



<h1>AP&P Agenda</h1>	<p>Thursday, April 27, 2017 BE 323 3:00 – 5:30pm</p>
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Type of Meeting: *Regular*
Note Taker: *Melissa Jauregui, Academic Affairs Specialist*
Please Review/Bring: The past minutes for accuracy.

- Committee Members:**
 Jeffrie Ahmad, Faculty Division Rep
 Bonnie Curry, Faculty Division Rep
 Carol Eastin, Articulation Officer
 Luis Echeverria, Faculty Division Rep
 Laureano Flores, Technical Education Dean
 Ibrahim Ganley, Faculty Division Rep
 Tooraj Gordi, Faculty Division Rep
 Kerlin Grimaldi Linares, Student Rep
 Michael Hutchison, Faculty Division Rep
 Scott Lee, Faculty Division Rep/Librarian/DE Liaison
 Cynthia Lehman, Faculty Division Rep
 Cynthia Littlefield, Faculty Division Rep
 Marjorie Marquez, Student Rep
 Mark McGovern, Faculty Division Rep
 Alberto Mendoza, Adjunct Rep
 Terry Rezek, Faculty Division Rep
 Tim Sturm, Faculty Division Rep
 Bonnie Suderman, Co-chair
 Deborah Sullivan-Ford, Faculty Division Rep
 Mary Rose Toll, Faculty Division Rep
 LaDonna Trimble, Student Services Dean
 Les Uhazy, Academic Dean
 Darcy Wiewall, Co-chair

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	
II. Meeting Minutes – -4/13/2017		<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
III. Informational Item -2016-2017 Meeting Schedule: 5/11/17 -Deactivations Impact BUS 203 MATH 125 Family Consumer Sciences, AS -16-17 AP&P Goals	<i>Darcy</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>



ANTELOPE VALLEY COLLEGE

<p>-Courses due Fall 2017 -Review Duties, Responsibilities and AP&P Process -17-18 College Catalog Review</p>		
<p>IV. Action Item – -Distance Education Form</p> <p>Substantial Course Rev: -ENGL 100A</p> <p>New Course Dev: -THA 104</p> <p>Non-Substantial Program Rev: -Theatre Arts in AA-T</p>	<p><i>All</i></p>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>NEXT MEETING DATE: 5/11/17</p>		

AP&P Agenda Addendum

Thursday, April 27, 2017

BE 323

3:00 – 5:30pm

- I. **2017-18 AP&P Deadline – Courses and Programs need to be approved by 11/9/2017 for Fall 2018 inclusion**
 - CORs due 2016-2017 academic year – List at the end of the agenda
 - CORs due 2017-2018 academic year – List at the end of the agenda
 - TMC Degrees that may 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
- II. **AP&P Meeting Schedule: 5/11/17**
- III. **Proxy Memo needed for all committee members. Email Darcy Wiewall, CC dean, proxy, and Melissa Jauregui indicating the name of the proxy.**
 1. Jeffrie Ahmad, Faculty Division Rep – *Priscilla Jenison*
 2. Bonnie Curry, Faculty Division Rep – *Denise Walker*
 3. Carol Eastin, Articulation Officer – *Vacant*
 4. Luis Echeverria, Faculty Division Rep – *Tamira Palmetto Despain*
 5. Laureano Flores, Technical Education Dean – *Peter Chege*
 6. Ibrahim Ganley, Faculty Division Rep – *Nancy Bednar*
 7. Tooraj Gordi, Faculty Division Rep – *Mike Tran*
 8. Kerlin Grimaldi Linares, Student Rep
 9. Michael Hutchison, Faculty Division Rep – *Debra Dickinson*
 10. Scott Lee, Faculty Division Rep/Librarian/DE Liaison
 11. Cynthia Lehman, Faculty Division Rep – *Matthew Jaffe*
 12. Cynthia Littlefield, Faculty Division Rep – *Lisa Karlstein*
 13. Marjorie Marquez, Non-Voting Student Rep
 14. Mark McGovern, Faculty Division Rep – *David Newman*
 15. Alberto Mendoza, Adjunct Rep – *Fiorella Chauca*
 16. Terry Rezek, Faculty Division Rep – *Lisa Karlstein*
 17. Tim Sturm, Faculty Division Rep – *Maria Clinton*
 18. Bonnie Suderman, Co-chair – *Les Uhazy*
 19. Deborah Sullivan-Ford, Faculty Division Rep – *Kathleen Ballesterro*
 20. Mary Rose Toll, Faculty Division Rep – *Tom Graves*
 21. LaDonna Trimble, Student Services Dean – *Gary Roggenstein*
 22. Les Uhazy, Academic Dean – *Tom O'Neil*
 23. Darcy Wiewall, Co-chair – *Mark McGovern*
- IV. **Workshop Schedule Spring 2017**
 1. Mary Rose Toll: Monday, May 1st 2:30-4:30pm, BE 323
 2. Jeffrie Ahmad: Tuesday, May 2nd 2-3:30, BE 323
 3. Cindy Littlefield: Wednesday, May 3rd 12:30--2pm, BE 323
 4. Scott Lee: Thursday, May 4th 11-1pm, BE 132
 5. Michael Hutchison: Friday, May 5th 8:30-10am, BE 323
 6. Deb Sullivan-Ford: Monday, May 8th 8-10am, BE 324
 7. Cynthia Lehman: Tuesday, May 9th 2:30-4pm, BE 323
 8. Cindy Littlefield: Wednesday, May 10th 12:30-2pm, BE 323
 9. Tooraj Gordi: Thursday, May 11th 1:30-3pm, BE 323
 10. Luis Echeverria: Friday, May 12th 11:30-1pm, BE 323
 11. Scott Lee: Monday, May 15th 3-5pm, BE 323
 12. Deb Sullivan-Ford: Tuesday, May 16th 8-10am, BE 323
 13. Bonnie Curry: Wednesday, May 17th 2:30-4:30pm, BE 323
 14. Ibrahim Ganley: Thursday, May 18th, 2-4pm, BE 323
 15. Luis Echeverria: Friday, May 19th 11:30-1pm, BE 323
 16. Mary Rose Toll: Monday, May 22nd 8-10am, BE 310
 17. Ibrahim Ganley: Tuesday, May 23rd 2-4pm, BE 323
 18. Michael Hutchison: Thursday, May 25th 1:30-3:30pm, BE 323
 19. Tooraj Gordi: Friday, May 26th 9-10:30am, BE 323
 20. Tim Sturm: Tuesday, May 30th 1-3pm, BE 132
 21. Bonnie Curry: Thursday, June 1st 3-5pm, BE 323
 22. Mark McGovern: Monday, June 5th 1-3pm BE 323
 23. Mark McGovern: Tuesday, June 6th 1-3pm BE 323

V. **CSUGE/IGETC Course Designation**

- IGETC
 1. MATH 116 – Area 2A
 2. MUS 111 – Area 3A
 3. PSY 230 – Area 4I
 4. PSY 232 – Area 4I
 5. PSY 244 – Area 4I
 6. SOC 111 – Area 4J
 7. SOC 120 – Area 4J
 8. SPAN 110SS – Area 6A
- UC Transferable
- CSU/GE
 1. AFAB 130 – Area E
 2. AFAB 130 – Area C2
 3. MATH 116 – Area B4
 4. PSY 244 – Area D9
 5. SOC 120 – Area D0, D7, E

VI. **SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P**

Area of Study	CCCCO Template	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences	X				Not developing
2. Agriculture Business	X				Not developing
3. Agriculture Plant Sciences	X				In Progress
4. Biology	X				In Progress – Senate/Board
5. Chemistry	X				In Progress – Senate/Board
6. Child and Adolescent Development	X				
7. Computer Science	X				Can develop but units are too high; In Progress; awaiting PHYS 110 and PHYS 120 COR revision to drop units
8. Elementary Teacher Education	X				Cannot develop, no full-time faculty in area
9. Film, Television and Electronic Media	X				In Progress
10. Global Studies	X				
11. Journalism	X				Cannot develop, no full-time faculty in area
12. Nutrition and Dietetics	X				In Progress
13. Public Health Science	X				
14. Social Justice Studies	X				

VII. **C-ID REPORT FOR TMC's**

COURSE	C-ID DESC.	STATUS	EXPIRES	ADT	STATUS
AG-EH 112L	AGRI 234	CONDITIONAL	11/14/17		
ART 101	ARTH 110	CONDITIONAL	3/12/2017	Art History	
ART 102	ARTH 120	CONDITIONAL	1/28/2017	Art History	
ART 103	ARTH 140	CONDITIONAL	5/11/2016	Art History	Submitted in CurricUNET
CA 103	BUS 140	NOT APPROVED			Submitted in CurricUNET
CIS 111	COMP 122	CONDITIONAL	5/9/2016		Submitted in CurricUNET
COMM 215	JOUR 150	CONDITIONAL	6/21/2017		
JOUR 123	JOUR 210	NOT APPROVED			
MATH 120	MATH 120	CONDITIONAL	8/22/2017		
MATH 124	MATH 130	CONDITIONAL	7/1/2016	Economics	
MATH 140	MATH 155	CONDITIONAL	8/10/2016		
MATH 230	MATH 240	CONDITIONAL	3/26/2017	Mathematics	Submitted
MATH 250	MATH 230	CONDITIONAL	3/26/2017	Economics Mathematics Physics	Submitted

NF 100	NF 110	CONDITIONAL	4/18/2017		
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VIII. **2016-2017 Course by Division that need to be revised and submitted to AP&P**

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
Career Technical Education					
	AUTO 126			Cannot schedule 17-18	Submitted
	AUTO 176			Cannot schedule 17-18	Submitted
Health and Safety Sciences					
	NS 121			Cannot schedule 17-18	Course Deactivation Submitted
Math, Science and Engineering					
	MATH 125	Yes		Cannot schedule 17-18	Course Deactivation Submitted
Arts and Humanities					
	DM 106L			Cannot schedule 17-18	Submitted – Rep /Dean
	FREN 201	Yes		Cannot schedule 17-18	Submitted – Rep/Dean
	FTV 203	Yes	Never	Cannot schedule 17-18	
	MUS 183	Yes		Cannot schedule 17-18	Course Deactivation Submitted
Extended Services					
	LIB 101			Cannot schedule 17-18	Submitted – Rep/Dean

IX. **2017-2018 Course by Division that need to be revised and submitted to AP&P**

Div	Course	UC Transferable	Last Offered	Scheduling Restrictions	Status
Arts & Humanities					
	ART 100			Cannot schedule 18-19	
	ART 102			Cannot schedule 18-19	Submitted
	ART 110			Cannot schedule 18-19	
	ART 136			Cannot schedule 18-19	
	ART 140			Cannot schedule 18-19	
	ART 210			Cannot schedule 18-19	
	ART 230			Cannot schedule 18-19	
	DA 111			Cannot schedule 18-19	
	DFST 101L			Cannot schedule 18-19	
	DFST 102L			Cannot schedule 18-19	
	DFST 201L			Cannot schedule 18-19	
	DFST 204			Cannot schedule 18-19	
	DFST 205			Cannot schedule 18-19	
	FTV 242			Cannot schedule 18-19	
	FTV 244			Cannot schedule 18-19	
	FTV 251			Cannot schedule 18-19	
	FTV 261			Cannot schedule 18-19	
	GER 201			Cannot schedule 18-19	
	GER 202			Cannot schedule 18-19	
	PHIL 201			Cannot schedule 18-19	
	SPAN 110SS			Cannot schedule 18-19	
	SPAN 203			Cannot schedule 18-19	
	SPAN 210SS			Cannot schedule 18-19	
	SPAN 220SS			Cannot schedule 18-19	
	THA 117B			Cannot schedule 18-19	Submitted
	THA 130			Cannot schedule 18-19	Submitted
Career Technical Education					
	ACCT 115			Cannot schedule 18-19	Submitted
	ACCT 121			Cannot schedule 18-19	Submitted
	AERO 120			Cannot schedule 18-19	

	AERO 121			Cannot schedule 18-19	
	AERO 230			Cannot schedule 18-19	
	AERO 231			Cannot schedule 18-19	
	AERO 240			Cannot schedule 18-19	
	AERO 241			Cannot schedule 18-19	
	AUTO 102			Cannot schedule 18-19	
	AUTO 110			Cannot schedule 18-19	
	AUTO 111			Cannot schedule 18-19	
	AUTO 112			Cannot schedule 18-19	
	AUTO 276			Cannot schedule 18-19	
	BUS 121			Cannot schedule 18-19	
	BUS 201			Cannot schedule 18-19	
	CA 103			Cannot schedule 18-19	Submitted
	CA 151			Cannot schedule 18-19	
	CIS 121			Cannot schedule 18-19	
	CIS 157			Cannot schedule 18-19	
	CIS 159			Cannot schedule 18-19	
	CIS 161			Cannot schedule 18-19	
	CIS 175			Cannot schedule 18-19	
	ELTE 125			Cannot schedule 18-19	Submitted
	ELTE 130			Cannot schedule 18-19	Submitted
	ELTE 135			Cannot schedule 18-19	Submitted
	ELTE 235			Cannot schedule 18-19	Submitted
	MKTG 112			Cannot schedule 18-19	
	WELD 101			Cannot schedule 18-19	
	WELD 110			Cannot schedule 18-19	
	WELD 120			Cannot schedule 18-19	
Health and Safety Sciences					
	HE 101			Cannot schedule 18-19	
	KIN 100			Cannot schedule 18-19	
	KIN 101			Cannot schedule 18-19	
	KIN 102			Cannot schedule 18-19	
	KIN 111			Cannot schedule 18-19	
	KIN 112A			Cannot schedule 18-19	
	KIN 112B			Cannot schedule 18-19	
	KIN 115			Cannot schedule 18-19	
	KIN 128			Cannot schedule 18-19	
	KIN 135			Cannot schedule 18-19	
	KIN 140			Cannot schedule 18-19	
	KIN 155			Cannot schedule 18-19	
	KIN 160			Cannot schedule 18-19	
	KIN 180			Cannot schedule 18-19	
	KIN 193			Cannot schedule 18-19	
	KIN 194			Cannot schedule 18-19	
	KIN 195			Cannot schedule 18-19	
	KIN 205			Cannot schedule 18-19	
	KIN 225			Cannot schedule 18-19	
	KIN 265			Cannot schedule 18-19	
	MOA 101			Cannot schedule 18-19	
	NF 100			Cannot schedule 18-19	Submitted
	NF 150			Cannot schedule 18-19	
	NS 201A			Cannot schedule 18-19	Submitted
	NS 203A			Cannot schedule 18-19	Submitted

	NS 204A			Cannot schedule 18-19	Submitted
	NS 205A			Cannot schedule 18-19	Submitted
	RADT 205			Cannot schedule 18-19	
	RCP 104			Cannot schedule 18-19	
	RCP 201			Cannot schedule 18-19	
	VN 109			Cannot schedule 18-19	
Math, Science & Engineering					
	AGRI 100			Cannot schedule 18-19	
	AGRI 104			Cannot schedule 18-19	
	AGRI 110			Cannot schedule 18-19	
	AGRI 134			Cannot schedule 18-19	
	AGRI 230			Cannot schedule 18-19	
	AGRI 234			Cannot schedule 18-19	
	BIOL 100			Cannot schedule 18-19	
	BIOL 101			Cannot schedule 18-19	
	BIOL 110			Cannot schedule 18-19	
	BIOL 120			Cannot schedule 18-19	
	CHEM 101			Cannot schedule 18-19	
	CHEM 102			Cannot schedule 18-19	
	CHEM 110			Cannot schedule 18-19	
	CHEM 120			Cannot schedule 18-19	
	GEOG 201			Cannot schedule 18-19	
	GEOG 205			Cannot schedule 18-19	
	MATH 065			Cannot schedule 18-19	
	MATH 070			Cannot schedule 18-19	
	MATH 102			Cannot schedule 18-19	
	MATH 105			Cannot schedule 18-19	
	MATH 128			Cannot schedule 18-19	
	MATH 140			Cannot schedule 18-19	Submitted
	MATH 150			Cannot schedule 18-19	
	MATH 160			Cannot schedule 18-19	
	MATH 220			Cannot schedule 18-19	
	MATH 230			Cannot schedule 18-19	
	PHYS 101			Cannot schedule 18-19	
	PHYS 102			Cannot schedule 18-19	
	WDTO 101			Cannot schedule 18-19	
	WDTO 115			Cannot schedule 18-19	
	WDTO 120			Cannot schedule 18-19	
Rhetoric & Literacy					
	COMM 101			Cannot schedule 18-19	
	COMM 103			Cannot schedule 18-19	
	COMM 105			Cannot schedule 18-19	
	COMM 107			Cannot schedule 18-19	
	COMM 109			Cannot schedule 18-19	
	COMM 112			Cannot schedule 18-19	
	COMM 114			Cannot schedule 18-19	
	COMM 116			Cannot schedule 18-19	
	COMM 217			Cannot schedule 18-19	
	COMM 219			Cannot schedule 18-19	
	COMM 215			Cannot schedule 18-19	
	ENGL 90			Cannot schedule 18-19	
	ENGL 95			Cannot schedule 18-19	
	ENGL 97			Cannot schedule 18-19	

	ENGL 99			Cannot schedule 18-19	
	ENGL 100A			Cannot schedule 18-19	
	ENGL 100C			Cannot schedule 18-19	
	ENGL 101SL			Cannot schedule 18-19	
	ENGL 111			Cannot schedule 18-19	
	ENGL 112			Cannot schedule 18-19	
	ENGL 113			Cannot schedule 18-19	
	ENGL 265			Cannot schedule 18-19	
	ESL 18			Cannot schedule 18-19	
	ESL 19			Cannot schedule 18-19	
	ESL 20			Cannot schedule 18-19	
	ESL 23			Cannot schedule 18-19	
	ESL 28			Cannot schedule 18-19	
	ESL 30			Cannot schedule 18-19	
	ESL 33			Cannot schedule 18-19	
	ESL 38			Cannot schedule 18-19	
	ESL 40			Cannot schedule 18-19	
	ESL 43			Cannot schedule 18-19	
	ESL 48			Cannot schedule 18-19	
	ESL 50P			Cannot schedule 18-19	
	ESL 53			Cannot schedule 18-19	
	ESL 58			Cannot schedule 18-19	
	JOUR 121			Cannot schedule 18-19	
	LAC 20			Cannot schedule 18-19	
Social & Behavioral Sciences					
	AJ 206			Cannot schedule 18-19	
	AJ 210			Cannot schedule 18-19	
	CFE 101			Cannot schedule 18-19	
	CFE 106			Cannot schedule 18-19	
	CFE 107			Cannot schedule 18-19	
	CFE 111			Cannot schedule 18-19	
	CFE 114			Cannot schedule 18-19	
	CFE 116			Cannot schedule 18-19	
	CFE 120			Cannot schedule 18-19	
	CFE 122			Cannot schedule 18-19	
	CFE 211			Cannot schedule 18-19	
	CT 100			Cannot schedule 18-19	
	CT 102			Cannot schedule 18-19	
	CT 114			Cannot schedule 18-19	
	CT 212			Cannot schedule 18-19	
	CT 222			Cannot schedule 18-19	
	ECON 101			Cannot schedule 18-19	
	ED 141			Cannot schedule 18-19	
	HIST 101			Cannot schedule 18-19	
	HIST 102			Cannot schedule 18-19	
	HIST 104			Cannot schedule 18-19	
	HIST 105			Cannot schedule 18-19	
	HIST 107			Cannot schedule 18-19	
	HIST 108			Cannot schedule 18-19	
	HIST 113			Cannot schedule 18-19	Submitted
	HIST 114			Cannot schedule 18-19	
	HIST 115			Cannot schedule 18-19	
	HIST 118			Cannot schedule 18-19	

	HIST 119			Cannot schedule 18-19	
	POLS 101			Cannot schedule 18-19	
	POLS 200			Cannot schedule 18-19	
	POLS 203			Cannot schedule 18-19	
	SOC 101			Cannot schedule 18-19	
	SOC 112			Cannot schedule 18-19	
	SOC 200			Cannot schedule 18-19	

X. Course Deactivations Impact on Other Programs/Courses

A. BUS 203

1. Program Restricted Elective:

- a. Business Administration, AS
- b. General Business, Cert
- c. General Business, AS

B. MATH 125

1. Program Required Core:

- a. Real Estate Salesperson, Cert – Submitted in CurricUNET
- b. Real Estate Broker, Cert – Submitted in CurricUNET
- c. Real Estate, AS – Submitted in CurricUNET
- d. *LAS – Math and Science – Option I – AA*

2. Program Restricted Elective:

- a. Office Specialist, Cert – Submitted in CurricUNET
- b. Office Specialist, AS – Submitted in CurricUNET
- c. Administrative Assistant, Cert – Submitted in CurricUNET
- d. Administrative Assistant, AS – Submitted in CurricUNET

C. MATH 130

1. Program Required Core:

- a. Engineering Technology, Cert – Submitted in CurricUNET change noted
- b. Engineering Technology, AS – Submitted in CurricUNET change noted
- c. *LAS: Math and Science – Option I, AA*

D. NS 110, 111, 120, 121, 122, 200, 230, 231, 232

1. Program Required Core:

- a. Registered Nursing, AS



<h1>AP&P Minutes</h1>	<p>Thursday, April 13, 2017 BE 323 3:00 – 5:30pm</p>
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Type of Meeting: *Regular*
Note Taker: *Melissa Jauregui, Academic Affairs Specialist*
Please Review/Bring: The past minutes for accuracy.

Committee Members Present:
 Jeffrie Ahmad, Faculty Division Rep
 Kathleen Ballestero, Proxy Faculty Division Rep
 Bonnie Curry, Faculty Division Rep
 Carol Eastin, Articulation Officer
 Luis Echeverria, Faculty Division Rep
 Laureano Flores, Technical Education Dean
 Ibrahim Ganley, Faculty Division Rep
 Tooraj Gordi, Faculty Division Rep
 Scott Lee, Faculty Division Rep/Librarian/DE Liaison
 Cynthia Littlefield, Faculty Division Rep
 Mark McGovern, Faculty Division Rep
 Alberto Mendoza, Adjunct Rep
 Terry Rezek, Faculty Division Rep
 Tim Sturm, Faculty Division Rep
 Mary Rose Toll, Faculty Division Rep
 Les Uhazy, Academic Dean
 Darcy Wiewall, Co-chair

Committee Members Absent:
 Kerlin Grimaldi Linares, Student Rep
 Michael Hutchison, Faculty Division Rep
 Cynthia Lehman, Faculty Division Rep
 Marjorie Marquez, Student Rep
 Bonnie Suderman, Co-chair
 Deborah Sullivan-Ford, Faculty Division Rep
 LaDonna Trimble, Student Services Dean

Guests Present:
 Tom O’Neil

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	Dr. Darcy Wiewall called the meeting to order at 3:05pm. She welcomed all the members to the meeting.
II. Meeting Minutes – -3/9/2017		<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the minutes as presented for the meeting on 3/9/2017. After a brief review of, motion carried with two abstentions: Darcy Wiewall and Les Uhazy.</p> <p><u>Follow Up Items:</u> None.</p>
III. Informational Item -2016-2017 Meeting Schedule: 4/13/17, 4/27/17, 5/11/17 -Deactivations Impact BUS 203 MATH 125 Family Consumer Sciences, AS -16-17 AP&P Goals -Courses due Fall 2017	<i>Darcy</i>	<p><u>Issues Discussed:</u> Dr. Darcy Wiewall indicated that the meeting on 5/11 will be cut should due to faculty recognition. We will only meet for 45 minutes.</p> <p>Committee members requested an electronic list of courses due this fall term, which will be distributed to the whole campus shortly.</p>



ANTELOPE VALLEY COLLEGE

<p>-Review Duties, Responsibilities and AP&P Process</p>		<p>Mrs. Melissa Jauregui requested all committee members send at least 2 days and times they are available to conduct a 1.5-2 hour workshop on course/program revisions this spring semester.</p> <p>Dr. Wiewall also reminded the committee members of the need to fully review courses when they come to them. Many courses were returned to faculty when they reached the technical review level to make additional edits to areas that should have been noticed earlier in the approval process. She stressed the importance of catching issues early so it is not left to the technical review committee just before the deadline.</p> <p>Dr. Wiewall also reminded faculty that report items typically return to AP&P in a two week period and as such it would be appropriate to solicit input from faculty on the items discussed here via email. Waiting for a division meeting would slow our process down tremendously.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> None.</p>
<p>IV. Action Item –</p> <ul style="list-style-type: none"> -Distance Education Form -Credit by Exam -Review Checklist -Corporate Community Ed Process Rev <p>Substantial Course Rev: ELEC 130 (Requisites),</p> <p>Corporate Community Ed: AVSOMC String Academy An Introduction to Voiceovers</p>	<p><i>All</i></p>	<p><u>Issues Discussed:</u> Issues incorporated into the motions below.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the DE form. After a thorough review of the form and report from all AP&P representatives, many changes were requested which included: change question 3 answer Interactive to read Interactive Classroom; potentially remove question 3a and 3c; change question 4 to 4a; change question 4a to 4b; change question 4a, 4b, 5a, and 5b to a certification statement with a checkbox that it is understood. Motion failed pending revision and review of new form along with DETC consideration of new form.</p> <p>A motion was made and seconded to approve the credit by exam list. After a review and report from all AP&P representatives, it was requested that music consider adding course to the list for those students who enter the school at a higher level. The AP&P representative, Cindy Littlefield, will discuss with the faculty in the area. Motion carried with the</p>



ANTELOPE VALLEY COLLEGE

	<p>addition of music if faculty agree.</p> <p>A motion was made and seconded to approve the review checklist as presented. After a review of the document and report from all AP&P representatives, it was agreed that the “other” section at the bottom of page two did not need to be added. Motion carried with the removal of the “other possible questions to include” section.</p> <p>A motion was made and seconded to approve the corporate community education process revisions as presented. After a review of the document and report from all AP&P representatives, it was noted that the CTE faculty have concerns with leveled courses coming one at a time that potential represent a single AVC course when considered all together, as well as the faculty approval in the division needed to be a particular percent of all faculty. After more discussion on the matter it was understood that CCE will be required to submit a biannual report of all course offers to AP&P. This would be the time to double check that leveled courses are not problematic. Also the division would need to consider whether it is appropriate to identify a percent faculty approval rate, it would not be up to AP&P to monitor such an approval rate. It was also requested that the course form submitted to AP&P include a printed name field so AP&P knows who signed the form. It was also asked that the procedure include a timeline allowed for department review which should be 4 weeks. Motion carried with revision.</p> <p>A motion was made and seconded to approve all there courses noted on the agenda: AVC course ELEC 130; CCE courses AVSOMC String Academy and An Introduction to Voiceovers. After a review of each course, no edits or concerns were mentioned. Motion carried by all members present.</p> <p><u>Follow Up Items:</u> The distance education form will return to the next meeting for final review and approval consideration.</p>
<p>NEXT MEETING DATE: 4/27/17</p>	<p>The meeting adjourned at 4:45pm. Dr. Darcy Wiewall thanked the committee for their time. She reminded the members of our next meeting on 4/27/2017.</p>