

ANTELOPE VALLEY COLLEGE  
Academic Affairs Office

DATE: September 8, 2011  
LOCATION: BE 323 – Computer Room  
TIME: 3:04 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Jeffrie Ahmad, Faculty	Tom Hutchison, Faculty	Lisa Karlstein, Faculty
Beverly Beyer, Faculty	Scott Lee, Faculty	Richard Coffman, Faculty
Maria Clinton, Cochair	Cynthia Littlefield, Faculty	
De’Nean Coleman-Carew	Mrs. Sharon Lowry, V. P. Academic Affairs	
Margaret Drake, Dean	Mike Rios, proxy	
Chris Dundee, ASO Student	LaDonna Trimble, Dean	
Lee Grishman, Articulation	Les Uhazy, Dean	
Linda Harmon, Faculty	Darcy Wiewall, Faculty	
	<u>GUESTS PRESENT</u>	
Nancy Cholvin	Dr. Magdalena Caproiu	

2011-2012  
Academic Policies & Procedures Committee Meeting No. 2  
MINUTES

**1. CALL TO ORDER AND ROLL CALL**

A motion was made and seconded to call the September 8, 2011 AP&P Committee Meeting to order at 3:04 p.m. Ms. Maria Clinton, AP&P Faculty Co-Chair, called the meeting to order at 3:04 p.m. Motion carried.

**2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**

**3. APPROVAL OF MINUTES**

**a. August 25, 2011**

Ms. Maria Clinton stated that the minutes will be sent out by email next week with a request for a motion of approval. Motion tabled.

**4. INFORMATIONAL ITEMS**

**a. AP&P Handbook – under construction**

- <http://www.avc.edu/administration/organizations/app/documents.html>

**b. 2011-12 Timeline/Meeting Dates**

- Courses need to be approved by 12/8/2011 in order to be included in the 2012/13 College Catalog and class schedule
- <http://www.avc.edu/administration/organizations/app/dates.html>

**c. CurricUNET – [www.curricunet.com/avc](http://www.curricunet.com/avc)**

**d. CORs that need to be revised this academic year – List at the end of the agenda**

Ms. Maria Clinton stated that just a reminder to have the faculty responsible for each course at the end of this agenda to enter the changes into CurricUNET. Be sure to report the list of courses to your division at division meetings.

**5. DISCUSSION ITEM**

**a. Program Learning Outcomes and AP&P approval of new/revised program**

Ms. Maria Clinton requested that the committee consider requiring Program Learning Outcomes to be on file prior to our committees review of any changes to degrees or certificates. This is currently the practice when AP&P review course outline of record. If the course does not have established Student Learning Outcomes on file, then it is not placed on our agenda for consideration and approval. Since this is an accreditation issue, she feels we should implement the same requirements for programs. Mrs. Beverly Beyer asked whether we are asking faculty to enter the PLOs in CurricUNET. Ms. Clinton clarified that no we are simply verifying that approved PLOs are on file prior to a program revision or new development being placed on our agenda for review. Ms. Clinton stated that this item should be considered and it will be placed on the next agenda for approval.

- b. **Counselors request that AVC grant credit for IB courses consistent with what the CSU system accepts.**
- **Does AVC offer the courses that would be equivalent to the IB exams? If so who will approach the discipline faculty to request the consideration of IB courses? Do all disciplines work on this at once or has a critical list of areas been established that AP&P can focus on now?**

Ms. Maria Clinton stated that this item came to the committee from the Counseling office for review and consideration. She stated that we need to identify a method of getting this out to the faculty so they are able to review the exams and determine whether or not it is appropriate to grant students credit. Dr. Lee Grishman stated that these standardized tests need to be accepted by the college in order to benefit the students. He continued to state that the AP&P Committee needs to make the decision to accept these exams and faculty will have no choice but to give their students credit. He continued to state that we should establish criteria that is sufficient for these courses to be accepted and determine which courses meet that criteria, then it would be sent to the instructors to review. Mrs. Sharon Lowry stated that this is not something that can be taken out of the discipline faculty hands. Ms. Maria Clinton requested that the lists be brought up from the AP&P packet for the committee to review. Additional discussion took place regarding this issue at which Mrs. Sharon Lowry stated that this item has come to the committee back in 2006 she believes and the committee turned it down in totality. Dr. Les Uhazy stated that the Mathematics faculty have noticed that student who have taken the IB courses have taken our assessment test and scored below college level which indicated that the exams do not prepare mathematic students for college as it states. Ms. Maria Clinton asked if any other disciplines have noticed this same occurrence with students who have taken IB in high school. She also requested that the an IB list similar to the CLEP and AP list in the catalog be created to include the AVC course that best aligns with each exam through the addition of a new column. Dr. De'Neen Coleman-Carew volunteered to put this packet together for the AP&P committee so it may be disseminated to the discipline faculty for review and approval.

- c. **Counselors request that AVC grant the same number of units for AP courses as the CSU. By adopting this policy, the unit worth of the classes will not change when a student transfers from AVC to a CSU.**
- **Please identify the courses that are problematic on our list. Since page 45 of the catalog is reviewed and revised by Counseling and Matriculation, please make necessary changes to this list and send to AP&P for discussion and/or approval.**

Dr. De'Neen Coleman-Carew stated that this came up because the CSU accepts different unit values for the AP and CLEP exams. Dr. Lee Grishman stated that this will always occur since each CSU has the ability to set the acceptable unit value at different amounts. Ms. Maria Clinton stated that we will strike this item then. Dr. De'Neen Coleman-Carew stated that she will review her notes again on this topic and bring it back to the committee if necessary.

- d. **Counselors request that an additional means of meeting the Reading Proficiency Requirement for Graduation from AVC be added - That being completion of an Associate Degree or higher from a Regionally Accredited College or University.**

- [Title 5 55063 references Reading Proficiency](#)
- [College of the Canyons, College Catalog, page 24](#)
- [College of Sequoia, College Catalog, page 63](#)
- [Shasta College, page 18](#)
- [Mesa College, page 85](#)

Ms. Maria Clinton stated that the reading requirement proficiency has deterred several students in the completion of their degree. She requested that each of the noted college catalogs be brought up for our consideration in revising our reading proficiency requirement. Ms. LaDonna Trimble stated that students who have completed all degree requirements are being told to take the reading assessment and 100% of those students pass the exam. As a result, we need to determine if this is economically appropriate to be requiring this exam for those students who already have a degree but have returned to school to get a second associate degree. Ms. Jeffrie Ahmad asked whether the reading faculty were aware that AP&P was looking at the reading proficiency. Ms. Clinton stated that the reading faculty were invited to attend and are aware that we are evaluating this graduation requirement. Mrs. Maggie Drake stated that this is clearly a road block for successful students and in order to assist those students we need to take down the road blocks. She asked whether or not we could gather data that compares student cut scores on the assessment to success in English 101. Mrs. Sharon Lowry stated that we need to be sure to look at ENGL 101 and evaluate the proficiency level stated on the course. Currently the course carries an advisory of "Eligibility of READ 099," which we need to make sure this is revised if this course will meet the college level reading proficiency requirement. We may also wish to revise ENGL 101 to include a reading requirement so to allow this one course to meeting the reading and writing proficiency requirements. Ms. Maria Clinton stated that she would get with the research department to gather the data necessary to assist us in making this decision. This will return to the next agenda for evaluation of the data.

**6. REPORTS (limited to 5 min. each)**

**a. CurricUNET Update**

- **On-Site Training – 2 hour blocks**
  1. **Thursday, September 15, 2011 – (Computer Lab)**
    - **3:00-5:00 p.m.**
  2. **Tuesday, September 27, 2011 – (Computer Lab)**
    - **3:00-5:00 p.m.**
  3. **Tuesday, October 4, 2011**
    - **9:00-11:00 a.m.**
  4. **Thursday, October 20, 2011**
    - **5:00-7:00 p.m.**

Ms. Maria Clinton stated that this is just a reminder that faculty can attend these trainings in order to receive assistance in the use of CurricUNET.

**7. ACTION ITEMS – First Reading – Course Revisions**

**Dr. Magdalena Caproiu will arrive at 3:40**

**a. LAC 200 Advanced Tutoring**

**3 units, 3 hours weekly**

A motion was made and seconded to approve the course revisions made to LAC 200 Advanced Tutoring. Dr. Magdalena Caproiu was present to discuss the changes made to the course. Ms. Maria Clinton stated that no comments were noted in CurricUNET indicating that revisions were necessary. Motion carried.

**8. Courses needing update from 10-11**

**Instructional Resources -**

*LAC 200 Advanced Tutoring – Agenda Ready*

**Language Arts -**

COMM 114 Art of Storytelling - Cannot be schedule 12-13

**Physical Education & Athletics -**

*PE 128 Advanced Golf – Submitted New number 129 – Awaiting Course Author Revision*

**Social & Behavioral Sciences -**

ED 140 Introduction to Education - Cannot be schedule 12-13

**9. ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P**

<b>Course</b>	<b>Scheduling Restrictions if not approved by 12/8/11</b>
<b>Business and Computer Studies</b>	
ACCT 115, Payroll Bookkeeping	No scheduling restrictions
ACCT 131, Introduction to Income Tax	No scheduling restrictions
BUS 203, Business Law	No scheduling restrictions
CA 103L, Intro to Microcomputers Lab	No scheduling restrictions
CA 132, Oracle SQL Database Mgt	No scheduling restrictions
CA 175, Admin Windows 2003 Server	No scheduling restrictions
CIS 101L, Intro to CIS Lab	No scheduling restrictions
CIS 161, Introduction to C Programming	No scheduling restrictions
MGT 105, Elements of Supervision	No scheduling restrictions
MGT 115, Human Behavior in Organization	No scheduling restrictions
MGT 212, Mgt Responsibility to Minority	No scheduling restrictions
MKTG 121, Salesmanship	No scheduling restrictions
OT 103, Advanced Computer Keyboarding	No scheduling restrictions
OT 121, Spreadsheets for the Office	No scheduling restrictions
OT 150, Basic Prin Coding Med Ofc	No scheduling restrictions
OT 152, Beg Medical Insurance	No scheduling restrictions
OT 205, Medical Office Procedures	No scheduling restrictions
OT 207, Legal Office Procedures I	No scheduling restrictions
<b>Health Sciences</b>	
CFE 102, The Developing Child	Cannot be scheduled 12-13
CFE 120, Infant/Toddler Development	No scheduling restrictions
CFE 177, ILP for Foster Youth	No scheduling restrictions
NS 200, Nursing Transition	Cannot be schedule Spring 2013
RADT 101, Introduction to Radiologic Technology	No scheduling restrictions
RADT 102, Patient Care in Radiology	No scheduling restrictions
RADT 103, Radiographic Positioning and Procedures I	No scheduling restrictions

RADT 104, Radiographic Principles I	No scheduling restrictions
RADT 106, Radiographic Clinical Practicum IA	No scheduling restrictions
RADT 107, Radiographic Positioning and Procedures II	No scheduling restrictions
RADT 108, Advanced Principles of Exposure	No scheduling restrictions
RADT 109, Radiation Physics	No scheduling restrictions
RADT 201, Radiologic Tech Clinical Practicum III	No scheduling restrictions
RADT 202, Radiographic Pathology	No scheduling restrictions
RADT 203, Fluoroscopic Imaging & Radiation Protect	No scheduling restrictions
RADT 204, Princ & Appl of Cross-Secl Anat in Imaging	No scheduling restrictions
RADT 207, Advanced Radiographic Procedures	No scheduling restrictions
RADT 208, Radiographic Certification Preparation	No scheduling restrictions
RADT 210, Principles of Venipunctures for Radiology	No scheduling restrictions
<b>Instructional Resources</b>	
LAC 100, Intro to Tutoring	Cannot be scheduled 12-13
LAC 200, Advanced Tutoring	Cannot be scheduled 12-13
<b>Language Arts</b>	
ENGL 235, Shakespeare: Tragedy & History	Cannot be schedule Spring 2013
ENGL 236, Shakespeare: Comedy, Romance	Cannot be schedule Spring 2013
ENGL 272, Literature of the Amer West	Cannot be schedule Spring 2013
SPAN 101HL, Elem Spanish for Heritage Learners I	No scheduling restrictions
<b>Math and Engineering</b>	
DRFT 125, Mechanical Drafting	Cannot be scheduled Spring 2013
DRFT 150, Intermediate 2-D Autocad	Cannot be scheduled Spring 2013
DRFT 230, Architectural Drafting II	Cannot be scheduled Spring 2013
ENGR 115, Basic Engineering Drawing	Cannot be scheduled Spring 2013
ENGR 120, Introduction 2-D Autocad	Cannot be scheduled Spring 2013
MATH 050C,	
MATH 050D,	
MATH 050E,	
MATH 050F,	
MATH 060C,	
MATH 060D,	
MATH 060E,	
MATH 060F,	
MATH 070C,	
MATH 070D,	
MATH 070E,	
MATH 070F,	
MATH 080C,	
MATH 080D,	
MATH 080E,	
MATH 080F,	
MATH 102C,	
MATH 102D,	
MATH 102E,	
MATH 102F,	
MATH 130C,	
MATH 130D,	
MATH 130E,	
MATH 130F,	
MATH 135C,	
MATH 135D,	
MATH 135E,	
MATH 140C,	
MATH 140D,	

MATH 140E,	
MATH 140F,	
MATH 140G,	
MATH 120, Math for Teachers	Cannot be scheduled 12-13
MATH 099, Individualized Self-Study Math	Cannot be scheduled Spring 2013
MATH 070, Elementary Algebra	Cannot be scheduled Spring 2013
MATH 070A, Elementary Algebra-1st Half	Cannot be scheduled Spring 2013
MATH 050A, Arithmetic - 1st Half	Cannot be scheduled Spring 2013
MATH 050B, Arithmetic - 2nd Half	Cannot be scheduled Spring 2013
<b>Science</b>	
BIOL 170, Tropical Biology	Cannot be scheduled 12-13
BIOL 202, General Human Physiology	Cannot be scheduled 12-13
BIOL 103, Introduction to Botany	Cannot be schedule Spring 2013
PHYS 211, General Physics	Cannot be scheduled 12-13
<b>Physical Education &amp; Athletics</b>	
REC 101, Intro to Rec and Leisure	Cannot be schedule Spring 2013
REC 102, Recreational Leadership	Cannot be schedule Spring 2013
<b>Social &amp; Behavioral Sciences</b>	
POLS 120, International Organizations	Cannot be schedule Spring 2013
PSY 211, Intro Chicano Psychology	Cannot be schedule Spring 2013
<b>Technical Education</b>	
AGRI 100, Fruit and Nut Production	Cannot be schedule Spring 2013
AGRI 102, Plant Pest Control	Cannot be schedule Spring 2013
AGRI 104, Nursery Practices	Cannot be schedule Spring 2013
AGRI 110, Basic Landscape Design	Cannot be schedule Spring 2013
AGRI 112, Plant and Landscape Maint	Cannot be schedule Spring 2013
AGRI 130, Environmental Gardening	Cannot be schedule Spring 2013
AGRI 132, Turf and Landscape Maint	Cannot be schedule Spring 2013
AGRI 134, Plant Identification I	Cannot be schedule Spring 2013
AGRI 153, Lands Const- Contrete/Masonry	Cannot be schedule Spring 2013
AGRI 155, Lands Const- Wood/Lighting	Cannot be schedule Spring 2013
AGRI 210, Advanced Landscape Design	Cannot be schedule Spring 2013
AGRI 212, Interior Plantscape	Cannot be schedule Spring 2013
AGRI 220, Landscape Irrigation	Cannot be schedule Spring 2013
AGRI 230, Soils and Plant Nutrition	Cannot be schedule Spring 2013
AGRI 234, Plant Identification II	Cannot be schedule Spring 2013
AGRI 250, Landscape Management	Cannot be schedule Spring 2013
AJ 209, Public Safety Communications	Cannot be scheduled 12-13
ELTE 110, Electronic Mathematics	No scheduling restrictions
ELTE 252, Introduction to Avionics	No scheduling restrictions
ELTE 254, Radio Telephone License	No scheduling restrictions
ELTE 101, Survey of Electronics	Cannot be schedule Spring 2013
<b>Visual &amp; Performing Arts</b>	
ART 216, Life Drawing	Cannot be scheduled 12-13
ART 298, Special Studies in Art	Cannot be scheduled 12-13
ART 116, Illustration	No scheduling restrictions
ART 213, Advanced Painting	No scheduling restrictions
ART 223L, Advanced Computerized Drawing Lab	No scheduling restrictions
ART 223, Advanced Computerized Drawing	No scheduling restrictions
ART 225L, Adv Computerized Life Drawing Lab	No scheduling restrictions
ART 225, Adv Computerized Life Drawing	No scheduling restrictions
ART 130, Ceramics	Cannot be schedule Spring 2013
ART 131, Ceramics	Cannot be schedule Spring 2013
ART 132, Intro to Ceramics Hand Bldg	Cannot be schedule Spring 2013
ART 100, Art Appreciation	Cannot be schedule Spring 2013

ART 121L, Intro to Computer Drawing Lab	Cannot be schedule Spring 2013
ART 121, Intro to Computer Drawing	Cannot be schedule Spring 2013
THA 121, Theatre Production	Cannot be scheduled 12-13

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**10. ADJOURNMENT**

A motion was made and seconded to adjourn the 9/8/11 AP&P Committee meeting at 4:30 p.m. Motion carried.

NON-DISCRIMINATION POLICY

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