUCTOR: Jacenty Mpalyenkana

HOURS: 4

NUMBER OF MEETINGS: 1

ENROLLMENT FEE: \$65

MATERIALS/SUPPLIES FEE: \$15
Text / CDs / DVDs / Handouts
Materials provided for review: NO

ENROLLMENT EXPECTED: 20

DESCRIPTION OF OFFERING: Target audience: Business students, employees, employers, entrepreneurs, & business owners.

Recommended advisories/pre-requisites/instructor approval: N/A

Course description: This course will teach you what you need to know in order to become accomplished at finding that perfect "middle-ground" in any deal. For those who relish the idea of engaging in what some call the "dance" of compromise, you will also profit from the beneficial information contained within this course. Lastly, those who tend to overshoot their mark will learn how to be more restrained in their negotiations.

INSTRUCTOR BIOGRAPHY:

SPECIAL NEEDS:

Facilities:

Audio/Video: Yes (projector screen and sound)

Other:

Need software installed:

ITS notified: _____
Date Signature

ONLINE CLASS: NO

How offered? Independent study _____
Online instructor _____
Synchronous Only _____
Synchronous and Asynchronous _____
Number of required sessions _____
Hybrid _____
Number of required sessions online vs. face-to-face _____

Portal used, web address listed:

Enrollment: Start dates _____ Open Y N