



ANTELOPE VALLEY COLLEGE

<h1>AP&P Minutes</h1>	<p>Thursday, September 28, 2017 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 Riley Dwyer, Academic Dean Luis Echeverria, Faculty Division Rep Ibrahim Ganley, Faculty Division Rep Irit Gat, Faculty Division Rep Tooraj Gordi, Faculty Division Rep Richie Neil Hao, Faculty Division Rep 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 Tamira Palmetto, proxy Tim Sturm, Faculty Division Rep Deborah Sullivan-Ford, Faculty Division Rep LaDonna Trimble, Student Services Dean Denise Walker, proxy Darcy Wiewall, Co-chair</p>	<p><u>Committee Members Absent:</u> Bonnie Curry, Faculty Division Rep (proxy present) Jessica Eaton, Articulation Officer (proxy present) Terry Rezek, Faculty Division Rep Bonnie Suderman, Co-chair Les Uhazy, Technical Education Dean</p> <p><u>Guests Present:</u> Rae Agahari Kim Barker Aurora Burd Jonathan Compton Cathy Hart Mary Rose Toll Duane Rumsey</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 3:07pm and welcomed the committee members to the second meeting of the fall 2017 semester. She thanked the committee members for being present and their work to ensure 100% of courses due are working through the system.
II. Meeting Minutes – -9/14/2017	<i>All</i>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the minutes from 9/14/2017 as presented. After a brief moment, no edits were requested. Motion carried.</p> <p><u>Follow Up Items:</u> None.</p>
III. Informational Item – -2017-2018 Meeting Schedule: 10/12/17, 10/26/17, 11/9/17	<i>Darcy</i>	<u>Issues Discussed:</u>



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<p>-Deactivations Impact ART 230 AUTO 176 BUS 203 CT 212 KIN 110, 111, 145, 165, 180, 190 MGT 105, 212 MKTG 121 Business Administration, AA Family Consumer Sciences, AS</p> <p>-Courses due Fall 2017 -Request to adjust preq MUS 291/292 -Corporate Offerings (CCE)</p>		<p>Dr. Wiewall requested the committee members to make a note of the future meetings. November 9th is the deadline to receive AP&P approval for curricular changes.</p> <p>She requested committee members to notify their divisions of the courses that are being deactivated to be sure the courses do not affect other programs. She also requested the division reps for those areas to review the impact report within CurricUNET and notify the faculty who have affected courses or programs.</p> <p>Dr. Wiewall informed the committee that a 100% of courses due this academic year have now been submitted in CurricUNET for committee consideration.</p> <p>Dr. Wiewall requested the committee to consider the memo that is in the meeting packet from the music faculty. When the ADT in Music was approved, it was understood that that MUS 291 and 292 prerequisites would be expanded to include MUSC 173, 273, 274 as optional prerequisites. The faculty are requesting the committee to correct the issue as it was meant to be corrected with the approval of the ADT. This will return to the next agenda as an action item.</p> <p>Dr. Cathy Hart was present to discuss the procedure for approving corporate offerings as it seems those have not been coming through this committee. Community offerings have been approved by this committee and will continue through the prescribed process however, it is requested that AP&P consider whether it is necessary for corporate offerings to come through the same process or if they should be viewed differently from community offerings. Dr. Wiewall indicated that this will return to the next meeting as a discussion item for the committees consideration.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> Additional courses will be added to the deactivation list each meeting. Once it is determined that the course deactivation does not affect other courses or programs, the course will be added to the action section of the agenda.</p>
<p>IV. Discussion Item – -CurricUNET Refresher -Max Enrollment Review</p>	<p>All</p>	<p><u>Issues Discussed:</u> Dr. Wiewall requested the committee to consider the Elumin curriculum product. The committee was asked to watch a</p>



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		<p>product demo for Elumin. After the demo Dr. Wiewall indicated that the committee will be able to discuss the product in more detail at a future meeting.</p> <p>Dr. Wiewall indicated that the TOP/CIP/SAM/SO Code Report was expanded to include the maximum enrollment value for each course. Please review this value with the faculty in those disciplines in your division and report any concerns to the committee at a future meeting.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> Elumin will be up for discussion at future meetings.</p>
<p>V. Report Item –</p> <ul style="list-style-type: none"> -Credit by Exam -TOP/CIP/SAM/SO Code Review -Courses Not Taught in 2 or more yrs -Courses Never Taught -SWOT Analysis 		<p><u>Issues Discussed:</u></p> <p>Each committee member was asked to report their division concerns or comments on those items in this section. Noted comments are below:</p> <ul style="list-style-type: none"> -Credit by Exam <ul style="list-style-type: none"> • Arts and Humanities: Report will be provided at next meeting. • Career Technical Education: Request to add AFAB 210 • Health and Safety Sciences: No change • Math, Science and Engineering: The are considering MATH 220, MATH 230 and MATH 250 for removal. Once a decision is made, the committee will be notified. No change to the Sciences. • Rhetoric and Literacy: No change • Social and Behavioral Sciences: No change • Student Services: No change • Library: No change -TOP/CIP/SAM/SO Code Review <ul style="list-style-type: none"> • Arts and Humanities: Report will be provided at next meeting. • Career Technical Education: Report will be provided at next meeting. • Health and Safety Sciences: Report will be provided at next meeting. • Math, Science and Engineering: BIOL 100, 201 and 202 should have a TOP Code change to 0410.00. BIOL 103 should have a TOP Code change to 0402.00. BIOL 104 should have a TOP Code change to 0403.00. BIOL 205 should have a TOP Code change to 0430.00.



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		<ul style="list-style-type: none"> • Rhetoric and Literacy: Report will be provided at next meeting. • Social and Behavioral Sciences: Report will be provided at next meeting. • Student Services: Report will be provided at next meeting. • Library: Report will be provided at next meeting. <p>-Courses Not Taught in 2 or more yrs or Never Taught</p> <ul style="list-style-type: none"> • Arts and Humanities: Report will be provided at next meeting. • Career Technical Education: OT 207 will possibly be deactivated. • Health and Safety Sciences: NS 230, 231, 240, and 241 will be deactivated • Math, Science and Engineering: ENGR 215 will be deactivated. • Rhetoric and Literacy: Report will be provided at next meeting. • Social and Behavioral Sciences: Report will be provided at next meeting. • Student Services: Not applicable. • Library: Not applicable. <p>-SWOT Analysis There were no reports at this time, however it was noted that Elumin should be a goal.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> This will return to the next meeting as a report item with formal approval on October 26, 2017.</p>
<p>VI. Action Item – Consent Agenda – Non-Substantial Course Rev:</p> <ul style="list-style-type: none"> - ACCT 121 - ART 100, ART 110, ART 140 - BIOL 101, BIOL 120 - COMM 101, COMM 109 - DA 111 - FTV 242, FTV 244, FTV 251, FTV 261 - HIST 113 - NS 201A, NS 203A - PHIL 201 - PHYS 101 - PSY 236 - SPAN 110SS - THA 121B 	<p><i>All</i></p>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve those courses listed under consent agenda - non-substantial course revisions. Motion carried.</p> <p>A motion was made and seconded to approve those courses listed under substantial course revisions. After a review of each course listed, noted edits were approved by the faculty representative for the course and made during the meeting. Motion carried.</p>



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<p>Substantial Course Revision:</p> <ul style="list-style-type: none">- ACCT 121 Hybrid- ART 102- AUTO 200 , AUTO 276- BIOL 101 Hybrid- CFE 122, CFE 122 Online- DRFT 120- ENGR 230- FTV 203- GEOL 101, GEOL 101 Hybrid- MATH 140- PSY 236 Online, PSY 236 Hybrid- READ 099, READ 099 Hybrid- SPAN 110SS Online, SPAN 110SS Hybrid <p>Course Deactivation:</p> <ul style="list-style-type: none">- AJ 210- ENGL 100C, ENGL 100R, ENGL 101SL- MUS 170, MUS 171, MUS 270- NS 240, NS 241		<p><u>Follow Up Items:</u> None.</p>
<p>NEXT MEETING DATE: 10/12/17</p>		<p>Dr. Darcy Wiewall thanked the committee members for their time. The meeting adjourned at 5:15pm.</p>