



ANTELOPE VALLEY COLLEGE

AP&P Agenda

Thursday, November 9, 2017
 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:

- | | |
|------------------------------------------------------|---------------------------------------------|
| Jeffrie Ahmad, Faculty Division Rep | Cynthia Littlefield, Faculty Division Rep |
| Bonnie Curry, Faculty Division Rep | Mark McGovern, Faculty Division Rep |
| Riley Dwyer, Academic Dean | Alberto Mendoza, Adjunct Rep |
| Jessica Eaton, Articulation Officer | Terry Rezek, Faculty Division Rep |
| Luis Echeverria, Faculty Division Rep | Tim Sturm, Faculty Division Rep |
| Ibrahim Ganley, Faculty Division Rep | Bonnie Suderman, Co-chair |
| Irit Gat, Faculty Division Rep | Deborah Sullivan-Ford, Faculty Division Rep |
| Tooraj Gordi, Faculty Division Rep | LaDonna Trimble, Student Services Dean |
| Richie Neil Hao, Faculty Division Rep | Les Uhazy, Technical Education Dean |
| Michael Hutchison, Faculty Division Rep | Darcy Wiewall, Co-chair |
| Scott Lee, Faculty Division Rep/Librarian/DE Liaison | |

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	
II. Meeting Minutes – -10/12/2017 -10/26/2017	<i>All</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
III. Informational Item – -2017-2018 Meeting Schedule: 11/30/17, 2/22/18, 3/8/18, 3/22/18, 4/12/18, 4/26/18, 5/10/18 -Deactivations Impact AUTO 176 CT 212 KIN 110, 111, 145, 165, 180, 190 Family Consumer Sciences, AS -Courses due Fall 2017	<i>Darcy</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
IV. Report Item – -TOP/CIP/SAM/SO Code Review -Courses Not Taught in 2 or more yrs -Courses Never Taught		<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u>
V. Action Item – -CCE The Wonderful World of Wine	<i>All</i>	<u>Issues Discussed:</u>

AP&P Agenda Addendum

Thursday, October 26, 2017
BE 314
3:00 – 5:30pm

I. 2017-18 AP&P Deadline – Courses and Programs need to be approved by 11/9/2017 for Fall 2018 inclusion

- CORs due 2016-2017 academic year – List at the end of the agenda
- CORs due 2017-2018 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
- C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda

AP&P Meeting Schedule: 10/12/17, 10/26/17, 11/9/17

II. 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. Riley Dwyer, Technical Education Dean – *Vacant*
4. Jessica Eaton, Articulation Officer – *Vacant*
5. Luis Echeverria, Faculty Division Rep – *Dietra Jackson*
6. Ibrahim Ganley, Faculty Division Rep – *Cynthia Lehman*
7. Irit Gat, Faculty Division Rep – *Nancy Bednar*
8. Tooraj Gordi, Faculty Division Rep – *Mike Tran*
9. Richie Neil Hao, Faculty Division Rep – *Vacant*
10. Michael Hutchison, Faculty Division Rep – *Debra Dickinson*
11. Scott Lee, Faculty Division Rep/Librarian/DE Liaison – *Carolyn Burrell*
12. Cynthia Littlefield, Faculty Division Rep – *Lisa Karlstein*
13. Mark McGovern, Faculty Division Rep – *David Newman*
14. Alberto Mendoza, Adjunct Rep – *Fiorella Chauca*
15. Terry Rezek, Faculty Division Rep – *Lisa Karlstein*
16. Tim Sturm, Faculty Division Rep – *Maria Clinton*
17. Bonnie Suderman, Co-chair – *Les Uhazy*
18. Deborah Sullivan-Ford, Faculty Division Rep – *Kathleen Ballesterro*
19. LaDonna Trimble, Student Services Dean – *Gary Roggenstein*
20. Les Uhazy, Academic Dean – *Tom O'Neil*
21. Darcy Wiewall, Co-chair – *Mark McGovern*
22. *Position Vacant*, Student Rep – *Vacant*
23. *Position Vacant*, Non-Voting Student Rep – *Vacant*

III. CSUGE/IGETC Course Designation

- IGETC
 1. MATH 116 – Area 2A
 2. MUS 111 – Area 3A
 3. PSY 230 – Area 4I
 4. PSY 232 – Area 4I
 5. PSY 244 – Area 4I
 6. SOC 111 – Area 4J
 7. SOC 120 – Area 4J
 8. SPAN 110SS – Area 6A
- UC Transferable
- 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

IV. 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. Child and Adolescent Development	X				
5. Computer Science	X				Can develop but units are too high; In Progress; awaiting PHYS 110 and PHYS 120 COR revision to drop units

6. Elementary Teacher Education	X				Cannot develop, no full-time faculty in area
7. Environmental Sciences	X				
8. Film, Television and Electronic Media	X				In Progress
9. Global Studies	X				
10. Hospitality Management	X				
11. Journalism	X				Cannot develop, no full-time faculty in area
12. Law, Public Policy, and Society	X				
13. Nutrition and Dietetics	X				In Progress
14. Public Health Science	X				
15. Social Justice Studies	X				
16. Social Work and Human Services	X				

V. **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 150 MATH 160	MATH 900S	CONDITIONAL	9/2017	Chemistry Mathematics Physics	Submitted
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		

VI. **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 176			Cannot schedule 17-18	Submitted - Pending Faculty revise program

VII. **2017-2018 Course by Division that need to be revised and submitted to AP&P**

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
Arts & Humanities					
	DFST 101L			Cannot schedule 18-19	Submitted – Agenda
	GER 201			Cannot schedule 18-19	Submitted – Agenda
Career Technical Education					
	CIS 157			Cannot schedule 18-19	Submitted – Agenda

	ELTE 125			Cannot schedule 18-19	Submitted – Agenda
	ELTE 130			Cannot schedule 18-19	Submitted – Agenda
	ELTE 135			Cannot schedule 18-19	Submitted – Agenda
	ELTE 235			Cannot schedule 18-19	Submitted – Agenda
	WELD 110			Cannot schedule 18-19	Submitted – Agenda
	WELD 120			Cannot schedule 18-19	Submitted – Agenda
Health and Safety Sciences					
	KIN 100			Cannot schedule 18-19	Submitted– Tech Rev
	KIN 101			Cannot schedule 18-19	Submitted- Outcomes Rep
	KIN 102			Cannot schedule 18-19	Submitted- Outcomes Rep
	KIN 111			Cannot schedule 18-19	Submitted- Pending Faculty revise program
	KIN 112A			Cannot schedule 18-19	Submitted – Agenda
	KIN 112B			Cannot schedule 18-19	Submitted – Agenda
	KIN 115			Cannot schedule 18-19	Submitted- Tech Rev
	KIN 128			Cannot schedule 18-19	Submitted – Agenda
	KIN 135			Cannot schedule 18-19	Submitted – Agenda
	KIN 140			Cannot schedule 18-19	Submitted- Tech Rev
	KIN 155			Cannot schedule 18-19	Submitted – Agenda
	KIN 160			Cannot schedule 18-19	Submitted – Agenda
	KIN 180			Cannot schedule 18-19	Submitted- Pending Faculty revise program
	KIN 193			Cannot schedule 18-19	Submitted – Agenda
	KIN 194			Cannot schedule 18-19	Submitted – Agenda
	KIN 195			Cannot schedule 18-19	Submitted – Agenda
	KIN 205			Cannot schedule 18-19	Submitted – Agenda
	KIN 225			Cannot schedule 18-19	Submitted – Agenda
	KIN 265			Cannot schedule 18-19	Submitted – Agenda
	RADT 205			Cannot schedule 18-19	Submitted – Agenda
	VN 109			Cannot schedule 18-19	Submitted – Agenda
Math, Science & Engineering					
	BIOL 100			Cannot schedule 18-19	Submitted – Awaiting Revision from Faculty
	GEOG 205			Cannot schedule 18-19	Submitted – Agenda
	MATH 065			Cannot schedule 18-19	Submitted – Agenda
	MATH 070			Cannot schedule 18-19	Submitted- Outcomes Rep
	MATH 102			Cannot schedule 18-19	Submitted- Outcomes Rep
	MATH 128			Cannot schedule 18-19	Submitted- Outcomes Rep
	MATH 150			Cannot schedule 18-19	Submitted- Outcomes Rep
	MATH 160			Cannot schedule 18-19	Submitted- Outcomes Rep
Rhetoric & Literacy					
	ENGL 111			Cannot schedule 18-19	Submitted – Agenda
	ENGL 112			Cannot schedule 18-19	Submitted – Agenda
	ENGL 113			Cannot schedule 18-19	Submitted – Agenda
	ENGL 265			Cannot schedule 18-19	Submitted – Agenda
	ESL 018			Cannot schedule 18-19	Submitted – Agenda
	ESL 019			Cannot schedule 18-19	Submitted – Agenda
	ESL 020			Cannot schedule 18-19	Submitted – Agenda
	ESL 023			Cannot schedule 18-19	Submitted – Agenda
	ESL 028			Cannot schedule 18-19	Submitted – Agenda
	ESL 030			Cannot schedule 18-19	Submitted – Agenda
	ESL 033			Cannot schedule 18-19	Submitted – Agenda
	ESL 038			Cannot schedule 18-19	Submitted – Agenda
	ESL 040			Cannot schedule 18-19	Submitted – Agenda

	ESL 043			Cannot schedule 18-19	Submitted – Agenda
	ESL 048			Cannot schedule 18-19	Submitted – Agenda
	ESL 050P			Cannot schedule 18-19	Submitted – Agenda
	ESL 053			Cannot schedule 18-19	Submitted – Agenda
	ESL 058			Cannot schedule 18-19	Submitted – Agenda
	JOUR 121			Cannot schedule 18-19	Submitted – Agenda
Social & Behavioral Sciences					
	CT 212			Cannot schedule 18-19	Submitted
	ECON 101			Cannot schedule 18-19	Submitted- DE Tech Rev
	ED 141			Cannot schedule 18-19	Submitted – Agenda
	HIST 107			Cannot schedule 18-19	Submitted- DE Tech Rev
	POLS 101			Cannot schedule 18-19	Submitted – Agenda

VIII. Course Deactivations Impact on Other Programs/Courses

- A. MUS 170, 171, 270**
- B. AUTO 176**
- C. MGT 105, 212**
- D. MKTG 121**
- E. KIN 110, 111, 145, 165, 180, 190**



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<h1>AP&P Minutes</h1>	<p>Thursday, October 12, 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 Nancy Bednar, proxy Maria Clinton, proxy Bonnie Curry, Faculty Division Rep Riley Dwyer, Academic Dean Jessica Eaton, Articulation Officer Luis Echeverria, Faculty Division Rep Ibrahim Ganley, 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 Gary Roggenstein, proxy Duane Rumsey, proxy Deborah Sullivan-Ford, Faculty Division Rep Darcy Wiewall, Co-chair</p>	<p><u>Committee Members Absent:</u> Irit Gat, Faculty Division Rep Alberto Mendoza, Adjunct Rep Terry Rezek, Faculty Division Rep Tim Sturm, Faculty Division Rep Bonnie Suderman, Co-chair LaDonna Trimble, Student Services Dean Les Uhazy, Technical Education Dean</p> <p><u>Guests Present:</u> Kathleen Ballestero Greg Bormann Laureano Flores Tom Graves Cathy Hart Jonet Leighton Ande Sanders</p>
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Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	<p>Dr. Darcy Wiewall called the meeting to order at 3:10pm and welcomed the committee members to the meeting.</p> <p>A motion was made and seconded to add an action item for CCE course offering. Motion carried.</p>
II. Meeting Minutes – -9/28/2017	<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 for the 9/28/17 meeting. After a moment, it was noted that a correction to the spelling of Aurora’s name was needed. Motion carried as revised.</p> <p><u>Follow Up Items:</u> None.</p>
III. Informational Item –	<i>Darcy</i>	<u>Issues Discussed:</u>



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<p>-2017-2018 Meeting Schedule: 10/26/17, 11/9/17, 2/22/18 3/8/18, 3/22/18, 4/12/18 4/26/18, 5/10/18</p> <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</p>		<p>Dr. Darcy Wiewall asked the committee members to note the listed AP&P meeting dates. She also requested they review the courses and programs not for deactivation. If any course or program deactivation impacts your division, please bring those concerns to this committee. If a course or program is tied to your course or program as a requisite of program requirement, then please revised those courses and programs through curricunet to review the link to the deactivated course.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> The course deactivations will be placed on a future agenda for approval once all the programs and courses that are linked have been reviewed and revised through curricunet.</p>
<p>IV. Discussion Item – -Corporate Offerings (CCE)</p>	<p>All</p>	<p><u>Issues Discussed:</u> Darcy: Currently a page in handbook that says Corp & Comm Ed, but haven't been approving Corp. Changes made last year to Comm side but not Corp, but this offering is the first of the Corp to come to the committee. Cathy: Some parts of this package are already being taught as Comm offerings; packaged together modules to make a comprehensive course for LACOE. Initial cohort of 15 students recruited by LACOE. Students will be enrolled for 1 unit of cooperative work exp upon completion. Hope to start in Nov. If successful, may gain contract with LACOE to run a few more times. Darcy: classes not open to public; closed, offered to specific group of students. Corps need fast turnaround, so trying to find a way to process Corp classes faster. Not trying to bypass, but want to find a way to do it faster. One suggestion is make it an informational item on the agenda and have reps take it to the department for discussion the next time. Another idea, if AP&P approves, go straight to Board pending Senate approval. Mark: does faculty need to approve? Can the dean do it? Maria: Corps usually come to faculty for ideas of what can be done; in the past, have had numerous instances of duplicated offerings to standard college classes. Cathy: an example of what happens: BYD came to the college asking for help in both short- and long-term training to help them ramp up employment. May be able to develop a program to start that and also direct potential employees to existing credit courses. Small, local businesses may also come to the college needing training as well and come straight through the</p>



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		<p>CCE office. Usually for training that's not offered by the college already, and often an immediate need for the employer. Mark: we want faculty involved to prevent conflicts: instead of distributing to chairs, can the interested company reach out to faculty directly and have faculty be the liason? Cathy: faculty not required to teach, can be member of the interested company. Mark: if Corp ed is closed, why is the committee/college involved? Maria: Corp is attached to Comm, and Comm can infringe upon standard courses. Corp classes provide a pulse of what's happening in the community and presents an option to innovate and develop new credit curriculum for the college. Duane: back in the day, AP&P decided they wanted to be involved. Cathy: I want transparency and cooperation. Darcy: table the discussion about Corp approvals and moved on to the specific LACOE program. Many of the components have already been taught, but not all. The goal is to make \$1m/yr on Corp Ed. Mark concerned about having too much to do with AP&P and rather have a subcommittee. Something to look forward to discussing in spring.</p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u> The discussion surround Approval of Corporate Course Offerings will continue in the spring semester.</p>
<p>V. Report Item – -Credit by Exam -TOP/CIP/SAM/SO Code Review -Courses Not Taught in 2 or more yrs -Courses Never Taught -SWOT Analysis</p>		<p><u>Issues Discussed:</u> Credit by Exam list: AHUM: David Babb does not want any studio art courses listed. Everything else stay the same. HSS: All of the NS science courses (101A, 102A, 103A, 200A, 201A, 202A, 203A, 204A, and 205A) should be on the list. MSE: No changes.</p> <p>SOC: All courses need SOC codes. Should pick what's most appropriate, but if you have a class meant for post-secondary education, it needs the proper SOC code. Training? You need to make sure your SOC matches what job students who take the class will potentially be moving into. Laureano: have already done this with CTE; can put together a workshop to help with this. Mainly, though, just follow the crosswalk and make sure that a proper code is selected for</p>



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		<p>each course. SOC important because it's a Federal code and will be looked at if a student goes to another state. Darcy: I can sit with you and help look at them; the CTE folks are familiar with these as well. Kathleen: willing to be a resource to help faculty select the SOC for their area. Mike: sent list of changes to Melissa & Kyle. Jeffrie: will send changes to Melissa.</p> <p>Courses not taught: ENGL 242 & 256 will be deactivated. ENGL 133 and & 299 have not been taught in two years but are being talked about right now in the division. LAC 299 is currently taught as an independent study.</p> <p>GEOG courses listed—no plan to deactivate, will be taught CHEM—hasn't met enrollment, still trying to offer.</p> <p>SWOT: tabled</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> This item will return to the next agenda to provide report opportunities for those divisions that have not done so.</p>
<p>VI. Action Item –</p> <ul style="list-style-type: none"> -Credit by Exam -Request to adjust preq MUS 291/292 -CCE Corporate Ed LACOE Offering <p>Consent Agenda – Non-Substantial Course Rev:</p> <ul style="list-style-type: none"> - AERO 120, AERO 121, AERO 230, AERO 231, AERO 240, AERO 241 - AGRI 100, AGRI 104, AGRI 110, AGRI 134, AGRI 230, AGRI 234 - AJ 206 - ART 136 - AUTO 102, AUTO 110, AUTO 112 - BUS 201 - CA 151 - GEOG 201 - PHYS 102 - POLS 200, POLS 203 - RCP 104, RCP 201 - SOC 110, SOC 112, SOC 200 - SPAN 203, SPAN 210SS, SPAN 220SS - THA 102, THA 215 - WDTO 115, WDTO 120 	<p>All</p>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u> A motion was made and seconded to approve the CCE Corporate Ed LACOE Offering as presented. Faculty in areas haven't seen the specific parts, but many parts have previous Community Ed approval. Motion carried.</p> <p>A motion was made and seconded to approve the Credit by Exam list as revised from various division requests to add and delete from the list. The Arts and Humanities division requested that all studio arts courses be removed and add MUSC 112. Health and Safety Sciences request that all NS courses be added to the list. Math, Science and Engineering indicated that the list is accurate as noted. Motion carried with revision.</p> <p>A motion was made and seconded to approve the memo for MUS 291 and MUS 292. Motion carried.</p>



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<p>Substantial Course Revision:</p> <ul style="list-style-type: none">- AFAB 130, AFAB 210- ART 210- AUTO 126- BUS 121- CFE 101, CFE 111, CFE 116, CFE 120, CFE 120 Online, CFE 211- CHEM 110- COMM 103, COMM 217- FREN 201- HIST 104- MATH 105- SOC 110 Online and Hybrid- SPAN 210SS Online and Hybrid, SPAN 220SS Online and Hybrid- THA 133		<p>A motion was made and seconded to approve the courses noted under Consent Agenda-Non-Substantial Course Rev. Motion carried.</p> <p>A motion was made and seconded to approve the courses listed under Substantial Course Revision with the exception of CHEM 110 and SOC 110. After a review of each course individually, the motion passed. Motion carried.</p> <p><u>Follow Up Items:</u> CHEM 110 and SOC 110 will return to the next agenda for formal review and possible approval.</p>
<p>NEXT MEETING DATE: 10/26/17</p>		<p>A motion was made and seconded to adjourn the AP&P meeting at 5:09pm. Motion carried.</p>



<h1>AP&P Minutes</h1>	<p>Thursday, October 26, 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 Kathleen Ballestero, proxy Bonnie Curry, Faculty Division Rep Riley Dwyer, Academic Dean Jessica Eaton, Articulation Officer Ibrahim Ganley, Faculty Division Rep Irit Gat, Faculty Division Rep Richie Neil Hao, Faculty Division Rep Michael Hutchison, Faculty Division Rep Dietra Jackson, proxy Scott Lee, Faculty Division Rep/Librarian/DE Liaison Cynthia Littlefield, Faculty Division Rep Mark McGovern, Faculty Division Rep Alberto Mendoza, Adjunct Rep Terry Rezek, Faculty Division Rep Deborah Sullivan-Ford, Faculty Division Rep Michael Tran, proxy LaDonna Trimble, Student Services Dean Les Uhazy, Technical Education Dean Darcy Wiewall, Co-chair</p>	<p><u>Committee Members Absent:</u> Luis Echeverria, Faculty Division Rep Tooraj Gordi, Faculty Division Rep Tim Sturm, Faculty Division Rep Bonnie Suderman, Co-chair</p> <p><u>Guests Present:</u> Diane Flores-Kagan Daniel Humphrey Tom O’Neil Melissa Ramiro Duane Rumsey Ande Sanders</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 3:10pm and welcomed the committee members to the meeting.
II. Meeting Minutes – -10/12/2017	<i>All</i>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to table the meeting minutes. Motion carried by all members present.</p> <p><u>Follow Up Items:</u> This item will return to the next agenda for approval.</p>
III. Informational Item – -2017-2018 Meeting Schedule: 10/26/17, 11/9/17, 2/22/18 3/8/18, 3/22/18, 4/12/18 4/26/18, 5/10/18	<i>Darcy</i>	<p><u>Issues Discussed:</u> Dr. Darcy Wiewall asked the committee members to note the listed AP&P meeting dates. She also requested they review the courses and programs not for deactivation. If any course or program deactivation impacts your division, please bring those concerns to this committee. If a course or program is tied to</p>



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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</p>		<p>your course or program as a requisite of program requirement, then please revised those courses and programs through curricunet to review the link to the deactivated course.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> The course deactivations will be placed on a future agenda for approval once all the programs and courses that are linked have been reviewed and revised through curricunet.</p>
<p>IV. Report Item – -TOP/CIP/SAM/SO Code Review -Courses Not Taught in 2 or more yrs -Courses Never Taught</p>		<p><u>Issues Discussed:</u> Divisions were asked to report on the three items:</p> <ul style="list-style-type: none"> • Rhetoric and Literacy (Jeffrie Ahmad): ENGL 115 TOP Code should be double check as the course SAM Code may need adjusting. • Library (Scott Lee): CIP Code for all LIB courses should be 25.9999 • Career Technical Education (Deb Sullivan-Ford): ACCT 131 TOP 0502.10 and CIP 521601 ACCT 199 TOP 0502.00 and CIP 520301 ACCT 201 TOP 0502.00 and CIP 520305 ACCT 205 TOP 0502.00 and CIP 520305 CA 103 and CA 107 TOP 0708.20 CIP 111006 CA 111 SAM Code D CA 131 and CA 132 TOP Code 0702.20 CIP 110802 CA 141 SAM Code D CA 151 TOP Code 0708.20 CIP 110901 CA 199 TOP 0799.00 CIP 119999 CA 153, 171, 175, 176, 182, 183 TOP 070810 CIP 110901 CIS 111, CIS 113, CIS 121 SAM Code D CIS 157, 159 TOP 070810 CIP 110901 MGT 105 TOP 050630 CIP 520204 OT 150, 152, 205 TOP 051420 CIP 510716 OT 204 TOP 0514.10 CIP 220301 BUS 113 and BUS 199 SAM Code C • Career Technical Education (Mike Hutchison): ATH 100 SAM Code D ATH 102, 103, 102L, 103L SAM Code C FTEC 102 and 125 SAM D TOP 2133.00 FTEC 112, 113, 114, 122 SAM Code D MOA 110, 111 SAM Code D MOA 102 SAM C NS 101A, 102A, 201A SAM C NS 103A, 202A SAM D



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		<p>RADT 109, 202, 203, 204, 207, 208, 210 SAM C RCP 101 SAM C and RCP 102 SAM D</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> This item will return to the next agenda to provide report opportunities for those divisions that have not done so.</p>
<p>V. Action Item – -17-18 AP&P Goals</p> <p>Consent Agenda – Non-Substantial Course Rev:</p> <ul style="list-style-type: none"> - AUTO 111 - BIOL 110, 204 - CA 103, 121, 221 - CHEM 101, 102, 120 - CIS 159 - COMM 105, 107, 112, 114, 116, 215 - CT 100, 102, 114 - DFST 204 - ENGL 090, 095, 097, 099 - GER 202 - HE 101 - HIST 108, 118 - MKTG 112 - MOA 101 - NF 150 - POLS 202 - SOC 101, <u>110</u> - WELD 101 <p>Substantial Course Revision:</p> <ul style="list-style-type: none"> - BIOL 204 Hybrid - CA 103 Online, 103 Hybrid - CA 121 Online, 103 Hybrid - CA 221 Online, 103 Hybrid - CFE 102, 102 Online, 103, 104, 105, 106, 107, 113, 114, 115, 201, 212, 212 Online, 213, 213 Online - CHEM 101 Hybrid, 110 - COMM 105 Online, 219 - CT 105, 110, 130, 200, 241, 243 - DFST 102L, 105, 201L, 205 - HIST 101, 102, 105, 108 Online, 108 Hybrid, 114, 115, 119 - LAC 020 - MATH 001 - MKTG 112 Online, 112 Hybrid - MOA 101 Online, 101 Hybrid - SOC 101 Online, 101 Hybrid, 110 Online, 110 Hybrid <p>New Course Dev:</p>	<p>All</p>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the 17-18 AP&P Goals as presented. Dr. Darcy Wiewall indicated that only a few committee members sent a request regarding the committee goals. She evaluated those requests and identified additional goals as being appropriate for the committee. After a brief review and discussion, the committee approved them as presented. Motion carried.</p> <p>A motion was made and seconded to add SOC 110 COR to the list of courses under Consent Agenda-Non-Substantial Course Rev. Motion carried.</p> <p>A motion was made and seconded to approve the courses noted under Consent Agenda-Non-Substantial Course Rev. Motion carried.</p> <p>A motion was made and seconded to approve the courses listed under Substantial Course Revision with the exception of MATH 110. After a review of each course individually, the motion passed. Motion carried.</p> <p>A motion was made and seconded to list MATH 110 as a new course as it was made obsolete many years ago. Motion carried.</p> <p>A motion was made and seconded to approve MATH 110 as a new course development. After a review of the course outline of record, no request of revisions were requested. Motion carried.</p> <p>A motion was made and seconded to approve the course deactivation of ART 230. Motion carried.</p>



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<p>- MATH 110</p> <p>Course Deactivation:</p> <p>- ART 230</p>		<p><u>Follow Up Items:</u></p> <p>None.</p>
<p>NEXT MEETING DATE: 11/9/17</p>		<p>A motion was made and seconded to adjourn the AP&P meeting at 5:10pm. Motion carried.</p>



MEMORANDUM

DATE: 11/1/17
TO: Greg Bormann, Dean Health and Safety Sciences
Dr. Tom O'Neil, Dean of Social and Behavioral Sciences
FROM: Cathy Hart, Dean of Palmdale Center and Extended Learning
SUBJECT: Course Proposal Review and Signature Request

The Community Services Office is committed to introducing the community to the many wonderful programs offered by the Antelope Valley College Community Services program. The goal is to provide a wide variety of personal and professional development courses, as well as licensed and certificated fields that require Continuing Services Units.

The following proposals are being submitted for review by discipline faculty, the AP&P representative, and the division dean:

“The Wonderful World of Wine”

Please return the proposal forms by **ASAP**, so the course may be considered at the November 9, 2017 AP&P Committee meeting.

If you have any questions, please call the Community Services office at Ext. 6584. We look forward to working with you and appreciate your division's support of the Community Services Program.

As the proposal moves through the review process, please check off items below when completed:

- Administrative Assistant – received/logged in _____ (date)
- Reviewed and signed off by discipline faculty (If AP&P Representative is division faculty, also sign.)
- Reviewed and signed off by AP&P Representative
- Reviewed and signed off by Division Dean
- Administrative Assistant – returned to C&CS _____ (date)
- C&CS – proposal received from division office _____ (date)



Academic Affairs Office
COMMUNITY SERVICE OFFERING

Course No. PDTE.1718.001

Course Title: The Wonderful World Of Wine

Instructor (print): Mike Stepphanivich

Division Faculty Review

Ann Vdh Nutrition 11-2-17
Faculty Review Signature Discipline 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 Date

Approved _____ Denied _____ Reason _____

[Signature] 11/1/17
Division Dean Signature Date

Approved Denied _____ Reason _____

[Signature] 11-1-17
C&CS Division Dean Signature Date

Approved Denied _____ Reason _____



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Academic Affairs Office
COMMUNITY SERVICE OFFERING

NUMBER: PDTE.1718.001
TITLE: The Wonderful World of Wine
INSTRUCTOR: Mike Stepphanivich
HOURS: 6.25 hrs. NUMBER OF MEETINGS: 5
ENROLLMENT FEE: MATERIALS/SUPPLIES FEE: \$700
Text / CDs / DVDs / Handouts
Materials provided for review: Y N

ENROLLMENT EXPECTED: 20

DESCRIPTION OF OFFERING: Target audience: Those with an appreciation for wine, and would like to know more.
Recommended advisories/pre-requisites/instructor approval: N/A

Course description: Explore wine in all of its various forms and flavors. This course will help demystify wine for you. You'll learn wine etiquette, how to order wine in a restaurant, why different regions are better suited to some varietals than others, and pairing wine with food. At the last session, we'll pair wine with food to show the symbiotic relationship between the two. As residents of California, we have available to us a wide variety of California wines, and our course will focus on these wines.

INSTRUCTOR BIOGRAPHY: Based in Bakersfield, Mike Stepanovich has been writing his wine column, "Life is a Cabernet," since 1985, and judging wines since 1987. As an avid wine collector, Mr. Stepanovich also teaches wine history and wine appreciation classes for California State University, Northridge, and California State University, Bakersfield. "Life is a Cabernet" first appeared in the pages of *The Bakersfield Californian*, where it ran continuously until 1998. In 1986, "Life is a Cabernet" was syndicated by Columbia Features, and appeared as a regular feature in various newspapers around the nation until 1992, when Columbia Features closed. In 1997 his column began appearing in *Bakersfield Magazine*, for which Mr. Stepanovich also reviews restaurants. His work has appeared in such national and international publications as *International Wine Review*, *Wine News* and *Wine Business Monthly*. Mr. Stepanovich is recognized for his discerning palate, and has judged at such renowned competitions as the Indianapolis International Wine Competition, Florida International Wine Competition, Pacific Rim International Wine Competition, and the Riverside International Wine Competition. He is the past president of the Bakersfield Wine Society, and serves on the committee for CSU Bakersfield's annual scholarship fundraiser, "Party in the Park," a wine tasting that has grown to one of the largest wine events in Central California. He also makes his wine, a blend of syrah, petite syrah and cabernet sauvignon, from grapes he grows himself, and from other sources. In his spare time, he is writing a tongue-in-cheek novel about wine, tentatively titled "Zinforado!" which he hopes to publish sometime in the near future.

SPECIAL NEEDS:

Facilities:

Audio/Video:

Other:

Need software installed:

ITS notified: _____
Date

Signature

ONLINE CLASS:

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 COMMUNITY SERVICES PROGRAM Course & Instructor Information Form

Course Number		Course Title		
		THE WONDERFUL WORLD OF WINE		
Number of Meetings	Total Hours	Course Fee	Material Fee	Class Size
5	6 1/4			20 MAX
TYPE OF COMMUNITY SERVICES COURSES YOU WOULD LIKE TO INSTRUCT				
Target Audience		Type of Courses		
AGES 35-70+		WINE APPRECIATION/EDUCATION COURSE		
<p>PROVIDE A DETAILED COURSE DESCRIPTION</p> <p>Please attach a document that includes the items in the next box. If the course description is already on file, do not submit unless you are updating information.</p>				
		<ul style="list-style-type: none"> • Target Audience AGES 35-70+ • Pre-Requisites NONE • Detailed Course Outline ATTACHED • Text or Materials Required NONE 		
FACILITY REQUIREMENTS - PLEASE CHECK TYPE AND INDICATE ROOM NUMBER IF KNOWN				

(x)	Type of Facility	Bldg/Room	(X)	Type of Facility	Bldg/Room
	Health & Science Lab			Computer Lab	
	Arts & Crafts Lab			Large Multipurpose Room	
	Athletic Facility			Music Lab	
X	Class Room			Special Layout	Diagram
	Class Room With Open Space				

FACILITY REQUIREMENTS - PLEASE CHECK ALL THAT APPLY AND GIVE SPECIFICS

(x)	Type of Equipment	Description or Specifications
	Computer/Software	
	Projector/Screen	
	Sound Equipment	
	Television/VCR	
X	Other (Describe)	WHITE BOARD, TABLE

Instructor Name or Contact		Organization	E-mail	
MIKE STEPANOVICH		Antelope Valley College	mike@quesirahsyrah.com	
Mailing Address			City	State
12700 LONGMEADOW WAY			BAKERSFIELD	CA
			Zip Code	93312
Phone Number		Fax Number	Alternate Phone Number	
661-342-2339				

RELATED EDUCATION (Use Additional Sheet if Necessary)

Institution	Degree, Certificate, or License
BAL. STATE SACRAMENTO	BA
CAL. STATE BAKERSFIELD	MDA

RELATED EXPERIENCE

Institution	Work Performed (Paid or Voluntary)
	WINE JOURNALIST 1985-PRESENT
	WINE JUDGE 1987-PRESENT
	WINE EDUCATOR 1997-PRESENT

INSTRUCTIONAL REFERENCES - WITHIN PAST TWO YEARS

Institution	City/State	Contact Name	Phone Number
CSUB	BAKERSFIELD	JUDITH PRATT	661-654-6345
BAKERSFIELD COLLEGE	BAKERSFIELD	ROBERT ALLISON	661-747-2318

Date: OCT 30, 2017 Instructor or Contractor Signature: 

Wine 101

Explore wine in all of its various forms and flavors. This course will help demystify wine for you. You'll learn wine etiquette, how to order wine in a restaurant, why different regions are better suited to some varietals than others, pairing wine with food. At the last session, we'll pair wine with food to show the symbiotic relationship between the two. As residents of California, we have available to us a wide variety of California wines, and our course will focus on these wines.

Week 1 – Where did wine come from and how long has it been with us? How is it made? You'll learn how the wine glass itself helps you to enjoy wine. Swirl, sniff and sip. Explore the aromas and flavors of wine. Learn how to order wines in restaurants like a pro.

Week 2 – White wines. There's much more to white wines than just Chardonnay. A closer look at some of the varietals you're more likely to find on wine lists and in shops, and why they might be better suited to what you're dining on tonight.

Week 3 – Red wines. As with white wines, there's a plethora of different red wines to enhance your dining pleasure. This class session will help you with your wine-list choices.

Week 4 – Appellations, or American Viticultural Areas (AVAs). Why should you, as a consumer, care whether your wine is from Paso Robles, Monterey County or Napa Valley? We'll show you during this class session.

Week 5 – Elevating mere eating to dining. This session will pull it all together for you, pairing different wines with different food courses. We'll show you how well-paired dishes enhance your dining experience and enjoyment.