



# AP&P Minutes

Thursday, September 10, 2015  
BE 324  
3:00 – 5:30pm

**Type of Meeting:** *Regular*

**Note Taker:** *Melissa Jauregui, Academic Affairs Specialist*

**Please Review/Bring:** The past minutes for accuracy. Bring your calendar so you can volunteer during the meeting to run a workshop.

**Committee Members:**

- Jeffrie Ahmad, Faculty Division Rep, present
- Luis Echeverria, Faculty Division Rep, absent (Proxy Dr. Lee Grishman)
- Ibrahim Ganley, Faculty Division Rep, present
- Tooraj Gordi, Faculty Division Rep, present
- Lee Grishman, Articulation Officer, present
- Lisa Karlstein, Faculty Division Rep, present
- Scott Lee, Faculty Division Rep/Librarian/DE Liaison, present
- Cynthia Lehman, Faculty Division Rep, present
- Cynthia Littlefield, Faculty Division Rep, present
- Mark McGovern, Faculty Division Rep, present
- Rick Motawakel, Faculty Division Rep, present
- Tom O’Neil, Technical Education Dean, present
- Tim Sturm, Faculty Division Rep, present
- Bonnie Suderman, Co-chair, present
- Deborah Sullivan-Ford, Faculty Division Rep, present
- Mary Rose Toll, Faculty Division Rep, present
- LaDonna Trimble , Student Services Dean, present
- Les Uhazy, Academic Dean, present
- Darcy Wiewall, Co-chair, present

**Guests:**

Maria Clinton, Faculty Lead for the Baccalaureate Degree

Items	Person	Action
I. Opening Comments from the Co-chair – Meeting was called to order at 3:08pm	<i>Darcy</i>	Dr. Darcy Wiewall acknowledged the changes to the agenda however she is actively seeking answers on whether AP&P is a Brown Act committee. She was told at the Statewide Curriculum Institute that this committee is to follow the Brown Act. She is working to get that information in writing though. Also the AP&P handbook will be available shortly.
II. Approval of Previous Minutes of 4/23/2015, 5/14/2015, and 5/28.	All	<p><b><u>Issues Discussed:</u></b> No issues discussed.</p> <p><b><u>Action Taken:</u></b> Approved Minutes.</p> <p><b><u>Follow Up Items:</u></b> None.</p>
III. Informational Item	<i>Darcy</i>	<p><b><u>Issues Discussed:</u></b> Dr. Darcy Wiewall reviewed the agenda addendum. She reviewed those courses that are due this fall term for approval,</p>



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		<p>those that need to be updated due to C-ID, and the status the the TMCs. Dr. Maria Clinton was also present to provide an update on the Baccalaureate degree.</p> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> Division representatives were asked to review courses moving though CurricUNET and work with faculty in their area to get the courses needing revision submitted quickly.</p>
IV. Discussion Item – Committee Structure	<i>Darcy</i>	<p><b><u>Issues Discussed:</u></b> Dr. Darcy Wiewall requested the committee to consider adding an adjunct position, research position, and making our articulation officer a voting member.</p> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> After some discussion the committee agreed to bring this item back to the next meeting for formal approval.</p>
V. Discussion Item – Distance Education form	<i>Darcy/ Scott</i>	<p><b><u>Issues Discussed:</u></b> Dr. Scott Lee indicated members from AP&amp;P and the DETC came together to develop this new form. Dr. Bonnie Suderman stated that all existing online/hybrid courses would need to be revised this fall term by completing this new form. We need to ensure we are not offering correspondence courses. After much discussion, the committee agreed the form was good for the purpose of current distance education courses however moving forward blended courses could be added to this process.</p> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> Melissa Jauregui will compile a list of courses that must be revised this fall term to avoid scheduling restrictions in the spring term. She will also create an electronic version of the form. DETC and AP&amp;P will work to create definitions for hybrid, online and blended course offerings so to provide ease when completing the form when incorporated into CurricUNET.</p>
VI. Discussion Item – Credit by Examination List	<i>Darcy</i>	<p><b><u>Issues Discussed:</u></b> Dr. Darcy Wiewall requested the committee to review the credit by exam list. It is important that each semester this list reflects those courses that can be taken successfully through credit by examination.</p> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> Review the list with faculty in your area and bring comments concerns to the next AP&amp;P meeting as this will be approved at</p>



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		that time.
VII. Discussion Item – College Board AP Exams <ul style="list-style-type: none"> <li>• Environmental Science</li> <li>• Human Geography</li> <li>• Studio Art: 2-Dimensional Design, 3-Dimensional Design, and Drawing</li> <li>• Chinese Language and Culture</li> </ul>	<i>Darcy</i>	<p><b><u>Issues Discussed:</u></b> Dr. Darcy Wiewall informed the committee that there are currently 4 exams that could be approved for students to receive AP credit.</p> <ul style="list-style-type: none"> <li>• Environmental Science – BIOL 104</li> <li>• Human Geography – GEOG 105</li> <li>• Studio Art: 2-Dimensional Design, 3-Dimensional Design, and Drawing – ART 145 / ART 150</li> <li>• Chinese Language and Culture – CHIN 101 / 102</li> </ul> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> The committee representatives were asked to review the packets with faculty in their area and bring those concerns to the next meeting as this will be an action item for formal approval at that time.</p>
VIII. Discussion Item – Mission Statement	<i>Bonnie</i>	<p><b><u>Issues Discussed:</u></b> Dr. Bonnie Suderman requested the committee to review the long statement that follows the college mission (distributed) and consider adding to it the draft language she is proposing (distributed), which speaks to the new Baccalaureate degree.</p> <p><b><u>Action Taken:</u></b> None.</p> <p><b><u>Follow Up Items:</u></b> Division representatives were asked to review the language with their areas and bring their comments and concerns to the next AP&amp;P meeting for review.</p>
IX. Action Item – Course Deactivation Approval for PHOT 250	<i>Darcy</i>	<p><b><u>Issues Discussed:</u></b> Faculty in the discipline have submitted the request to deactivate PHOT 250. This course is not part of any degrees or certificates.</p> <p><b><u>Action Taken:</u></b> Motion carried unanimously to deactivate PHOT 250.</p> <p><b><u>Follow Up Items:</u></b> None.</p>
<b>NEXT MEETING DATE: 9/24/2015</b>		Meeting ended at 4:51pm