



<b>College Coordinating Council Zoom Meeting</b>	<b>March 26, 2025 9:30 a.m. – 10:30 a.m. Via Zoom</b>
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**Type of Meeting: Regular**  
**Note Taker: Patty McClure**  
**Please Review/Bring: Agenda, Minutes**

**Committee Members:**  
 Hal Huntsman, Academic Senate  
 Veronica Orozco, ASO,  
 Pamela Ford, Classified Union  
 Ashley Hawkins, Confidential/Management/Supervisory/Administrators  
 Kathryn Mitchell, Deans  
 Dr. Jason Bowen, Faculty Union

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Dr. Jennifer Zellet, CHAIR - **ABSENT**  
 Dr. Kathy Bakhit, Vice President of Academic Affairs  
 Shami Brar, Vice President of Administrative Services  
 Dr. Lauren Elan-Helsper, Vice President of Human Resources  
 Dr. Rebecca Farley, Vice President of Equity & Student Achievement  
 Idania Padron, Vice President of Student Services

**ZOOM MEETING**

Items	Person(s) Responsible	Time	Action
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**APPROVAL OF AGENDA AND MINUTES & REPORT:**

I. Approval of Minutes of March 12, 2025.

**CONSENT ITEMS:**

I. AP 4235 – Credit for Prior Learning	Hal/Kathryn	5 minutes	1 <sup>st</sup> Reading: Bring policy up to date and comply with the Chancellor’s Office.
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**RETURNING ITEMS:**

I.			
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**DISCUSSION/ACTION ITEMS:**

I. Position Clean Up	Jennifer	10 minutes	
II. Task Force for AP 2510	Jennifer	10 minutes	

**STANDING ITEMS:**

I. Constituents Reports	All	10 minutes	
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**POLICIES OUT FOR CONSTITUENT REVIEW:**

- I. BP 2330 – Quorum and Voting – since February 26, 2025, Meeting
- II. BP/AP 2015 – Student Trustee – since February 26, 2025, Meeting
- III. BP/AP 2110 – Vacancies on the Board – since February 26, 2025, Meeting

- IV. BP 2340 – Agendas – since February 26, 2025, Meeting
- V. BP/AP 3810 – Claims Against the District – since February 26, 2025, Meeting

**POLICIES IN PROCESS**

- I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta
- II. BP/AP 3560 – Alcoholic Beverages - Jennifer
- III. BP/AP 4010 – Academic Calendar
- IV. Decision-Making Principle Document – Jennifer
- V. BP/AP 4010 – Academic Calendar – Kathy
- VI. BP/AP 4100 – Graduation Requirement – Idania
- VII. BP/AP 4400 – Community Services – Kathy
- VIII. BP/AP 7130 – Compensation – Shami & Legal
- IX. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal

**NEXT MEETING DATE: April 9, 2025**



<h1 style="margin: 0;">College Coordinating Council Minutes</h1>	<p><b>March 12, 2025</b>  <b>9:30 a.m. – 10:30 a.m.</b>  L201</p>
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**Type of Meeting: Regular**  
**Note Taker: Patty McClure**  
**Please Review/Bring: Agenda, Minutes**

**Committee Members:**  
Hal Huntsman, Academic Senate  
Veronica Orozco, ASO,  
Pamela Ford, Classified Union – **via Zoom**  
Ashley Hawkins, Confidential/Management/Supervisory/Administrators  
Kathryn Mitchell, Deans  
Dr. Jason Bowen, Faculty Union

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Dr. Jennifer Zellet, CHAIR  
Dr. Kathy Bakhit, Vice President of Academic Affairs  
Shami Brar, Vice President of Administrative Services  
Dr. Lauren Elan-Helsper, Vice President of Human Resources  
Dr. Rebecca Farley, Vice President of Equity & Student Achievement  
Idania Padron, Vice President of Student Services

## MINUTES

Items	Person(s) Responsible	Time	Action
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### APPROVAL OF AGENDA AND MINUTES & REPORT:

I. Approval of Minutes of February 26, 2025. – The minutes were approved as presented.

### CONSENT ITEMS:

I. BP/AP 5510 – Off-Campus Student Organizations	Idania	5 minutes	This item was pulled from Consent and moved to Discussion.
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### RETURNING ITEMS:

I.			
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### DISCUSSION/ACTION ITEMS:

I. BP/AP 5510 – Off-Campus Student Organizations	Idania		<p><b>Hal</b> asked if there was an event or behavior that prompted the need for the policy. <b>Idania</b> stated that other campuses are doing off-campus activities or have housing facilities and that it is the League recommended.</p> <p><b>Jennifer</b> stated that some are entrepreneurial, where students run a business for a month, and that it protects the college in case of potential expansion.</p>
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			<p><b>Hal</b> stated that the BP and AP have differing language. There was some discussion around LA County for AVC or LA County for Lancaster. <b>Lauren</b> stated that it was based on jurisdiction, and <b>Jason</b> clarified LA Sheriff would provide service for off-site student organizations. Jennifer suggested that the item be tabled, and the council members agreed.</p>
II. Facilities Services Committee	Shami	10 minutes	<p><b>Shami</b> stated that the Facilities Service Plan will go to the Board and that the committee will focus on facilities' needs and sustainability initiatives. He shared that SPBC was separated in the past, which has been working well. <b>Hal</b> stated that it is good to have a group talk about facility concerns and that it should be a subcommittee as stated in 2510. <b>Jennifer</b> stated that the group should discuss creating a task force for revising 2510. She stated that the structure of the college is different. <b>Jason</b> asked what is being crippled in efficiency. <b>Jennifer</b> stated that in 2510, there are positions that do not exist, budget work is different, and that SPBC does not work best in 2025, that the policy is 15 years old. <b>Jason</b> stated that, though it is outdated, there was an issue at SPBC recently, and that it was worked out. <b>Pamela</b> stated that in the past SPBC was split, that it is not impossible to co-exist together, working together, that planning drives budget and that she did not have an interest to change. <b>Shami</b> asked what is to happen with the proposal in the interim. That SPBC was separated, and that the budget and facility are subcommittees. There was some discussion about sub-committees, that some committees have dropped off, what the committee membership looks like, and opening it up to include other people from the campus, to be flexible and not restrict membership would be valuable. <b>Jennifer</b> stated that having people from SPBC also serve on the subcommittee provides communication and consistency in reporting to the campus. <b>Jason</b> stated to follow 2510 and re-work/revise it. <b>Jennifer</b> asked that the group consider</p>

			the facilities subcommittee while reviewing 2510, that it will take a while, and that it was recommended to bring back as the first item of discussion at the next meeting.
III. Position Clean Up	Jennifer	10 minutes	Ran out of time, will be brought back at the next meeting.
<b>STANDING ITEMS:</b>			
I. Constituents Reports	All	10 minutes	Jennifer asked how everyone was doing and each person shared.
<b>POLICIES OUT FOR CONSTITUENT REVIEW:</b>			
I. BP/AP – 3300 – Public Records – since February 12, 2025, Meeting. II. BP/AP 3518 – Child Abuse Reporting – since February 12, 2025, Meeting. III. BP 2330 – Quorum and Voting – since February 26, 2025, Meeting IV. BP/AP 2015 – Student Trustee – since February 26, 2025, Meeting V. BP/AP 2110 – Vacancies on the Board – since February 26, 2025, Meeting VI. BP 2340 – Agendas – since February 26, 2025, Meeting VII. BP/AP 3810 – Claims Against the District – since February 26, 2025, Meeting			
<b>POLICIES IN PROCESS</b>			
I. BP/AP 2510 – Participation in Local Decision Making – Hal/Meeta II. BP/AP 3560 – Alcoholic Beverages - Jennifer III. BP/AP 4010 – Academic Calendar IV. Decision-Making Principle Document – Jennifer V. BP/AP 4010 – Academic Calendar – Kathy VI. BP/AP 4100 – Graduation Requirement – Idania VII. BP/AP 4400 – Community Services – Kathy VIII. BP/AP 7130 – Compensation – Shami & Legal IX. BP/AP 7800 – Emeritus Status (NEW) – Jennifer/Hal			
<b>NEXT MEETING DATE: March 26, 2025</b>			



## AP 4235 Credit for Prior Learning

### Reference:

Education Code Section 79500, 66025.71,  
66700, 70901, 70902  
Title 5, Sections 55050, 55051,  
55052 and 55052.5

### Credit for Prior Learning

Credit Prior Learning may be earned for eligible courses approved by the district for students who satisfactorily pass authorized examinations. Authorized assessments may include the evaluation of approved external examinations, Joint Service Transcripts, student-centered portfolios, and credit by examination.

### Methods for Demonstrating Proficiency

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination administered by the College Entrance Examination Board
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Achievement of a satisfactory score on a high-level by International Baccalaureate (IB) examination
- Evaluation of Joint Service Transcripts (JST)
- Achievement of an examination administered by other agencies approved by the district
- Evaluation of industry-recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog.
- Apprenticeships, internships, work-based learning or other industry-based experiential learning

### Determination of Eligibility for Credit for Prior Learning

#### To be eligible for CPL:

- The student must be enrolled in the college and in good standing in the district.
- The course is listed in the college catalog.
- Antelope Valley College faculty have designated the course as one that may be challenged by examination.
- The student must have previously earned credit or noncredit from the district or be currently registered in the district.
- The student must have satisfied the prerequisites and other enrollment requirements for the course for which CPL is requested.
- Current students must have an education plan on file.

- The student is not currently enrolled in the course to be challenged.
- The student has not requested CPL for the same course previously at the District (although the individual may enroll in the course in a future term for credit if the CPL assessment produced a substandard grade of D, F, or NP.)
- Previously transcribed courses are ineligible.
- Credit by Examination: The student is registered in the district and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department).
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective.

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's, or Social Security benefits.

Credits acquired by examination shall not be counted in determining the twelve (12) semester hours of credit in residence required for an Associate's degree.

### **Prior Learning Assessment Grading Policy**

- Grading shall be according to the regular grading system in accordance with AP 4230 Grading and Academic Record Symbols
- Students shall be offered a "Pass/No Pass" option, in accordance with AP 4232 Pass/No Pass Grading Option, if that option is ordinarily available for the course
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes

### **Transcription of Credit for Prior Learning**

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

### **Advanced Placement**

- See AP 4236 Advanced Placement Credit

### **International Baccalaureate**

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a district-approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Transcript Office
- The student achieved a minimum acceptable score on the IB examination as recommended by the district's IB equivalency guide.

### **College Level Examination Program**

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a district-approved College Level Examination

Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Transcript Office
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the district's CLEP Equivalency Guide

### **Credit for Military Service/Training**

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- [The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Office](#)
- Official transcripts must be on file in the Transcript Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), and other approved Department of Defense (DOD) documentation.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

### **Industry Recognized Credentials**

Students interested in Credit for Prior Learning using industry-recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition ~~available in the Counseling Office~~
- Enrollment services shall grant credit for industry-recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee.
- If an industry-recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
  - The student meets with the department chair or faculty designee to receive further instructions for industry-recognized credential(s) assessment.
  - The student submits all industry-recognized credential documents to the department chair or faculty designee for assessment of prior learning
  - If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry-recognized credential(s), and forward the completed petition and supporting documents to the Vice President of Academic Affairs Office to be kept on file and recorded on the student transcript

### **Student-Created Portfolio Assessment**

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department-approved portfolio assessment rubric for the course is on file.



- The student shall complete the Credit for Prior Learning assessment petition. ~~available in the Counseling Office~~
- The student meets with the department chair or faculty designee to receive further instructions for the student-created portfolio assessment.
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- If the department chair or faculty designee determines the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions & Records Office to be kept on file and recorded on the student transcript.

### **Credit by Examination within the District**

The department chair or faculty designee shall determine whether ~~or not~~ a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous coursework and/or experience.

[Students requesting credit by examination must be currently registered at AVC and actively participating in course\(s\). Students MAY NOT be enrolled in the course they are challenging.](#)

Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the department chair or faculty designee and instructor prior to initiating the formal process.

All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

The district will award college course credit for successful completion of a district examination administered by the appropriate departmental faculty under the following circumstances:

- Achievement of a grade that qualifies for Credit by Examination through the Career and Technical Education (CTE) Transitions program
- Credit by satisfactory completion of an examination administered by the district in lieu of completion of a course listed in the Antelope Valley College Catalog

### **The District Credit by Examination Process**

~~In order to~~ [To] permit students to demonstrate that they have met the objectives of a course through experience in the workplace, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/ program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

## The Credit by Examination Procedures

- Student shall complete the Credit for Prior Learning assessment petition available in Counseling.
- Student meets with the department chair or faculty designee further instructions for Credit by Examination
- If the department chair or faculty designee determine the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the Admissions & Records Office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years.

Office of Primary Responsibility: Vice President of Academic Affairs

Also see BP 4235 Credit for Prior Learning and AP 4236 Advanced Placement Credit. 2/6/06

Revised: 4/14/08

Revised: 5/14/18

Revised: 2/13/23

DRAFT