

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Beverly Beyer Scott Lee Duane Rumsey
Maria Clinton Cynthia Littlefield LaDonna Trimble
De'Nean Coleman-Carew Sharon Lowry Darcy Wiewall
Maggie Drake Rick Motawakel Les Uhazy
Torraj Gordi David Newby TBD, ASO voting
Lee Grishman David Newman TBD, ASO non-voting
Linda Harmon

FROM: Ms. Clinton/Mrs. Lowry

DATE: September 17, 2009

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, September 24, 2009, SSV 151-Board Room, 3:00-5:30pm

2009-2010
Academic Policies & Procedures Committee Meeting No. 3
AGENDA

- 1. CALL TO ORDER AND ROLL CALL**
- 2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR**
- 3. APPROVAL OF MINUTES**
 - a. September 10, 2009
- 4. INFORMATIONAL ITEMS**
 - a. AVC Community Service Offerings – AP&P Standards and Practices Handbook 2009-10, pg. 30
 - b. AVC Official Class Maximums as Approved by AP&P
- 5. REPORTS**
- 6. ACTION ITEMS – Revised Courses/CORS – Second Reading (No Xeroxing required.)**
 - a. DA 101 – Dance Appreciation 3 units, 3 hours weekly
 - b. DA 102 – Beginning Ballet 1 unit, 3 hours weekly
 - c. DA 122 – Intermediate Ballet 1 unit, 3 hours weekly
 - d. DA 202 – Advanced Ballet 1 unit, 3 hours weekly
 - e. DA 106 – Ballroom Dance 1 unit, 3 hours weekly
 - f. DA 107A – *Dance Performance 1 unit, 3 hours weekly
 - g. DA 107B – *Dance Performance 2 units, 6 hours weekly
 - h. DA 107C – *Dance Performance 3 units, 9 hours weekly
 - i. DA 108 – *Dance Ensemble 3 units, 9 hours weekly
 - j. DA 109 – *Dance and Technology 3 units, 3 hours weekly
 - k. DA 113 – *World Dance – Ethnic Forms 1 unit, 3 hours weekly

1. DA 116 – *Dance Improvisation 1 unit, 3 hours weekly
7. **ACTION ITEMS ACTION ITEMS** – New Community Service Offering – First Reading
 - a. Passport to Retirement – Jerry Blakely
8. **ACTION ITEMS** – Obsolete Courses – Second Reading (No Xeroxing required.)
 - a. CA 177, BUS 113 DE, WFDV
9. **DISCUSSION ITEMS**
10. **ADDITIONAL INFORMATION – Courses by Division that need to be revised and submitted to AP&P**

Business and Computer Studies

- a. ACCT 111 – Bookkeeping
- b. ACCT 113 – Bookkeeping II
- c. ACCT 121 – Microcomputer Accounting
- d. ACCT 201 – Financial Accounting
- e. ACCT 205 Managerial Accounting
- f. BUS 101 Introduction to Business
- g. BUS 105 – Business Mathematics
- h. BUS 113 – Business Communications
- i. BUS 212 – Women in Organization
- j. CA 121 – Microcomputer Spreadsheets
- k. CA 131 Microcomputer Database Management
- l. CA 133 – Oracle PL/SQL Programming (Rcvd 9/9/2009)
- m. CA 141 – Dev. PowerPoint Presentations (Rcvd 9/11/2009)
- n. CA 171 – Introduction to Networking (Technical Review 9/16/2009: pending revisions)
- o. CA 176 – Windows 2003 Networking
- p. CA 177 – Microsoft Internet Info Server
- q. CA 182 – Network Security
- r. CA 221 – Computer Concepts & Appl Business
- s. CIS 101 – Intro Computer Info Science
- t. CIS 111 – Intro Programming & Algorithms
- u. CIS 113 – Data Structures
- v. CIS 121 – Computer Mathematics (Technical Review 8/3/2009: pending revisions)
- w. CIS 123 – Assem Lang & Computer Architec
- x. CIS 141 – Intro Basic Programming
- y. CIS 145 – Intro to Visual BASIC.NET Prog (Technical Review 8/3/2009: pending revisions)
- z. CIS 174 – Intro to C#.NET Programming (Technical Review 8/3/2009: pending revisions)
- aa. CIS 175 – Java Programming
- bb. MGT 121 – Human Resources Management
- cc. MKTG 101 – Principles of Marketing
- dd. OT 105 – Beginning Keyboarding Technique
- ee. OT 113 – Adv MS Word
- ff. OT 201 – Admin Office Procedures

Health Sciences

- a. CFE 105 – Discovery-Based Ed for Children (Technical Review 9/21/2009: pending revisions)
- b. CFE 109 – Supvn Admin Childhood Prog I
- c. CFE 110 – Supvn Admin Childhood Prog II
- d. CFE 115 – Guiding Children’s Behavior
- e. CFE 122 – Infant Toddler Strategies
- f. CFE 169 – D Rate Pre-Service Training
- g. HHA 102 – Home Health Aide
- h. HS 102 – Pharmacology for CAN
- i. NF 102 – Nutrition & Food Children (Pending final revisions: Approved 5/28/2009)
- j. NF 104 – Concepts in Nutrition: New Dev (Pending final revisions: Approved 5/28/2009)
- k. NF 150 – Food and Culture (Pending final revisions: Approved 5/28/2009)

Instructional Resources

- a. LAC 098 – Math for Nursing (Technical Review 9/21/2009: pending revisions)

- b. LAC 099 – Dosage Calculation (Technical Review 9/21/2009: pending revisions)
- c. LIB 107 – Information Competency
- d. LIB 110 – Intro to Internet Research (Technical Review 9/8/2009: pending revisions)

Language Arts

- a. COMM 215 – Public Relations Communication
- b. ENGL 101 – Freshman Composition (First reading 5/14/2009: pending revisions)
- c. ENGL 225 – English Literature 800-1750
- d. ENGL 226 – English Literature 1750-1900
- e. ENGL 256 – Chicano Literature
- f. ENGL 257 – Native-American Literature
- g. ENGL 259 – Images of Women in Literature
- h. ENGL 299 – Special Topics in Literature
- i. ESL 018 – ESL Reading and Writing 1
- j. ESL 019 – ESL Skills Building 1
- k. ESL 020 – ESL Vocabulary and Pronunciation 2
- l. ESL 023 – ESL Grammar 2
- m. ESL 028 – ESL Reading and Writing 2
- n. ESL 029 – ESL Skills Building 2
- o. ESL 030 – ESL Vocabulary and Pronunciation 3
- p. ESL 033 – ESL Grammar 3
- q. ESL 038 – ESL Reading and Writing 3
- r. ESL 039 – ESL Skills Building 3
- s. ESL 040 – ESL Vocabulary and Pronunciation 4
- t. ESL 043 – ESL Grammar 4
- u. ESL 048 – ESL Reading and Writing 4
- v. ESL 049 – ESL Skills Building 4
- w. ESL 058 – ESL Reading and Writing 5
- x. ESL 059 – ESL Skills Building 5
- y. READ 150 – Speed Reading (Technical Review 5/2009: pending revisions)
- z. READ 175 – Literacy Tutor & Supervised Field Experience
- aa. SPAN 101 – Elementary Spanish
- bb. SPAN 102 – Elementary Spanish
- cc. SPAN 201 – Intermediate Spanish
- dd. SPAN 202 – Intermediate Spanish
- ee. SPAN 203 – Advance Spanish

Math/Science and Engineering

- a. DRFT 130 – Architectural Drafting I
- b. DRFT 240 – Electronic Drafting
- c. ENGR 130 – Materials Science
- d. ENGR 130L – Materials Science Lab
- e. ENGR 210 – Statics
- f. GEOL 101 – Physical Geology (Rcvd revisions 9/21/2009)
- g. MATH 070B – Elementary Algebra – 2nd Half
- h. MATH 080 – Plane Geometry

Noncredit

- a. BASL 910 – Cat. A & B Life and Workplace Skills
- b. BASM 903 – Cat. A: Mathematics
- c. BASM 904 – Cat. B: Mathematics
- d. BASO 900 – Cat. A & B Pathways to Success
- e. BASR 906 – Cat. A: Reading/Writing
- f. BASR 907 – Cat. B: Reading/Writing
- g. LAC 900 – Supervised Tutoring
- h. LAC 901 – Supervised Learning Assistance
- i. LAC 939 – Prep for Success in Corp Train
- j. LAC 941 – Special Topics in WFDV
- k. LAC 942 – Learning Skills Lab for WFDV
- l. SEN 901 – Creative Retirement

- m. SEN 910 – Healthy Nutrition for Seniors
- n. SEN 920 – Gen through Photo and Journals
- o. WDTO 901 – App Water Treat & Dist Math I & II (Rcvd 9/18/2009: pending faculty clarification)
- p. WDTO 905 – Basic Water Supply Science
- q. WDTO 910 – Water Chemistry and Quality
- r. WDTO 915 – Water Distribution I
- s. WDTO 916 – Water Distribution II
- t. WDTO 920 – Water Treatment I (Rcvd 9/18/2009)
- u. WFDV 901 – Self Sufficiency Through Personal Development
- v. WFDV 902 – Self Sufficiency Through Job Readiness
- w. WFDV 903 – Self Sufficiency Through Job Retention
- x. WFDV 904 – Self Sufficiency Through Career Awareness

Physical Education & Athletics

- a. DA 101 – Dance Appreciation (In process)
- b. DA 102 – Beginning Ballet (In process)
- c. DA 103 – Beginning Modern Dance (First reading 9/10/2009: pending revisions)
- d. DA 104 – Beginning Jazz Dance (First reading 9/10/2009: pending revisions)
- e. DA 105 – Beginning Tap Dance (First reading 9/10/2009: pending revisions)
- f. DA 106 – Ballroom Dance (In process)
- g. DA 107A – Dance Performance (In process)
- h. DA 107B – Dance Performance (In process)
- i. DA 107C – Dance Performance (In process)
- j. DA 108 – Dance Ensemble (In process)
- k. DA 109 – Dance and Technology (In process)
- l. DA 111 – Choreography (First reading 9/10/2009: pending revisions)
- m. DA 113 – World Dance-Ethnic Form (In process)
- n. DA 116 – Dance Improvisation (In process)
- o. DA 122 – Intermediate Ballet (In process)
- p. DA 123 – Intermediate Modern Dance (First reading 9/10/2009: pending revisions)
- q. DA 124 – Intermediate Jazz Dance (First reading 9/10/2009: pending revisions)
- r. DA 125 – Intermediate Tap Dance (First reading 9/10/2009: pending revisions)
- s. DA 202 – Advance Ballet (In process)
- t. DA 203 – Advance Modern Dance (First reading 9/10/2009: pending revisions)
- u. DA 204 – Advance Jazz Dance (First reading 9/10/2009: pending revisions)
- v. DA 205 – Advance Tap Dance (First reading 9/10/2009: pending revisions)
- w. PE 190 – Introduction to Physical Education
- x. PE 197 – Lifeguard Training

Social & Behavioral Sciences / FACE

- a. ECON 110 – Economics of the Underclass (Technical Review 11/2009: pending revisions)
- b. PSY 215 – Psychology of Prejudice
- c. PSY 235 – Child Psychology
- d. WE 199 – Work Experience

Technical Education

- a. ABDY 112 – Basic Auto Body Repair (First reading 5/28/2009: pending revisions)
- b. ABDY 113 – Basic Auto Body Repair (First reading 5/28/2009: pending revisions)
- c. ABDY 115 – Basic Auto Body Repair (First reading 5/28/2009: pending revisions)
- d. ABDY 122 – Basic Automotive Refinishing (First reading 5/28/2009: pending revisions)
- e. ABDY 123 – Automotive Refinishing (First reading 5/28/2009: pending revisions)
- f. ABDY 125 – Basic Automotive Refinishing (First reading 5/28/2009: pending revisions)
- g. ABDY 212 – Advanced Collision Repair I (First reading 5/28/2009: pending revisions)
- h. ABDY 213 – Advanced Collision Repair II (First reading 5/28/2009: pending revisions)
- i. ABDY 215 – Advance Collision Repair (First reading 5/28/2009: pending revisions)
- j. ABDY 222 – Advanced Automotive Refinishing I (First reading 5/28/2009: pending revisions)
- k. ABDY 223 – Advanced Automotive Refinishing II (First reading 5/28/2009: pending revisions)
- l. ABDY 225 – Advanced Automotive Refinishing (First reading 5/28/2009: pending revisions)
- m. ACRV 198A – Commercial Ice Machine
- n. AUTO 276 – C.A. Clean Air Car Course

- o. ELEC 110 – Fundamentals of Electricity
- p. ELEC 115 – Electrical Codes and Ordinances
- q. ELEC 120 – Residential Wiring
- r. ELEC 140 – Commercial/Industrial Wiring and Cabling
- s. ELEC 150 – Electrical Maintenance
- t. ELEC 160 – Fundamentals of Motor Control
- u. ELEC 220 – Advanced Motor Control – PLC
- v. ELEC 250 – Electricians Journeyman Review
- w. FTEC 102 – (I-200) Bas Incd Comm Sys
- x. FTEC 120 – (S-212) Wildfire Powersaws
- y. FTEC 122 – Wildland Firefighter
- z. FTEC 125 – Haz Mat First Responder Operations
- aa. FTEC 126 – Wildland Fire behavior
- bb. FTEC 127 – Wildland Firefighter Safety and Survival
- cc. FTEC 128 – Wildland Fire Operations
- dd. FTEC 129 – Wildland Public Information Officer, Prevention and Investigation
- ee. FTEC 130 – Wildland Fire Logistics, Finance and Planning
- ff. FTEC 131 – (L-280) Followership to Leadership
- gg. FTEC 132 – (S-131) Advanced Firefighter Training
- hh. FTEC 137 – (S-211) Portable Pumps and Water Use
- ii. FTEC 138 – Wildland Engine Firefighter
- jj. FTEC 150 – (S-270) Basic Air Operations
- kk. FTEC 240 – Fuel Management and Fire Use

Visual & Performing Arts

- a. ART 105 – Women Artists in History
- b. THA 102 – Introduction to Stagecraft (Technical Review 5/2009: pending revisions)
- c. THA 103 – Introduction to Stage Lighting (Technical Review 5/2009: pending revisions)
- d. THA 105 – Introduction to Lighting Design
- e. THA 120D – Rehearsal and Performance: Children’s Theatre (Technical Review 5/2009: pending revisions)

11. ADJOURNMENT

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NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Mr. Christos Valiotis, Academic Senate President, at (661) 622-6306 (weekdays between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours before the meeting, if possible. Public records related to agenda items for open session are available for public inspection 72 hours prior to each regular meeting at the Antelope Valley College Academic Senate’s Office, Administration Building, 3041 West Avenue K, Lancaster, California 93536.

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: September 24, 2009
LOCATION: SSV 151 – Board Room
TIME: 3:00 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Beverly Beyer, Faculty	Cynthia Littlefield, Faculty	Rick Motawakel, Faculty
Maria Clinton, Cochair	Mrs. Sharon Lowry, V. P. Academic Affairs	Les Uhazy, Dean
De'Nean Coleman-Carew, Faculty	Sheronda Myers, Non-Voting ASO	
Margaret Drake, Dean	David Newby, Faculty	
Tooraj Gordi, Faculty	David Newman, Faculty	
Lee Grishman, Articulation	Duane Rumsey, Faculty	
Susan Atwood proxy Linda Harmon, Faculty	LaDonna Trimble, Dean	
Scott Lee, Faculty	Darcy Wiewall, Faculty	

2009-2010
Academic Policies & Procedures Committee Meeting No. 3
MINUTES

1. CALL TO ORDER AND ROLL CALL

Ms. Clinton called the meeting to order at 3:07 p.m. She requested a motion to approve the agenda. A motion was made and seconded to approve the agenda. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Ms. Maria Clinton introduce Darcy Weiwall as the new AP&P Representative for Social and Behavioral Sciences. Ms. Clinton requested that each person introduce themselves to Darcy before we continue. Darcy was then given an AP&P handbook and copy of the 2009-10 College Catalog.

3. APPROVAL OF MINUTES

a. September 10, 2009

Ms. Clinton requested that the committee review the meeting minutes from September 10, 2009 for accuracy. Beverly Beyer requested that a change be made to item 6e. She stated that she did not ask if the course had prerequisites. Lee Grishman requested a grammatical change be made to item 5a. Sheronda Harris requested that her name be corrected. Ms. Clinton requested a motion to approve the minutes with said changes. A motion was made and seconded to approve the minutes with requested changes. Motion carried.

4. INFORMATIONAL ITEMS

a. AVC Community Service Offerings – AP&P Standards and Practices Handbook 2009-10, pg. 30

Ms. Clinton introduced item 4a from the AP&P handbook and stated that the Community Education offerings are to be reviewed with these guidelines in mind. Lee Grishman stated that the document probably needs to be revised. Ms. Clinton agreed that it need revision simply for the name change, however, other changes may also need to be made and will be further discussed in the future.

b. AVC Official Class Maximums as Approved by AP&P

Ms. Clinton then stated that each member has a copy of the AVC Official Class Maximums as Approved by AP&P list and that there were some inconsistencies within a discipline. She stated that some classes had higher class maximums then others and that this is something that should be standardized within a discipline. She requested that the AP&P Representatives take the list back to their divisions and ask that the faculty review the information for accuracy. Mrs. Lowry state that the disciplines need to double check the class maximums and request changes if necessary. Beverly Beyer requested that she have an electronic version so she can quickly email it to her area for review. Ms. Clinton stated that it will be emailed to the committee members.

5. REPORTS

6. ACTION ITEMS – Revised Courses/CORS – Second Reading (No Xeroxing required.)

- a. DA 101 – Dance Appreciation 3 units, 3 hours weekly
Ms. Clinton stated that the DA 101 had minor changes to the COR and all requested changes have been made by Ms. Cindy Littlefield. She requested a motion to approve DA 101 Dance Appreciation with said revisions. A motion was made and seconded to approve DA 101 Dance Appreciation. Motion carried.
- b. DA 102 – Beginning Ballet 1 unit, 3 hours weekly
- c. DA 122 – Intermediate Ballet 1 unit, 3 hours weekly
- d. DA 202 – Advanced Ballet 1 unit, 3 hours weekly
Ms. Clinton stated that Ms. Cindy Littlefield addressed all the requested changes for the ballet courses. She requested a motion to approve DA 102, DA 122, and DA 202 with said revisions. Mrs. Lowry requested clarification on the repeatability of the dance courses. Ms. Clinton stated that according to PCAH (Program and Course Approval Handbook) the dance courses are not listed as PE courses but rather as Performing Arts courses and can be repeated three times each course. A motion was made and seconded to approve DA 102, DA 122, and DA 202. Motion carried.
- e. DA 106 – Ballroom Dance 1 unit, 3 hours weekly
- f. DA 107A – *Dance Performance 1 unit, 3 hours weekly
- g. DA 107B – *Dance Performance 2 units, 6 hours weekly
- h. DA 107C – *Dance Performance 3 units, 9 hours weekly
- i. DA 108 – *Dance Ensemble 3 units, 9 hours weekly
- j. DA 109 – *Dance and Technology 3 units, 3 hours weekly
- k. DA 113 – *World Dance – Ethnic Forms 1 unit, 3 hours weekly
- l. DA 116 – *Dance Improvisation 1 unit, 3 hours weekly
Ms. Clinton stated the only changes requested of items 6e-l were a simply revision in the homework section. She stated that the changes have been made and requested a motion to approve 6e-l with said changes. A motion was made and seconded to approve items 6e-l. Motion carried.

7. ACTION ITEMS ACTION ITEMS – New Community Service Offering – First Reading

- a. Passport to Retirement – Jerry Blakely
Ms. Clinton introduced Jerry Blakely and requested him to give an explanation for the course Passport to Retirement. Mr. Blakely gave a brief description of the course and what he will cover. De’Neen Coleman-Carew asked Mr. Blakely what kind of credentials he had to teach others on this topic. Mr. Blakely stated that he was told by Melissa that his credentials were not included in the packet. Ms. Clinton stated that Mr. Blakely’s background is not considered when approving the course and its content and did not believe that it was published when advertising the course. Beverly Beyer stated that sometimes the instructor’s background is referenced when marketing the offering. Ms. Clinton then asked Mr. Blakely to explain the purpose of the materials fee. Mr. Blakely stated that the participants will be provided with a retirement workbook. Susan Atwood requested clarification on the target audience since there might be younger individuals who would benefit from this type of offering. Mr. Blakely stated that he covers information regarding estate planning, etc. and that some of the information may be over a younger audiences head. Ms. Clinton stated that if there were no requested revisions, could she get a motion to approve the offering. A motion was made and seconded to approve the Passport to Retirement Community Service offering. Motion carried.

8. ACTION ITEMS – Obsolete Courses – Second Reading (No Xeroxing required.)

- a. CA 177, BUS 113 DE, WFDV
Ms. Clinton requested a formal motion to approve to make obsolete the listed courses. A motion was made and seconded to approve the request make obsolete the courses listed. Lee Grishman requested clarification that BUS 113 DE was the only portion of BUS 113 that was being made obsolete. Beverly Beyer stated that BUS 113 is still an active course and only the distance education portion is being requested to make obsolete. Motion carried.

9. DISCUSSION ITEMS

Duane Rumsey asked if the diversity statement would be discussed today. Ms. Clinton stated that the diversity statement was scheduled to return to AP&P on October 8, 2009.

Tooraj Gordi requested a discussion on creating a drop policy for online courses. Ms. Clinton stated that this topic does need to be discussed and would return on a future agenda.

Darcy requested background information on the diversity statement. Ms. Clinton stated that the statement is currently posted in the 2009-10 College Catalog and it may need to be revised.

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

Business and Computer Studies

- a. ACCT 111 – Bookkeeping
- b. ACCT 113 – Bookkeeping II
- c. ACCT 121 – Microcomputer Accounting
- d. ACCT 201 – Financial Accounting
- e. ACCT 205 Managerial Accounting
- f. BUS 101 Introduction to Business
- g. BUS 105 – Business Mathematics
- h. BUS 113 – Business Communications
- i. BUS 212 – Women in Organization
- j. CA 121 – Microcomputer Spreadsheets
- k. CA 131 Microcomputer Database Management
- l. CA 133 – Oracle PL/SQL Programming (Rcvd 9/9/2009)
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Instructional Resources

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- p. DA 123 – Intermediate Modern Dance (First reading 9/10/2009: pending revisions)
- q. DA 124 – Intermediate Jazz Dance (First reading 9/10/2009: pending revisions)
- r. DA 125 – Intermediate Tap Dance (First reading 9/10/2009: pending revisions)
- s. DA 202 – Advance Ballet (In process)
- t. DA 203 – Advance Modern Dance (First reading 9/10/2009: pending revisions)
- u. DA 204 – Advance Jazz Dance (First reading 9/10/2009: pending revisions)
- v. DA 205 – Advance Tap Dance (First reading 9/10/2009: pending revisions)
- w. PE 190 – Introduction to Physical Education
- x. PE 197 – Lifeguard Training

Social & Behavioral Sciences / FACE

- a. ECON 110 – Economics of the Underclass (Technical Review 11/2009: pending revisions)
- b. PSY 215 – Psychology of Prejudice
- c. PSY 235 – Child Psychology
- d. WE 199 – Work Experience

Technical Education

- a. ABDY 112 – Basic Auto Body Repair (First reading 5/28/2009: pending revisions)
- b. ABDY 113 – Basic Auto Body Repair (First reading 5/28/2009: pending revisions)
- c. ABDY 115 – Basic Auto Body Repair (First reading 5/28/2009: pending revisions)
- d. ABDY 122 – Basic Automotive Refinishing (First reading 5/28/2009: pending revisions)
- e. ABDY 123 – Automotive Refinishing (First reading 5/28/2009: pending revisions)
- f. ABDY 125 – Basic Automotive Refinishing (First reading 5/28/2009: pending revisions)
- g. ABDY 212 – Advanced Collision Repair I (First reading 5/28/2009: pending revisions)
- h. ABDY 213 – Advanced Collision Repair II (First reading 5/28/2009: pending revisions)
- i. ABDY 215 – Advance Collision Repair (First reading 5/28/2009: pending revisions)
- j. ABDY 222 – Advanced Automotive Refinishing I (First reading 5/28/2009: pending revisions)
- k. ABDY 223 – Advanced Automotive Refinishing II (First reading 5/28/2009: pending revisions)
- l. ABDY 225 – Advanced Automotive Refinishing (First reading 5/28/2009: pending revisions)
- m. ACRV 198A – Commercial Ice Machine
- n. AUTO 276 – C.A. Clean Air Car Course
- o. ELEC 110 – Fundamentals of Electricity
- p. ELEC 115 – Electrical Codes and Ordinances
- q. ELEC 120 – Residential Wiring
- r. ELEC 140 – Commercial/Industrial Wiring and Cabling
- s. ELEC 150 – Electrical Maintenance
- t. ELEC 160 – Fundamentals of Motor Control
- u. ELEC 220 – Advanced Motor Control – PLC
- v. ELEC 250 – Electricians Journeyman Review
- w. FTEC 102 – (I-200) Bas Incd Comm Sys

- x. FTEC 120 – (S-212) Wildfire Powersaws
- y. FTEC 122 – Wildland Firefighter
- z. FTEC 125 – Haz Mat First Responder Operations
- aa. FTEC 126 – Wildland Fire behavior
- bb. FTEC 127 – Wildland Firefighter Safety and Survival
- cc. FTEC 128 – Wildland Fire Operations
- dd. FTEC 129 – Wildland Public Information Officer, Prevention and Investigation
- ee. FTEC 130 – Wildland Fire Logistics, Finance and Planning
- ff. FTEC 131 – (L-280) Followership to Leadership
- gg. FTEC 132 – (S-131) Advanced Firefighter Training
- hh. FTEC 137 – (S-211) Portable Pumps and Water Use
- ii. FTEC 138 – Wildland Engine Firefighter
- jj. FTEC 150 – (S-270) Basic Air Operations
- kk. FTEC 240 – Fuel Management and Fire Use

Visual & Performing Arts

- a. ART 105 – Women Artists in History
- b. THA 102 – Introduction to Stagecraft (Technical Review 5/2009: pending revisions)
- c. THA 103 – Introduction to Stage Lighting (Technical Review 5/2009: pending revisions)
- d. THA 105 – Introduction to Lighting Design
- e. THA 120D – Rehearsal and Performance: Children’s Theatre (Technical Review 5/2009: pending revisions)

Ms. Clinton stated that this was a list of all the courses that need to come through AP&P this academic year. She explained that listed in parentheses is the current status of the course. She requested that the AP&P Representatives take the information back to their divisions and follow up with the appropriate faculty member to determine the status of the COR revisions.

11. ADJOURNMENT

The meeting adjourned at 3:32 p.m.

mj

NON-DISCRIMINATION POLICY

Antelope Valley College prohibits discrimination and harassment based on sex, gender, race, color, religion, national origin or ancestry, age, disability, marital status, sexual orientation, cancer-related medical condition, or genetic predisposition. Upon request, we will consider reasonable accommodation to permit individuals with protected disabilities to (1) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

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ANTELOPE VALLEY COLLEGE
Academic Affairs Office

DATE: September 10, 2009
LOCATION: SSV 151 – Board Room
TIME: 3:00 p.m.

<u>MEMBERS PRESENT</u>		<u>MEMBERS ABSENT</u>
Beverly Beyer, Faculty	Mrs. Sharon Lowry, V. P. Academic Affairs	Rick Motawakel, Faculty
Maria Clinton, Cochair	Sheronda Myers, Non-Voting ASO	
De’Nean Coleman-Carew, Faculty	David Newby, Faculty	
Margaret Drake, Dean	Lisa Karlstein proxy for David Newman,	
Tooraj Gordi, Faculty	Faculty	
Lee Grishman, Articulation	Duane Rumsey, Faculty	
Linda Harmon, Faculty	LaDonna Trimble, Dean	
Scott Lee, Faculty	Les Uhazy, Dean	
Cynthia Littlefield, Faculty		

2009-2010
Academic Policies & Procedures Committee Meeting No. 2
Minutes

1. CALL TO ORDER AND ROLL CALL

Ms. Clinton called the meeting to order at 3:08 p.m.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Ms. Clinton mentioned that there were no new updates regarding CurricUNET. Ms. Clinton did request a motion to amend the agenda to include Informational Item 4b. Beverly Beyer requested a correction to the agenda that 10a BUS 113 reflect that only the DE portion of the course is becoming obsolete. A motion was made and seconded to amend the agenda. Motion carried.

3. APPROVAL OF MINUTES

a. August 27, 2009

A correction was requested by Les Uhazy to include the fact that he was present at the last meeting. A motion was made and seconded to approve the minutes with the requested change. Motion carried.

4. INFORMATIONAL ITEMS

a. Prerequisite Challenge Process

Ms. Clinton announced that Christos Valiotis, Academic Senate President, wanted the committee to be reminded that it’s important for students to have proper documentation that clearly illustrates the equivalence of the prerequisite and the student’s past training, in order to challenge a prerequisite, per Title 5 requirements.

b. Inventory of Approved Programs – The non-substantial change (NSC) requests for the below referenced unique codes, have been processed by the Chancellor’s Office and the updates are reflected in the credit Inventory of Approved Programs for Antelope Valley College.

The Chancellor’s Office is migrating towards assigning a unique identification code to each degree and certificate. As a result, when non-substantial change (NSC) requests are processed that have both a degree and certificate under the same unique identification code, the entry is separated. The following reflects separation of the degree and certificate entries:

Unique Code	TOP Code	Award	Units	Local Title
07246	0614.10	AA Degree	31	Video Design & Production
19471	0614.10	Certificate	31	Video Design & Production
07247	0614.10	AA Degree	27	Interactive Media: Web Design
19470	0614.10	Certificate	27	Interactive Media: Web Design

12161	0614.40	AA Degree	31	Computer Animation
19467	0614.40	Certificate	31	Computer Animation
02196	0614.50	AA Degree	28	Digital Printing
19468	0614.50	Certificate	28	Digital Printing
10241	0614.60	AA Degree	28	Graphic Design
19469	0614.60	Certificate	28	Graphic Design
02160	1012.00	AA Degree	34	Commercial Photography
19465	1012.00	Certificate	27	Commercial Photography
12160	1012.00	AA Degree	28	Digital Photographic Imaging
19466	1012.00	Certificate	28	Digital Photographic Imaging
07239	0506.00	AA Degree	30	Management
19462	0506.00	Certificate	30	Management
07248	0805.00	AA Degree	38	Deaf Studies: ASL
19463	0805.00	Certificate	38	Deaf Studies: ASL
02149	0934.00	AA Degree	31.5	Electronics Technology
19460	0934.00	Certificate	29	Electronics Technology

Ms. Clinton announced that the above table reflects the newly Chancellor Office approved certificates and degrees.

5. REPORTS

a. Upper Division Units – Dr. Lee Grishman

Dr. Lee Grishman was asked to research the practices of other community colleges when considering upper division units in granting a degree. He received 45 responses, 36% did not allow the use of upper division units for any purpose, 9% allowed the use of upper division units for any and all purposes, and 55% required a student to petition identifying the desired specific usage of one or more upper division courses. Several questions were asked regarding current practices of Antelope Valley College. De’Neen Coleman-Carew asked if we currently have lower division courses that are equivalent to upper division units. De’Neen Coleman-Carew also asked if we accept students who had attended a University, can the student transfer 120 + units. Lee Grishman did state that we do currently have lower division units equivalent to upper division units. He also stated that other community colleges set a limit on the number of transferable units, which is something that can be considered.

Ms. Clinton requested that the committee members take the information back to their divisions and collect comments and concerns from the campus community. This will return to the committee in a month for further discussion.

6. ACTION ITEMS – New Community Service Offering – First Reading

Ms. Clinton requested that the committee make a motion to amend the agenda to move item 7a-8a to be discussed next. A motion was made and seconded to amend the agenda. Motion carried.

a. Want Your Child to Have Better Grades? You Need “The Homework Nanny!” – Marta Shea

b. Funtastic Teaching – Improves Student Grades – Marta Shea

Marta Shea was not present to discuss her proposed Community Service Offering courses. Dr. Tom O’Neil was present to document any recommendations, which will be taken back to Community Education. Beverly Beyer was wondering why the course descriptions were the same. Les Uhazy thought that one addressed a teacher or tutor while the other addressed the parent. Dr. O’Neil will get clarification from Community Education and these two offerings will return to AP&P at a later date.

c. How to Learn Anything Faster – Howard Stephen Berg

d. Ultimate Speed Reading – Howard Stephen Berg

Howard Stephen Berg was not present to discuss his proposed Community Service Offering courses. Dr. Tom O’Neil was present to document any recommendations, which will be taken back to Community Education. Beverly Beyer questioned the instructor’s ability to teach 1000 participants at a time. Duane Rumsey wanted clarification on whether the online course was going to be taught through the campus or the instructor’s personal Website. Ms. Clinton stated that the use of a personal Website would not be appropriate. Mrs. Lowry further explained that all online courses, whether credit or non-credit, should be offered through Blackboard. Dr. O’Neil will take the above concerns back to the department for clarification and the courses will return to AP&P at a later date.

e. Novel Beginnings – Bonnie D. Stone

Bonnie Stone was present to discuss her offering. Ms. Stone gave a brief description of herself, as well as, the course. She explained that in 6 weeks the students will be able to successfully write a novel utilizing the provided handouts. The question was asked if the course will have prerequisites. Ms. Stone preferred to teach literate adults,

which she considered an adult to be 18 years or older. A concern was raised that this type of offering is already being taught by instructors in the Language Arts division. Duane Rumsey was asked to take the course back to his area and ask the instructors to sign-off on the appropriateness of this offering. Novel Beginnings will return to AP&P at a later date.

f. How to Get into Show Business – Hattie Fishburne

Hattie Fishburne was present to discuss her course with the Committee. She explained that the course will give participants information on what they need to know to get into show business, for example, how to get an agent, how to talk to an agent, charisma, etc. Her target audience would preferably be adults. Mrs. Lowry asked the purpose of the materials fee. Ms. Fishburne explained the fees were for the participants to purchase her book and CD. Beverly Beyer requested that the last sentence of the description be changed or revised. Ms. Clinton asked if the course could be taught in 3 hours. Ms. Fishburne stated that the provided outline also included information regarding a different course offering. Ms. Fishburne was asked to revise the course description to include only the information taught during this offering. Ms. Fishburne will make necessary changes and will bring it back to AP&P at a later date.

g. Identity Theft Prevention – Bob Pearce

Bob Pearce was not present to discuss his proposed Community Service Offering course. Dr. Tom O'Neil was present to document any recommendations, which will be taken back to Community Education. The committee requested clarification on the purpose of the materials fee. The committee also felt that there was too much information to be covered in a four hour period. Margaret Drake requested that the course offering go back to the Technical Education division to be sure that Administrative Justice is okay with the offering.

7. **ACTION ITEMS** – Revised Distance Education Courses – First Reading

a. SOC 101 – Introduction to Sociology 3 units, 3 hours weekly – revised online equivalent

Ronald Chapman was present to discuss his distance education proposal. Several typos were noticed by Mr. Chapman and were noted. The committee wanted clarification on whether the course will be hybrid or completely online. Mr. Chapman explained that he would like to possibly give a face-to-face exam. The committee explained that if the class meets even once face-to-face, then the class would be considered hybrid. Also the committee requested that Mr. Chapman remove the reference to a particular location to use a computer, which is stated in section two. Mr. Chapman was also asked to remove the sentences in section 4a that reference instructor review timelines. Mr. Chapman will make recommended changes and decide on whether he would prefer online or hybrid. The distance education proposal will return at a later date.

8. **ACTION ITEMS** – Revised Courses/CORS – First Reading

a. DA 101 – *Dance Appreciation 3 units, 3 hours weekly

Cynthia Littlefield was present to discuss the course with the Committee. Ms. Littlefield explained that there were minor changes made to the objectives and other areas of the COR. Lee Grishman asked if this course was now ready to be considered for IGETC and CSU/GE. Ms. Littlefield explained that she revised the course so that it would meet the requirements of IGETC and CSU/GE. A revision to the methods of instruction was requested. Ms. Littlefield was asked to make the adjustments and to meet with Lee Grishman for articulation purposes. This course will return to the committee at a later date for a second reading.

b. DA 102 – *Beginning Ballet 1 unit, 3 hours weekly

c. DA 122 – *Intermediate Ballet 1 unit, 3 hours weekly

d. DA 202 – *Advanced Ballet 1 unit, 3 hours weekly

Cynthia Littlefield was present to discuss the courses with the Committee. The Ballet series of courses were considered together. Changes were requested for section four of the homework, which was to include a statement that referenced that students would practice at home. Ms. Littlefield was asked to make the recommended changes and the courses will return to the committee at a later date for a second reading.

Mrs. Lowry also discussed the issue of repeatability in reference to a series of courses such as the ballet courses. She stated that a student is not allowed to repeat all three courses three times but rather the first and second courses in the series can be repeated once while the third course can be taken three times. Further discussion on the matter took place and De'Neen Coleman-Carew pointed out that Physical Education addresses this issue in the catalog. Ms. Margaret Drake noticed that the ceramics courses do not address the issue in the catalog. Ms. Clinton clarified the matter by reading the material in the AP&P handbook that addressed repeatability among series courses. It was recommended by LaDonna Trimble that a paragraph be added to the definitions section of the catalog and codes be used through the course descriptions. Ms. Clinton suggested that this issue return to the committee at a later date.

- e. DA 103 – *Beginning Modern Dance 1 unit, 3 hours weekly
- f. DA 123 – *Intermediate Modern Dance 1 unit, 3 hours weekly
- g. DA 203 – *Advanced Modern Dance 1 unit, 3 hours weekly

Cynthia Littlefield was present to discuss the courses with the Committee. The Modern Dance series of courses were considered together. Changes were requested for section four of the homework, which was to include a statement that referenced that students would practice at home. Beverly Beyer noticed that for Advanced Modern Dance it did not list a method of evaluation for objective 11. Ms. Littlefield was asked to make the recommended changes and to meet with Ms. Maria Clinton to adjust the course objectives and course content so that it reflected varying complexities between the three courses. The courses will return to the committee at a later date for a second reading.

Mrs. Lowry also discussed the issue surrounding audit students. She stated that an audit student can not be allowed to enter a course until all credit students have enrolled in the course. Ms. Littlefield asked if an audit student can enter the course if a student drops out after the add period since credit students would no longer be allowed to enroll.

- h. DA 104 – *Beginning Jazz Dance 1 unit, 3 hours weekly
- i. DA 124 – *Intermediate Jazz Dance 1 unit, 3 hours weekly
- j. DA 204 – *Advanced Jazz Dance 1 unit, 3 hours weekly

Cynthia Littlefield was present to discuss the courses with the Committee. The Jazz Dance series of courses were considered together. Changes were requested for section four of the homework, which was to include a statement that referenced that students would practice at home. Ms. Littlefield was asked to make the recommended changes and to meet with Ms. Maria Clinton to adjust the course objectives and course content so that it reflected varying complexities between the three courses. The courses will return to the committee at a later date for a second reading.

- k. DA 105 – *Beginning Tap Dance 1 unit, 3 hours weekly
- l. DA 125 – *Intermediate Tap Dance 1 unit, 3 hours weekly
- m. DA 205 – *Advanced Tap Dance 1 unit, 3 hours weekly

Cynthia Littlefield was present to discuss the courses with the Committee. The Tap Dance series of courses were considered together. Changes were requested for section four of the homework, which was to include a statement that referenced that students would practice at home. Ms. Littlefield was asked to make the recommended changes and to meet with Ms. Maria Clinton to adjust the course objectives and course content so that it reflected varying complexities between the three courses. The courses will return to the committee at a later date for a second reading.

- n. DA 106 – *Ballroom Dance 1 unit, 3 hours weekly

Cynthia Littlefield was present to discuss the course with the Committee. Ms. Littlefield was asked to make the recommended changes and the course will return to the committee at a later date for a second reading.

- o. DA 107A – *Dance Performance 1 unit, 3 hours weekly
- p. DA 107B – *Dance Performance 2 units, 6 hours weekly
- q. DA 107C – *Dance Performance 3 units, 9 hours weekly

Cynthia Littlefield was present to discuss the courses with the Committee. The Dance Performance series of courses were considered together. Ms. Littlefield was asked to make the recommended changes and the courses will return to the committee at a later date for a second reading.

- r. DA 108 – *Dance Ensemble 3 units, 9 hours weekly

Cynthia Littlefield was present to discuss the course with the Committee. Ms. Littlefield was asked to make the recommended changes and the course will return to the committee at a later date for a second reading.

- s. DA 109 – *Dance and Technology 3 units, 3 hours weekly

Cynthia Littlefield was present to discuss the course with the Committee. The number of homework hours needed to be adjusted. Ms. Littlefield was asked to make the recommended changes and the course will return to the committee at a later date for a second reading.

- t. DA 111 – *Choreography 3 units, 3 hours weekly

Cynthia Littlefield was present to discuss the course with the Committee. Ms. Littlefield explained that she revised the course so that it would meet the requirements of IGETC and CSU/GE but the course title was always an issue in the past. Ms. Littlefield was asked to make the recommended changes and to meet with Lee Grishman for articulation purposes. The course will return to the committee at a later date for a second reading.

- u. DA 113 – *World Dance – Ethnic Forms 1 unit, 3 hours weekly

Cynthia Littlefield was present to discuss the course with the Committee. Ms. Littlefield was asked to make the recommended changes and the course will return to the committee at a later date for a second reading.

- v. DA 116 – *Dance Improvisation 1 unit, 3 hours weekly
Cynthia Littlefield was present to discuss the course with the Committee. Ms. Littlefield was asked to make the recommended changes and the course will return to the committee at a later date for a second reading.

9. ACTION ITEMS – Increase in Instructional Materials Fee

- a. NS 111, NS 121, NS 231, NS 232, NS 241, RCP 204, VN 101, VN 102, VN 103
Ms. Clinton explained that the need for these material fee increases is a direct result of the increase to taxes. A motion was made and seconded to approve the requested fee increases. Motion carried.
- b. RCP 204
Ms. Clinton explained that the need for these material fee increases is a direct result of the increase to taxes. A motion was made and seconded to approve the requested fee increases. Motion carried.

10. ACTION ITEMS – Obsolete Courses – First Review

- a. CA 177, BUS 113 DE, WFDV
This item will be brought back for the next meeting so that Lee Grishman is able to determine any issues with making these courses obsolete.

11. DISCUSSION ITEMS

- a. 2009-2010 College Catalog Concerns – Attendance Statement
The committee agreed that the current attendance statement was worded badly. De’Nean Coleman-Carew explained that some faculty are counting absences, while others are counting hours. She felt that it was importance to bring the actual attendance policy wording in line with what most faculty are doing. Margaret Drake volunteered to help De’Nean research the attendance policy as well. Both De’Nean Coleman-Carew and Margaret Drake were asked to research attendance statements from other colleges and bring the material back to AP&P on October 8, 2009 for further review.

12. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

mj

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AVC COMMUNITY SERVICE OFFERINGS

According to Education Code 55002, Community Service Offerings are those offerings (classes) that meet the following minimum requirements:

- 1) approved by the district governing board;
- 2) designed for the physical, mental, moral, economic, or civic development of persons enrolled therein;
- 3) provides subject matter content, resource materials, and teaching methods which the district governing board deems appropriate for the enrolled students;
- 4) conducted in accordance with a predetermined strategy or plan;
- 5) open to all members of the community willing to pay fees to cover the cost of the offering;
- 6) may not be claimed for apportionment purposes.

In addition to meeting the above requirements, the Academic Senate feels strongly that any proposed course, offering, or program first gain faculty support. Therefore, community services offerings at Antelope Valley College are subject to division review and approval before going to the AP&P Committee.

Guidelines:

- 1) the Dean of Economic Development will keep faculty informed of offerings needed or being developed as Community Service Offerings and, when possible, use currently employed permanent or adjunct faculty to develop and teach these offerings;
- 2) once a Community Service Offering has been proposed/developed, a Community Service Offering Outline form must be completed;
- 3) the Dean of Economic Development then sends the CSO Outline form to the appropriate division for review by the dean and the AP&P representative, who consult with division faculty;
- 4) if there is a question as to which division the offering falls under, it should be sent to the AP&P faculty cochair for review and approval;
- 5) if the division dean, the AP&P representative, and the faculty have no concerns or questions, they will sign off on the offering(s) and return the form(s) to the Dean of Economic Development;
- 6) if the division dean, the AP&P representative, or the faculty have concerns or questions, they will meet with the Dean of Economic Development to discuss their concerns or questions and present suggestions for revision;
- 7) the division dean, the AP&P representative, and the faculty then have the right to approve the offering or not; if approved, signatures are required on the form;
- 8) prior to publishing a schedule of Community Service Offerings, the Dean of Economic Development will present a copy of the signed and approved CSO Outline to the AP&P Committee for review and approval;
- 9) final approval by AP&P is generally granted based upon division approval of offering(s);
- 10) once AP&P has approved a Community Service Offering, it need not go through the review process again unless there are substantive changes made to it;
- 11) the Dean of Economic Development then takes the approved Community Service Offerings to the Board for final approval before they are published and offered.

*During summer/intersession when AP&P does not meet, steps 1-7 must still be completed; however, steps 8 and 9 will be handled by the faculty cochair of AP&P, the Academic Senate President, and the Vice President of Academic Affairs.

AVC Official Class Maximums as Approved by AP/P

SUB	NO	Official Class MAX
ABDY	112	24
ABDY	113	24
ABDY	122	24
ABDY	123	24
ABDY	125	24
ABDY	199	500
ABDY	212	24
ABDY	213	24
ABDY	215	24
ABDY	222	24
ABDY	223	24
ABDY	225	24
ACCT	111	30
ACCT	113	30
ACCT	115	30
ACCT	121	20
ACCT	121	20
ACCT	131	30
ACCT	199	500
ACCT	201	30
ACCT	201	30
ACCT	205	30
ACCT	205	30
ACRV	100	30
ACRV	112	25
ACRV	113	25
ACRV	115	25
ACRV	122	25
ACRV	123	25
ACRV	125	25
ACRV	198A	30
ACRV	199	500
ACRV	212	25
ACRV	213	25
ACRV	215	25
ACRV	222	25
ACRV	223	25
ACRV	225	25
AERO	101	24
AERO	120	25
AERO	121	25
AERO	180	25
AERO	199	500
AERO	230	25
AERO	231	25
AERO	240	25
AERO	241	25
AERO	280	35
AERO	281	35
AERO	282	35

SUB	NO	Official Class MAX
AFAB	110	24
AFAB	115	24
AFAB	120	16
AFAB	130	35
AGRI	100	24
AGRI	102	24
AGRI	104	24
AGRI	110	24
AGRI	112	20
AGRI	130	24
AGRI	132	20
AGRI	134	24
AGRI	153	24
AGRI	155	24
AGRI	199	500
AGRI	210	24
AGRI	210	24
AGRI	212	24
AGRI	220	24
AGRI	230	24
AGRI	234	24
AGRI	250	24
AH	101	30
AH	101CL	30
AJ	101	40
AJ	102	40
AJ	103	0
AJ	104	40
AJ	105	30
AJ	109	35
AJ	110	35
AJ	130A	75
AJ	130B	75
AJ	130C	75
AJ	130D	75
AJ	199	500
AJ	201	40
AJ	203	40
AJ	204	40
AJ	205	40
AJ	206	40
AJ	207	40
AJ	208	30
AJ	209	35
AJ	800	75
AJ	810	75
ANTH	101	40
ANTH	102	40
ANTH	103	40
ANTH	112	30

SUB	NO	Official Class MAX
ANTH	130	18
ANTH	140	24
ANTH	199	500
ART	100	30
ART	101	45
ART	102	45
ART	103	40
ART	104	40
ART	105	45
ART	110	24
ART	113	24
ART	116	24
ART	121	20
ART	121L	500
ART	130	24
ART	131	24
ART	132	24
ART	140	24
ART	145	30
ART	145L	500
ART	160	24
ART	199	500
ART	210	24
ART	213	24
ART	216	24
ART	219	24
ART	222	20
ART	222L	500
ART	223	20
ART	223L	500
ART	225	20
ART	225L	500
ART	230	24
ART	298	0
ASTR	101	40
ASTR	101L	24
ATH	100	25
ATH	102	25
ATH	102L	8
ATH	103	25
ATH	103L	12
AUTO	100	48
AUTO	101	24
AUTO	102	24
AUTO	105	30
AUTO	110	24
AUTO	111	24
AUTO	112	24
AUTO	113	24
AUTO	125	24

SUB	NO	Official Class MAX
AUTO	126	24
AUTO	127	24
AUTO	128	24
AUTO	130	24
AUTO	150	24
AUTO	151	24
AUTO	152	24
AUTO	153	24
AUTO	175	24
AUTO	176	24
AUTO	177	45
AUTO	190	24
AUTO	198A	24
AUTO	198C	25
AUTO	198D	25
AUTO	198E	25
AUTO	198F	25
AUTO	198H	20
AUTO	198J	40
AUTO	198N	24
AUTO	199	500
AUTO	200	24
AUTO	210	24
AUTO	231	24
AUTO	232	24
AUTO	276	35
AUTO	277	30
AUTO	278	30
BASL	910	15
BASM	903	15
BASM	904	15
BASO	900	15
BASR	906	15
BASR	907	15
BIOL	100	48
BIOL	100L	24
BIOL	101	48
BIOL	101L	24
BIOL	101LX	24
BIOL	101X	24
BIOL	102	48
BIOL	102L	24
BIOL	103	24
BIOL	103L	24
BIOL	104	40
BIOL	110	24*
BIOL	120	24*
BIOL	165	24
BIOL	170	15
BIOL	201	48

AVC Official Class Maximums as Approved by AP/P

SUB	NO	Official Class MAX
BIOL	201L	24
BIOL	202	48
BIOL	202L	24
BIOL	204	48
BIOL	204L	24
BIOL	205	48
BUS	101	35
BUS	105	35
BUS	111	35
BUS	113	35
BUS	121	35
BUS	199	500
BUS	201	35
BUS	203	35
BUS	212	35
CA	103	25
CA	107	25
CA	110	25
CA	111	25
CA	121	25
CA	131	25
CA	132	25
CA	133	25
CA	141	25
CA	151	25
CA	153	25
CA	171	25
CA	173	25
CA	175	25
CA	176	25
CA	177	25
CA	182	25
CA	199	500
CA	221	25
CFE	101	30
CFE	102	30
CFE	103	35
CFE	104	35
CFE	105	35
CFE	106	24
CFE	107	35
CFE	109	24
CFE	110	35
CFE	111	35
CFE	113	35
CFE	114	35
CFE	115	30
CFE	116	35
CFE	120	35
CFE	122	35

SUB	NO	Official Class MAX
CFE	150	35
CFE	151	35
CFE	152	35
CFE	155	40
CFE	156	35
CFE	157	40
CFE	168	24
CFE	169	35
CFE	177	30
CFE	199	500
CFE	201	20
CFE	202	20
CFE	211	24
CFE	212	35
CFE	213	35
CG	127L	0
CHEM	101	24*
CHEM	101LX	24
CHEM	101X	24
CHEM	102	24*
CHEM	102LX	24
CHEM	102X	24
CHEM	110	24*
CHEM	110LX	24
CHEM	110X	24
CHEM	120	24*
CHEM	120LX	24
CHEM	120X	24
CHEM	199	500
CHEM	205	24*
CHEM	210	20*
CHEM	210LX	24
CHEM	210X	24
CHEM	212	24
CHEM	220	20*
CHEM	220LX	24
CHEM	220X	24
CHEM	222	24
CHIN	101	35
CHIN	102	35
CIS	101	25
CIS	111	25
CIS	113	25
CIS	121	35
CIS	123	25
CIS	141	25
CIS	145	25
CIS	157	25
CIS	159	25
CIS	161	25

SUB	NO	Official Class MAX
CIS	173	25
CIS	174	25
CIS	175	25
CIS	199	500
COMM	101	30
COMM	103	30
COMM	105	30
COMM	107	30
COMM	109	30
COMM	112	30
COMM	114	25
COMM	115	30
COMM	116	16
COMM	199	500
COMM	214	25
COMM	215	30
COMM	217	30
COMM	219	30
CT	050	20
CT	100	24
CT	101	24
CT	102	24
CT	110	24
CT	112	24
CT	115	20
CT	120	24
CT	141	24
CT	199	500
CT	213	24
CT	225	20
CT	242	24
CT	243	20
CULA	120	30
CULA	121	30
CULA	122	30
CULA	123	30
DA	101	35
DA	102	25
DA	103	45
DA	104	45
DA	105	45
DA	106	45
DA	107A	60
DA	107B	60
DA	107C	60
DA	108	25
DA	109	30
DA	111	25
DA	113	45
DA	115	30

SUB	NO	Official Class MAX
DA	116	30
DA	122	25
DA	123	45
DA	124	45
DA	125	45
DA	199	500
DA	202	25
DA	203	25
DA	204	45
DA	205	45
DFST	101	25
DFST	101L	25
DFST	102	25
DFST	102L	25
DFST	105	30
DFST	106	35
DFST	108	25
DFST	199	500
DFST	201	25
DFST	201L	25
DFST	202	25
DFST	204	35
DFST	205	25
DFST	206	25
DM	101	25
DM	101L	500
DM	103	25
DM	103L	500
DM	105	25
DM	105L	500
DM	106	25
DM	106L	500
DM	110	25
DM	110L	500
DM	112	25
DM	112L	500
DM	113	25
DM	113L	500
DM	115	25
DM	115L	500
DM	127	25
DM	127L	500
DM	128	25
DM	128L	500
DM	133	25
DM	133L	500
DM	143	25
DM	143L	500
DM	145	25
DM	145L	500

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SUB	NO	Official Class MAX
DM	199	500
DM	203	25
DM	203L	500
DM	205	25
DM	205L	500
DM	206	25
DM	206L	500
DM	213	25
DM	213L	500
DM	215	25
DM	215L	500
DM	233	25
DM	233L	500
DM	246	25
DM	246L	500
DM	298	25
DM	298L	500
DRFT	125	28
DRFT	130	20
DRFT	150	20
DRFT	230	25
DRFT	240	20
DRFT	250	20
ECON	101	40
ECON	102	40
ECON	102	40
ECON	110	30
ED	140	40
ED	141	40
ED	145	40
ED	199	500
ELCO	199	500
ELEC	110	24
ELEC	115	24
ELEC	120	24
ELEC	130	24
ELEC	140	24
ELEC	150	24
ELEC	160	24
ELEC	199	500
ELEC	220	24
ELEC	250	24
ELTE	101	24
ELTE	105	24
ELTE	110	45
ELTE	125	24
ELTE	130	20
ELTE	135	24
ELTE	140	20
ELTE	141	22

SUB	NO	Official Class MAX
ELTE	180	20
ELTE	199	500
ELTE	220	20
ELTE	235	24
ELTE	252	24
ELTE	254	24
EMT	101	40
EMT	101L	10**
ENGL	061	30
ENGL	062	30
ENGL	063	30
ENGL	064	30
ENGL	095	30
ENGL	097	30
ENGL	099	30
ENGL	101	30
ENGL	102	30
ENGL	103	25
ENGL	104	25
ENGL	111	25
ENGL	112	25
ENGL	113	25
ENGL	199	500
ENGL	211	25
ENGL	212	25
ENGL	221	35
ENGL	222	35
ENGL	225	35
ENGL	226	35
ENGL	227	35
ENGL	230	35
ENGL	231	35
ENGL	233	35
ENGL	234	35
ENGL	235	35
ENGL	236	35
ENGL	240	35
ENGL	242	35
ENGL	244	35
ENGL	246	35
ENGL	248	35
ENGL	250	35
ENGL	252	35
ENGL	253	35
ENGL	256	35
ENGL	257	35
ENGL	259	35
ENGL	260	35
ENGL	265	35
ENGL	270	35

SUB	NO	Official Class MAX
ENGL	272	35
ENGL	274	35
ENGL	279	30
ENGL	299	30
ENGR	110	31
ENGR	115	32
ENGR	120	20
ENGR	130	24
ENGR	130L	12
ENGR	185	24
ENGR	199	500
ENGR	210	24
ENGR	210PS	24
ENGR	220	24
ENGR	220L	12
ENGR	220PS	24
ENGR	230	24
EOPS	060	20
ERSC	101	24
ESL	018	25
ESL	019	25
ESL	020	25
ESL	023	25
ESL	028	25
ESL	029	25
ESL	030	25
ESL	033	25
ESL	038	25
ESL	039	25
ESL	040	25
ESL	043	25
ESL	048	25
ESL	049	25
ESL	058	25
ESL	059	25
FREN	101	35
FREN	102	35
FREN	201	35
FREN	202	35
FREN	203	35
FTEC	102	35
FTEC	111	35
FTEC	112	35
FTEC	113	35
FTEC	114	35
FTEC	115	35
FTEC	117	35
FTEC	120	35
FTEC	122	35
FTEC	123	35

SUB	NO	Official Class MAX
FTEC	127	35
FTEC	128	35
FTEC	129	35
FTEC	130	35
FTEC	131	35
FTEC	132	35
FTEC	137	35
FTEC	138	35
FTEC	139	35
FTEC	141	45
FTEC	142	45
FTEC	144	35
FTEC	149	35
FTEC	150	0
FTEC	199	500
FTEC	215	35
FTEC	216	35
FTEC	217	35
FTEC	222	35
FTEC	240	35
FTEC	250	35
FTEC	295A	40
FTEC	295AL	40
FTEC	295B	40
FTEC	295BL	40
FTV	101	35
FTV	103	35
FTV	107	35
FTV	108	35
FTV	121	20
FTV	134	25
FTV	155	40
FTV	201	35
FTV	203	35
FTV	215	25
FTV	220	25
FTV	230	25
FTV	242	25
FTV	244	20
FTV	251	35
FTV	261	30
GED	901	25
GED	902	25
GED	903	25
GED	904	25
GED	905	25
GED	906	25
GED	911	25
GED	913	25
GED	914	25

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SUB	NO	Official Class MAX
GED	915	25
GED	921	25
GED	922	25
GED	923	25
GED	931	25
GED	932	25
GED	933	25
GED	940	40
GED	942	25
GED	943	25
GED	944	25
GEOG	101	45
GEOG	101L	24
GEOG	102	45
GEOG	102L	20
GEOG	105	40
GEOG	106	40
GEOG	201	30
GEOG	205	20
GEOG	220	20
GEOG	221	20
GEOG	222	20
GEOG	298A	15
GEOG	298B	15
GEOG	298C	15
GEOG	299	0
GEOL	101	48
GEOL	101L	24
GEOL	102	45
GER	101	35
GER	102	35
GER	201	35
GER	202	35
GER	203	35
HD	100	25
HD	101	35
HD	103	25
HD	105	35
HD	198A	25
HD	198C	25
HD	198O	25
HD	199	500
HE	101	45
HE	120	35
HE	199	500
HE	201	35
HHA	102	15
HIST	101	40
HIST	102	40
HIST	104	35

SUB	NO	Official Class MAX
HIST	105	35
HIST	107	40
HIST	108	40
HIST	109	40
HIST	110	40
HIST	111	40
HIST	112	35
HIST	113	40
HIST	114	40
HIST	115	40
HIST	118	35
HIST	119	40
HIST	199	500
ID	100	24
ID	105	20
ID	110	20
ID	115	35
ID	116	25
ID	120	20
ID	125	20
ID	199	500
ID	200	24
ID	205	24
ID	210	20
INT	101	35
INT	199	500
INT	201	25
INT	202	25
INT	203	25
INT	204	25
INT	205	25
INT	206	25
JOUR	121	30
JOUR	123	24
JOUR	199	500
LA	199	500
LAC	098	25
LAC	099	25
LAC	100	30
LAC	199	500
LAC	200	20
LAC	900	999
LAC	901	0
LAC	939	40
LAC	941	0
LAC	942	30
LATN	101	35
LATN	102	35
LATN	201	35
LIB	101	22

SUB	NO	Official Class MAX
LIB	105	25
LIB	107	35
LIB	110	30
LIB	199	500
MATH	020	25
MATH	021	25
MATH	050	45
MATH	050A	35
MATH	050B	35
MATH	050C	500
MATH	050D	500
MATH	050E	500
MATH	050F	500
MATH	060	45
MATH	060C	500
MATH	060D	500
MATH	060E	500
MATH	060F	500
MATH	070	45
MATH	070A	35
MATH	070B	35
MATH	070C	500
MATH	070D	500
MATH	070E	500
MATH	070F	500
MATH	080	35
MATH	080C	500
MATH	080D	500
MATH	080E	500
MATH	080F	500
MATH	099	70
MATH	102	45
MATH	102A	35
MATH	102B	35
MATH	102C	500
MATH	102D	500
MATH	102E	500
MATH	102F	500
MATH	115	45
MATH	120	35
MATH	125	35
MATH	130	35
MATH	130C	500
MATH	130D	500
MATH	130E	500
MATH	130F	500
MATH	135	35
MATH	135C	500
MATH	135D	500
MATH	135E	500

SUB	NO	Official Class MAX
MATH	140	35
MATH	140C	500
MATH	140D	500
MATH	140E	500
MATH	140F	500
MATH	140G	500
MATH	150	35
MATH	160	35
MATH	220	45
MATH	230	35
MATH	250	35
MGT	101	35
MGT	105	35
MGT	115	35
MGT	121	35
MGT	123	35
MGT	199	500
MGT	201	35
MGT	212	35
MKTG	101	35
MKTG	112	35
MKTG	121	35
MKTG	199	500
MOA	101	35
MOA	102	35
MOA	110	30
MOA	111	30
MOA	199	500
MS	199	500
MUS	101	45
MUS	105	35
MUS	111	20
MUS	121	28
MUS	126	28
MUS	131	20
MUS	132	20
MUS	142	24
MUS	151	35
MUS	153	35
MUS	160	75
MUS	161	30
MUS	162	20
MUS	163	30
MUS	164	30
MUS	165	20
MUS	166	90
MUS	167	90
MUS	168	20
MUS	170	20
MUS	171	20

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SUB	NO	Official Class MAX
MUS	181	120
MUS	183	30
MUS	185	90
MUS	186	60
MUS	189	20
MUS	190	10
MUS	191	60
MUS	199	500
MUS	201	35
MUS	202	35
MUS	231	20
MUS	232	20
MUS	235	10
MUS	241	18
MUS	251A	35
MUS	251B	35
MUS	253A	30
MUS	253B	30
MUS	255A	20
MUS	255B	20
MUS	258	20
MUS	260	75
MUS	262	20
MUS	266	90
MUS	268	150
MUS	270	20
MUS	291	5
MUS	292	25
MUSC	102	35
MUSC	103	35
MUSC	104	25
MUSC	107	35
MUSC	112	25
MUSC	113	25
MUSC	122	24
MUSC	123	24
MUSC	124	25
MUSC	133	20
MUSC	133L	20
MUSC	134	20
MUSC	134L	20
MUSC	141	30
MUSC	143	20
MUSC	173	20
MUSC	175	20
MUSC	176	20
MUSC	222	15
MUSC	223	15
MUSC	224	25
MUSC	225	20

SUB	NO	Official Class MAX
MUSC	233	20
MUSC	233L	20
MUSC	234	20
MUSC	234L	20
MUSC	273	30
MUSC	274	30
NA	101	30
NA	101CL	15
NA	102	35
NCR	910	0
NF	100	35
NF	102	24
NF	104	24
NF	110	35
NF	150	35
NS	110	35
NS	111	35
NS	111CL	10
NS	120	35
NS	121	35
NS	121CL	10
NS	122	35
NS	122CL	10
NS	199	500
NS	200	30
NS	200CL	10
NS	230	35
NS	231	35
NS	231CL	11
NS	232	35
NS	232CL	11
NS	240	35
NS	241	35
NS	241CL	10
OT	101	35
OT	102	35
OT	103	35
OT	105	25
OT	107	25
OT	107	25
OT	113	25
OT	121	25
OT	150	35
OT	152	35
OT	199	500
OT	201	35
OT	205	35
OT	207	35
OT	208	35
PE	101	12

SUB	NO	Official Class MAX
PE	102	24
PE	103	35
PE	104	30
PE	107	30
PE	109	30
PE	110	45
PE	111	15
PE	112A	30
PE	112B	30
PE	113	32
PE	115	30
PE	118	36
PE	120	45
PE	128	24
PE	135	32
PE	139	60
PE	140	60
PE	145	25
PE	150	0
PE	151	18
PE	152	18
PE	155	36
PE	156	36
PE	157	36
PE	160	32
PE	165	45
PE	170	32
PE	173	32
PE	175	50
PE	180	150
PE	187	25
PE	188	25
PE	189	25
PE	190	24
PE	191	24
PE	193	45
PE	194	45
PE	195	45
PE	196	10
PE	197	10
PE	199	500
PE	200	35
PE	205	0
PE	205	0
PE	210	0
PE	215	50
PE	220	75
PE	225	0
PE	230	30
PE	235	15

SUB	NO	Official Class MAX
PE	237	15
PE	240	35
PE	255	0
PE	265	25
PHIL	101	35
PHIL	105	30
PHIL	106	40
PHIL	108	40
PHIL	110	40
PHIL	199	500
PHIL	201	30
PHOT	107	30
PHOT	213	15
PHOT	213L	500
PHOT	250	20
PHTC	101	25
PHTC	101L	500
PHTC	125	25
PHTC	125L	500
PHTC	150	25
PHTC	150L	500
PHTC	201	25
PHTC	201L	500
PHTC	203	25
PHTC	203L	500
PHTC	205	25
PHTC	205	25
PHTC	205L	500
PHTC	211	25
PHTC	211L	500
PHTC	215	20
PHTC	215L	20
PHTC	275	25
PHTC	275L	500
PHTC	298	25
PHTC	298L	500
PHYS	101	24*
PHYS	101LX	24
PHYS	101X	24
PHYS	102	24*
PHYS	102LX	24
PHYS	102X	24
PHYS	110	24*
PHYS	110LX	24
PHYS	110X	24
PHYS	120	24*
PHYS	120LX	24
PHYS	120X	24
PHYS	199	500
PHYS	211	24*

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SUB	NO	Official Class MAX
POLS	101	40
POLS	103	35
POLS	120	18
POLS	199	500
POLS	201	35
POLS	202	40
POLS	203	40
PSCI	101	24*
PSY	101	40
PSY	199	500
PSY	201	35
PSY	211	40
PSY	212	35
PSY	215	35
PSY	217	35
PSY	218	40
PSY	219	30
PSY	230	35
PSY	232	35
PSY	233	30
PSY	234	35
PSY	235	40
PSY	236	35
PSY	240	30
PSY	244	40
RADT	101	24
RADT	102	24
RADT	103	24
RADT	103CL	24
RADT	104	24
RADT	106	24
RADT	107	24
RADT	107CL	24
RADT	108	24
RADT	109	24
RADT	201	24
RADT	202	24
RADT	202CL	24
RADT	203	24
RADT	204	24
RADT	207	24
RADT	207CL	24
RADT	208	24
RADT	210	24
RCP	101	24
RCP	101CL	24
RCP	102	24
RCP	103	24
RCP	103CL	24
RCP	104	24

SUB	NO	Official Class MAX
RCP	105	24
RCP	105CL	24
RCP	199	500
RCP	201	24
RCP	202	24
RCP	202CL	24
RCP	203	24
RCP	203CL	24
RCP	204	24
RCP	204CL	24
RE	101	45
RE	105	45
RE	111	45
RE	121	45
RE	131	35
RE	141	35
RE	161	35
RE	199	500
READ	095	25
READ	095L	500
READ	097	25
READ	097L	500
READ	099	25
READ	099L	500
READ	150	30
READ	175	25
REC	101	45
REC	102	30
SCI	199	500
SEN	910	24
SEN	920	24
SOC	101	40
SOC	105	35
SOC	110	40
SOC	111	30
SOC	112	35
SOC	115	30
SOC	120	40
SOC	199	500
SPAN	101	35
SPAN	101HL	35
SPAN	102	35
SPAN	102HL	35
SPAN	120A	25
SPAN	120B	25
SPAN	201	35
SPAN	202	35
SPAN	203	35
THA	101	40
THA	102	30

SUB	NO	Official Class MAX
THA	103	30
THA	105	30
THA	105	30
THA	110	25
THA	120A	25
THA	120B	25
THA	120C	25
THA	120D	25
THA	121	60
THA	125	25
THA	130	25
THA	133	25
THA	150	25
THA	199	500
THA	205	25
THA	215	25
THA	218	25
THA	220	25
THA	225	30
THA	239	35
THA	298A	15
THA	298B	15
THA	298C	15
VN	101	30
VN	101A	30
VN	101CL	15
VN	102	30
VN	102CL	15
VN	103	30
VN	103CL	15
WDTO	901	24
WDTO	905	24
WDTO	910	24
WDTO	915	24
WDTO	916	24
WDTO	920	24
WE	199	500
WELD	101	20***
WELD	110	12***
WELD	120	15***
WELD	130	15***
WELD	145	15***
WELD	199	500***
WELD	211	12***
WELD	212	7***
WELD	230	20***
WELD	240	20***
WELD	260	15***
WFDV	901	0
WFDV	902	0

SUB	NO	Official Class MAX
WFDV	903	0
WFDV	904	0
WR		35

*24 each CRN, 40/48=normal load

**per instructor

***WELD: max often adjusted as per equipmant

NOTES:
Class maximums as approved are applied unless a class is placed in a smaller room; class maximum is adjusted accordingly.

Class maximums for all online courses are at the official approved maximum regardless of room assignment.

Changes to official class maximums must be approved through the AP&P meeting process.

9/2009 mjauregui



ANTELOPE VALLEY COLLEGE

Academic Affairs Office
COMMUNITY SERVICE OFFERING OUTLINE

RECEIVED
SEP - 8 2009
BY: *Mauregin*

NUMBER:

TITLE: Passport to Retirement

INSTRUCTOR: Jerry S. Blakely

HOURS: 6 hrs. (3 Meetings)

ENROLLMENT FEE: \$50 MATERIALS/SUPPLIES FEE: \$25

ENROLLMENT EXPECTED: 10-30

DESCRIPTION OF OFFERING: Whether a person is a few days away from retirement or a few years away, there are a number of key issues to address before they take that step. This course will help individuals analyze important issues that could have a positive or negative effect on what could be the retirement of their dreams. Class participants will be able to better discern what action steps they may be able to take now to improve their future situation in the Five Key Areas of Financial Planning: 1) Protection/Insurance Planning 2) Estate Planning 3) Retirement Income Planning 4) Tax Planning 5) Investment Planning, and how these key areas overlap and interact with each other. Course agenda will focus on how families may be able to grow, yet protect their wealth, minimize taxes, and keep it all in the family when they pass.

SPECIAL NEEDS:

Facilities:

Audio/Video: Power Point Projector

Other:

Required Approval by Division Dean and AP&P Representative

Signature: *[Signature]* Date: 7-20-09

Signature: *[Signature]* Date: 09-08-09

AP&P Approval

Date: _____

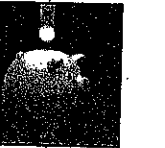
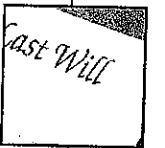
JERRY S. BLAKELY
PASSPORT TO RETIREMENT – COURSE DESCRIPTION

1. The target audience are singles or couples, 50-70 years of age.
2. There are no prerequisites.
3. A detailed course outline is attached.
4. Students will be required to purchase the *Passport to Retirement Workbook* at a cost of \$25.

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