

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Ms. Beverly Beyer
Ms. Deborah Charlie
Ms. Maria Clinton
Dr. De'Nean Coleman-Carew
Mr. Jeffrey Cooper
Mr. Dexter Cummins
Ms. Margaret Drake
Mr. Tooraj Gordi
Dr. Lee Grishman
Ms. Linda Harmon
Mr. Scott Lee
Ms. Cynthia Littlefield
Mrs. Sharon Lowry
Dr. David Newby
Dr. David Newman
Mr. Duane Rumsey
Ms. LaDonna Trimble
TBD, ASO voting
TBD, ASO non-voting

FROM: Ms. Charlie/Mrs. Lowry

DATE: November 10, 2008

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, November 13, 2008, SSV 151-Board Room, from 3:00 – 5:30 p.m.

2008-2009
Academic Policies and Procedures Committee Meeting No. 6
AGENDA

1. Approval of Agenda
2. Approval of Minutes from October 23, 2008
3. Graduation Proficiency Reading Requirement – Discussion
4. Syllabus Guidelines - Discussion
5. Eliminating Instructor Materials Fee – GEOG 205 for Spring 2009 (E-mail Nov 5, 08)
6. New Courses/CORs – First Reading
 - a. DM 133 – Digital Printing I 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 133L
Advisory: Completion of DM 101, and Eligibility for READ 099
IMF (form needed)
 - b. DM 133L – Digital Printing I Lab .5 units, 24 hours total
Corequisite: Concurrent enrollment in DM 133
P/NP only
7. Revised Courses/CORs – Second Reading (No Xeroxing required.)
 - a. HD 101 – College and Life Management 3 units, 3 hours weekly
Class maximum increased to 35
 - b. HD 105 – Personal Development 3 units, 3 hours weekly
8. New Distance Education Courses – Second Reading (No Xeroxing required.)
 - a. HIST 107 – U.S. History, 1607-1877 3 units, 3 hours weekly - new online equivalent
 - b. HIST 108 – U.S. History, 1877-Present 3 units, 3 hours weekly - new online equivalent

9. Revised Courses/CORs – First Reading

(For items 9a-r the discipline designation is changing from CG/MM to DM - Computer Graphics/Multimedia to Digital Media.)

- a. CG 103 – Computer Imaging I 3 units, 6 hours weekly
Prerequisite: Completion of CG 101/MM101
Corequisite: Concurrent enrollment in CG 103L
Advisory: Eligibility for READ 099
Revised to:
DM 103 – Graphic Design I 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 103L
Advisory: Completion of DM 101, and Eligibility for READ 099
Lecture/Lab to Lecture only
- b. CG 103L - Computer Imaging I Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 103
Revised to:
DM 103L – Graphic Design I Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 103
P/NP only
- c. CG 113 – Digital – Photographic Imaging 3 units, 6 hours weekly
Prerequisite: Completion of CG 101/MM 101
Corequisite: Concurrent enrollment in CG 113L
Advisory: Eligibility for READ 099
Revised to:
DM 113 – Photoshop I 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 113L
Advisory: Completion of DM 101, and Eligibility for READ 099
Lecture/Lab to Lecture only
- d. CG 113L – Digital – Photographic Imaging Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 113
Revised to:
DM 113L – Photoshop I Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 113
P/NP only
- e. CG 115 – Graphic Communication I 3 units, 6 hours weekly
Prerequisite: Completion of CG 101/MM 101
Corequisite: Concurrent enrollment in CG 115L
Advisory: Eligibility for READ 099
Revised to:
DM 115 – Graphic Communications I 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 115L
Advisory: Completion of DM 101, and Eligibility for READ 099
Class Size: request to reduce to 20
Lecture/Lab to Lecture only
- f. CG 115L – Graphic Communication I Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 115
Revised to:
DM 115L – Graphic Communications I Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 115
P/NP only

- g. CG 203 – Computer Imaging II 3 units, 6 hours weekly
Prerequisite: Completion of CG 103
Corequisite: Concurrent enrollment in CG 203L
Revised to:
DM 203 – Graphic Design II 3 units, 4 hours weekly
Prerequisite: Completion of DM 103
Corequisite: Concurrent enrollment in DM 203L
Advisory: Completion of DM 101
Class Size: request to reduce to 20
Lecture/Lab to Lecture only

- h. CG 203L – Computer Imaging II Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 203
Revised to:
DM 203L – Graphic Design II Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 203
P/NP only

- i. CG 205 – Computer Illustration 3 units, 6 hours weekly
Prerequisite: Completion of CG 101/MM 101
Corequisite: Concurrent enrollment in CG 205L
Advisory: Eligibility for READ 099
Revised to:
DM 205 – Digital Illustration 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 205L
Advisory: Completion of DM 101, and Eligibility for READ 099
Class Size: request to reduce to 20
Lecture/Lab to Lecture only

- j. CG 205L – Computer Illustration Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 205
Revised to:
DM 205L – Digital Illustration Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 205
P/NP only

- k. CG 219 – Intermediate Digital–Photographic Imaging 3 units, 6 hours weekly
Prerequisite: Completion of CG 113
Corequisite: Concurrent enrollment in CG 219L
Advisory: Completion of ART 110 and Eligibility for ENGL 101 and READ 099
Revised to:
DM 213 – Photoshop II 3 units, 4 hours weekly
Prerequisite: Completion of DM 113
Corequisite: Concurrent enrollment in DM 213L
Advisory: Completion of DM 101, and Eligibility for READ 099
Class Size: request to reduce to 20
Lecture/Lab to Lecture only
Are we Removing Advisories of Completion of ART 110 and Eligibility for ENGL 101??

- l. CG 219L – Intermediate Digital–Photographic Imaging Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 219.
Revised to:
DM 213L – Photoshop II Lab .5 units, 24 hours total
Corequisite: Concurrent enrollment in DM 213
P/NP only

- m. CG 215 – Graphic Communications II 3 units, 6 hours weekly
Prerequisite: Completion of CG 115
Corequisite: Concurrent enrollment in CG 215L
Revised to:
DM 215 – Graphic Communications II 3 units, 4 hours weekly
Prerequisite: Completion of DM 115
Corequisite: Concurrent enrollment in DM 215L
Lecture/Lab to Lecture only
- n. CG 215L – Graphic Communications II Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 215.
Revised to:
DM 215L – Graphic Communications II Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 215
P/NP only
- o. CG 233 – Computer Newspaper/Magazine Productions 3 units, 6 hours weekly
Prerequisite: Completion of CG 101/MM 101
Corequisite: Concurrent enrollment in CG 233L
Advisory: Eligibility for READ 099
Revised to:
DM 233 – Digital Printing II 3 units, 4 hours weekly
Prerequisite: Completion of DM 133
Corequisite: Concurrent enrollment in DM 233L
Advisory: Completion of DM 101, and Eligibility for READ 099
Lecture/Lab to Lecture only
- p. CG 233L – Computer Newspaper/Magazine Productions Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 233
Revised to:
DM 233L – Digital Printing Lab II .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 233
P/NP only

(Note: the following CG and MM courses (q and r) are not cross-listed courses, and both are going to be made obsolete and replaced by DM 246 and DM 246L.)

- q. CG 246 – Portfolios and Job Search Planning 3 units, 6 hours weekly
Prerequisite: Completion of CG 101/MM 101
Corequisite: Concurrent enrollment in CG 246L
Advisory: Students should have completed at least four courses in the Computer Graphics or Photography/Photographic Imaging category.
And
MM 230 – Multimedia Portfolios and Job Search Planning 3 units, 6 hours weekly
Prerequisite: Completion of MM 101/CG 101
Corequisite: Concurrent enrollment in MM 230L
Advisory: Completion of ART 110, and Eligibility for READ 099. Students should have completed at least four courses in the Multimedia instructional program.
Both Revised to:
DM 246 – Portfolio and Job Search 3 units, 4 hours weekly
Prerequisite: Students must have completed at least four courses in the Digital Media area. (Must list courses by #)
Corequisite: Concurrent enrollment in DM 246L
Removing advisories of ART 110 and READ 099 (from MM course)
Class Size: request to reduce to 20
Lecture/Lab to Lecture only

- r. CG 246L – Portfolios and Job Search Planning Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 246
And
MM 230L – Multimedia Portfolios and Job Search Planning Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in MM 230
Revised to:
DM 246L – Portfolio and Job Search Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 246
P/NP only
- 10. New Distance Education Courses – First Reading
 - a. MATH 115 – Statistics 4 units, 4 hours weekly – new online equivalent
- 11. Obsolete Courses – First Review
 - a. PE 235 – Intercollegiate Women’s Golf 2 units, 10 hours weekly

(The following courses are being made obsolete because they were changed / revised into PHTC courses.)
 - b. PHOT 101 – Photography 3 units, 6 hours weekly
 - c. PHOT 150 – Color Photography 3 units, 6 hours weekly
 - d. PHOT 201 – Advanced Photography 3 units, 6 hours weekly
- 12. Announcements
- 13. Adjournment. The next meeting will be December 11, 2008.

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MINUTES OF ACADEMIC POLICIES AND PROCEDURES COMMITTEE MEETING NO. 6
2008-2009

DATE: November 13, 2008
PLACE: SSV 151 – Board Room
TIME: 3:00 p.m.

MEMBERS PRESENT

Beverly Beyer, Faculty
Deborah Charlie, Cochair
Jack Holliday proxy for Maria Clinton,
Faculty
De'Nean Coleman-Carew, Faculty
Jeffrey Cooper, Dean
Dexter Cummins, Faculty
Margaret Drake, Dean
Tooraj Gordi, Faculty
Lee Grishman, Articulation

Linda Harmon, Faculty
Scott Lee, Faculty
Michael Rios proxy for Cynthia
Littlefield, Faculty
David Newby, Faculty
David Newman, Faculty
Duane Rumsey, Faculty
LaDonna Trimble, Dean

MEMBERS ABSENT

Mrs. Sharon Lowry, V. P. Academic
Affairs
Voting ASO Student
Non-Voting ASO Student

Ms. Charlie called the meeting to order at 3:05 pm. She welcomed and thanked everyone for coming. Ms. Cynthia Kincaid was also in attendance. Mrs. Lowry will be absent for today's meeting.

1. Approval of Agenda
Ms. Charlie pulled items 6A and 6B, DM 133 and DM 133L from today's agenda noting that they will come back as revised courses at the next meeting. In its place we will read item #10, the new Distance Education MATH 115 course. The instructor, Mr. Luis Enriquez, could not be here to present his course; however, Mr. Tooraj Gordi will present it for him and inform him of all changes and requests. It was moved and seconded to approve the agenda with these minor changes. The motion carried unanimously.
2. Approval of Minutes from October 23, 2008
There were no problems or concerns with the minutes from October 23, 2008. It was moved and seconded to approve the minutes from October 23, 2008. The motion carried unanimously.
3. Graduation Proficiency Reading Requirement – Discussion
Discussion took place about the Graduation Proficiency Reading Requirement memo from October 23, 2008 to raise the Graduation Proficiency Reading Requirement to Eligibility for College Level Reading (AVC assessment) or Completion of READ 099 with a satisfactory grade of "C" or "P" (Pass). Ms. Beverly Beyer reported that the Business, Computer Studies and Economic Development division was unanimously in favor. Ms. Linda Harmon reported that Health Science voted yes. Dr. Newman and Mr. Gordi reported that Math, Science and Engineering were all in favor. Mr. Lee reported that Institutional Research is all in favor. Dr. De' Nean Coleman-Carew reported that the Counseling Division is all in favor. We will keep this item on the December agenda for further discussion and then as an action item in February. Ms. Charlie stated that at the State Senate Plenary there was talk of adding a required reading proficiency for all community colleges. We are among the few that already have this requirement.
4. Syllabus Guidelines - Discussion
Discussion took place about the syllabus guidelines for the time faculty have to get a syllabus to their students. Math, Science and Engineering voted for it to be by the first meeting. Counseling also voted for it to be by the first meeting. Dr. Cooper suggested that it be no later than the second meeting. The three options are the first week, the second week, or by the second meeting. This will come back on December 11 for action.
5. Eliminating Instructor Materials Fee – GEOG 205 for Spring 2009 (E-mail Nov 5, 08)
It was moved and seconded to remove the Instructor Materials Fee from GEOG 205 and GEOG 222, CRNs 34188 and 32688 starting Spring '09. This needs to be effective Spring '09 due to faulty printer/equipment. The motion carried unanimously. We still need to follow up with the paperwork from the division to officially remove these fees from these courses.

6. New Courses/CORs – First Reading
 - a. DM 133 – Digital Printing I 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 133L
Advisory: Completion of DM 101, and Eligibility for READ 099
IMF (form needed)
 - b. DM 133L – Digital Printing I Lab .5 units, 24 hours total
Corequisite: Concurrent enrollment in DM 133
P/NP only
These two above courses were pulled from this agenda and will be presented on December 11 agenda as revised courses – CG 125/L to DM 125/L.

7. Revised Courses/CORs – Second Reading (No Xeroxing required.)
 - a. HD 101 – College and Life Management 3 units, 3 hours weekly
Class maximum increased to 35
 - b. HD 105 – Personal Development 3 units, 3 hours weekly
All corrections were minor and were made as requested. It was moved and seconded to approve these course outline revisions. The motion carried unanimously.

8. New Distance Education Courses – Second Reading (No Xeroxing required.)
 - a. HIST 107 – U.S. History, 1607-1877 3 units, 3 hours weekly - new online
 - b. HIST 108 – U.S. History, 1877-Present 3 units, 3 hours weekly - new online
Changes included changing all references from “Blackboard” to AVC’s Course Management System and increasing accessibilities issues. It was moved and seconded to approve these new online Distance Education courses. The motion carried unanimously.

9. Revised Courses/CORs – First Reading
(For items 9a-r the discipline designation is changing from CG/MM to DM - Computer Graphics/Multimedia to Digital Media.)

The Digital Media courses are creating a new discipline designation, which is replacing both the current Computer Graphics and Multimedia disciplines. Each of the lecture courses presented are moving from 6-hour lecture/lab to 4-hour lecture only. Each of the supplemental learning labs presented will be .5 units with 24 hours total for the student. Ms. Charlie asked Ms. Kincaid provide us with an updated crosswalk, including the labs and any changes made at the meeting. Ms. Charlie stated that all of the certificates are changing and she reminded Ms. Kincaid to revise the certificate pages showing revised courses and the supplemental labs including the increased/revised number of units. Ms. Kincaid noted that Mr. Terry Rezek has 3 more certificates coming to the committee next week. Ms. Charlie reminded the committee that each course will carry the “*formerly...*” reference statement in the college catalog. All Digital Media courses will be effective fall 2009. All CG/MM courses will be in effect through the summer 2009.

Discussion took place regarding many of the following lecture courses about the need to mention MacIntosh Operating System and Adobe Photoshop specifically; couldn’t the courses be taught using Windows/IBM compatible systems and other software choices? Ms. Kincaid explained that these programs are the preferred industry-standard choice (approximately 80% of the industry uses MacIntosh). The committee agreed to keep the references as they are. Also questioned was the change in the prerequisite of CG 101/MM 101 to an advisory of DM 101. It was explained that they are trying to remove barriers and make it easier for students to get into these courses without having to do a prerequisite challenge form, etc. Ms. Kincaid explained that many of the students enrolling in this program already have Photoshop experience. Ms. Beyer asked if students (for example, her advertising students) would be okay if their experience was PC or MS word instead. Ms. Kincaid indicated that the average student would probably be able to learn the basics quickly enough to be successful. Also, all of the requested class maximum changes described below are being withdrawn at this time due to budget constraints.

Ms. Drake also suggested that there be a plan/strategy for accommodating those students who are currently working through the CG/MM certificates/degree programs so that they will not be deficient in units required upon graduation due to the change in the units for these lecture courses from 6 hours to 4 hours. There should be exceptions and accommodations made for these students throughout this transition, which Ms. Drake explained could last for some length of time. Ms. Drake explained that this should be worked out at the division level with the dean and shared with counselors and Admissions and Records staff.

- a. CG 103 – Computer Imaging I 3 units, 6 hours weekly
Prerequisite: Completion of CG 101/MM101
Corequisite: Concurrent enrollment in CG 103L
Advisory: Eligibility for READ 099
Revised to:
DM 103 – Graphic Design I 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 103L
Advisory: Completion of DM 101, and Eligibility for READ 099
Lecture/Lab to Lecture only
- b. CG 103L - Computer Imaging I Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 103
Revised to:
DM 103L – Graphic Design I Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 103
P/NP only
- c. CG 113 – Digital – Photographic Imaging 3 units, 6 hours weekly
Prerequisite: Completion of CG 101/MM 101
Corequisite: Concurrent enrollment in CG 113L
Advisory: Eligibility for READ 099
Revised to:
DM 113 – Photoshop I 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 113L
Advisory: Completion of DM 101, and Eligibility for READ 099
Lecture/Lab to Lecture only
- d. CG 113L – Digital – Photographic Imaging Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 113
Revised to:
DM 113L – Photoshop I Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 113
P/NP only
- e. CG 115 – Graphic Communication I 3 units, 6 hours weekly
Prerequisite: Completion of CG 101/MM 101
Corequisite: Concurrent enrollment in CG 115L
Advisory: Eligibility for READ 099
Revised to:
DM 115 – Graphic Communications I 3 units, 4 hours weekly
Corequisite: Concurrent enrollment in DM 115L
Advisory: Completion of DM 101, and Eligibility for READ 099
~~*Class Size: request to reduce to 20*~~
Lecture/Lab to Lecture only
- f. CG 115L – Graphic Communication I Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 115
Revised to:
DM 115L – Graphic Communications I Lab .5 unit, 24 hours total
Corequisite: Concurrent enrollment in DM 115
P/NP only
- g. CG 203 – Computer Imaging II 3 units, 6 hours weekly
Prerequisite: Completion of CG 103
Corequisite: Concurrent enrollment in CG 203L
Revised to:
DM 203 – Graphic Design II 3 units, 4 hours weekly
Prerequisite: Completion of DM 103
Corequisite: Concurrent enrollment in DM 203L
Advisory: Completion of DM 101
~~*Class Size: request to reduce to 20*~~
Lecture/Lab to Lecture only
- h. CG 203L – Computer Imaging II Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 203

Revised to:

DM 203L – Graphic Design II Lab .5 unit, 24 hours total

Corequisite: Concurrent enrollment in DM 203

P/NP only

- i. CG 205 – Computer Illustration 3 units, 6 hours weekly

Prerequisite: Completion of CG 101/MM 101

Corequisite: Concurrent enrollment in CG 205L

Advisory: Eligibility for READ 099

Revised to:

DM 205 – Digital Illustration 3 units, 4 hours weekly

Corequisite: Concurrent enrollment in DM 205L

Advisory: Completion of DM 101, and Eligibility for READ 099

~~*Class Size: request to reduce to 20*~~

Lecture/Lab to Lecture only

- j. CG 205L – Computer Illustration Lab .5 unit, 1.8 hours weekly

Corequisite: Concurrent enrollment in CG 205

Revised to:

DM 205L – Digital Illustration Lab .5 unit, 24 hours total

Corequisite: Concurrent enrollment in DM 205

P/NP only

- k. CG 219 – Intermediate Digital–Photographic Imaging 3 units, 6 hours weekly

Prerequisite: Completion of CG 113

Corequisite: Concurrent enrollment in CG 219L

Advisory: Completion of ART 110 and Eligibility for ENGL 101 and READ 099

Revised to:

DM 213 – Photoshop II 3 units, 4 hours weekly

Prerequisite: Completion of DM 113

Corequisite: Concurrent enrollment in DM 213L

Advisory: Completion of DM 101, and Eligibility for READ 099

~~*Class Size: request to reduce to 20*~~

Lecture/Lab to Lecture only

*Are we Removing Advisories of Completion of ART 110 and Eligibility for ENGL 101? **Yes, they are.***

- l. CG 219L – Intermediate Digital–Photographic Imaging Lab .5 unit, 1.8 hours weekly

Corequisite: Concurrent enrollment in CG 219.

Revised to:

DM 213L – Photoshop II Lab .5 units, 24 hours total

Corequisite: Concurrent enrollment in DM 213

P/NP only

- m. CG 215 – Graphic Communications II 3 units, 6 hours weekly

Prerequisite: Completion of CG 115

Corequisite: Concurrent enrollment in CG 215L

Revised to:

DM 215 – Graphic Communications II 3 units, 4 hours weekly

Prerequisite: Completion of DM 115

Corequisite: Concurrent enrollment in DM 215L

Lecture/Lab to Lecture only

- n. CG 215L – Graphic Communications II Lab .5 unit, 1.8 hours weekly

Corequisite: Concurrent enrollment in CG 215.

Revised to:

DM 215L – Graphic Communications II Lab .5 unit, 24 hours total

Corequisite: Concurrent enrollment in DM 215

P/NP only

- o. CG 233 – Computer Newspaper/Magazine Productions 3 units, 6 hours weekly

Prerequisite: Completion of CG 101/MM 101

Corequisite: Concurrent enrollment in CG 233L

Advisory: Eligibility for READ 099

Revised to:

~~DM 233~~ **DM 225** – Digital Printing II 3 units, 4 hours weekly

Prerequisite: Completion of ~~DM 133~~ **DM 125**

Corequisite: Concurrent enrollment in ~~DM 233L~~ **DM 225L**

Advisory: Completion of DM 101, and Eligibility for READ 099

Lecture/Lab to Lecture only

- p. CG 233L – Computer Newspaper/Magazine Productions Lab .5 unit, 1.8 hours weekly

Corequisite: Concurrent enrollment in CG 233

Revised to:

~~DM 233L~~ **DM 225L**– Digital Printing Lab II .5 unit, 24 hours total

Corequisite: Concurrent enrollment in ~~DM 233~~ **DM 225**

P/NP only

Ms. Kincaid presented these course outline revisions as described above. Changes to the course description, objectives, content, name and number were made. Also, typical assignments and methods of evaluation were established. The prerequisite of completion of CG 101/MM 101 was changed to an advisory of completion of DM 101 where indicated above. It was recommended that each of the above lecture courses will contain a “Before enrolling” statement at the end of the course description indicating what students should know prior to enrolling in these courses. Also, each of the above supplemental learning lab courses will contain the “This is a P/NP only course” statement at the end of the course description.

DM 203 lecture course added an advisory of Completion of DM 101, which is automatically carried on its supplemental lab course. Also, the wording on Course objective #7 was changed slightly by dropping off the words “and definitions”.

DM 205 changed the prerequisite of completion of CG 101/MM 101 to an advisory of completion of DM 101. Also noted for DM 205 was that the textbook “Creative Illustration,” dated 1947 and others of this kind are considered *classics* and are okay to use.

DM 213 is removing the advisories of ART 110 and ENGL 101 and adding the advisory of completion of DM 101.

It was moved and seconded to approve these courses (a-n) with corrections. The motion carried unanimously. It was moved and seconded to approve the content reviews for these courses. The motion carried unanimously.

DM 233 and 233L: Course number changes are being recommended as noted above. (Page 8 and page 10 of CPF forms and the COR pages for both lecture and lab needs to be filled out and corrected including indicating changes in course number references.) The R3 needs to be corrected to the current R2. These courses will come back for a second reading.

(Note: the following CG and MM courses (q and r) are not cross-listed courses, and both are going to be made obsolete and replaced by DM 246 and DM 246L.)

- q. CG 246 – Portfolios and Job Search Planning 3 units, 6 hours weekly

Prerequisite: Completion of CG 101/MM 101

Corequisite: Concurrent enrollment in CG 246L

Advisory: Students should have completed at least four courses in the Computer Graphics or Photography/Photographic Imaging category.

And

MM 230 – Multimedia Portfolios and Job Search Planning 3 units, 6 hours weekly

Prerequisite: Completion of MM 101/CG 101

Corequisite: Concurrent enrollment in MM 230L

Advisory: Completion of ART 110, and Eligibility for READ 099. Students should have completed at least four courses in the Multimedia instructional program.

Both Revised to:

DM 246 – Portfolio and Job Search 3 units, 4 hours weekly

Prerequisite: Students must have completed at least four courses in the Digital Media area. (Must list courses by #)

Corequisite: Concurrent enrollment in DM 246L

Removing advisories of ART 110 and READ 099 (from MM course)

Class Size: request to reduce to 20

Lecture/Lab to Lecture only

- r. CG 246L – Portfolios and Job Search Planning Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in CG 246

And

- MM 230L – Multimedia Portfolios and Job Search Planning Lab .5 unit, 1.8 hours weekly
Corequisite: Concurrent enrollment in MM 230

Revised to:

DM 246L – Portfolio and Job Search Lab .5 unit, 24 hours total

Corequisite: Concurrent enrollment in DM 246

P/NP only

Ms. Kincaid presented these course outline revisions which replace both CG 246/L and MM 230/L courses. The lecture course includes changes in course description, objectives, content, name, and number. It also establishes typical assignments and methods of evaluation. The prerequisite of MM 101/CG 101 was removed as well as MM 230's advisory of ART 110. Discussion took place about the proposed prerequisite. It was suggested that the prerequisite requiring the completion of at least four courses in the Digital Media area possibly be changed to a statement in the course description making clear what the special expectations and requirements of this course are. Ms. Drake offered to give Ms. Kincaid examples of wording for this statement. The only change requested for the lab course was addition of the P/NP statement. These courses will come back for a second reading.

10. New Distance Education Courses – First Reading

- a. MATH 115 – Statistics 4 units, 4 hours weekly – new online equivalent

Mr. Tooraj Gordi presented this new Distance Education math course. All references to the “Blackboard” system should be changed to “AVC’s course management system.” Ms. Beverly Beyer pointed out that the last statement for item #3, technological adaptations and how they comply with accessibility issues is too broad as written. This course will come back for a second reading.

11. Obsolete Courses – First Review

- a. PE 235 – Intercollegiate Women’s Golf 2 units, 10 hours weekly

(The following courses are being made obsolete because they were changed / revised into PHTC courses.)

- b. PHOT 101 – Photography 3 units, 6 hours weekly
- c. PHOT 150 – Color Photography 3 units, 6 hours weekly
- d. PHOT 201 – Advanced Photography 3 units, 6 hours weekly

With Dr. Grishman’s approval, it was moved and seconded to approve each of these obsolete courses, a-d, on the first review. The motion carried unanimously.

12. Announcements

Ms. Charlie announced that the accreditation visiting team will be meeting on Wednesday, November 19 with AP&P representatives for about 20 minutes. She asked for representatives to volunteer to meet with her, Mrs. Lowry and the team at 10:30. Ms. Beyer and Ms. Clinton expressed their interest to meet with the commission. She also announced that the accreditation team will be meeting at 1 pm concerning SLOs.

Ms. Charlie announced that CAN numbers have all been pulled and are being deleted from all college catalogs and other publications statewide. We will pull all CAN number references from our next catalog and other publications.

13. Adjournment.

This meeting adjourned at 5:00 pm. The next meeting will be December 11, 2008.

Is