

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Jeffrie Ahmad Tom Hutchison LaDonna Trimble
Richard Coffman Lisa Karlstein Les Uhazy
De'Nean Coleman-Carew Scott Lee Denise Walker
Karen Cowell Cynthia Littlefield Darcy Wiewall
Tooraj Gordi Sharon Lowry TBD, ASO non-voting
Lee Grishman Donna Meyer
Linda Harmon Elaine Tsai

Technical Review Committee – Richard Coffman, Scott Lee, and Darcy Wiewall

FROM: Ms. Linda Harmon / Mrs. Sharon Lowry

DATE: February 25, 2013

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, February 28, 2013, BE 321 (Computer Lab), 3:00-5:30pm

2012-2013
Academic Policies & Procedures Committee Meeting No. 9
AGENDA

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

3. APPROVAL OF MINUTES

- a. February 14, 2013 Minutes

4. INFORMATIONAL ITEMS

- a. 2013-14 AP&P Deadline – Courses and Programs need to be approved by 11/14/2013 for Fall 2014 inclusion
- CORs that need to be revised this academic year – List at the end of the agenda
 - TMC Degrees that need to be developed and brought to AP&P – List at the end of the agenda
- b. Existing Programs in CurricUNET – Contact Melissa prior to creating a program copy
- c. Establish Proxy for voting purposes by submitting a memo to AP&P
- d. CurricUNET Workshops – COR and Program Development Assistance
- Attendees can claim a maximum of 3 hours of Standard 1 Flex credit
 1. Tuesday, March 12, 2013, 10:30a.m.-2:30p.m. – BE 321 (Linda Harmon)
 2. Wednesday, March 13, 2013, 8:00-10:50a.m. – BE 321 (Linda Harmon)
 3. Wednesday, March 27, 2013, 1:00-4:00p.m. – BE-321 (Linda Harmon)
 4. Tuesday, April 9, 2013, 12:00-4:00p.m. – BE-321 (Linda Harmon)
- e. Reviewing the Mission Statement
- f. Repeatability
- g. TMC Report
- h. CSUGE/IGETC Course Designation
- IGETC – (Requested Spring 2012 and prior)
 1. ECON 100 – Area 4
 2. GEOG 101L – Area 5C
 3. PHIL 109 – Area 3
 4. POLS 200 – Area 4
 5. SOC 200 – Area 4
 - IGETC – (Current)
 1. CHIN 201 – Area 3B
 2. CHIN 202 – Area 3B
 3. GEOL 102L – Area 5A
 4. MATH 124 – Area 2A
 5. MATH 148 – Area 2A
 6. THA 130 – Area 3A

- CSU/GE - (Requested Spring 2012 and prior)
 1. ART 150 – Area C1
 2. ECON 100 – Area D2
 3. PHIL 109 – Area C2
 4. POLS 200 – Area D8
 5. SOC 200 – Area D10
- CSU/GE - (Current)
 1. BIOL 205 – Area B2, B3
 2. CFE 211 – Area D7
 3. CHIN 201 – Area C2
 4. ENGR 125 – Area B4
 5. MATH 148 – Area B4
 6. MUS 130 – Area C1
 7. NF 103 – Area E
 8. CHIN 202 – Area C2

5. ACTION ITEM – Substantial Program Revisions

- a. English, Transfer
- b. English, Non-Transfer

6. ACTION ITEM – New Program Development

- a. Early Childhood Education
- b. English AA-T
- c. Geology
- d. History
- e. Music
- f. Physics

7. CONTINUING AP&P 11-12 AGENDA ITEMS

- a. Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing Proficiency levels
- b. Repeatability of courses
- c. Content Review and Course Validation Process for Prerequisites

8. REPORTS (limited to 5 min. each)

- a. UC Changes in COR and Textbook Requirements
 - Changes our revision cycle to 4 years for all courses
 - Discuss, Collect Comments, and Report to AP&P on February 28, 2013

• Business, Computer Studies and Economic Dev.	• Kinesiology, Athletics and Dance
• Health Sciences	• Social and Behavioral Sciences
• Instructional Resources/Extended Services	• Student Services/Counseling
• Language Arts	• Technical Education
• Math & Engineering	• Visual and Performing Arts
• Science	
- b. Proficiency Requirements upon Graduation 12-13 College Catalog, page 50, top of third column (Memos are attached)

Discuss, Collect Comments, and Report to AP&P on November 8, 2012

 - **Writing:** Completion of ENGL 101 with a minimum grade of “C.” NOTE: Completion of ENGL 101 with a “P” (Pass) option does not satisfy this requirement.

• Business, Computer Studies and Economic Dev.	• Kinesiology, Athletics and Dance
• Health Sciences	• Social and Behavioral Sciences
• Instructional Resources/Extended Services	• Student Services/Counseling
• Language Arts	• Technical Education
• Math & Engineering	• Visual and Performing Arts
• Science	
- c. Course to meet both the major and general education requirements for local degrees
 - Current Policy: 12-13 College Catalog, page 49, top of third column: No course may be counted as meeting both a GE requirement and a major requirement in any District degree.
 - Evaluate our degrees, discuss with discipline faculty in your divisions and report to AP&P on November 8, 2012

• Business, Computer Studies and Economic Dev.	• Kinesiology, Athletics and Dance
• Health Sciences	• Social and Behavioral Sciences

- Instructional Resources/Extended Services
- Language Arts
- Math & Engineering
- Science
- Student Services/Counseling
- Technical Education
- Visual and Performing Arts

9. ACTION ITEM

a. Proficiency Requirements: Writing

10. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P

Area of Study	Template Attached	Articulation Agreements	PLO	CurricUNET Status
1. Anthropology				
2. Computer Science				
3. Early Childhood Education	X	NA	NEEDED	Submitted – Agenda Ready
4. Elementary Teacher Education				
5. English	X	X	NEEDED	Submitted – Articulation and Library
6. Geology	X	NA	NEEDED	Submitted – Agenda Ready
7. History	X	X	NEEDED	Submitted – Awaiting Fac
8. Journalism				
9. Music	X	NA	NEEDED	Submitted – Dean and AP&P Rep
10. Philosophy				Still pending template from State
11. Physics	X	NA	NEEDED	Submitted – Agenda ready
12. Spanish				Still pending template from State

Completed AVC AA-T/AS-T Degrees

- Administration of Justice
- Art History
- Business Administration
- Geography
- Political Science
- Psychology
- Sociology
- Theatre Arts
- Communication Studies
- Mathematics
- Kinesiology
- Studio Arts

11. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 12/13/12	Status
Counseling/Student Services			
EOPS 060, Enrichment Class		Cannot schedule 13-14	Submitted – Agenda
Instructional Resources/Extended Services			
LIB 105, Libraries and Information		Cannot schedule 13-14	Submitted – Agenda
Language Arts			
CHIN 101, Elementary Chinese I		Cannot schedule 13-14	Submitted – Agenda
CHIN 102, Elementary Chinese 2		Cannot schedule 13-14	Submitted – Agenda
Science			
CHEM 212, Organic Chemistry Support Laboratory		Cannot schedule 13-14	Submitted – Agenda
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 102, Phys Geog: Earth's Weather & Climate		Cannot schedule 13-14	

GEOG 298A, Special Studies in GIS		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty</i>
GEOG 298B, Special Studies in GIS		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty</i>
GEOG 298C, Special Studies in GIS		Cannot schedule 13-14	Submitted– <i>Awaiting Faculty</i>
Kinesiology, Athletics and Dance			
KIN 230, Intercollegiate Women's Soccer		Cannot schedule 13-14	<i>Submitted – Agenda</i>
Visual and Performing Arts			
ART 145L, Design and Color Lab		Cannot schedule 13-14	<i>Submitted – Agenda</i>
ART 160, Painting/Drawing Techniques		Cannot schedule 13-14	<i>Submitted – Agenda</i>
ART 219, Intermediate Illustration		Cannot schedule 13-14	<i>Submitted – Agenda</i>
FTV 101, Introduction to Film		Cannot schedule 13-14	<i>Submitted – Agenda</i>
FTV 215, Directing for Film & Video		Cannot schedule 13-14	<i>Submitted – Agenda</i>
FTV 242, Writing and Pre-Production of the Short Film		Cannot schedule 13-14	<i>Submitted – Agenda</i>
FTV 261, Religion and Cinema		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUS 191, Treble Choir-Children's Music		Cannot schedule 13-14	Submitted
MUS 258, Composition		Cannot schedule 13-14	Submitted
MUSC 123, Stage Voice Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 141, Concert Attendance		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 176, Beginning Rock Band Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 224, Jazz Improvisation Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
MUSC 225, Commercial Music Ensemble		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 120A, Rehear&Perform: Drama		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 120B, Rehear&Perform: Comedy		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 120C, Rehear&Perform: Musical Theatre		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 130, Improvisation		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 133, Makeup for the Stage		Cannot schedule 13-14	
THA 205, Advanced Acting Workshop		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 215, Acting for the Camera		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 218, Audition Tech for the Actor		Cannot schedule 13-14	<i>Submitted – Agenda</i>
THA 220, Fundamentals of Directing		Cannot schedule 13-14	<i>Submitted – Agenda</i>

12. ADJOURNMENT

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

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

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: February 14, 2013

LOCATION: BE 321 – Computer Room

TIME: 3:00p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Linda Harmon	Donna Meyer	Richard Coffman Karen Cowell Scott Lee Sharon Lowry Les Uhazy
De'Nean Coleman-Carew	Tom Hutchison	LaDonna Trimble	
Chris Dundee	Lisa Karlstein	Denise Walker	
Tooraj Gordi	Cynthia Littlefield	Darcy Wiewall	
Lee Grishman			
GUESTS PRESENT			
Charlotte Forte-Parnell	Gary Roggenstein		

2013-2014
Academic Policies & Procedures Committee Meeting No. 8
MINUTES

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:00 p.m. by Mrs. Linda Harmon, AP&P Faculty Co-Chair,

2. OPEN COMMENTS FROM THE COMMITTEE CO-CHAIR

Mrs. Harmon congratulated the committee members on the fact that they put through over 240 courses last semester. A motion was made and seconded to amend the agenda to include two additional items: Item 4(f) Use of DD-214 Forms; and Item 4(g) CurricUNET Workshops. Motion carried.

3. APPROVAL OF MINUTES

- a. October 11, 2012 Meeting
- b. October 25, 2012 Meeting
- c. November 8, 2012 Meeting
- d. November 29, 2012 Meeting

A motion was made and seconded to approve the above listed minutes in items (a) through (d). The motion carried.

4. INFORMATIONAL ITEMS

- a. 2012-13 AP&P Deadline – Courses and Programs need to be approved by 11/29/2012 for Fall 2013 inclusion
 - CORs that need to be revised this academic year – List at the end of the agenda
 - TMC Degrees that need to be developed and brought to AP&P – List at the end of the agenda
 1. Highlighted items must be completed and approved by 11/29/12

Mrs. Harmon noted that the 2013-2014 deadlines for the fall semester will have to be extended to 2014 unless the committee decided they would hold a meeting in December 2013. Committee members agreed that the deadline date would be November 14, 2013.

- b. Existing Programs in CurricUNET – Contact Melissa prior to creating a program copy
- c. Establish Proxy for voting purposes by submitting a memo to AP&P
Mrs. Harmon reported that four divisions had not submitted a memo designating who their proxy would be. She urged the divisions to submit the document as soon as possible.
- d. Units changes to an existing course starting 2013-2014 – page 25 of the handbook
Mrs. Harmon stated that on page #25 of the handbook, there is a statement that any changes to existing courses would need course numbers to be changed. If changes are made to the units, then the course number would also have to be changed. Dr. Grishman noted that the whole number would have to be deleted in order to issue a new one. Mrs. Harmon will contact the Chancellor’s Office for clarification.
- e. CSUGE/IGETC Course Designation
- IGETC – (Requested Spring 2012 and prior)
 1. ECON 100 – Area 4
 2. GEOG 101L – Area 5C
 3. PHIL 109 – Area 3
 4. POLS 200 – Area 4
 5. SOC 200 – Area 4
 - IGETC – (Current)
 1. CHIN 201 – Area 3B
 2. CHIN 202 – Area 3B
 3. GEOL 102L – Area 5A
 4. MATH 124 – Area 2A
 5. MATH 148 – Area 2A
 6. THA 130 – Area 3A
 - CSU/GE - (Requested Spring 2012 and prior)
 1. ART 150 – Area C1
 2. ECON 100 – Area D2
 3. PHIL 109 – Area C2
 4. POLS 200 – Area D8
 5. SOC 200 – Area D10
 - CSU/GE - (Current)
 1. BIOL 205 – Area B2, B3
 2. CFE 211 – Area D7
 3. CHIN 201 – Area C2
 4. ENGR 125 – Area B4
 5. MATH 148 – Area B4
 6. MUS 130 – Area C1
 7. NF 103 – Area E
 8. CHIN 202 – Area C2
- Dr. Grishman stated that we would hear from the Chancellor’s Office about this year’s submissions in April. The current IGETC submissions will be submitted in August 2013 and the district will be notified in April 2014.
- f. DD-214 Forms
Dr. Grishman reported that two students have come forward with a request to use the DD-214 forms for Military Separation to satisfy Area E of the CSU General Education Breadth for GE Certification. According to the CSU, this is permissible and Dr. Grishman gave permission to do this. It will be included in next year’s catalog.
- g. CurricUNET Workshops
Mrs. Harmon noted that five CurricUNET workshops were conducted in September and October which helped get courses through. She asked the committee members for volunteers to help conduct additional workshops next year. Dr. Coleman stated that she felt the workshops were very beneficial and asked if additional workshops could be conducted during the spring semester. Mrs. Harmon will look into the possibility.

5. ACTION ITEM – Course Deactivation

- a. CHEM 212, Organic Chemistry Support Laboratory
- b. LIB 105, Libraries and Information

A motion was made and seconded to deactivate CHEM 212 and LIB 105. Motion carried.

6. CONTINUING AP&P 11-12 AGENDA ITEMS

- a. Proficiency Requirements upon Graduation - Reading, Mathematics, and Writing Proficiency levels
Mrs. Trimble reported that she is working on the language for the proficiency requirements so there is no confusion and students understand that they have the option, even though it may not serve them well. Dr. Coleman will work with Mrs. Trimble on the language.

- b. Repeatability of courses

A document entitled “Board of Governors of the California Community Colleges Revisions to Title 5 Regulations: Course Repeatability” was distributed to committee members. It was pointed out that page #9 of the document states that districts must retain supporting documentation that verifies that the repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor’s degree and Dr. Grishman pointed out that the required document has to be from the CSU or UC. Committee members discussed the difference between repeatability for academic versus physical education courses.

- c. Content Review and Course Validation Process for Prerequisites

A motion was made and seconded to table this item to a future date. Motion carried.

7. REPORTS

- a. UC Changes in COR and Textbook Requirements

- Changes our revision cycle to 4 years for all courses
- Discuss, Collect Comments, and Report to AP&P on November 8, 2012
 - Business, Computer Studies and Economic Dev.
 - Health Sciences
 - Instructional Resources/Extended Services
 - Language Arts
 - Math & Engineering
 - Science
 - Kinesiology, Athletics and Dance
 - Social and Behavioral Sciences
 - Student Services/Counseling
 - Technical Education
 - Visual and Performing Arts

- b. Proficiency Requirements upon Graduation 12-13 College Catalog, page 50, top of third column (Memos are attached)

Discuss, Collect Comments, and Report to AP&P on November 8, 2012

- **Reading:** Eligibility for College Level Reading (AVC Assessment) or completion of READ 099 with a minimum grade of “P” (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.
- **Mathematics:** Completion of MATH 102 or higher or CIS 121 with a satisfactory grade or placement by assessment into a math course higher than MATH 102.
- **Writing:** Completion of ENGL 101 with a minimum grade of “C.” NOTE: Completion of ENGL 101 with a “P” (Pass) option does not satisfy this requirement.
 - Business, Computer Studies and Economic Dev.
 - Health Sciences
 - Instructional Resources/Extended Services
 - Language Arts
 - Math & Engineering
 - Science
 - Kinesiology, Athletics and Dance
 - Social and Behavioral Sciences
 - Student Services/Counseling
 - Technical Education
 - Visual and Performing Arts

- c. Course to meet both the major and general education requirements for local degrees

- Current Policy: 12-13 College Catalog, page 49, top of third column: No course may be counted as meeting both a GE requirement and a major requirement in any District degree.
- Evaluate our degrees, discuss with discipline faculty in your divisions and report to AP&P on November 8, 2012
 - Business, Computer Studies and Economic Dev.
 - Kinesiology, Athletics and Dance

- Health Sciences
- Instructional Resources/Extended Services
- Language Arts
- Math & Engineering
- Science
- Social and Behavioral Sciences
- Student Services/Counseling
- Technical Education
- Visual and Performing Arts

Division representatives reported that their constituents had no concerns regarding the counting procedure. It was noted that students who change majors might have to go back to fulfill requirements off of the new catalogue. Mrs. Harmon stated that this would now become an action item.

8. ACTION ITEM

- a. Changes our revision cycle to 4 years for all courses
This item was approved by the committee at a previous meeting.
- b. Proficiency Requirements: Reading
After review, a motion was made and seconded to approve Version (a): Eligibility for college Level Reading (AVC assessment) or completion of READ 099 with a minimum grade of “P” (Pass), or completion of an Associate Degree or higher from a regionally accredited institution of higher education other than AVC.
- c. Proficiency Requirements: Writing
A motion was made and seconded to table this item until the next meeting. Motion carried.
- d. Proficiency Requirements: Mathematics
A motion was made and seconded to approve this item. It was recommended to add “AVC” before the word “assessment”. Motion carried as amended.
- e. Course to meet both the major and general education requirements
A motion was made and seconded to approve this item. Motion carried.

2. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P

Area of Study	Template Attached	Articulation Agreements	PLO	CurricUNET Status
1. Anthropology				
2. Computer Science				
3. Early Childhood Education	X	NA	NEEDED	Submitted – Agenda Ready
4. Elementary Teacher Education				
5. English	X	X	NEEDED	Submitted – Articulation and Library
6. Geology	X	NA	NEEDED	Submitted – Agenda Ready
7. History	X	X	NEEDED	Submitted – Awaiting Fac
8. Journalism				
9. Music	X	NA	NEEDED	Submitted – Dean and AP&P Rep

10. Philosophy				<i>Still pending template from State</i>
11. Physics	X	NA	NEEDED	<i>Submitted – Agenda ready</i>
12. Spanish				<i>Still pending template from State</i>

Completed AVC AA-T/AS-T Degrees

- 13. Administration of Justice
- 14. Art History
- 15. Business Administration
- 16. Geography
- 17. Political Science
- 18. Psychology
- 19. Sociology
- 20. Theatre Arts
- 21. Communication Studies
- 22. Mathematics
- 23. Kinesiology
- 24. Studio Arts

3. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert/GE Area	Scheduling Restrictions if not approved by 12/13/12	Status
Instructional Resources/Extended Services			
LIB 105, Libraries and Information		Cannot schedule 13-14	<i>Submitted – Agenda</i>
Science			
CHEM 212, Organic Chemistry Support Laboratory		Cannot schedule 13-14	<i>Submitted – Agenda</i>
GEOG 102L, Phys Geog Lab: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 102, Phys Geog: Earth's Weather & Climate		Cannot schedule 13-14	
GEOG 298A, Special Studies in GIS		Cannot schedule 13-14	<i>Submitted– Awaiting Faculty</i>
GEOG 298B, Special Studies in GIS		Cannot schedule 13-14	<i>Submitted– Awaiting Faculty</i>
GEOG 298C, Special Studies in GIS		Cannot schedule 13-14	<i>Submitted– Awaiting Faculty</i>
Visual and Performing Arts			
FTV 101, Introduction to Film		Cannot schedule 13-14	<i>Distance Ed Needs Revision</i>
MUS 191, Treble Choir-Children's Music		Cannot schedule 13-14	<i>Submitted</i>

MUS 258, Composition		Cannot schedule 13-14	Submitted
THA 133, Makeup for the Stage		Cannot schedule 13-14	

4. ADJOURNMENT

A motion was made and seconded to adjourn the 02/14/2013 AP&P Committee meeting at 4:05p.m. Motion carried.

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Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

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