

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: March 26, 2015  
LOCATION: BE 324 – Computer Room  
TIME: 3:06 p.m.

| MEMBERS PRESENT |                     |                       | MEMBERS ABSENT                                                                                                                   |
|-----------------|---------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Jeffrie Ahmad   | Scott Lee           | Deborah Sullivan-Ford | Karen Cowell, CTE Dean<br>Raul Curiel, ASO Rep<br>Tooraj Gordi, Div. 2 Rep<br>Joe Owens, Div. 1 Rep<br>Denise Walker, Div. 1 Rep |
| Jennifer Corona | Cynthia Lehman      | Mary Rose Toll        |                                                                                                                                  |
| Luis Echeverria | Cynthia Littlefield | LaDonna Trimble       |                                                                                                                                  |
| Lee Grishman    | Mark McGovern       | Les Uhazy             |                                                                                                                                  |
| Linda Harmon    | Tom O’Niel, proxy   | Darcy Wiewall         |                                                                                                                                  |
| Lisa Karlstein  | Bonnie Suderman     |                       |                                                                                                                                  |
|                 |                     |                       |                                                                                                                                  |
| GUESTS PRESENT  |                     |                       |                                                                                                                                  |
| Ron Chapman     | Kyle Jacobsen       |                       |                                                                                                                                  |

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

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

A motion was made and seconded to call the March 26, 2015 AP&P Committee Meeting to order at 3:07p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:07p.m. Motion carried.

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

Mrs. Linda Harmon, AP&P Cochair, informed the committee that the Corporate and Community Education meeting called by that department has been cancelled and a rescheduled date has not been determined.

**3. APPROVAL OF MINUTES**

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

A motion was made and seconded to approve the minutes noted above. Motion carried without revision.

**4. INFORMATIONAL ITEMS**

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

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

Mrs. Linda Harmon encouraged all representatives to work with their departments to revise the courses due this fall semester. The list of courses scheduled for revision has been provided to each representative and will be sent to the whole campus. She also reminded the committee that the C-ID courses listed at the end of the agenda must be revised and resubmitted for approval or the transfer degrees associated to the course will be suspended by the Chancellor’s Office. The college faculty only have the remainder of this semester’s AP&P meetings to receive approval in order to meet the Chancellor’s Office deadline of June 30, 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 – 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)**

Mrs. Linda Harmon, AP&P Cochair, gave a short report on the information gathered at the Noncredit Course Development Conference. In the 15-16 academic year, the funding for some noncredit courses (Career Development and College Preparation) will be equal to credit courses. Due to these funding changes, CTE initiatives and the restructuring of adult and continuing education, colleges will need to use this opportunity to examine their noncredit and credit courses and assess how they can best serve the needs of their students. Courses designated as noncredit must be in one of the 10 approved areas: English as a Second Language; Immigrant Education (including citizenship); Elementary and Secondary Basic Skills (including supervised tutoring); Health and Safety; Courses for Adults with Substantial Disabilities; Parenting; Home Economics; Courses for Older Adults; Short-Term Vocational (including apprenticeship); and Workforce Preparation. Mrs. Harmon indicated that we are currently working to move most of ESL over to noncredit however there is a potential to move lower level math and English courses to noncredit as well. Dr. Suderman indicated that at this time only ESL will be moved to noncredit. She also announced that union agreements have been made to pay noncredit faculty the same as credit faculty. Others in attendance from Antelope Valley College included Melissa Jauregui, Kyle Jacobsen, Scott Jenison, and Priscilla Jenison.

**6. DISCUSSION ITEM**

**a. CurricUNET Workshop Schedule (Melissa)**

Mrs. Melissa Jauregui reminded the committee members of the need to offer as many workshops as possible this spring semester to ensure courses due in the fall are submitted within CurricUNET now to meet the fall deadline. Many representatives thought the call for workshop dates was for the fall semester rather than for the current spring semester. Several representatives volunteered to look at their schedule and send an email of dates they are available.

**b. Incomplete Grading Policy**

The career technical division requested clarification on why a statement was removed from the original language which stated “A student may petition for an extension of time due to unusual circumstances before the time limit has passed.” Dean Trimble indicated that a year extension is already provided by giving the student an “I” (Incomplete). Any additional time due to another emergency situation would be excessive, however it would be up to this committee to allow even more time. After a brief moment, the committee agreed additional time would not be necessary. The Social and Behavioral Sciences faculty asked whether the request for an incomplete grade could be submitted online for those students who are strictly online only students. Dean Trimble responded that this question has been asked many times over the years whether an electronic signature could be provided. Dr. Suderman also acknowledged that online only students can not be required to come to the college campus for any service if not taking a face-to-face course in that semester. Dean Trimble suggested regular mail for those students. Dr. Les Uhazy requested clarification on why students enrolled in summer or intersession are required to successfully complete 85% of the class while full-term students only need to be in good standing for 75% of the class before being allowed to request an “I” (Incomplete). Dr. Suderman acknowledges the difference and would change the 85% to 75% to provide equity

to all students. Dr. Mark McGovern expressed concerns with fellow faculty denying students valid request for an “I” (Incomplete) due to the amount of work required. Dr. Suderman explained that a student who felt they were not treated fairly would meet with the dean over the discipline to evaluate the request. Additional meetings would likely occur with the faculty and dean to further discuss the particular student’s situation. Dr. Darcy Wiewall, who has approved “I” (Incomplete) notations, said so few students actually follow through with the work required to replace the grade and she often has to change the “I” (Incomplete) notation to the appropriately earned grade at the point they stopped completing the assignments. Dr. Suderman clarified that while the dean would step in if a student felt they were treated unfairly the issue would escalate to her level if the grade needed to be changed as a dean is never allowed to change a faculty given grade. Typically a grade change on her part is done if a mistake was made at the time the grade was entered. She did want to stress that this type of situation does not occur often. After more discussion, the committee requested “good standing” be changed to “satisfactory academic standing” and the last sentence changed to read, “The agreed upon terms and conditions must be satisfied no later than one year following the end of the academic term in which the “I” was assigned.” Mrs. Linda Harmon stated this item would return to the next meeting for additional reports and a formal approval.

## 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**

A motion was made and seconded to approve action items 7ai-xii substantial course revisions to the English as a Second Language discipline courses listed. After a brief moment, the committee requested the faculty member to attend to answer questions at the next meeting as they did not feel comfortable approving this type of change without the discipline faculty present. Motion failed.

### 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**

A motion was made and seconded to approve action items 7bi-ii substantial course revisions to the English as a Second Language discipline courses listed. After a brief moment, the committee requested the faculty member to attend to answer questions at the next meeting as they did not feel comfortable approving this type of change without the discipline faculty present. Many also indicated that validating the ESL assessment test would allow the courses to carry a prerequisite of that test score in addition to the non-credit course. Motion failed.

### iii. **MATH 140, Precalculus**

- **Addition of a prerequisite: Completion of MATH 105**



|                      |           |              |           |             |                        |
|----------------------|-----------|--------------|-----------|-------------|------------------------|
|                      |           |              |           | 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<br>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 indicated that CHEM 110 has already been resubmitted for C-ID CHEM 110.

**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   |                        |

**9. ADJOURNMENT**

A motion was made and seconded to adjourn the 3/26/15 AP&P Committee meeting at 4:14 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**

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