



# Academic Policies & Procedures

## AP&P Agenda

Thursday, March 13, 2025

3:00 pm – 5:30 pm T600-J

**Type of Meeting:** *Regular*

**Note Taker:** Robyn Serrano

**Please Review/Bring:** The past minutes for accuracy.

### Committee Members:

*Dr. Jonathan Compton, Co-chair*  
*Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs*  
*Dr. Jessica Eaton, Articulation Officer*  
*Tim Atkerson, AKIN Representative*  
*Travis Lee, IAAT Representative*  
*Alfred Brubaker, IAAT Representative*  
*Darren Watters, HSS Representative*  
*Vacant, HSS Representative*  
*James Dorn, MSE Representative*  
*Dr. Zia Nisani, MSE Representative*  
*Heidi Williams, LACA Representative*  
*Vacant, LACA Representative*

*Gabby Poorman, SBS Representative*  
*Yadira Arellano, SBS Representative*  
*Cynthia Littlefield, AHUM Representative*  
*Jillian Bentley, AHUM Representative*  
*Stephanie Orellana, Library Rep, Librarian*  
*Tamira Palmetto, Student Services, Counseling*  
*Tanya McGinnis, Student Services, Counseling*  
*Amaka Donn, Adjunct Representative*  
*Greg Bormann, Administrative Position*  
*Kathryn Mitchell, Administrative Position*  
*Dr. Windy Franklin-Martinez, Administrative Position*  
*John Cariaga, Student Representative*

*\*Absent*

Items	Person	Action
I. Call to Order	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	
II. Attendance – Roll Call	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	
III. Opening Comments from the Public (3 minutes maximum)		
IV. Approval of the Agenda	<i>All</i>	
V. Approval of the Minutes – 2/27/2025	<i>All</i>	
VI. Informational Items – Revision List – Updated TMCs – Mathematics – Physics	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	



## Academic Policies & Procedures

VII. Training –		
VIII. Action – Cyclical Review – Credit by Examination list – AP – CLEP – IB  <b>New Course Developments</b> ENGL 114 Creative Writing  <b>Course Deactivations</b> ENGL 111 Creative Writing: Fiction ENGL 112 Creative Writing: Poetry  <b>Program Revisions</b> Airframe Manufacturing Technology BS Anthropology AA-T Elementary Teacher Education AA-T Bachelor of Science Degree Respiratory Care	Dr. Jonathan Compton/Dr. Kathy Bakhit	
IX. Discussion – AP/BP review	Dr. Jonathan Compton/Dr. Kathy Bakhit	
X. Reports –		
XI. Catalog	Robyn Serrano	
XII. Date of Next Meeting – 3/27/25, 4/10/25, 4/24/25, 5/8/25, 5/22/25		
XIII. Adjournment	Dr. Jonathan Compton/Dr. Kathy Bakhit	
<b>NEXT MEETING DATE: March 27, 2025</b>		



## Academic Policies & Procedures

<b>AP&amp;P Minutes</b>		Thursday, February 27, 2025 3:00 pm – 5:30 pm T600-J
<p><b>Type of Meeting:</b> <i>Regular</i></p> <p><b>Note Taker:</b> Robyn Serrano</p> <p><b>Please Review/Bring:</b> The past minutes for accuracy.</p>		
<i>Committee Members:</i>		
<p><i>Dr. Jonathan Compton, Co-chair*</i></p> <p><i>Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs</i></p> <p><i>Dr. Jessica Eaton, Articulation Officer</i></p> <p><i>Tim Atkerson, AKIN Representative</i></p> <p><i>Travis Lee, IAAT Representative</i></p> <p><i>Alfred Brubaker, IAAT Representative</i></p> <p><i>Darren Watters, HSS Representative*</i></p> <p><i>Vacant, HSS Representative</i></p> <p><i>James Dorn, MSE Representative</i></p> <p><i>Dr. Zia Nisani, MSE Representative</i></p> <p><i>Heidi Williams, LACA Representative</i></p> <p><i>Vacant, LACA Representative</i></p> <p><i>Guests: Kelly Brogan, Esperanza Perez</i></p>		<p><i>Gabby Poorman, SBS Representative</i></p> <p><i>Yadira Arellano, SBS Representative</i></p> <p><i>Cynthia Littlefield, AHUM Representative</i></p> <p><i>Jillian Bentley, AHUM Representative</i></p> <p><i>Stephanie Orellana, Library Rep, Librarian</i></p> <p><i>Tamira Palmetto, Student Services, Counseling</i></p> <p><i>Tanya McGinnis, Student Services, Counseling</i></p> <p><i>Amaka Donn, Adjunct Representative</i></p> <p><i>Greg Bormann, Administrative Position</i></p> <p><i>Kathryn Mitchell, Administrative Position</i></p> <p><i>Dr. Windy Franklin-Martinez, Administrative Position*</i></p> <p><i>John Cariaga, Student Representative*</i></p> <p style="text-align: right;"><i>*Absent</i></p>
Items	Person	Action
I. Call to Order	<i>Dr. Kathy Bakhit</i>	The meeting was called to order at 3:05pm.
II. Attendance – Roll Call	<i>Dr. Kathy Bakhit</i>	
III. Opening Comments from the Public (3 minutes maximum)		Dr. Eaton: AP 4100 must be updated. We will be moving forward to update the catalog to reflect all of the changes to GE that will be effective Fall 2025.
IV. Approval of the Agenda	<i>All</i>	<p><b><u>Action Taken</u></b></p> <p>Motion to approve: Agenda Motion Second Motion Approved</p>
V. Approval of the Minutes – 2/13/2025	<i>All</i>	<p><b><u>Action Taken</u></b></p> <p>Motion to approve: Minutes for 2/13/2025</p>



# Academic Policies & Procedures

		<p>Abstentions: Heidi Williams, Dr. Jessica Eaton, Stephanie Orellana          Motion Second          Motion Approved</p>
<p>VI. Informational Items</p> <ul style="list-style-type: none"> <li>- AFMT &amp; BSRC</li> <li>- Acceptance of non-traditional credit</li> <li>- CCN Update             <ul style="list-style-type: none"> <li>- Phase II and III Update</li> </ul> </li> </ul>	<p><i>Dr. Jessica Eaton</i></p>	<p><b>AFMT &amp; BSRC:</b>          Dr. Eaton: Both bachelor's degrees programs will now incorporate non-traditional credit in partial fulfillment of their respective degree requirements. will now be accepting non-traditional courses.</p> <p><b>AFMT:</b> UCLA Extension Coursework, Maximum Credit Granted: 6 units</p> <p>Note: After successful completion of the AFAB or AERO associates degree coursework, credit may be accepted as approved substitutions for AFAB 320 using UCLA Extension's MECH&amp;AE X428.72 and MECH&amp;AE X 428.75; and AFAB 330 using UCLA Extension's MECH &amp;AE X 428.63 and MECH&amp;AE X428.71.</p> <p><b>BSRC:</b> RRT Credential and COARC-Accredited Program Completion, Maximum Credit Granted: 48 units</p> <p>Note: The combination of an RRT Credential and completion of a COARC-Accredited Respiratory Care program equivalent to an Associate in Science (AS) degree grants credit for several courses. For the BS Respiratory Care, credit will be granted for RCP 101, RCP 102, RCP 103, RCP 104, RCP 201, RCP 202, RCP 203, RCP 204, BIOL 201, AND BIOL 202.</p> <p><b>CCN Update:</b></p>



# Academic Policies & Procedures

		Dr. Bakhit shared the list of courses for Phase III
VII. Training –		
VIII. Action  <b>Substantial Course Revisions</b> ENGL 111 Creative Writing PHIL 130 History of Ancient and Medieval Philosophy PHIL 140 History of Modern Philosophy	<i>Dr. Kathy Bakhit</i>	<b>Action Taken</b>  <b>Substantial Course Revisions</b> Motion to approve: ENGL 111 Creative Writing Comments: combined two courses, was only conditionally approved, this will need to be a new course Motion Second Motion tabled  Motion to approve: PHIL 130 History of Ancient and Medieval Philosophy Motion Second Comments: updates to get C-ID approval Motion Approved  Motion to approve: PHIL 140 History of Modern Philosophy Motion Second Comments: updates to get C-ID approval Motion Approved
IX. Discussion – Cyclical Review – Credit by Examination list – AP – CLEP – IB	<i>Dr. Jessica Eaton</i>	<b>Cyclical Review:</b> This is the last chance to make changes to these lists, please have faculty review for additions and deletions and send an email to Dr. Eaton, Dr. Compton, or Robyn with your recommendations by next Thursday. The final lists will be an action item at the next meeting.
X. Reports –		
XI. Catalog –	<i>Robyn Serrano</i>	
XII. Date of Next Meeting – 3/13/25, 3/27/25, 4/10/25, 4/24/25, 5/8/25, 5/22/25		



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XIII. Adjournment	<i>Dr. Kathy Bakhit</i>	Motion to adjourn: Motion The meeting concluded at 3:37pm
<b>NEXT MEETING DATE: March 13, 2025</b>		

## Credit by Exam

### Courses

~~ABDY 112 Basic Auto Body Repair~~

~~ABDY 122 Basic Automotive Refinishing~~

ACCT 111 Bookkeeping

ACCT 113 Bookkeeping II

ACCT 115 Payroll Bookkeeping

ACCT 121 Microcomputer Accounting

ACCT 131 Introduction to Income Tax

ACRV 112 Basic Refrigeration Systems

ACRV 113 Basic Refrigeration Controls

ACRV 122 Residential Air Conditioning Systems

ACRV 123 Residential Air Conditioning Controls

AFAB 110 Intro Struct Blueprint Manufact. Doc

AFAB 130 Aerospace Ethics and Issues

AFAB 210 Aircraft Production Systems

~~AGRI 102 Plant Pest Control~~

~~AGRI 104 Nursery Practices~~

~~AGRI 110 Basic Landscape Design~~

~~AGRI 112 Plant and Landscape Maintenance~~

~~AGRI 132 Turf and Landscape Maintenance~~

~~AGRI 134 Plant Identification I~~

~~AGRI 153 Landscape Const.—Concrete & Masonry~~

~~AGRI 155 Landscape Const.—Wood and Lighting~~

~~AGRI 210 Advanced Landscape Design~~

~~AGRI 212 Interior Plantscape~~

~~AGRI 220 Landscape Irrigation~~

~~AGRI 230 Soils and Plant Nutrition~~

~~AGRI 234 Plant Identification II~~

~~AGRI 250 Landscape Management~~

~~AJ 101 Introduction to Administration of Justice~~

~~AJ 102 Criminal Law~~

~~AJ 103 Criminal Evidence~~

~~AJ 104 Introduction to Corrections~~

~~AJ 204 Juvenile Procedures~~

ASTR 101 Astronomy

ATH 100 Introduction to Athletic Training

BUS 101 Introduction to Business

BUS 105 Business Mathematics

BUS 111 Business English

CA 103 Intro to Computers and Digital Technology

CA 111 Word Processing – Microsoft Word

CA 171 Introduction to Networking

CA 175 Administering Windows Server

CA 176 Windows Server Networking  
CHIN 101 Elementary Chinese I  
CHIN 102 Elementary Chinese 2  
DFST 101 American Sign Language I  
DFST 102 American Sign Language II  
DM 101 Digital Media Arts  
DM 103 Graphic Design I  
DM 113 Photoshop I  
DM 115 Graphic Communication I  
ELEC 110 Fundamentals of Electricity  
ELEC 115 Electrical Codes and Ordinances  
ELEC 130 Alternating Current Theory  
ELTE 110 Electronics Mathematics  
ELTE 125 Direct Current & Alt Current Principles  
ELTE 130 Digital Circuit Analysis  
FREN 101 Elementary French 1  
FREN 102 Elementary French 2  
FTEC 111 Fire Protection Organization  
FTEC 112 Fire Prevention Technology  
FTEC 113 Fire Protection Equipment and Systems  
FTEC 114 Building Construction for Fire Protection  
FTEC 115 Fire Behavior and Combustion  
GEOG 101 Physical Geography: Earth's Surface Landscapes  
GEOL 101 Physical Geology  
GER 101 Elementary German 1  
GER 102 Elementary German 2  
**HD 103 Career and Life Planning**  
HE 101 Health Education  
LATN 101 Elementary Latin 1  
LATN 102 Elementary Latin 2  
**MATH 102 Intermediate Algebra**  
MATH 115 Statistics  
MATH 120 Math for Teachers  
MATH 124 Finite Math  
MATH 128 College Algebra for Liberal Arts  
MATH 135 Plane Trigonometry  
MATH 140 Precalculus  
MATH 148 Calculus for Business and Economics  
MATH 150 Calculus and Analytic Geometry  
MATH 160 Calculus and Analytic Geometry  
MATH 220 Linear Algebra  
MATH 230 Intro to Ordinary Differential Equations  
MATH 250 Calculus and Analytic Geometry  
MGT 101 Management Principles



MGT 105 Elements of Supervision  
MGT 115 Human Behavior in Organizations  
MGT 121 Human Resources Management  
MKTG 101 Principles of Marketing  
MKTG 112 Introduction to Advertising  
MKTG 121 Salesmanship  
MOA 101 Beginning Medical Terminology  
MOA 102 Advanced Medical Terminology  
MUS 111 Fundamentals of Music

~~MUS 120 Music Theory I~~

~~MUS 131 Piano I~~

~~MUS 132 Piano II~~

MUS 151 Music Theory II

MUS 153A Musicianship I

MUS 153B Musicianship II

MUS 231 Piano III

MUS 251A Music Theory III

MUS 251B Music Theory IV

MUS 253A Musicianship III

MUS 253B Musicianship IV

~~MUS 291 Applied Music~~

~~MUS 291A Applied Music~~

~~MUS 291B Applied Music~~

~~MUS 291C Applied Music~~

~~MUS 291D Applied Music~~

MUS 292 Applied Music Performance

~~MUSC 100 Introduction to Music Technology~~

~~MUSC 112 Commercial Music Theory~~

~~MUSC 113 Popular Song Writing~~

~~MUSC 133 Studio Music Production I~~

~~MUSC 134 Studio Music Production II~~

~~MUSC 143A Live Sound I~~

~~MUSC 143B Live Sound II~~

~~MUSC 233 Studio Music Production III~~

NS 101A Fundamentals of Nursing Science

NS 102A Maternal and Newborn Nursing

NS 103A Medical Surgical Nursing I

NS 200A Nursing Transition

NS 201A Psychiatric-Mental Health Nursing

NS 202A Medical Surgical Nursing II

NS 203A Pediatric Nursing

NS 204A Medical Surgical Nursing III

NS 205A Transition to Professional Nursing

~~OT 101 Beginning Computer Keyboarding~~

~~OT 102 Intermediate Computer Keyboarding~~

~~OT 103 Advanced Computer Keyboarding~~

~~OT 121 Spreadsheets for the Office~~

~~OT 152 Beginning Medical Insurance~~

RE 111 Real Estate Finance

RE 121 Legal Aspects of Real Estate

RE 141 Escrow Principles

RE 161 Property Management

SPAN 101 Elementary Spanish 1

SPAN 102 Elementary Spanish 2

~~VN 109 Fundamentals of Patient care for Vocational Nurses~~

~~VN 110 Self-Care: Fundamentals and Pharmacology~~

~~VN 111 Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient~~

~~VN 112 Nursing to Promote Self-Care Agency in the Adult~~

~~VN 113 Nursing Leadership to Promote Self-Care Agency in the Adult~~

## Credit for Advanced Placement Exam (AP)

Examination	Score	Credit	AVC Course Equivalency	*AVC GE Area Granted
Art History	3, 4, 5	3/3	ART 101 / 102	AVC AREA C
Art, Studio (2-D Design, 3-D Design, Drawing)	3, 4, 5	3	Not Applicable	Not applicable
Biology	3, 4, 5	4	BIOL 101 / 101L	AVC AREA A
Calculus AB	3, 4, 5	5	MATH 150	AVC AREA D2
Calculus BC (AB subscore may be used)	3, 4, 5	5/4	MATH 150 / 160	AVC AREA D2
Chemistry	3, 4, 5	5/5	CHEM 110 / <del>120</del>	AVC AREA A
Chinese Language and Culture	3, 4, 5	5/5	CHIN 101 / 102	AVC AREA C
Comparative Government	3, 4, 5	3	POLS 103	AVC AREA B
Computer Science A	3, 4, 5	3	CS 121	AVC AREA D2
Computer Science Principles	3, 4, 5	3	CS 110	AVC AREA D2
English Language and Composition	3, 4, 5	3	ENGL 101	AVC AREA D1
English Literature and Composition	3, 4, 5	3/3	ENGL 101 / ENGL 102	AVC AREA D1 OR C
Environmental Science	3, 4, 5	3	BIOL 104	AVC AREA A
European History	3, 4, 5	3/3	HIST 101 / 102	AVC AREA B
French Language and Culture	3, 4, 5	5/5	FREN 101 / 102	AVC AREA C
French Literature	3, 4, 5	5/5	FREN 201 / 202	AVC AREA C
German Language and Culture	3, 4, 5	5/5	GER 101 / 102	AVC AREA C
German Literature	3, 4, 5	4/4	GER 201 / 202	AVC AREA C
Human Geography	3, 4, 5	3	GEOG 105	AVC AREA B
Italian Language and Culture	3, 4, 5	5/5	Not applicable	AVC AREA C
Japanese Language and Culture	3, 4, 5	5/5	Not applicable	AVC AREA C
Latin	3, 4, 5	5/5	LATN 101 / 102	AVC AREA C
Macroeconomics	3, 4, 5	3	ECON 101	AVC AREA B
Microeconomics	3, 4, 5	3	ECON 102	AVC AREA B
Music Theory	3, 4, 5	3/3	MUS 111 / MUS 120	AVC AREA C
Physics 1	3, 4, 5	4	PHYS 101	AVC AREA A
Physics 2	3, 4, 5	4	PHYS 102	AVC AREA A
Physics C (Electricity & Magnetism)	3, 4, 5	4	PHYS 120	AVC AREA A
Physics C (Mechanics)	3, 4, 5	4	PHYS 110	AVC AREA A
Psychology	3, 4, 5	3	PSY 101	AVC AREA B
Spanish: Language and Culture	3, 4, 5	5/5	SPAN 101 / 102	AVC AREA C
Spanish: Literature and Culture	3, 4, 5	5/5	SPAN 201 / 202	AVC AREA C
Statistics	3, 4, 5	4	MATH 115	AVC AREA D2
United States	3, 4, 5	3	POLS 101	AVC AREA B
United States	3, 4, 5	3/3	HIST 107 / 108	AVC AREA B
World History	3, 4, 5	3/3	HIST 104 / 105	AVC AREA B

## College Level Examination Program (CLEP)

Examinations	Minimum Score	Credits Awarded	AVC Course Equivalency
Accounting, Introductory	50	4	ACCT 201
American Government*	50	3	POLS 101
Business Law, Introductory	50	3	BUS 201
Calculus	50	5	MATH 150
Chemistry	50	5/5	CHEM 110 / 120
College Algebra	50	3	MATH 128
College Composition Modular	50	3	ENGL 101
College French, Level 1, Second Semester	50	5/5	FREN 101 / 102
College French, Level 2, Fourth Semester	62	5/5	FREN 201 / 202
College German, Level 1, Second Semester	50	5/5	GER 101 / 102
College German, Level 2, Fourth Semester	63	4/4	GER 201 / 202
College Spanish, Level 1, Second Semester	50	5/5	SPAN 101 / 102
College Spanish, Level 2, Fourth Semester	66	5/5	SPAN 201 / 202
General Biology	50	4	BIOL 101 / 101L
History of the United States I	50	3	HIST 107
History of the United States II	50	3	HIST 108
Human Growth Development*	50	3	PSY 235
Information Systems & Computer Applications	50	3	CIS 141
Macroeconomics, Principles of	50	3	ECON 101
Microeconomics, Principles of*	50	3	ECON 102
Management, Principles of	50	3	MGT 101
Marketing, Introductory	50	3	MKTG 101
Psychology, General*	50	3	PSY 101
Sociology, Introductory*	50	3	SOC 101
Western Civilization I:	50	3	HIST 101
Western Civilization II:	50	3	HIST 102
Analyzing and Interpreting Literature	50	6	AVC AREA C
Biological	50	3	AVC AREA A
Humanities	50	6	AVC AREA C
Mathematics	50	6	AVC AREA D2
Natural Sciences	50	6	AVC AREA A
Social Sciences & History	50	6	AVC AREA B

## International Baccalaureate (IB) Exam

IB Exam	Minimum Score	AVC Course	AVC GE Area	Units toward AVC degree
IB Biology HL	5		A	3
IB Chemistry HL	5	None	A	3
IB Economics HL	5		B	3
IB Geography HL	5		B	3
IB History (any region) HL	5		B or C	3
IB Language A: Literature (any language except English) HL	4		C	3
IB Language A: Language & Literature (any language except English) HL	4		C	3
IB Language A: Literature (any language) HL	4		C	3
IB Language A: Language & Literature (any language) HL	4		C	3
IB Mathematics (Analysis & Approaches) HL	4		D2	3
IB Physics HL	5		A	3
IB Psychology HL	5		B	3
IB Theatre HL	4		C	3