

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: March 13, 2014
LOCATION: BE 321 – Computer Room
TIME: 3:09 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Lee Grishman	Cynthia Littlefield	Karen Cowell, CTE Dean Lisa Karlstein, VAPA Rep Edward Knudson, President Giovanna Sanchez, Student Rep LaDonna Trimble, SS Dean Les Uhazy, Academic Dean
Luis Echeverria	Linda Harmon	Donna Meyer	
Charlette Forte-Parnell, proxy	Anne Hemsley	Denise Walker	
Tooraj Gordi	Tom Hutchison	Darcy Wiewall	
	Scott Lee		
GUESTS PRESENT			
Kyle Jacobsen			

2013-2014
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 13, 2014 AP&P Committee Meeting to order at 3:09p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:09p.m. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Mrs. Linda Harmon indicated that several AP&P committee member's terms are ending this academic year: Tom Hutchison, Anne Hemsley, Donna Meyer, and Jeffrie Ahmad. Dr. Anne Hemsley indicated that Mark McGovern will be taking over the Science representative position. Ms. Jeffrie Ahmad may volunteer for another term but discussions and approvals must first occur at the division. Dr. Grishman indicated that the Academic Senate is currently discussing their own make-up but that may not necessarily trickle down to the subcommittees.

3. APPROVAL OF MINUTES

- a. **February 13, 2014 Minutes**
- b. **February 27, 2014 Minutes**

A motion was made and seconded to approved items 3a, February 13, 2014 and 3b, February 27, 2014 Minutes. After a brief moment, it was noted that revisions were not needed. Motion carried.

4. INFORMATIONAL ITEMS

- a. **2013-14 AP&P Deadline – Courses and Programs need to be approved by 2/27/2014 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
- C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda

Mrs. Linda Harmon indicated that at the last AP&P meeting a 4 year course revision cycle was approved, which would allow only a fourth of the courses to come through at a time. The new list of courses due this coming year will be made available at the next meeting.

Dr. Anne Hemsley requested clarification on whether this new cycle would prevent an instructor from revising their course outside of the timeframe if required to do so to mark the textbook used current. It was explained that courses needing revision to maintain UC and CSU designation, which typically prompts the updating of a textbook, would absolutely be ok off cycle. This new course revision cycle is primarily intended to create a more consistent flow of courses coming through the AP&P approval process each year. If this is not instituted, in 2017 AP&P will have to review and approve 382 course outlines of record, which is not including the distance education forms associated with those courses, in contrast to 2015 only 80 courses are due for revision.

- b. **CurricUNET Workshops:**

- Thursday, March 13, 2014 from 1-2:50pm, BE 321 – Donna Meyer
- Tuesday, March 25, 2014 from 1-3pm, BE 321 – Denise Walker
- Wednesday, April 9, 2014 from 10-12pm, BE 324 – Lisa Karlstein

- Wednesday, April 16, 2014 from 10-12pm, BE 324 – Denise Walker
Mrs. Linda Harmon thanked those who have signed up for a workshop and requested all AP&P representatives to consider scheduling at least one workshop this spring term in an effort to meet the November 13, 2014 AP&P deadline.

c. CSUGE/IGETC Course Designation – Dr. Lee Grishman

IGETC – (Current)

1. ANTH 101L – Area C
2. BIOL 205 – Area B, C
3. CHIN 201 – Area 3B
4. CHIN 202 – Area 3B
5. GEOL 102L – Area 5A
6. MATH 124 – Area 2A
7. MATH 148 – Area 2A
8. THA 239 – Area 3A

CSU/GE - (Current)

1. ANTH 101L – Area B3
2. BIOL 205 – Area B2, B3
3. CFE 211 – Area D7
4. CHIN 201 – Area C2
5. CHIN 202 – Area C2
6. ENGR 125 – Area B4
7. MATH 148 – Area B4
8. NF 103 – Area E

d. AP&P Cochair replacement begins training summer 2014

Mrs. Linda Harmon stated that the Academic Senate has put the official call out for the replacement AP&P cochair who will take over summer 2015. The deadline is March 25th and interested faculty should submit a cover letter and resume to the Academic Senate.

5. DISCUSSION ITEM

a. SLOs/PLOs as part of AP&P

Mrs. Linda Harmon stated that now is a good time to discuss the SLO process built into CurricUNET since it has been in place for a semester. Ms. Denise Walker expressed concerns with the approval process and the time it takes for a course or program to be approved. Ms. Jeffrie Ahmad requested clarification on whether it is being asked that SLOs merge with AP&P. Dr. Anne Hemsley felt it would be beneficial to add the agenda date to the course/program approval process so faculty know when to expect approval. Dr. Darcy Wiewall has found that while CurricUNET emails are sent to faculty they are often directed to their spam or junk mail. Both Jeffrie and Darcy agreed that the CurricUNET process was going well. Mrs. Linda Harmon thanked the committee for their comments and would look into resolutions.

6. REPORT

a. AP 4225 – Course Repetition

b. AP 4227 – Repeatable Courses

Since the topics of these AP policies are so similar, division reports were presented as a group and noted below:

- Business, Computer Studies and Economic Development – Donna Meyer indicated that the information was shared with faculty but no comments were given.
- Social and Behavioral Sciences – Darcy Wiewall indicated that the information was shared with faculty but no comments were given.
- Language Arts – Jeffrie Ahmad indicated that the information was shared with faculty but no comments were given. Ms. Ahmad did express concern however with the current state of journalism and forensics repeatability. It was explained that the new Title 5 regulations allow repeatability for courses like forensics but only if all students are required to participate in the competitions.
- Instructional Resources/Extended Services – Dr. Scott Lee indicated that the information was shared with faculty but no comments were given.
- Math and Engineering – Tooraj Gordi indicated that the information was shared with faculty but no comments were given.
- Science – Dr. Anne Hemsley indicated that the information was shared with faculty but no comments were given.
- Student Services – Mr. Luis Echeverria indicated that the information was shared with faculty but no comments were given.

c. Content Review and Course Validation Process for Course Requisites

Mrs. Linda Harmon request representatives to report division comments regarding the revised language to the content review and course validation process circulated at the last AP&P meeting. Several committee members indicated that they have not been able to discuss this item. As a result, Mrs. Harmon requested members to report at the next AP&P meeting.

Dr. Lee Grishman requested those committee members who were serving a few years back to recall the upper division unit discussion and whether resolution was reached. He indicated that he recalls a vote to institute the acceptance of 12

upper division units to satisfy lower division requirements for those students who transfer to our institution from a four-year. After a brief moment, Dr. Scott Lee stated that while he does recall the discussion, he did not believe a final vote was conducted. Mrs. Melissa Jauregui shared an email sent to Luis Echeverria earlier that day and noted below:

I have reviewed 25 plus sets of minutes spanning from Fall 2010 to Fall 2012. Unfortunately, I do not have good news. On 2-10-2011, the use of Upper Division course work was an Informational Item to which the Cochair at the time, Maria Clinton, indicated that the item would return to a future meeting as a report from the division faculty members. On 4/28/2011, the item did return to the meeting as a report item and the following is in the minutes from that meeting:

"Ms. Maria Clinton asked the committee whether we wished to approve the use of 4 courses or 12 units. The AP&P Committee decided that 4 courses by petition was appropriate and asked for the procedures to be developed and accessible. Additional discussion took place regarding the fact that 4 courses being the maximum would not be appropriate for Mathematics and Science courses since they are so heavy in unit value. A subcommittee was constructed of Dr. Lee Grishman and Ms. LaDonna Trimble, which was tasked with the development of those procedures and guidelines. Once the documentation is developed it would then be brought back to the committee and a motion to establish that maximum would be made at that time."

On 8-25-2011, the item returned to meeting agenda as a continuing agenda item from the previous year and the following was recorded:

a. Upper Division Course Units Procedures

Ms. Maria Clinton stated that Dr. Lee Grishman was going to develop the procedures for accepting upper division units and those will be brought to this committee.

Unfortunately, that is the last time this item was on the agenda and a formal approval from the committee did not occur.

It was decided that this item should go back out to the divisions for consideration and formally reported on at a future meeting, which will allow for a possible approval.

7. ACTION ITEM

a. AP 4225 – Course Repetition

b. AP 4227 – Repeatable Courses

A motion was made and seconded to approve items 7a and 7b as a majority of the divisions have reported on this item and revisions were not requested. Motion carried.

c. Non-Substantial Course Revisions (Consent Agenda Item) (COR Complete / SLO Complete)

i. CIS 101, Introduction to Computer Information Science

A motion was made and seconded to approve consent agenda item 7c, CIS 101, Introduction to Computer Information Science, non-substantial course revision. Motion carried without revision.

A motion was made and seconded to amend the agenda to change 7d from second reading to first reading. Motion carried.

d. First Reading: Substantial Course Revision (COR Complete / SLO Complete)

i. Online: CIS 101, Introduction to Computer Information Science

A motion was made and seconded to approve Online: CIS 101, Introduction to Computer Information Science course revision. The dean and AP&P representative were present to discuss the course and answer questions. Mrs. Linda Harmon indicated that Dr. Scott Lee's, DE liaison, approval is noted in CurricUNET. After a brief moment it was decided that adjustments were not necessary. Motion carried without revision.

e. Second Reading: Substantial Course Revision (COR Complete / SLO Complete)

i. KIN 190, Introduction to Human Movement

A motion was made and seconded to approve KIN 190, Introduction to Human Movement course revision. Mrs. Linda Harmon indicated that all requested revisions from the first reading have been noted in CurricUNET. Motion carried.

f. Course Deactivation

i. AERO 180, SpaceTEC Core Certification Readiness

ii. ED 175, Literacy Tutoring and Supervised Field Experience

iii. ESL 029, ESL Skills Building 2

iv. ESL 039, ESL Skills Building 3

v. ESL 049, ESL Skills Building 4

vi. ESL 059, ESL Skills Building 5

vii. READ 095L, Basic Reading Strategies for College Success Lab

viii. **READ 097L, Reading Comprehension for College Success Lab**

ix. **READ 099L, Critical Reading and Study Skills Lab**

x. **READ 150, Speed Reading**

xi. **SPAN 203, Advanced Spanish**

A motion was made and seconded to approve designating the courses list under item 7f as deactivated. Motion carried.

8. INFORMATIONAL ITEM

a. New Course Development

- PHTC 102L, Directed Photo Lab Studies

b. Course Deactivation

- READ 097, Reading Comprehension for College Success

9. 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	Recommended Plan of Study	CurricUNET Status
1. <i>Agriculture Animal Sciences</i>					
2. <i>Agriculture Business</i>					
3. <i>Agriculture Plant Sciences</i>					
4. <i>Chemistry</i>					
5. Computer Science					Cannot develop, no discipline on campus aligns with coursework
6. Economics					
7. Elementary Teacher Education					Cannot develop, no full-time faculty in area
8. <i>Film, Television and Electronic Media</i>					Cannot develop, no full-time faculty in area
9. Journalism					Cannot develop, no full-time faculty in area
10. Philosophy					
11. Spanish					

Completed AVC AA-T/AS-T Degrees

- | | | | |
|-------------------------------|---------------|-----------------|------------------|
| 12. Administration of Justice | 16. English | 19. History | 22. Physics |
| 13. Anthropology | 17. Geography | 20. Kinesiology | 23. Psychology |
| 14. Business Administration | 18. Geology | 21. Music | 24. Theatre Arts |
| 15. Early Childhood Education | | | |

Chancellor's Office Approved

- | | |
|---------------------------|-----------------------|
| 25. Art History | 28. Political Science |
| 26. Communication Studies | 29. Sociology |
| 27. Mathematics | 30. Studio Arts |

10. ADDITIONAL INFORMATION - C-ID REPORT FOR TMC's

C-ID DESCRIPTOR	COURSE	STATUS	EXPIRES	STATUS
AJ 110	AJ 101	CONDITIONAL	20-NOV-14	
AJ 120	AJ 102	CONDITIONAL	4-JAN-14	
AJ 160	AJ 201	NOT APPROVED		
AJ 220	AJ 204	CONDITIONAL	2-JAN-14	
ARTH 150	ART 104	NOT APPROVED		
BUS 110	BUS 101	CONDITIONAL	13-MAY-14	Approved 2/10/2014
BUS 115	BUS 113	CONDITIONAL	12-JUN-14	
BUS 120	BUS 201	CONDITIONAL	11-NOV-14	
BUS 125	BUS 203	CONDITIONAL	26-JUL-14	
ECE 230	CFE 116	CONDITIONAL	27-JUN-14	
ECE 210	CFE 202	CONDITIONAL	27-JUN-14	
ECE 220	CFE 211	CONDITIONAL	8-APR-14	
ECE 130	CFE 213	NOT APPROVED		

CHEM 100	CHEM 101	NOT APPROVED		<i>Resubmit for CHEM 101</i>
ITIS 120	CIS 101	CONDITIONAL	1-JUL-14	
COMP 152	CIS 121	CONDITIONAL	2-APR-14	
COMM 130	COMM 107	CONDITIONAL	13-JAN-15	
ENGL 120	ENGL 102	CONDITIONAL	06-JAN-15	
GEOL 121	ERSC 101	CONDITIONAL	12-JUN-14	
	GEOG 101	NOT APPROVED		
HIST 130	HIST 107	NOT APPROVED		
HIST 140	HIST 108	CONDITIONAL	14-FEB-14	
JOUR 210	JOUR 123	NOT APPROVED		
KIN 100	KIN 190	NOT APPROVED		
KIN 101	KIN 191	CONDITIONAL	17-DEC-13	
SOCI 125	MATH 115	CONDITIONAL	20-SEP-14	
PHIL 110	PHIL 110	CONDITIONAL	16-OCT-14	
PHYS 100S	PHYS 101 PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 105	PHYS 101	CONDITIONAL	13-FEB-14	
PHYS 110	PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 200S	PHYS 110 PHYS 120 PHYS 211	CONDITIONAL	15-FEB-14	
PHYS 205	PHYS 110	CONDITIONAL	13-FEB-14	
PHYS 210	PHYS 120	CONDITIONAL	15-FEB-14	
PHYS 215	PHYS 211	CONDITIONAL	15-FEB-14	
PSY 130	PSY 212	CONDITIONAL	2-JUL-14	Approved 11/25/2013
SOCI 140	PSY 219	CONDITIONAL	20-SEP-14	Designated as Obsolete
PSY 115	PSY 233	CONDITIONAL	1-JUL-14	Approved 12/2/2013
PSY 120	PSY 234	NOT APPROVED		Approved 10/22/2013
PSY 200	SOC 200	CONDITIONAL	2-JUL-14	
SOCI 120	SOC 200	CONDITIONAL	25-JAN-14	
SPAN 220	SPAN 101HL	CONDITIONAL	19-AUG-14	
THTR 171	THA 102	CONDITIONAL	06-JAN-15	Resubmitted
THTR 175	THA 133	NOT APPROVED		

11. ADDITIONAL INFORMATION – 2013-2014 Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert /GE Area	Last Taught	Scheduling Restrictions if not approved by 11/14/2013	Status
Business				
CIS 101		Summer 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
Health Sciences				
CFE 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
Language Arts				
COMM 215		None	Cannot schedule 14-15	<i>Submitted</i>
ESL 029		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ESL 039		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ESL 049		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ESL 059		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
READ 150		Fall 11	Cannot schedule 14-15	<i>Submitted – Agenda</i>
SPAN 203		Fall 08	Cannot schedule 14-15	<i>Submitted – Agenda</i>
Math/Science				
MATH 070B		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
MATH 102A		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
MATH 102B		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
Social Science				
ED 175		Spring 08	Cannot schedule 14-15	<i>Submitted</i>
WE 197		None	Cannot schedule 14-15	

WE 199		Spring 13	Cannot schedule 14-15	
Technical Education				
AERO 180		Fall 10	Cannot schedule 14-15	<i>Submitted – Agenda</i>
AUTO 276		Fall 13	Cannot schedule 14-15	<i>Submitted</i>
Visual and Performing Arts				
PHTC 205		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
PHTC 205L		Fall 12	Cannot schedule 14-15	<i>Submitted</i>

12. ADJOURNMENT

A motion was made and seconded to adjourn the March 13, 2014 AP&P Committee meeting at 3:58p.m. Mrs. Linda Harmon reminded the committee members to log into CurricUNET and track the progress of each course in the approval process in their area to be sure they are moving along. Motion carried.

NON-DISCRIMINATION POLICY

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