

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

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

FROM: Ms. Charlie/Mrs. Lowry

DATE: September 8, 2008

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, September 11, 2008, SSV 151-Board Room, from 3:00 – 5:30 p.m.

2008-2009
Academic Policies and Procedures Committee Meeting No. 2
AGENDA

1. Approval of Agenda
2. Approval of Minutes from August 28, 2008
3. New Courses – First Reading
 - a. PHTC 100L – Photography Lab 0 unit Lab
Corequisites: Concurrent enrollment in PHTC 101, PHTC 125, PHTC 150, and PHTC 201
Advisory: Eligibility for READ 099 and ENGL 099.
 - b. PHTC 125 – Beginning Digital Photography 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in PHTC 100L.
Advisory: Eligibility for READ 099 and ENGL 099.
 - c. PHTC 298 – Special Studies in Photography 3 units, 4 hours weekly
Prerequisites: Completion of PHTC 101 and PHTC 125.
Corequisite: Completion of PHTC 100L
Advisory: Eligibility for ENGL 099 and READ 099.
4. Revised Courses/CORs – First Reading (For items 4a-c the discipline designation is changing from PHOT to PHTC.)
 - a. PHOT 101 – Photography 3 units, 6 hours weekly
Corequisite: Concurrent enrollment in PHOT 101L.
Instructional materials fee required...
Revised to:
PHTC 101 – Beginning Black & White Photography 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in PHTC 100L.
Advisory: Eligibility for READ 099 and ENGL 099.
Removing the corequisite of PHOT 101L which was obsolete fall 2008.
Adding corequisite of Lab PHTC 100L
Adding Advisories
Changing from 3 units, 6 hours weekly, 5LHE to 3 units, 4 hours weekly, 4 LHE
Title change

Changing discipline designation from PHOT to PHTC

- b. PHOT 150 – Color Photography 3 units, 6 hours weekly
Prerequisite: Completion of PHOT 101 and 101L.
Corequisite: Concurrent enrollment in PHOT 150L.
Advisory: Eligibility for READ099.
IMF
Revised to:
PHTC 150 – Beginning Color Photography 3 units, 4 hours weekly
Prerequisite: Completion of PHTC 101.
Corequisite: Concurrent enrollment of PHTC 100L.
Advisory: Eligibility for READ 099.
Removing corequisite of PHOT 150L which was obsolete fall 2008.
Adding corequisite
Changing from 3 units, 6 hours weekly, 5 LHE to 3 units, 4 hours weekly, 4 LHE
Title Change
Changing discipline designation from PHOT to PHTC
 - c. PHOT 201 – Advanced Photography 3 units, 6 hours weekly
Prerequisite: Completion of PHOT 101 and 101L.
Corequisite: Concurrent enrollment in PHOT 201L.
IMF
Revised to:
PHTC 201 – Advanced Black & White Photography 3 units, 4 hours weekly
Prerequisite: Completion of PHTC 101.
Corequisite: Concurrent enrollment in PHTC 100L.
Advisory: Eligibility for READ 099 and ENGL 099
Removing corequisite of PHOT 201L which was obsolete fall 2008.
Adding corequisite of lab PHTC 100L.
Changing from 3 units, 6 hours weekly, 5 LHE to 3 units, 4 hours weekly, 4 LHE
Title Change
Changing discipline designation from PHOT to PHTC
 - d. CT 225 – Clothing Construction Techniques for Wearable Art 3.5 units, 5 hours weekly (3 hours lecture, 2 hours lab)
Prerequisite: Completion of CT 110.
Revised to:
Prerequisite: Completion of CT 110.
Advisory: Eligibility for ENGL 099, READ 099, and MATH 070
Adding Advisories.
5. Distance Education (See attached DE list)
 6. Degrees and Certificates (Let's always set up degree/cert stuff under this kind of heading)
 - a. AA Degree in English - Second Reading
 - b. Preliminary Proposal to develop an AA Degree in Liberal Studies (Teacher Preparation) – First Reading
 7. Graduation Proficiency Reading Requirement – (Catalog page attached to agenda.)
 8. Cooperative Work Experience
 9. Announcements
 10. Adjournment. The next meeting will be September 25, 2008.
 11. Division Representatives should work with faculty in completing the following outstanding paperwork.

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Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Ms. Patricia A. Márquez Sandoval, Academic Senate President, at (661) 622-6306 (weekdays between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate's Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.

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MINUTES OF ACADEMIC POLICIES AND PROCEDURES COMMITTEE MEETING NO. 2
2008-2009

DATE: September 11, 2008
PLACE: SSV 151 – Board Room
TIME: 3:00 p.m.

MEMBERS PRESENT

Beverly Beyer, Faculty
Deborah Charlie, Cochair
Maria Clinton, Faculty
De'Nean Coleman-Carew, Faculty
Jeffrey Cooper, Dean
Dexter Cummins, Faculty
Margaret Drake, Dean
Tooraj Gordi, Faculty
Lee Grishman, Articulation

Linda Harmon, Faculty
Scott Lee, Faculty
Cynthia Littlefield, Faculty
Mrs. Sharon Lowry, V. P. Academic
Affairs
David Newby, Faculty
Duane Rumsey, Faculty
LaDonna Trimble, Dean

MEMBERS ABSENT

David Newman, Faculty
Voting ASO Student
Non-Voting ASO Student

Ms. Charlie called the meeting to order at 3:05 pm. Ms. Charlie welcomed and thanked everyone for coming. She welcomed the new representatives, Mr. Scott Lee, Mr. Duane Rumsey, and Mr. Cooper. Ms. Charlie introduced Ms. Lisa Francey-Karlstein, who was there to present the photography courses. Mr. Santi Tafarella, Dr. Susan Lowry, and Mr. Scott Covell arrived later in the meeting for the second reading of their proposed new AA Degree in English.

Ms. Charlie pulled item #4D, CT 225, Clothing Construction Techniques for Wearable Art, until we get an established and approved SLO. Then we will put this course back on the AP&P agenda.

1. Approval of Agenda

There were no other changes to the agenda. It was moved and seconded to approve the agenda. The motion carried unanimously.

2. Approval of Minutes from August 28, 2008

The minutes from August 28, 2008 will be brought forward at the September 25 meeting for approval.

3. New Courses – First Reading

Ms. Charlie discussed some history of the photography courses, which began as art courses, then became computer graphics courses, then were revised to photography courses, and will now become commercial photography courses. This is necessary because of the TOP codes, VTEA funding, and minimum qualifications/disciplines list. Ms. Francey-Karlstein stated that our photography courses are packed with students and have been incredibly successful so far. She showed the committee a book of digital photography's that her students made and had published last semester.

a. PHTC 100L – Photography Lab 0 unit Lab

Corequisites: Concurrent enrollment in PHTC 101, PHTC 125, PHTC 150, ~~and~~ or PHTC 201

Advisory: Eligibility for READ 099 and ENGL 099.

Ms. Francey-Karlstein presented this zero unit lab support course which is intended for the students to get extra help/instruction with their homework assignments. This particular zero-unit lab will support 6 parent courses.

There was much discussion concerning zero unit labs, SAM codes, whether the course will be a requirement as part of the certificate or degree, two-way corequisite versus one-way corequisite labs, and the requirements concerning enrollment and attendance for these kinds of labs. Ms. Drake stated that there needs to be a SAM code for this zero unit lab and the advisory committee meeting minutes. Ms. Charlie will make sure the missing CPF page come forward for the next meeting, as well as the minutes. Ms. Francey-Karlstein does want this course to be a two-way corequisite because required enrollment will encourage more students to attend the lab. Mrs. Lowry also stated that the library page is needed and Scott Lee explained the process for this. Ms. Francey-Karlstein discussed the need for students to be able to read their owners manuals and to write a paper, thus the READ 099 and ENGL 099 advisories. Ms. Charlie will work with Ms. Francey-

Karlstein to get the required changes implemented and this course will come back for a second reading and approval on September 25, 2008.

- b. PHTC 125 – Beginning Digital Photography 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in PHTC 100L.
Advisory: Eligibility for READ 099 and ENGL 099.

IMF

Ms. Francey-Karlstein presented this Beginning Digital Photography course. Ms. Charlie stated that each of the boxes on the Instructor Materials Fee form must be checked in order to qualify for an instructional materials fee. Other minor changes were requested. There were no other concerns. This course will come back for a second reading and for approval.

- c. PHTC 298 – Special Studies in Photography 3 units, 4 hours weekly
Prerequisites: Completion of PHTC 101 and PHTC 125.
Corequisite: Completion of PHTC 100L
Advisory: Eligibility for ENGL 099 and READ 099.

Ms. Francey-Karlstein presented this new commercial photography course. Discussion took place regarding how the SAM code should be a C, not a D, because a second year course such as this is clearly occupational even though it is an elective course for the certificate. Ms. Francey-Karlstein stated that this course is part of the electives for the certificate. Discussion took place as to whether the homework requirement seemed excessive. Ms. Charlie said that it was fine as long as the minimum number fell within the Title 5 formula. Dr. Grishman stated that there should be no problem with UC accepting this as a transferable course. It was stated that the SLOs for these PHTC courses are with Mr. Valiotis. There were no other concerns. This course will come back for a second reading and for approval.

4. Revised Courses/CORs – First Reading (For items 4a-c the discipline designation is changing from PHOT to PHTC.)

- a. PHOT 101 – Photography 3 units, 6 hours weekly
Corequisite: Concurrent enrollment in PHOT 101L.
Instructional materials fee required...

Revised to:

PHTC 101 – Beginning Black & White Photography 3 units, 4 hours weekly

Corequisite: Concurrent enrollment in PHTC 100L.

Advisory: Eligibility for READ 099 and ENGL 099.

Removing the corequisite of PHOT 101L which was obsolete fall 2008.

Adding corequisite of Lab PHTC 100L

Adding Advisories

Changing from 3 units, 6 hours weekly, 5LHE to 3 units, 4 hours weekly, 4 LHE

Title change

Changing discipline designation from PHOT to PHTC

Ms. Francey-Karlstein presented this course outline revision with the described changes above. Dr. Grishman stated that this is an activity course and cannot count as transferability to UC. This course is also not on the GE list. The instructor's materials fee form is being updated. Mrs. Lowry and Ms. Charlie stated the importance of the exact dollar amount be listed due to compliance issues. There were no other concerns. This course will come back for a second reading and for approval.

- b. PHOT 150 – Color Photography 3 units, 6 hours weekly
Prerequisite: Completion of PHOT 101 and 101L.
Corequisite: Concurrent enrollment in PHOT 150L.
Advisory: Eligibility for READ 099.

IMF

Revised to:

PHTC 150 – Beginning Color Photography 3 units, 4 hours weekly

Prerequisite: Completion of PHTC 101.

Corequisite: Concurrent enrollment of PHTC 100L.

Advisory: Eligibility for READ 099.

Removing corequisite of PHOT 150L which was obsolete fall 2008.

Adding corequisite

Changing from 3 units, 6 hours weekly, 5 LHE to 3 units, 4 hours weekly, 4 LHE

Title Change

Changing discipline designation from PHOT to PHTC

Ms. Francey-Karlstein presented this course outline revision as described above. Ms. Drake said the SAM code should be a C, not a D. Dr. Grishman stated that this course is currently not transferable to UC. There were no other concerns. This course will come back for a second reading and for approval.

c. PHOT 201 – Advanced Photography 3 units, 6 hours weekly

Prerequisite: Completion of PHOT 101 and 101L.

Corequisite: Concurrent enrollment in PHOT 201L.

IMF

Revised to:

PHTC 201 – Advanced Black & White Photography 3 units, 4 hours weekly

Prerequisite: Completion of PHTC 101.

Corequisite: Concurrent enrollment in PHTC 100L.

Advisory: Eligibility for READ 099 and ENGL 099

Removing corequisite of PHOT 201L which was obsolete fall 2008.

Adding corequisite of lab PHTC 100L.

Changing from 3 units, 6 hours weekly, 5 LHE to 3 units, 4 hours weekly, 4 LHE

Title Change

Changing discipline designation from PHOT to PHTC

Ms. Francey-Karlstein presented this course outline revision as described above. Ms. Drake said the SAM code should be a C, not a D. She explained that this is a required core course. Students taking this course are planning to go into the field of photography. The instructor materials fee form is being updated. Also being requested is transferability to UC. There were no other concerns. This course will come back for a second reading and for approval.

d. CT 225 – Clothing Construction Techniques for Wearable Art 3.5 units, 5 hours weekly (3 hours lecture, 2 hours lab)

Prerequisite: Completion of CT 110.

Revised to:

Prerequisite: Completion of CT 110.

Advisory: Eligibility for ENGL 099, READ 099, and MATH 070

Adding Advisories.

This course was pulled from the agenda until an established and approved SLO is on file.

5. Distance Education (See attached DE list)

The committee did not get to this agenda item. It will return on September 25, 2008.

6. Degrees and Certificates

Ms. Charlie distributed and discussed with the committee a handout titled “Instructions for CCC-501: New Credit Programs” from the Chancellor’s for helpful information regarding writing new degree programs.

Ms. Charlie explained that this new AA Degree in English is the first time we are working with the revised form from the Chancellor’s Office, which contains instructions and guidelines. Dr. Lowry thanked Dean Drake and Dr. Grishman for their work with the development of this degree.

a. AA Degree in English - Second Reading

Dr. Susan Lowry, Mr. Santi Tafarella, and Mr. Scott Covell presented this new degree proposal for its second reading. Ms. Charlie stated that Ms. Nancy Caselli will be the contact person for the paperwork when it gets sent to the Chancellor’s Office. Program Learning Outcomes need to be developed for this new degree before it can be submitted to the board.

Discussion took place requesting the following changes. Item #1, Goals and Objectives: Goal #1 and Goal #2 need to be switched; Goal #4, Objective D needs to be rephrased so that it is not wordy, and better defines and clarifies diversity skills.

Item #2, Catalogue Description: The catalogue description that describes how this degree would “meet the needs of students interested in improving their knowledge of related humanities fields” should be modified to this “program may also be of interest to students who wish to improve their knowledge of related ...” Communication Arts should be Communication Studies. The last sentence should be struck and “in AVC’s student services building” should be omitted.

Item #3, Program Requirements: The word “transferable” should be struck and 3 units should be listed after each core requirement course instead of stating separately that “All Core Courses are 3 units.” The word “transferable” should be taken out when describing this AA Degree.

Item #4, Background and Rationale: It was noted that the first bullet should simply state that we used to have a degree, but it lapsed, and we would like to bring it back. The last bullet starting with “One other consideration” should specifically identify the course (ENGL 102) instead of saying just “one of our core courses” and moved to item #5.

Item #5, Enrollment and Completer Projections: Another suggestion was to present data that is more relevant to describing the enrollment and completer projections before the descriptive statement. Changes to the first bullet include simplifying the last two sentences into one sentence describing the students by simply saying “currently” instead of “however,” and say that the students are “using a basic course in English to fill a GE ENGL or HUM requirement.”

Item #6, Place of Program in Curriculum: Make the disciplines generic by not capitalizing them, also, “speech communications” should be “communication studies.” Instead of saying “our feeder” institutions we should state “institutions to which we feed.” We do not have the Letters, Arts, and Science degree anymore; it is the Liberal Arts and Sciences Degree.

Item #7, Similar Programs at Other Colleges in Service Area: Omit the last bullet, “For comparison purposes,” and take out completely the AA Degree described at the College of the Canyons as it is unnecessary.

Item #13, Display of Proposed Sequence: This should not be a “scheduling list” but a recommended sequence of degree and GE courses students could take each semester. Refer to the music degree as a model.

Item #14, Transfer Applicability: (3) make “Critical theory and critical thinking” a full statement. Also, correct the phrase “our feeder schools” to the “institutions to which we feed” throughout the document. Under the AVC core courses for each applicable table, list only the two American Literature courses that we will have, not the three because we are in the process of revising them into two courses. For the table of AVC Core Courses to UCLA Courses, take out the foreign language/foreign literature information. For the table of AVC Core Courses to CSU Fresno Courses, take out ENGL 101. Also, include the course titles with the course numbers.

Item #17, Financial Support Plan: There needs to be some dollar amount listed for the plan and for any potential future needs.

Item #18, Faculty Qualifications and Availability: Clarify x full time English faculty and y adjunct English faculty.

Items # 19, 20, & 21 should be stated as not applicable.

This will come back for a third reading and approval.

b. Preliminary Proposal to develop an AA Degree in Liberal Studies (Teacher Preparation) – First Reading
Ms. Charlie apologized to Ms. Rees that the committee did not get to this agenda item. It will return on September 25, 2008.

7. Graduation Proficiency Reading Requirement – (Catalog page attached to agenda.)
The committee did not get to this agenda item. It will return on September 25, 2008.

8. Cooperative Work Experience
The committee did not get to this agenda item. It will return on September 25, 2008.

9. Announcements

10. Adjournment.
This meeting adjourned at 5:30 pm. Items that were left unfinished included Distance Education, Preliminary Proposal to develop an AA Degree in Liberal Studies (Teacher Preparation), Graduation Proficiency Reading Requirement, and Cooperative Work Experience. These will return on the September 25, 2008 meeting.

The next meeting will be September 25, 2008.