

ANTELOPE VALLEY COLLEGE
Academic Affairs Office

TO: Jeffrie Ahmad Tom Hutchison LaDonna Trimble
Karen Cowell Lisa Karlstein Les Uhazy
Luis Echeverria Scott Lee Denise Walker
Tooraj Gordi Cynthia Littlefield Darcy Wiewall
Lee Grishman Donna Meyer TBD, ASO non-voting
Anne Hemsley Giovanni Sanchez

Technical Review Committee – Jeffrie Ahmad, Scott Lee, Denise Walker, and Darcy Wiewall

FROM: Ms. Linda Harmon / Mr. Edward Knudson

DATE: March 11, 2014

SUBJECT: Agenda and Materials for Academic Policies and Procedures Committee Meeting
Thursday, March 13, 2014, 2014, BE 321 (Computer Lab), 3:00-5:30pm

2013-2014
Academic Policies & Procedures Committee Meeting No. 9
AGENDA

1. CALL TO ORDER AND ROLL CALL

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

3. APPROVAL OF MINUTES

- a. February 13, 2014 Minutes
- b. February 27, 2014 Minutes

4. INFORMATIONAL ITEMS

- a. 2013-14 AP&P Deadline – Courses and Programs need to be approved by 2/27/2014 for Fall 2014 inclusion
 - CORs that need to be revised this academic year – List at the end of the agenda
 - TMC Degrees that 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
- b. CurricUNET Workshops:
 - Thursday, March 13, 2014 from 1-2:50pm, BE 321 – Donna Meyer
 - Tuesday, March 25, 2014 from 1-3pm, BE 321 – Denise Walker
 - Wednesday, April 9, 2014 from 10-12pm, BE 324 – Lisa Karlstein
 - Wednesday, April 16, 2014 from 10-12pm, BE 324 – Denise Walker
- c. CSUGE/IGETC Course Designation – Dr. Lee Grishman
 - IGETC – (Current)
 - 1. ANTH 101L – Area C
 - 2. BIOL 205 – Area B, C
 - 3. CHIN 201 – Area 3B
 - 4. CHIN 202 – Area 3B
 - 5. GEOL 102L – Area 5A
 - 6. MATH 124 – Area 2A
 - 7. MATH 148 – Area 2A
 - 8. THA 239 – Area 3A
 - CSU/GE - (Current)
 - 1. ANTH 101L – Area B3
 - 2. BIOL 205 – Area B2, B3
 - 3. CFE 211 – Area D7
 - 4. CHIN 201 – Area C2
 - 5. CHIN 202 – Area C2
 - 6. ENGR 125 – Area B4
 - 7. MATH 148 – Area B4
 - 8. NF 103 – Area E
- d. AP&P Cochair replacement begins training summer 2014

5. DISCUSSION ITEM

- a. SLOs/PLOs as part of AP&P

6. REPORT

- a. AP 4225 – Course Repetition
- b. AP 4227 – Repeatable Courses
- c. Content Review and Course Validation Process for Course Requisites

7. ACTION ITEM

- a. AP 4225 – Course Repetition
- b. AP 4227 – Repeatable Courses
- c. Non-Substantial Course Revisions (Consent Agenda Item) (COR Complete / SLO Complete)
 - i. CIS 101, Introduction to Computer Information Science
- d. Second Reading: Substantial Course Revision (COR Complete / SLO Complete)
 - i. Online: CIS 101, Introduction to Computer Information Science
- e. Second Reading: Substantial Course Revision (COR Complete / SLO Complete)
 - i. KIN 190, Introduction to Human Movement
- f. Course Deactivation
 - i. AERO 180, SpaceTEC Core Certification Readiness
 - ii. ED 175, Literacy Tutoring and Supervised Field Experience
 - iii. ESL 029, ESL Skills Building 2
 - iv. ESL 039, ESL Skills Building 3
 - v. ESL 049, ESL Skills Building 4
 - vi. ESL 059, ESL Skills Building 5
 - vii. READ 095L, Basic Reading Strategies for College Success Lab
 - viii. READ 097L, Reading Comprehension for College Success Lab
 - ix. READ 099L, Critical Reading and Study Skills Lab
 - x. READ 150, Speed Reading
 - xi. SPAN 203, Advanced Spanish

8. INFORMATIONAL ITEM

- a. New Course Development
 - PHTC 102L, Directed Photo Lab Studies
- b. Course Deactivation
 - READ 097, Reading Comprehension for College Success

9. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P

Area of Study	Template Attached	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Agriculture Animal Sciences					
2. Agriculture Business					
3. Agriculture Plant Sciences					
4. Chemistry					
5. Computer Science					Cannot develop, no discipline on campus aligns with coursework
6. Economics					
7. Elementary Teacher Education					Cannot develop, no full-time faculty in area
8. Film, Television and Electronic Media					Cannot develop, no full-time faculty in area
9. Journalism					Cannot develop, no full-time faculty in area
10. Philosophy					
11. Spanish					

Completed AVC AA-T/AS-T Degrees

- 12. Administration of Justice
- 16. English
- 19. History
- 22. Physics
- 13. Anthropology
- 17. Geography
- 20. Kinesiology
- 23. Psychology
- 14. Business Administration
- 18. Geology
- 21. Music
- 24. Theatre Arts
- 15. Early Childhood Education

Chancellor’s Office Approved

- 25. Art History
- 28. Political Science
- 26. Communication Studies
- 29. Sociology
- 27. Mathematics
- 30. Studio Arts

10. ADDITIONAL INFORMATION - C-ID REPORT FOR TMC’s

C-ID DESCRIPTOR	COURSE	STATUS	EXPIRES	STATUS
AJ 110	AJ 101	CONDITIONAL	20-NOV-14	
AJ 120	AJ 102	CONDITIONAL	4-JAN-14	
AJ 160	AJ 201	NOT APPROVED		
AJ 220	AJ 204	CONDITIONAL	2-JAN-14	
ARTH 150	ART 104	NOT APPROVED		
BUS 110	BUS 101	CONDITIONAL	13-MAY-14	Approved 2/10/2014
BUS 115	BUS 113	CONDITIONAL	12-JUN-14	
BUS 120	BUS 201	CONDITIONAL	11-NOV-14	
BUS 125	BUS 203	CONDITIONAL	26-JUL-14	
ECE 230	CFE 116	CONDITIONAL	27-JUN-14	
ECE 210	CFE 202	CONDITIONAL	27-JUN-14	
ECE 220	CFE 211	CONDITIONAL	8-APR-14	
ECE 130	CFE 213	NOT APPROVED		
CHEM 100	CHEM 101	NOT APPROVED		<i>Resubmit for CHEM 101</i>
ITIS 120	CIS 101	CONDITIONAL	1-JUL-14	
COMP 152	CIS 121	CONDITIONAL	2-APR-14	
COMM 130	COMM 107	CONDITIONAL	13-JAN-15	
ENGL 120	ENGL 102	CONDITIONAL	06-JAN-15	
GEOL 121	ERSC 101	CONDITIONAL	12-JUN-14	
	GEOG 101	NOT APPROVED		
HIST 130	HIST 107	NOT APPROVED		
HIST 140	HIST 108	CONDITIONAL	14-FEB-14	
JOUR 210	JOUR 123	NOT APPROVED		
KIN 100	KIN 190	NOT APPROVED		
KIN 101	KIN 191	CONDITIONAL	17-DEC-13	
SOCI 125	MATH 115	CONDITIONAL	20-SEP-14	
PHIL 110	PHIL 110	CONDITIONAL	16-OCT-14	
PHYS 100S	PHYS 101 PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 105	PHYS 101	CONDITIONAL	13-FEB-14	
PHYS 110	PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 200S	PHYS 110 PHYS 120 PHYS 211	CONDITIONAL	15-FEB-14	
PHYS 205	PHYS 110	CONDITIONAL	13-FEB-14	
PHYS 210	PHYS 120	CONDITIONAL	15-FEB-14	
PHYS 215	PHYS 211	CONDITIONAL	15-FEB-14	
PSY 130	PSY 212	CONDITIONAL	2-JUL-14	Approved 11/25/2013
SOCI 140	PSY 219	CONDITIONAL	20-SEP-14	Designated as Obsolete
PSY 115	PSY 233	CONDITIONAL	1-JUL-14	Approved 12/2/2013
PSY 120	PSY 234	NOT APPROVED		Approved 10/22/2013
PSY 200	SOC 200	CONDITIONAL	2-JUL-14	
SOCI 120	SOC 200	CONDITIONAL	25-JAN-14	
SPAN 220	SPAN 101HL	CONDITIONAL	19-AUG-14	
THTR 171	THA 102	CONDITIONAL	06-JAN-15	Resubmitted
THTR 175	THA 133	NOT APPROVED		

11. ADDITIONAL INFORMATION – 2013-2014 Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert /GE Area	Last Taught	Scheduling Restrictions if not approved by 11/14/2013	Status
Business				
CIS 101		Summer 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
Health Sciences				
CFE 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
Language Arts				
COMM 215		None	Cannot schedule 14-15	<i>Submitted</i>

ESL 029		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ESL 039		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ESL 049		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ESL 059		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
READ 150		Fall 11	Cannot schedule 14-15	<i>Submitted – Agenda</i>
SPAN 203		Fall 08	Cannot schedule 14-15	<i>Submitted – Agenda</i>
Math/Science				
MATH 070B		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
MATH 102A		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
MATH 102B		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
Social Science				
ED 175		Spring 08	Cannot schedule 14-15	<i>Submitted</i>
WE 197		None	Cannot schedule 14-15	
WE 199		Spring 13	Cannot schedule 14-15	
Technical Education				
AERO 180		Fall 10	Cannot schedule 14-15	<i>Submitted – Agenda</i>
AUTO 276		Fall 13	Cannot schedule 14-15	<i>Submitted</i>
Visual and Performing Arts				
PHTC 205		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
PHTC 205L		Fall 12	Cannot schedule 14-15	<i>Submitted</i>

12. ADJOURNMENT

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 Ms. Maria Clinton, 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: February 13, 2013
LOCATION: BE 321 – Computer Room
TIME: 3:06 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Linda Harmon	LaDonna Trimble	Edward Knudson, President Cynthia Littlefield, KA&D Rep Giovanna Sanchez, Student Rep
Karen Cowell	Anne Hemsley	Les Uhazy	
Luis Echeverria	Tom Hutchison	Denise Walker	
Tooraj Gordi	Lisa Karlstein	Darcy Wiewall	
Lee Grishman	Scott Lee		
Glenn Haller, proxy	Donna Meyer		
GUESTS PRESENT			
Fredy Aviles	Mark Hoffer	Andrea Sanders	
David Babb	Glenn Knowles	Rich Sim	
Leslie Baker	Jonet Leighton	Elisabeth Sundberg	
Charlotte Forte-Parnell	Tim Lynskey	Christos Valiotis	
Scott Jenison	Tom O'Neil		

2013-2014
Academic Policies & Procedures Committee Meeting No. 7
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the February 13, 2013 AP&P Committee Meeting to order at 3:06p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:06p.m. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Mrs. Linda Harmon welcomed the committee back and indicated that the last meeting this academic year will be May 8, 2014. She announced so far we have approved 289 courses, 43 more courses will be approved at this meeting; however, 77 still need to be approved before February 27, 2014. The committee was also informed on the deadline to receive course approval for implementation in the Fall 2015 schedule and 2015-2016 catalog: November 13, 2014. The committee was encouraged to work with faculty to be sure courses due fall 2014 are submitted now in CurricUNET so to be sure courses are approved timely. Mrs. Harmon also indicated that the committee course decide to approve courses during this spring semester to lighten the load of courses that are reviewed in the fall. The courses approved March 2014-May 2014 would still be implemented on the same schedule as those courses approved fall 2014 however the committee will not be as inundated in the fall term. Mrs. Harmon also asked the committee to consider taking the whole of our courses and divide them into fourths so the committee will only ever review a fourth of the courses each year. She explained that in four years our committee will have to review almost 400 courses but 3 years later only 80 or so will be due. Perhaps the committee could work toward a schedule that all courses must follow and faculty would be encouraged to only review those courses on the list that are due. This will also ensure that all disciplines are reviewing a fourth of their courses each year and will use CurricUNET more frequently becoming more comfortable in the software. If the committee is truly interested in implementing this review cycle, we can bring this item back for further discussion and perhaps identify a workgroup to establish the cycle per course.

Mrs. Linda Harmon requested a motion to amend the agenda to add ART 230 and THA 102 to action item 6b(xxviii-xxix) and to table COMM 109 and COMM 217 action item 6b(viii and ix). A motion was made and seconded to amend the agenda as requested. Motion carried.

3. APPROVAL OF MINUTES

a. October 10, 2013 Minutes

b. October 24, 2013 Minutes

A motion was made and seconded to approved items 3a and 3b, meeting minutes for October 10, 2013 and October 24, 2013. After a brief moment, it was noted that revisions were not needed. Motion carried.

c. November 14, 2013 Minutes

A motion was made and seconded to table item 3c, November 14, 2013 meeting minutes. Motion carried.

4. INFORMATIONAL ITEMS

a. 2013-14 AP&P Deadline – Courses and Programs need to be approved by 2/27/2014 for Fall 2014 inclusion

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

Mrs. Linda Harmon announced that to date only three courses that were required to be reviewed and approved this last fall semester have not been submitted and are noted at the end of the catalog. The three courses are COMM 215, SPAN 203, and AUTO 276, please work with the faculty responsible for these courses to ensure that if they are to remain in the college catalog, they are approved no later than February 27, 2014.

• **TMC Degrees that need to be developed and brought to AP&P – List at the end of the agenda**

Mrs. Linda Harmon requested an update on those transfer degrees that are listed under item 8. Dr. O'Neil indicated that Philosophy faculty is working to develop the TMC aligned degree. Ms. Jeffrie Ahmad spoke to the Spanish degree explaining that faculty is also developing the degree for entry in CurricUNET and review by this committee. The committee was reminded that we do not have full-time faculty in Elementary Education, Film, Television and Electronic Media, nor in Journalism so it is not likely that those degree will be developed. This is especially the case in Elementary Education and Journalism as many courses will likely need to be developed before the degree can be implemented.

• **C-ID Approval needed, COR revised and brought to AP&P – List at the end of the agenda**

Mrs. Harmon also reminded the representatives to encourage faculty to review and revise those courses listed under item 9 since our degree approval by the Chancellor's Office is contingent upon C-Id approval.

b. CurricUNET Workshops:

- **Tuesday, February 25, 2014 from 10-12pm, BE 311 – Anne Hemsley**
- **Thursday, March 13, 2014 from 1-2:50pm, BE 310 – Donna Meyer**
- **Tuesday, March 25, 2014 from 1-3pm, BE 320 – Denise Walker**
- **Wednesday, April 9, 2014 from 10-12pm, BE 324 – Lisa Karlstein**

Mrs. Linda Harmon requested all the representatives to sign up for a workshop as these are our only means for assisting faculty through the revision process thus ensuring that all courses are approved by the deadline for fall 2014. Please send your availability to Melissa Jauregui so she can coordinate the room usage and notify faculty of the training opportunity.

c. CSUGE/IGETC Course Designation – Dr. Lee Grishman

IGETC – (Current)

1. ANTH 101L – Area C
2. BIOL 205 – Area B, C
3. CHIN 201 – Area 3B
4. CHIN 202 – Area 3B
5. GEOL 102L – Area 5A
6. MATH 124 – Area 2A
7. MATH 148 – Area 2A
8. THA 239 – Area 3A

CSU/GE - (Current)

1. ANTH 101L – Area B3
2. BIOL 205 – Area B2, B3
3. CFE 211 – Area D7
4. CHIN 201 – Area C2
5. CHIN 202 – Area C2
6. ENGR 125 – Area B4
7. MATH 148 – Area B4
8. NF 103 – Area E

Dr. Lee Grishman provided the committee with an update on those courses listed under item 4c. He indicated that both ANTH 101L and BIOL 205 were submitted for IGETC consideration as noted above. Unfortunately, THA 130 does not qualify for the recommended area; however, THA 239 does qualify and should be submitted. As requested, the designation was removed from THA 130 during the meeting and added to THA 239.

d. AP&P Cochair replacement begins training summer 2014

Mrs. Linda Harmon reminded the committee members that her term is up next spring and typically the replacement AP&P Cochair is identified this term so that person can shadow her through the last year before their term begins. She requested the committee representatives to think it over and volunteer if it is something that is interesting to them.

e. Repeatability documentation

<http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/CreditCourseRepetitionGuidelinesFinal070513.pdf>

- Dance
- Theater
- Athletic Training
- Kinesiology
- Music

- Commercial Music
- Intercollegiate Athletics

Mrs. Harmon announced that she along with Melissa Jauregui and Kyle Jacobsen attended a conference on repeatability at the later part of November. It was explained at that time that documentation previously submitted and accepted by this committee is not entirely inline with the new regulations. This has been communicated to a few faculty members already who have expressed their concerns with student access under the new regulations. Mr. McCully was in the Academic Affairs office today explaining his confusion as the lack of repeatability in Banner is limiting students unnecessarily since a few of their courses do qualify under the new regulations. Since we have acquired this new information on what truly qualifies a course to be repeatable, which is that it is a required core course for a major at a CSU or UC not a core course part of an elective list, we truly can move forward with finalizing the repeatability documents. Mrs. Harmon indicated that she will meet with all faculty who are impacted by repeatability together in one room so to finally communicate course requirements to qualify for repeatability.

5. REPORT ITEM

- Dance Repeatability – Cindy Littlefield**
- Athletics Repeatability – Jerry Lewis**

Items 5a and 5b will be handled through the repeatability meeting, which Linda Harmon will call with those faculty who are impacted by repeatability. These discipline documents along with the others listed in item 4e will return to the second meeting in March for approval.

- Taskforce Report on Score Card for English as a Second Language – Scott Jenison**

- **ESL 018, ESL Reading and Writing 1**
- **Hybrid: ESL 018, ESL Reading and Writing 1**
- **ESL 019, ESL Skills Building 1**
- **ESL 020, ESL Vocabulary and Pronunciation 2**
- **ESL 023, ESL Grammar 2**
- **Hybrid: ESL 023, ESL Grammar 2**
- **ESL 028, ESL Reading and Writing 2**
- **Hybrid: ESL 028, ESL Reading and Writing 2**
- **ESL 029, ESL Skills Building 2**
- **ESL 030, ESL Vocabulary and Pronunciation 3**
- **ESL 033, ESL Grammar 3**
- **Hybrid: ESL 033, ESL Grammar 3**
- **ESL 038, ESL Reading and Writing 3**
- **Hybrid: ESL 038, ESL Reading and Writing 3**
- **ESL 039, ESL Skills Building 3**
- **ESL 040, ESL Vocabulary and Pronunciation 4**
- **ESL 043, ESL Grammar 4**
- **Hybrid: ESL 043, ESL Grammar 4**
- **ESL 048, ESL Reading and Writing 4**
- **Hybrid: ESL 048, ESL Reading and Writing 4**
- **ESL 049, ESL Skills Building 4**
- **ESL 058, ESL Reading and Writing 5**
- **Hybrid: ESL 058, ESL Reading and Writing 5**
- **ESL 059, ESL Skills Building 5**

Mrs. Linda Harmon indicated that she would like to see these courses approved at the next AP&P meeting but has concerns since at a previous meeting it was reported that the program was streamlining by way of not scheduling four courses: ESL 029, 039, 049, and 059. She requested that if faculty does not feel these courses are critical for student success then please deactivate the courses in CurricUNET. Ms. Jeffrie Ahmad said she would contact the faculty with this request.

- Content Review and Course Validation Process for Prerequisites**

Unfortunately, the documentation was not ready to be presented at this meeting.

6. ACTION ITEM

- Non-Substantial Course Revisions (Consent Agenda Item) (COR Complete / SLO Complete)**
 - ATH 100, Introduction to Athletic Training**
 - ATH 102L, Practical Applications of Athletic Training I Lab**
 - ATH 103, Practical Applications of Athletic Training II**
 - ATH 103L, Practical Applications of Athletic Training II Lab**

- v. CIS 113, Data Structures
- vi. CIS 123, Assembly Language and Computer Architecture
- vii. CIS 141, Introduction to BASIC Programming
- viii. CIS 145, Introduction to Visual BASIC.NET Programming
- ix. DA 101, Dance Appreciation
- x. DA 106, Ballroom Dance
- xi. DA 107A, Dance Performance
- xii. DA 107B, Dance Performance
- xiii. DA 107C, Dance Performance
- xiv. DA 108, Dance Ensemble
- xv. DA 113, World Dance-Ethnic Forms
- xvi. DA 116, Dance Improvisation
- xvii. DA 204, Advanced Jazz Dance
- xviii. DRFT 130, Architectural Drafting I
- xix. DRFT 240, Electronic Drafting
- xx. ELTE 180, Microprocessor Systems
- xxi. ENGR 130, Materials Science
- xxii. ENGR 130L, Materials Science Lab
- xxiii. ENGR 210, Statics
- xxiv. ENGR 210PS, Statics Problem Solving Session
- xxv. KIN 113, Advanced Soccer Techniques
- xxvi. MATH 070A, Elementary Algebra - First Half with SAS
- xxvii. NF 150, Food and Culture
- xxviii. NS 121, 121CL, Obstetrical, Neonatal and Women's Health Nursing
- xxix. PHIL 201, Critical Thinking
- xxx. SPAN 101HL, Elementary Spanish for Heritage Learners I
- xxxi. VN 109, Fundamentals of Patient Care for Vocational Nurses
- xxxii. VN 112, Nursing to Promote Self-Care Agency in the Adult
- xxxiii. WDTO 101, Applied Water Treatment and Distribution Mathematics
- xxxiv. WDTO 115, Water Distribution I
- xxxv. WDTO 120, Water Treatment I

A motion was made and seconded to approve all courses listed under item 6a Non-Substantial course revision. Mrs. Harmon reminded the committee members that these courses have been reviewed and approved by the Dean, AP&P representative, and herself. Motion carried. A second motion was made and seconded to approve the course content of those courses listed under 6a. Motion carried.

b. First Reading: Substantial Course Revision (COR Complete / SLO Complete)

i. CFE 107, Literacy for Young Children

A motion was made and seconded to approve CFE 107, Literacy for Young Children course revisions. Ms. Andrea Sanders was present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

ii. CFE 116, Diversity in Early Childhood Education

A motion was made and seconded to approve CFE 116, Diversity in Early Childhood Education course revisions. Ms. Andrea Sanders was present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

iii. CFE 122, Infant/Toddler Strategies

A motion was made and seconded to approve CFE 122, Infant/Toddler Strategies course revisions. Ms. Andrea Sanders was present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

iv. CFE 211, Health, Safety and Nutrition for the Young Child

A motion was made and seconded to approve CFE 211, Health, Safety and Nutrition for the Young Child course revisions. Ms. Andrea Sanders was present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

v. CIS 121, Computer Mathematics

A motion was made and seconded to approve CIS 121, Computer Mathematics course revisions. Dr. Tom O'Neil and Ms. Donna Meyer were present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

vi. Hybrid: CIS 145, Introduction to Visual BASIC.NET Programming

A motion was made and seconded to approve Hybrid: CIS 145, Introduction to Visual BASIC.NET Programming course revisions. Dr. Tom O'Neil and Ms. Donna Meyer were present to discuss the course and answer questions. After a brief moment it was requested that the first sentence of the second section be adjusted and with the approval of the dean and representative, the change was made during the meeting. Motion carried with revision.

vii. CIS 159, SUSE Linux Server Administration

A motion was made and seconded to approve CIS 159, SUSE Linux Server Administration course revisions. Dr. Tom O'Neil and Ms. Donna Meyer were present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

viii. COMM 109, Small Group Communication

ix. COMM 217, Gender and Communication

Tabled per motion above.

x. DA 111, Choreography

A motion was made and seconded to approve DA 111, Choreography course revisions. Dr. Karen Cowell, dean proxy, and Mr. Glenn Haller were present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

xi. DA 115, Dance Repertory

A motion was made and seconded to approve DA 115, Dance Repertory course revisions. Dr. Karen Cowell, dean proxy, and Mr. Glenn Haller were present to discuss the course and answer questions. After a brief moment it was requested that the content review process be completed for the newly established advisories. Motion carried pending revisions. A second motion was made and seconded to approve the course content. Motion carried.

xii. FTEC 113, Fire Protection Equipment and Systems

A motion was made and seconded to approve FTEC 113, Fire Protection Equipment and Systems course revisions. Mr. Tom Hutchison was present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

xiii. GEOG 101L, Physical Geography Lab: Earth's Surface Landscapes

A motion was made and seconded to approve GEOG 101L, Physical Geography Lab: Earth's Surface Landscapes course revisions. Dr. Les Uhazy and Dr. Anne Hemsley were present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

xiv. KIN 112A, Beginning Soccer

A motion was made and seconded to approve KIN 112A, Beginning Soccer course revisions. Dr. Karen Cowell, dean proxy, and Mr. Glenn Haller were present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

xv. KIN 112B, Intermediate Soccer

A motion was made and seconded to approve KIN 112B, Intermediate Soccer course revisions. Dr. Karen Cowell, dean proxy, and Mr. Glenn Haller were present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

xvi. NF 100, Nutrition

A motion was made and seconded to approve NF 100, Nutrition course revisions. Dr. Karen Cowell and Ms. Denise Walker were present to discuss the course and answer questions. After a brief moment it was

decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

xvii. Online: NF 100, Nutrition

A motion was made and seconded to approve Online: NF 100, Nutrition course revisions. Dr. Karen Cowell and Ms. Denise Walker were present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions.

xviii. Hybrid: NF 100, Nutrition

A motion was made and seconded to approve Hybrid: NF 100, Nutrition course revisions. Dr. Karen Cowell and Ms. Denise Walker were present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions.

xix. PHIL 110, Introduction to Logic

A motion was made and seconded to approve PHIL 110, Introduction to Logic course revisions. Dr. Tom O'Neil and Dr. Darcy Wiewall were present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

xx. Hybrid: PHIL 110, Introduction to Logic

A motion was made and seconded to approve Hybrid: PHIL 110, Introduction to Logic course revisions. Dr. Tom O'Neil and Dr. Darcy Wiewall were present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions.

xxi. PHYS 101, Introductory Physics

A motion was made and seconded to approve PHYS 101, Introductory Physics course revisions. Mr. Christos Valiotis was present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

xxii. PHYS 102, Introductory Physics

A motion was made and seconded to approve PHYS 102, Introductory Physics course revisions. Mr. Christos Valiotis was present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

xxiii. PHYS 110, General Physics

A motion was made and seconded to approve PHYS 110, General Physics course revisions. Mr. Christos Valiotis was present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

xxiv. PHYS 120, General Physics

A motion was made and seconded to approve PHYS 120, General Physics course revisions. Mr. Christos Valiotis was present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

xxv. Online: SPAN 101HL, Elementary Spanish for Heritage Learners I

A motion was made and seconded to approve Online: SPAN 101HL, Elementary Spanish for Heritage Learners I course revisions. Dr. Karen Cowell, dean proxy, and Ms. Jeffrie Ahmad were present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions.

xxvi. Hybrid: SPAN 101HL, Elementary Spanish for Heritage Learners I

A motion was made and seconded to approve Hybrid: SPAN 101HL, Elementary Spanish for Heritage Learners I course revisions. Dr. Karen Cowell, dean proxy, and Ms. Jeffrie Ahmad were present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions.

xxvii. THA 103, Introduction to Stage Lighting

A motion was made and seconded to approve THA 103, Introduction to Stage Lighting course revisions. Ms. Jonet Leighton was present to discuss the course and answer questions. After a brief moment a

request was made to remove the repeatability for the course, as it does not qualify under the new regulations. Motion carried with revisions. A second motion was made and seconded to approve the course content. Motion carried.

xxviii. ART 230, Human Figure Painting (Added per motion above)

A motion was made and seconded to approve ART 230, Human Figure Painting course revisions. Mr. Glenn Knowles was present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

xxix. THA 102, Introduction to Stagecraft (Added per motion above)

A motion was made and seconded to approve THA 102, Introduction to Stagecraft course revisions. Ms. Jonet Leighton was present to discuss the course and answer questions. After a brief moment a request was made to remove the repeatability for the course, as it does not qualify under the new regulations, and replace MATH 050 with MATH 070 as an advisory. Motion carried with revisions. A second motion was made and seconded to approve the course content. Motion carried.

c. First Reading: New Course Development

i. AJ 210, Police in Society

A motion was made and seconded to approve AJ 210, Police in Society course development. Mr. Tim Lynskey was present to discuss the course and answer questions as this course is needed for the transfer model curriculum degree set forth by the state. After a brief moment it was decided that adjustments were necessary to the proficiency section and homework area. The requested changes were made during the meeting and will out additional revisions being required, the course was approved. Motion carried without additional revisions. A second motion was made and seconded to approve the course content. Motion carried.

ii. ART 136, *Intermediate Wheel-Thrown Ceramics

A motion was made and seconded to approve ART 136, *Intermediate Wheel-Thrown Ceramics course development. Mr. David Bab and Rich Sim were present to discuss the course and answer questions. Motion carried without revision. A second motion was made and seconded to approve the course content. Motion carried.

iii. ENGL 100A, Analytical Writing

A motion was made and seconded to approve ENGL 100A, Analytical Writing course development. Mr. Mark Hoffer was present to discuss the course and answer questions regarding this stand alone course. Several questions were asked regarding the audience this course is intended to reach and whether this course is part of the TMC. It was stated that this course is not part of the TMC degree but instead is an alternate path to ENGL 101. This course along with ENGL 100C and 100R can be taken in lieu of ENGL 099, thus reducing the number of units needed in the basic skills series since these courses are actually transfer level and do not count toward basic skills. Dean Trimble asked if this series would allow student to avoid the portfolio project required in ENGL 099, which technically yes it would. A question was asked whether the sequence of courses needed to be taken in a particular order. Mr. Hoffer indicated the courses can be taken by any student, not just those who are trying to qualify to take ENGL 101, so therefore they do not need to be taken in order but they will be marketed as ARC. Dr. Cowell felt that it would be important to establish prerequisites so students not only know which course to take but also when the sequence has been completed and they can move on. Dean Trimble agreed that without requisites students may be confused as to which course to take. After a brief moment, it was decided that revisions were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

iv. ENGL 100C, Critical Thinking

A motion was made and seconded to approve ENGL 100C, Critical Thinking course development. Mr. Mark Hoffer was present to discuss the course and answer questions regarding this stand alone course. After a brief moment, it was decided that revisions were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

v. ID 240, Fundamentals of Computer Aided Drafting and Design (CADD)

A motion was made and seconded to approve ID 240, Fundamentals of Computer Aided Drafting and Design (CADD) course development. Ms. Leslie Baker was present to discuss the course and answer questions. After a brief moment it was requested that the content review process within CurricUNET be completed for all course requisites. Motion failed.

vi. KIN 100, Introduction to Kinesiology

A motion was made and seconded to approve KIN 100, Introduction to Kinesiology course development. Mr. Glenn Haller was present to discuss the course and answer questions. After a brief moment it was requested that the math proficiency section be completed and the SAM code be identified as E. It was also noted that CSU GE area E was requested. Motion carried with revision. A second motion was made and seconded to approve the course content. Motion carried.

vii. NS 102A, Maternal and Newborn Nursing

A motion was made and seconded to approve NS 102A, Maternal and Newborn Nursing course development. Ms. Liz Sundberg was present to discuss the course and answer questions. After a brief moment it was requested that the following items be completed: proficiency links for reading, writing and mathematics; content review process for each requisite; the SAM code double-checked; max enrollment be consistent across all courses; transfer designation verified for consistency across all courses; and TOP code identified. Motion failed.

viii. NS 103A, Medical Surgical I

A motion was made and seconded to approve NS 103A, Medical Surgical I course development. Ms. Liz Sundberg was present to discuss the course and answer questions. After a brief moment it was requested that the following items be completed: proficiency links for reading, writing and mathematics; content review process for each requisite; the SAM code double-checked; max enrollment be consistent across all courses; transfer designation verified for consistency across all courses; and TOP code identified. Motion failed.

ix. NS 201A, Psychiatric-Mental Health Nursing

A motion was made and seconded to approve NS 201A, Psychiatric-Mental Health Nursing course development. Ms. Liz Sundberg was present to discuss the course and answer questions. After a brief moment it was requested that the following items be completed: proficiency links for reading, writing and mathematics; content review process for each requisite; the SAM code double-checked; max enrollment be consistent across all courses; transfer designation verified for consistency across all courses; and TOP code identified. Motion failed.

x. NS 202A, Medical Surgical II

A motion was made and seconded to approve NS 202A, Medical Surgical II course development. Ms. Liz Sundberg was present to discuss the course and answer questions. After a brief moment it was requested that the following items be completed: proficiency links for reading, writing and mathematics; content review process for each requisite; the SAM code double-checked; max enrollment be consistent across all courses; transfer designation verified for consistency across all courses; and TOP code identified. Motion failed.

xi. NS 203A, Pediatrics

A motion was made and seconded to approve NS 203A, Pediatrics course development. Ms. Liz Sundberg was present to discuss the course and answer questions. After a brief moment it was requested that the following items be completed: proficiency links for reading, writing and mathematics; content review process for each requisite; the SAM code double-checked; max enrollment be consistent across all courses; transfer designation verified for consistency across all courses; and TOP code identified. Motion failed.

xii. NS 204A, Medical/Surgical Nursing III

A motion was made and seconded to approve NS 204A, Medical/Surgical Nursing III course development. Ms. Liz Sundberg was present to discuss the course and answer questions. After a brief moment it was requested that the following items be completed: proficiency links for reading, writing and mathematics; content review process for each requisite; the SAM code double-checked; max enrollment be consistent across all courses; transfer designation verified for consistency across all courses; and TOP code identified. Motion failed.

xiii. NS 205A, Transition to Professional Nursing

A motion was made and seconded to approve NS 205A, Transition to Professional Nursing course development. Ms. Liz Sundberg was present to discuss the course and answer questions. After a brief moment it was requested that the following items be completed: proficiency links for reading, writing and mathematics; content review process for each requisite; the SAM code double-checked; max enrollment be consistent across all courses; transfer designation verified for consistency across all courses; and TOP code identified. Motion failed.

xiv. PSY 200, Introduction to Research Methods in Psychology

A motion was made and seconded to approve PSY 200, Introduction to Research Methods in Psychology course development. Dr. Fredy Aviles was present to discuss the course and answer questions, as this course is needed for the transfer model curriculum degree set forth by the state. After a brief moment it was requested that the proficiency links for reading, writing and mathematics be completed along with the content review process for each requisite. It was also requested that the non-standard language noted on the requisites be considered for removal, as typically this type of language does not appear in this section. Since the faculty was present to make the revisions during the meeting the committee was able to review the course once again after adjustments were made. Motion carried without addition revisions. A second motion was made and seconded to approve the course content. Motion carried.

xv. RADT 205, Radiographic Clinical Practicum IV

A motion was made and seconded to approve RADT 205, Radiographic Clinical Practicum IV course development. Dr. Karen Cowell and Ms. Denise Walker were present to discuss the course and answer questions. After a brief moment it was requested that the proficiency links for reading, writing and mathematics be completed along with the content review process for each requisite. Motion failed.

d. Course Deactivation

- i. DA 109, Dance and Technology**
- ii. ENGL 226, English Literature, 1750-1900**

A motion was made and seconded to approve designating the courses listed as deactivated. Motion carried.

7. INFORMATIONAL ITEM

a. Non-Substantial Course Revisions (COR Complete / SLO Needed)

- **ELTE 125, Direct Current and Alternating Current Principles**
- **ELTE 130, Digital Circuit Analysis**
- **ELTE 135, Analog Circuit Analysis**
- **ELTE 235, Electronic Communications I**
- **KIN 102, Water Aerobics**

b. New Course Development

- **PHTC 102L, Directed Photo Lab Studies**

c. Course Deactivation

- **PSY 218, Psychology of Women**
- **READ 097, Reading Comprehension for College Success**

Mrs. Linda Harmon reminded the representatives to work with those faculty members who are responsible for submitting the paper SLO revision form for courses listed under 7a and 7b. The SLO revision must be submitted to the SLO committee via paper form and approved before AP&P review and approval of the COR. She also informed the committee that the course noted under 7c will return to the next meeting for approval to be deactivated at the request of the faculty in those disciplines.

8. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P

Area of Study	Template Attached	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
1. Computer Science					
2. Elementary Teacher Education					
3. Film, Television and Electronic Media					
4. Journalism					
5. Philosophy					
6. Spanish					

Completed AVC AA-T/AS-T Degrees

- | | | | |
|-------------------------------|---------------|-----------------|------------------|
| 7. Administration of Justice | 11. English | 14. History | 17. Physics |
| 8. Anthropology | 12. Geography | 15. Kinesiology | 18. Psychology |
| 9. Business Administration | 13. Geology | 16. Music | 19. Theatre Arts |
| 10. Early Childhood Education | | | |

Chancellor's Office Approved

- | | |
|---------------------------|-----------------------|
| 20. Art History | 22. Mathematics |
| 21. Communication Studies | 23. Political Science |

Mrs. Linda Harmon reminded the committee again that at this time we cannot develop the TMC in four degree areas: Elementary Teacher Education; Film, Television and Electronic Media; Computer Science; and Journalism. We currently do not have a discipline courses in computer science and we do not have full-time faculty in the other three areas to develop the additional courses needed to support the transfer degree.

9. ADDITIONAL INFORMATION - C-ID REPORT FOR TMC's

C-ID DESCRIPTOR	COURSE	STATUS	EXPIRES	STATUS
AJ 110	AJ 101	CONDITIONAL	20-NOV-14	
AJ 120	AJ 102	CONDITIONAL	4-JAN-14	
AJ 160	AJ 201	NOT APPROVED		
AJ 220	AJ 204	CONDITIONAL	2-JAN-14	
ARTH 150	ART 104	NOT APPROVED		
BUS 110	BUS 101	CONDITIONAL	13-MAY-14	Approved 2/10/2014
BUS 115	BUS 113	CONDITIONAL	12-JUN-14	
BUS 120	BUS 201	CONDITIONAL	11-NOV-14	
BUS 125	BUS 203	CONDITIONAL	26-JUL-14	
ECE 230	CFE 116	CONDITIONAL	27-JUN-14	
ECE 210	CFE 202	CONDITIONAL	27-JUN-14	
ECE 220	CFE 211	CONDITIONAL	8-APR-14	
ECE 130	CFE 213	NOT APPROVED		
CHEM 100	CHEM 101	NOT APPROVED		<i>Resubmit for CHEM 101</i>
ITIS 120	CIS 101	CONDITIONAL	1-JUL-14	
COMP 152	CIS 121	CONDITIONAL	2-APR-14	
COMM 130	COMM 107	CONDITIONAL	13-JAN-15	
ENGL 120	ENGL 102	CONDITIONAL	06-JAN-15	
GEOL 121	ERSC 101	CONDITIONAL	12-JUN-14	
	GEOG 101	NOT APPROVED		
GEOL 100L	GEOL 101L	CONDITIONAL	12-JUN-14	
HIST 130	HIST 107	NOT APPROVED		
HIST 140	HIST 108	CONDITIONAL	14-FEB-14	
JOUR 210	JOUR 123	NOT APPROVED		
KIN 100	KIN 190	NOT APPROVED		
KIN 101	KIN 191	CONDITIONAL	17-DEC-13	
SOCI 125	MATH 115	CONDITIONAL	20-SEP-14	
PHIL 110	PHIL 110	CONDITIONAL	16-OCT-14	
PHYS 100S	PHYS 101 PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 105	PHYS 101	CONDITIONAL	13-FEB-14	
PHYS 110	PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 200S	PHYS 110 PHYS 120 PHYS 211	CONDITIONAL	15-FEB-14	
PHYS 205	PHYS 110	CONDITIONAL	13-FEB-14	
PHYS 210	PHYS 120	CONDITIONAL	15-FEB-14	
PHYS 215	PHYS 211	CONDITIONAL	15-FEB-14	
PSY 130	PSY 212	CONDITIONAL	2-JUL-14	Approved 11/25/2013
SOCI 140	PSY 219	CONDITIONAL	20-SEP-14	Designated as Obsolete
PSY 115	PSY 233	CONDITIONAL	1-JUL-14	Approved 12/2/2013
PSY 120	PSY 234	NOT APPROVED		Approved 10/22/2013
PSY 200	SOC 200	CONDITIONAL	2-JUL-14	
SOCI 120	SOC 200	CONDITIONAL	25-JAN-14	
SPAN 220	SPAN 101HL	CONDITIONAL	19-AUG-14	
THTR 171	THA 102	CONDITIONAL	06-JAN-15	Resubmitted
THTR 175	THA 133	NOT APPROVED		

10. ADDITIONAL INFORMATION – 2013-2014 Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert	Last Taught	Scheduling Restrictions if	Status
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	/GE Area		not approved by 11/14/2013	
Business				
CIS 101		Summer 13	Cannot schedule 14-15	
CIS 113		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
CIS 121		Fall 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
CIS 123		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
CIS 141		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
CIS 145		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
CIS 159		Fall 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
Health Sciences				
CFE 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
CFE 107		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
CFE 122		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
CFE 201		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
NF 100		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
NF 150		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
VN 109		Fall 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
VN 112		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
Kinesiology				
DA 101		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
DA 106		Fall 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
DA 107A		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
DA 107B		Spring 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
DA 107C		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
DA 108		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
DA 109		None	Cannot schedule 14-15	<i>Submitted – Agenda</i>
DA 111		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
DA 113		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
DA 115		Spring 07	Cannot schedule 14-15	<i>Submitted – Agenda</i>
DA 116		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
DA 204		Spring 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
KIN 112A		None (PE/KIN)	Cannot schedule 14-15	<i>Submitted – Agenda</i>
KIN 112B		None (PE/KIN)	Cannot schedule 14-15	<i>Submitted – Agenda</i>
KIN 113		Summer 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
KIN 196		Spring 12 (as PE 196)	Cannot schedule 14-15	<i>Submitted</i>
Language Arts				
COMM 109		Fall 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
COMM 215		None	Cannot schedule 14-15	
ENGL 226		Spring 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ESL 018		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 019		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 020		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 023		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 028		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 029		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 030		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 033		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 038		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 039		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 040		Spring 13	Cannot schedule 14-15	<i>Submitted</i>

ESL 043		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 048		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 049		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 058		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 059		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
READ 150		Fall 11	Cannot schedule 14-15	<i>Submitted</i>
SPAN 203		Fall 08	Cannot schedule 14-15	
Math/Science				
DRFT 130		Fall 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
DRFT 240		Fall 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ENGR 130L		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ENGR 130		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ENGR 210PS		Fall 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ENGR 210		Fall 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
MATH 070B		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
MATH 102A		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
MATH 102B		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
WDTO 101		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
WDTO 115		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
WDTO 120		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
Social Science				
ED 175		Spring 08	Cannot schedule 14-15	<i>Submitted</i>
PSY 218		Fall 08	Cannot schedule 14-15	<i>Submitted – Agenda</i>
WE 197		None	Cannot schedule 14-15	
WE 199		Spring 13	Cannot schedule 14-15	
Technical Education				
AERO 180		Fall 10	Cannot schedule 14-15	
AUTO 276		Fall 09	Cannot schedule 14-15	
ELTE 180		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>
ELTE 235		Fall 12	Cannot schedule 14-15	<i>Submitted – SLOs NEEDED</i>
FTEC 113		Fall 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
Visual and Performing Arts				
PHTC 205		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
PHTC 205L		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
THA 102		Fall 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
THA 103		Spring 13	Cannot schedule 14-15	<i>Submitted – Agenda</i>

11. ADJOURNMENT

A motion was made and seconded to adjourn the February 13, 2014 AP&P Committee meeting at 5:25p.m. Mrs. Linda Harmon reminded the committee members to log into CurricUNET and track the progress of each course in the approval process in their area to be sure they are moving along. Motion carried.

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 Dr. Edward Beyer, 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: February 27, 2013
LOCATION: BE 321 – Computer Room
TIME: 3:06 p.m.

MEMBERS PRESENT			MEMBERS ABSENT
Jeffrie Ahmad	Linda Harmon	LaDonna Trimble	Karen Cowell, CTE Dean Luis Echeverria, Counseling Rep Edward Knudson, President Cynthia Littlefield, KA&D Rep Giovanna Sanchez, Student Rep
Charlette Forte-Parnell, proxy	Anne Hemsley Tom Hutchison	Les Uhazy Denise Walker	
Tooraj Gordi	Lisa Karlstein	Darcy Wiewall	
Lee Grishman, also proxy	Scott Lee		
Glenn Haller, proxy	Donna Meyer		
GUESTS PRESENT			
Scott Jenison	Melanie Parker	Genie Trow	
Tina McDermott	Susan Snyder		

2013-2014
Academic Policies & Procedures Committee Meeting No. 8
MINUTES

1. CALL TO ORDER AND ROLL CALL

A motion was made and seconded to call the February 27, 2013 AP&P Committee Meeting to order at 3:06p.m. Mrs. Linda Harmon, AP&P Faculty Co-Chair, called the meeting to order at 3:06p.m. Motion carried.

2. OPENING COMMENTS FROM THE COMMITTEE CO-CHAIR

Mrs. Linda Harmon indicated that she did not have any opening comments at this time.

Mrs. Linda Harmon requested a motion to amend the agenda to add the following items to the noted locations: Honor's Course Outline of Record to item 5d; KIN 196 to item 6b(xviii); KIN 190 to item 6c(xiii); and ESL 029, ESL 039, ESL 049, ESL 059, ED 175, AERO 180 and SPAN 203 to item 7d. A motion was made and seconded to amend the agenda as requested. Motion carried.

3. APPROVAL OF MINUTES

a. November 14, 2013 Minutes

A motion was made and seconded to approved items 3a, November 14, 2013 Minutes. After a brief moment, it was noted that revisions were not needed. Motion carried.

b. February 13, 2014 Minutes

A motion was made and seconded to table item 3b. Motion carried.

4. INFORMATIONAL ITEMS

a. 2013-14 AP&P Deadline – Courses and Programs need to be approved by 2/27/2014 for Fall 2014 inclusion

- CORs that need to be revised this academic year – List at the end of the agenda
- TMC Degrees that 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

b. CurricUNET Workshops:

- Thursday, March 13, 2014 from 1-2:50pm, BE 321 – Donna Meyer
- Tuesday, March 25, 2014 from 1-3pm, BE 321 – Denise Walker
- Wednesday, April 9, 2014 from 10-12pm, BE 324 – Lisa Karlstein

Mrs. Linda Harmon requested more representatives to volunteer if possible to conduct a workshop to ensure courses are submitted in a timely manner.

c. CSUGE/IGETC Course Designation – Dr. Lee Grishman

IGETC – (Current)

- CHIN 201 – Area 3B
- CHIN 202 – Area 3B
- GEOL 102L – Area 5A
- MATH 124 – Area 2A

CSU/GE - (Current)

- ANTH 101L – Area B3
- BIOL 205 – Area B2, B3
- CFE 211 – Area D7
- CHIN 201 – Area C2

- MATH 148 – Area 2A
- THA 130 – Area 3A
- CHIN 202 – Area C2
- ENGR 125 – Area B4
- MATH 148 – Area B4
- NF 103 – Area E

Mrs. Melissa Jauregui apologized for not updating this section based on the last report from Dr. Grishman however the next agenda will reflect the changes.

d. AP&P Cochair replacement begins training summer 2014

Mrs. Linda Harmon informed the committee that no one has volunteered to take this position. She indicated that the person who does volunteer will go to the Curriculum Institute in San Jose, Ca this year in July. Ms. Jeffrie Ahmad stated that a divisional faculty member expressed interest in serving in this role and asked whether the future cochair needs to have been a divisional representative first. It was not known at this time whether that was a requirement or not and it was suggested that the interested party consult with the Academic Senate for more information.

5. DISCUSSION ITEM

a. AP 4225 – Course Repetition

Mrs. Linda Harmon requested the committee to review the administration policy AP 4225 included in the agenda packet on the AP&P website. She requested the committee members to share the revised language with their divisions and in the absence of a division meeting, send the information via email. It was noted that this item will return to the next AP&P meeting as a report and action item.

b. AP 4227 – Repeatable Courses

Mrs. Linda Harmon requested the committee to review the administration policy AP 4227 included in the agenda packet on the AP&P website. She requested the committee members to share the revised language with their divisions and in the absence of a division meeting, send the information via email. It was noted that this item will return to the next AP&P meeting as a report and action item.

c. Review a fourth of all discipline course each Fall term

Mrs. Linda Harmon reminded the committee of the information provided at the last meeting, which shed light on the fact that in four years over 300 courses will need to be reviewed and revised. It was suggested at the last meeting that the committee consider putting all disciplines on a review cycle where a fourth of all courses are reviewed each year. After a brief moment the committee decided that additional discussion was not needed and wanted to approve the new revision cycle for all programs.

d. Honor's course outline of record

Dr. Lee Grishman informed the committee that UC transfer students each year have difficulty transferring our honor's courses as the UCs require honor's courses to have a course outline of record articulated in Assist. He received a phone call from the articulation officer at UC Irvine, who stated that a student was trying to transfer ENGL 101 and ENGL 102 honor's but without an articulation agreement noted in Assist, she was reluctant to accept the transfer units. After a brief explanation, UC Irvine agreed to accept the credit but Dr. Grishman wonders how many students experience this issue and are not granted the transfer units. By developing a separate course outline of record the courses can be articulated through Assist thus eliminating this issue for future students. Dr. Grishman did indicate though that a note would need to be added to the college catalog informing students that they can not enroll in honor's if they already attempted the regular course and vice versa. Dr. Darcy Wiewall indicated that the honor's committee already requires a form to be filled out and approved before a faculty member can offer an honor's course. She indicated that the only difference between the honor's course and the regular course is the methods of instruction and homework required. Mr. Tooraj Gordi asked for clarification on whether honor's courses run the risk of cancellation due to the already low enrollment approved, to which Dr. Uhazy did not feel that was an issue. After a brief moment and additional discussion, the committee decided that Mr. John Vento, Honor's Coordinator, would need to attend the next AP&P meeting if possible to answer questions regarding this topic.

6. ACTION ITEM

a. Review a fourth of all discipline courses each Fall term

A motion was made and seconded to approve putting all discipline courses on a quarter review cycle. Motion carried.

b. Non-Substantial Course Revisions (Consent Agenda Item) (COR Complete / SLO Complete)

- i. ELTE 125, Direct Current and Alternating Current Principles**
- ii. ELTE 130, Digital Circuit Analysis**
- iii. ELTE 135, Analog Circuit Analysis**

- iv. **ELTE 235, Electronic Communications I**
- v. **ESL 018, ESL Reading and Writing 1**
- vi. **ESL 019, ESL Skills Building 1**
- vii. **ESL 020, ESL Vocabulary and Pronunciation 2**
- viii. **ESL 023, ESL Grammar 2**
- ix. **ESL 028, ESL Reading and Writing 2**
- x. **ESL 030, ESL Vocabulary and Pronunciation 3**
- xi. **ESL 033, ESL Grammar 3**
- xii. **ESL 038, ESL Reading and Writing 3**
- xiii. **ESL 040, ESL Vocabulary and Pronunciation 4**
- xiv. **ESL 043, ESL Grammar 4**
- xv. **ESL 048, ESL Reading and Writing 4**
- xvi. **ESL 058, ESL Reading and Writing 5**
- xvii. **KIN 102, Water Aerobics**
- xviii. **KIN 196, Water Safety Instructor (per motion above)**

A motion was made and seconded to approve all courses listed under item 6b Non-Substantial course revision. Mrs. Harmon reminded the committee members that these courses have been reviewed and approved by the Dean, AP&P representative, and herself. Motion carried. A second motion was made and seconded to approve the course content of those courses listed under 6b. Motion carried

c. First Reading: Substantial Course Revision (COR Complete / SLO Complete)

i. BUS 201, Business Law

A motion was made and seconded to approve BUS 201, Business Law course revisions. Dr. Les Uhazy, dean proxy, and Ms. Donna Meyer were present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revision. A second motion was made and seconded to approve the course content. Motion carried.

ii. CFE 101, Introduction to Early Childhood Education

A motion was made and seconded to approve CFE 101, Introduction to Early Childhood Education course revisions. Ms. Melanie Parker was present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revision. A second motion was made and seconded to approve the course content. Motion carried.

iii. COMM 109, Small Group Communication

A motion was made and seconded to approve COMM 109, Small Group Communication course revisions. Ms. Tina McDermott was present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revision. A second motion was made and seconded to approve the course content. Motion carried.

iv. COMM 217, Gender and Communication

A motion was made and seconded to approve COMM 217, Gender and Communication course revisions. Ms. Tina McDermott was present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revision. A second motion was made and seconded to approve the course content. Motion carried.

v. Hybrid: ESL 018, ESL Reading and Writing 1

A motion was made and seconded to approve Hybrid: ESL 018, ESL Reading and Writing 1 course revisions. Mr. Scott Jenison was present to discuss the course and answer questions. After a brief moment it was decided that adjustments were not necessary. Motion carried without revision. A second motion was made and seconded to approve the course content. Motion carried.

vi. Hybrid: ESL 023, ESL Grammar 2

A motion was made and seconded to approve Hybrid: ESL 023, ESL Grammar 2 course revisions. Mr. Scott Jenison was present to discuss the course and answer questions. After a brief moment, the committee agreed to approve the course pending revision. The committee requested the examples be removed, section 2 sentence "growing computer skills of students" needs to be removed as it does not pertain to an online course, and section 5 under online homework first paragraph needs to be moved to offline assignments. Motion carried with revisions.

vii. Hybrid: ESL 028, ESL Reading and Writing 2

A motion was made and seconded to approve Hybrid: ESL 028, ESL Reading and Writing 2 course revisions. Mr. Scott Jenison was present to discuss the course and answer questions. After a brief moment,

the committee agreed to approve the course pending revision. The committee requested the examples be removed, section 2 sentence "growing computer skills of students" needs to be removed as it does not pertain to an online course, and section 5 under online homework first paragraph needs to be moved to offline assignments. Motion carried with revisions.

viii. Hybrid: ESL 033, ESL Grammar 3

A motion was made and seconded to approve Hybrid: ESL 033, ESL Grammar 3 course revisions. Mr. Scott Jenison was present to discuss the course and answer questions. After a brief moment, the committee agreed to approve the course pending revision. The committee requested the examples be removed, section 2 sentence "growing computer skills of students" needs to be removed as it does not pertain to an online course, and section 5 under online homework first paragraph needs to be moved to offline assignments. Motion carried with revisions.

ix. Hybrid: ESL 038, ESL Reading and Writing 3

A motion was made and seconded to approve Hybrid: ESL 038, ESL Reading and Writing 3 course revisions. Mr. Scott Jenison was present to discuss the course and answer questions. After a brief moment, the committee agreed to approve the course pending revision. The committee requested the examples be removed, section 2 sentence "growing computer skills of students" needs to be removed as it does not pertain to an online course, and section 5 under online homework first paragraph needs to be moved to offline assignments. Motion carried with revisions.

x. Hybrid: ESL 043, ESL Grammar 4

A motion was made and seconded to approve Hybrid: ESL 043, ESL Grammar 4 course revisions. Mr. Scott Jenison was present to discuss the course and answer questions. After a brief moment, the committee agreed to approve the course pending revision. The committee requested the examples be removed, section 2 sentence "growing computer skills of students" needs to be removed as it does not pertain to an online course, and section 5 under online homework first paragraph needs to be moved to offline assignments. Motion carried with revisions.

xi. Hybrid: ESL 048, ESL Reading and Writing 4

A motion was made and seconded to approve Hybrid: ESL 048, ESL Reading and Writing 4 course revisions. Mr. Scott Jenison was present to discuss the course and answer questions. After a brief moment, the committee agreed to approve the course pending revision. The committee requested the examples be removed, section 2 sentence "growing computer skills of students" needs to be removed as it does not pertain to an online course, and section 5 under online homework first paragraph needs to be moved to offline assignments. Motion carried with revisions.

xii. Hybrid: ESL 058, ESL Reading and Writing 5

A motion was made and seconded to approve Hybrid: ESL 058, ESL Reading and Writing 5 course revisions. Mr. Scott Jenison was present to discuss the course and answer questions. After a brief moment, the committee agreed to approve the course pending revision. The committee requested the examples be removed, section 2 sentence "growing computer skills of students" needs to be removed as it does not pertain to an online course, and section 5 under online homework first paragraph needs to be moved to offline assignments. Motion carried with revisions.

xiii. KIN 190, Introduction to Human Movement (per motion above)

A motion was made and seconded to approve KIN 190, Introduction to Human Movement course revisions. Dr. Les Uhazy, dean proxy, and Mr. Glenn Haller were present to discuss the course and answer questions. After a brief moment, the committee request clarification on the course description as it seems that two separate descriptions are entered in this field. Motion failed.

d. First Reading: New Course Development

i. NS 101A, Fundamentals of Nursing Science

A motion was made and seconded to approve NS 101A, Fundamentals of Nursing Science course development. Ms. Susan Snyder was present to discuss the course and answer questions. After a brief moment, it was decided that revisions were not necessary. Motion carried without revisions. A second motion was made and seconded to approve the course content. Motion carried.

e. Second Reading: New Course Development

i. ID 240, Fundamentals of Computer Aided Drafting and Design (CADD)

ii. NS 102A, Maternal and Newborn Nursing

iii. NS 103A, Medical Surgical I

iv. NS 201A, Psychiatric-Mental Health Nursing

- v. **NS 202A, Medical Surgical II**
- vi. **NS 203A, Pediatrics**
- vii. **NS 204A, Medical/Surgical Nursing III**
- viii. **NS 205A, Transition to Professional Nursing**
- ix. **RADT 205, Radiographic Clinical Practicum IV**

A motion was made and seconded to approve the new course developments listed under 6e, Second Reading: New Course Development. Mrs. Linda Harmon indicated that all requested changes from the last meeting have been made to each course. Motion carried. A second motion was made and seconded to approve the course content for items 6e(i-ix). Motion carried.

f. Course Deactivation

- i. **PSY 218, Psychology of Women**
- ii. **READ 097, Reading Comprehension for College Success**

A motion was made and seconded to approve designating the courses listed as deactivated. Motion carried.

g. First Reading: Community Service Offering

Mrs. Linda Harmon requested the committee members to review the course proposals in the agenda packet posted to the AP&P website. Dr. Lee Grishman reminded the committee that in the past the instructor was required to be present before the committee could review the course. Dr. Les Uhazy felt that it created undo pressure on the faculty member and in some cases insulted them when the proposal did not conflict with any course offerings. The committee asked whether specific guidelines prevented them from reviewing the courses without the instructor present. Mrs. Melissa Jauregui informed the committee that these types of course proposals have always been treated the same as every other course or program offering, which is that two persons are present: dean, representative, and/or faculty. Since Dr. Les Uhazy, dean proxy, and Dr. Darcy Wiewall, AP&P representative, were present the courses could be read without the faculty member being present.

i. Introduction to CAD for Pattern Design

A motion was made and seconded to approve the Community Service offering of Introduction to CAD for Pattern Design. Dr. Les Uhazy, dean proxy, and Dr. Darcy Wiewall were present to discuss the course and answer questions. After a brief moment, the committee agreed to approve the course only if the discipline faculty agreed and signed the course approval form. Motion carried contingent upon signatures.

ii. Grant Research Fundamentals

A motion was made and seconded to approve the Community Service offering of Grant Research Fundamentals. Dr. Les Uhazy, dean proxy, and Dr. Darcy Wiewall were present to discuss the course and answer questions. After a brief moment, it was decided that revisions were not necessary since the course material did not conflict with any AVC catalog course offering. Motion carried without revisions.

iii. Aramaic: The Bible Original: Hebrew & Aramaic (Step 1)

A motion was made and seconded to approve the Community Service offering of Aramaic: The Bible Original: Hebrew & Aramaic (Step 1). Dr. Les Uhazy, dean proxy, and Dr. Darcy Wiewall were present to discuss the course and answer questions. After a brief moment, it was decided that revisions were not necessary since the course material did not conflict with any AVC catalog course offering. Motion carried without revisions.

iv. Aramaic: The Bible Original: Hebrew & Aramaic (Step 2)

A motion was made and seconded to approve the Community Service offering of Aramaic: The Bible Original: Hebrew & Aramaic (Step 2). Dr. Les Uhazy, dean proxy, and Dr. Darcy Wiewall were present to discuss the course and answer questions. After a brief moment, it was decided that revisions were not necessary since the course material did not conflict with any AVC catalog course offering. Motion carried without revisions.

7. INFORMATIONAL ITEM

a. New Course Development

- PHTC 102L, Directed Photo Lab Studies

Mrs. Linda Harmon reminded Lisa Karlstein that the SLOs must be submitted to the Outcomes Committee via the paper form, to which she replied that she is already working with the committee.

b. Course Deactivation

- READ 095L, Basic Reading Strategies for College Success Lab
- READ 097L, Reading Comprehension for College Success Lab

- READ 099L, Critical Reading and Study Skills Lab
- READ 150, Speed Reading
- ESL 029, ESL Skills Building 2
- ESL 039, ESL Skills Building 3
- ESL 049, ESL Skills Building 4
- ESL 059, ESL Skills Building 5
- ED 175, Literacy Tutoring and Supervised Field Experience
- AERO 180, SpaceTEC Core Certification Readiness
- SPAN 203, Advanced Spanish

Mrs. Linda Harmon also notified the committee that the courses listed under item 7b will be on the next agenda as an action item for deactivation.

8. ADDITIONAL INFORMATION – SB 1440 AA-T/AS-T that need to be developed and submitted to AP&P

Area of Study	Template Attached	Articulation Agreements	PLO	Recommended Plan of Study	CurricUNET Status
<i>1. Agriculture Animal Sciences</i>					
<i>2. Agriculture Business</i>					
<i>3. Agriculture Plant Sciences</i>					
<i>4. Chemistry</i>					
5. Computer Science					Cannot develop, no discipline on campus aligns with coursework
6. Economics					
7. Elementary Teacher Education					Cannot develop, no full-time faculty in area
<i>8. Film, Television and Electronic Media</i>					Cannot develop, no full-time faculty in area
9. Journalism					Cannot develop, no full-time faculty in area
10. Philosophy					
11. Spanish					

Dr. Les Uhazy informed the committee on two degrees that are nearly complete: Environmental Science and Biology. Once those degrees are approved and ready for our faculty to adopt, they will take necessary steps to do so. Mrs. Melissa Jauregui announced that several programs have been added to this area since recently additional transfer model curriculum programs have been completed. Those listed in italics have completed their first phase of approval allowing our faculty to review the documentation posted to the c-id.net website for local adaptation. Unfortunately though the template for those programs have not been fully approved by the Chancellor's Office so until that is available the degree can not be completely submitted in CurricUNET.

Completed AVC AA-T/AS-T Degrees

- | | | | |
|-------------------------------|---------------|-----------------|------------------|
| 12. Administration of Justice | 16. English | 19. History | 22. Physics |
| 13. Anthropology | 17. Geography | 20. Kinesiology | 23. Psychology |
| 14. Business Administration | 18. Geology | 21. Music | 24. Theatre Arts |
| 15. Early Childhood Education | | | |

Mrs. Melissa Jauregui also reminded the committee members that while several degrees listed in this area can be resubmitted to the Chancellor's Office for approval, some cannot be submitted until new courses are approved first.

Chancellor's Office Approved

- | | |
|---------------------------|-----------------------|
| 25. Art History | 28. Political Science |
| 26. Communication Studies | 29. Sociology |
| 27. Mathematics | 30. Studio Arts |

9. ADDITIONAL INFORMATION - C-ID REPORT FOR TMC's

C-ID DESCRIPTOR	COURSE	STATUS	EXPIRES	STATUS
AJ 110	AJ 101	CONDITIONAL	20-NOV-14	
AJ 120	AJ 102	CONDITIONAL	4-JAN-14	

AJ 160	AJ 201	NOT APPROVED		
AJ 220	AJ 204	CONDITIONAL	2-JAN-14	
ARTH 150	ART 104	NOT APPROVED		
BUS 110	BUS 101	CONDITIONAL	13-MAY-14	Approved 2/10/2014
BUS 115	BUS 113	CONDITIONAL	12-JUN-14	
BUS 120	BUS 201	CONDITIONAL	11-NOV-14	
BUS 125	BUS 203	CONDITIONAL	26-JUL-14	
ECE 230	CFE 116	CONDITIONAL	27-JUN-14	
ECE 210	CFE 202	CONDITIONAL	27-JUN-14	
ECE 220	CFE 211	CONDITIONAL	8-APR-14	
ECE 130	CFE 213	NOT APPROVED		
CHEM 100	CHEM 101	NOT APPROVED		Resubmit for CHEM 101
ITIS 120	CIS 101	CONDITIONAL	1-JUL-14	
COMP 152	CIS 121	CONDITIONAL	2-APR-14	
COMM 130	COMM 107	CONDITIONAL	13-JAN-15	
ENGL 120	ENGL 102	CONDITIONAL	06-JAN-15	
GEOL 121	ERSC 101	CONDITIONAL	12-JUN-14	
	GEOG 101	NOT APPROVED		
HIST 130	HIST 107	NOT APPROVED		
HIST 140	HIST 108	CONDITIONAL	14-FEB-14	
JOUR 210	JOUR 123	NOT APPROVED		
KIN 100	KIN 190	NOT APPROVED		
KIN 101	KIN 191	CONDITIONAL	17-DEC-13	
SOCI 125	MATH 115	CONDITIONAL	20-SEP-14	
PHIL 110	PHIL 110	CONDITIONAL	16-OCT-14	
PHYS 100S	PHYS 101 PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 105	PHYS 101	CONDITIONAL	13-FEB-14	
PHYS 110	PHYS 102	CONDITIONAL	13-FEB-14	
PHYS 200S	PHYS 110 PHYS 120 PHYS 211	CONDITIONAL	15-FEB-14	
PHYS 205	PHYS 110	CONDITIONAL	13-FEB-14	
PHYS 210	PHYS 120	CONDITIONAL	15-FEB-14	
PHYS 215	PHYS 211	CONDITIONAL	15-FEB-14	
PSY 130	PSY 212	CONDITIONAL	2-JUL-14	Approved 11/25/2013
SOCI 140	PSY 219	CONDITIONAL	20-SEP-14	Designated as Obsolete
PSY 115	PSY 233	CONDITIONAL	1-JUL-14	Approved 12/2/2013
PSY 120	PSY 234	NOT APPROVED		Approved 10/22/2013
PSY 200	SOC 200	CONDITIONAL	2-JUL-14	
SOCI 120	SOC 200	CONDITIONAL	25-JAN-14	
SPAN 220	SPAN 101HL	CONDITIONAL	19-AUG-14	
THTR 171	THA 102	CONDITIONAL	06-JAN-15	Resubmitted
THTR 175	THA 133	NOT APPROVED		

Dr. Lee Grishman announced that HIST 108 has expired. Faculty need to work more quickly to revise the courses so that the revised course outline of record can be resubmitted for consideration. Dr. Darcy Wiewall indicated that this course is working through the approval process and faculty are actively working to in CurricUNET to be sure the course is approved.

10. ADDITIONAL INFORMATION – 2013-2014 Courses by Division that need to be revised and submitted to AP&P

Course	Degree/Cert /GE Area	Last Taught	Scheduling Restrictions if not approved by 11/14/2013	Status
Business				
CIS 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
Health Sciences				
CFE 101		Summer 13	Cannot schedule 14-15	<i>Submitted</i>
Kinesiology				
KIN 196		Spring 12	Cannot schedule 14-15	<i>Submitted</i>

Language Arts				
COMM 109		Fall 12	Cannot schedule 14-15	<i>Submitted – Agenda</i>
COMM 215		None	Cannot schedule 14-15	<i>Submitted</i>
ESL 018		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 019		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 020		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 023		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 028		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 029		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 030		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 033		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 038		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 039		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 040		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 043		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 048		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 049		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 058		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
ESL 059		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
READ 150		Fall 11	Cannot schedule 14-15	<i>Submitted</i>
SPAN 203		Fall 08	Cannot schedule 14-15	<i>Submitted</i>
Math/Science				
MATH 070B		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
MATH 102A		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
MATH 102B		Spring 13	Cannot schedule 14-15	<i>Submitted</i>
Social Science				
ED 175		Spring 08	Cannot schedule 14-15	<i>Submitted</i>
PSY 218		Fall 08	Cannot schedule 14-15	<i>Submitted – Agenda</i>
WE 197		None	Cannot schedule 14-15	
WE 199		Spring 13	Cannot schedule 14-15	
Technical Education				
AERO 180		Fall 10	Cannot schedule 14-15	<i>Submitted</i>
AUTO 276		Fall 13	Cannot schedule 14-15	<i>Submitted</i>
ELTE 235		Fall 12	Cannot schedule 14-15	<i>Submitted – SLOs NEEDED</i>
Visual and Performing Arts				
PHTC 205		Fall 12	Cannot schedule 14-15	<i>Submitted</i>
PHTC 205L		Fall 12	Cannot schedule 14-15	<i>Submitted</i>

11. ADJOURNMENT

A motion was made and seconded to adjourn the February 27, 2014 AP&P Committee meeting at 4:18p.m. Mrs. Linda Harmon reminded the committee members to log into CurricUNET and track the progress of each course in the approval process in their area to be sure they are moving along. Motion carried.

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 Dr. Edward Beyer, 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.

Guidelines for Establishing Prerequisites, Corequisites and Advisories

Student success at California community colleges is of great importance to the future of the state. Increasing course success eventually leads to program and degree success, but all of this is predicated on providing students with accurate information about the appropriate preparation needed to succeed in courses. Prerequisites, corequisites and advisories are one method used to provide this information. Given the impact that prerequisites, corequisites and advisories can have on a student's ability to pursue a course of study, the establishment of the same must be implemented with careful consideration of both student access and student success.

The California Community Colleges Board of Governors adopted new title 5 regulations on prerequisites, corequisites and advisories on March 8, 2011, to allow faculty to base their determination for prerequisites and corequisites in English, reading, or mathematics for college-level courses outside of an English, reading, or mathematics sequence on content review alone or on content review with statistical validation. Previously, establishing prerequisites and corequisites for non-sequence courses had only one option for scrutiny – the use of statistical validation with content review methodology. Moving forward, if discipline faculty intend to establish prerequisites or corequisites by content review only, the new guidelines require a statistical validation to be conducted and presented to the Academic Policies and Procedures committee before the conclusion of the fifth semester following the implementation of the prerequisite or corequisite.

The following definitions, guidelines, and procedures are based on “Guidelines for Title 5 Regulations Section 55003 – Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation” which was adopted by the California Community Colleges Board of Governors, March 2011 and distributed by the Chancellor's Office, California Community Colleges February 3, 2012.

DEFINITIONS:

1. **Content Review** - “a rigorous, systematic process developed in accordance with sections 53200 to 53204, approved by the Chancellor as part of the district matriculation plan required under section 55510, and that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course.”
2. **Course Validation Study (Statistical Validation)** – this is data collection and analysis, which constitutes the “highest level of scrutiny.” Validated assessment test cut scores can be used to establish pre or corequisites for non-degree applicable courses.
3. **Prerequisites** are conditions of enrollment that students are required to meet prior to enrollment in particular courses and programs. The assignment of a prerequisite to a course signifies that the course skills, or body of knowledge described in the prerequisite, are essential to the success of the student in that course and that it is highly unlikely that a student who has not met the prerequisite will receive a satisfactory grade in the course for which the prerequisite has been established.
4. **Corequisites** also signify that a body of knowledge or course skills is essential to the success of a student in a course. However, this body of knowledge or course skills can be acquired or developed concomitantly with the primary course. Therefore, a student is required to enroll in a corequisite simultaneously with (or, in some cases, may be allowed to enroll in the corequisite prior to) the primary course.

5. *Advisories* signify that acquisition of a body of knowledge or course skills will be of great advantage to a student prior to enrollment in a specific course. However, enrollment in a course to acquire this knowledge or skills is not required, merely recommended.

Overview of Regulations Regarding Prerequisites and Corequisites

Establishing prerequisites and corequisites

Title 5, section 55003(d) delineates the four purposes for which prerequisites and corequisites may be established;

1. The prerequisite or corequisite is expressly required or expressly authorized by statute or regulation;
2. The prerequisite will assure that the student has the skills, concepts, and/or information needed to succeed (receive a satisfactory grade) for the course it is established;
3. The corequisite will assure that a student has the skills, concepts, and/or information needed to succeed (receive a satisfactory grade) for the course it is established;
4. The prerequisite or corequisite is needed to protect the health or safety of the student or others.

Additional requirements for certain types of prerequisites

For prerequisites requiring precollegiate skills in reading, written expression, or mathematics, regardless of the level of scrutiny (content review with statistical validation or content review alone), districts must also:

- Ensure that courses and sections designed to teach the required skills are available with reasonable frequency based on the number of students who are required to meet the prerequisites; [§ 55003(1)(1)]
- Conduct an evaluation to determine the impact on student success and whether there is any disproportionate impact. Where there is disproportionate impact, develop and implement a plan, in consultation with the Chancellor's Office, to correct the disproportionate impact. [§ 55003(1)(2)(A) and (B)]

Course exempt from content review and statistical validation

Title 5, section 55003(e) indicates that a prerequisite or corequisite need not be scrutinized using content review as defined by subdivision (c) of section 55000 or content review with statistical validation as defined by subdivision (f) of this section, if:

1. it is required by statute or regulation; or
2. it is part of a closely-related lecture-laboratory course pairing within a discipline; or
3. it is required by four-year institutions; or
4. baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite.

Establishing Prerequisites and Corequisites Based on Content Review Only

Title 5 regulations allowing colleges to adopt prerequisites and corequisites by a content review process only is new and the following sections are intended to provide in-depth guidance on the requirements that colleges are expected to meet to adopt prerequisites and corequisites using this methodology.

“Content review” is defined in title 5, section 55000(c) as:

a rigorous, systematic process developed in accordance with sections 53200 to 53204, approved by the Chancellor as part of the district matriculation plan required under

section 55510, and that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course.

In other words, content review is a process that determines what skills or knowledge are required for success in a given course and how that preparation can be obtained in order to advise or require students to acquire the necessary preparation prior to enrolling in (prerequisite) or while taking (corequisite) a given course. It is more than reviewing the traditional “exit and entrance skills” and involves examining how the course is taught and all components of the Course Outline of Record (COR).

Requisites established through content review only will have a statistical validation study conducted before the end of the fifth semester of the placement of the requisite. After a two year period, AP&P will contact the faculty to initiate a statistical validation utilizing a research practice listed under the section titled “*Establishing Prerequisites and Corequisites Based on Content Review with Statistical Validation.*” A least one research practice must support the establishment of the prerequisite or corequisite.

Content Review and the Course Outline of Record

The content review process begins with a review of the Course Outline of Record (COR). The COR delineates not only the content of the course, but also the competencies a student is expected to achieve (objectives and/or student learning outcomes), the assignments to be completed (e.g., reading assignments, projects, and reports), and the assessments that will be used to measure student performance. During the initial approval of a course and subsequent revisions, a content review is conducted. The COR is examined and the skills and knowledge a student needs for success are identified. When faculty determine that content knowledge within the discipline is necessary for success, content review has always sufficed for the establishment of a prerequisite or corequisite. For example, if a biological psychology course presumes student understanding of basic psychology concepts, the faculty have always been able to establish a psychology course as a prerequisite. Similarly, math and English coursework typically consists of intradisciplinary sequenced courses that build upon one another.

However, a more complex, interdisciplinary content review process is needed to determine that an English or reading prerequisite or corequisite is appropriate for a psychology, history, or political science course or that a math prerequisite or corequisite is appropriate for an economics or automotive course. Such a review process should also take into consideration, as far as possible, the diversity of the students in the classroom, including learning styles, prior knowledge, and cultural background. As a starting point for ensuring that local content review processes are sufficiently rigorous for use in establishing prerequisites and corequisites, one may consider this description of content review, which emphasizes that faculty in the discipline must:

1. Approve the course; and,
2. As a separate action, approve any prerequisite or corequisite, only if:
 - a. The prerequisite or corequisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
 - i. involvement of faculty with appropriate expertise;
 - ii. consideration of course objectives set by relevant department(s) (the curriculum review process should be done in a manner that is in accordance with accreditation standards);

- iii. be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
- iv. specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
- v. identification and review of the prerequisite or corequisite which develops the body of knowledge and/or measures skills identified under d.
- vi. matching of the knowledge and skills in the targeted course (identified under d.) and those developed or measured by the prerequisite or corequisite (i.e., the course or assessment identified under e.); and
- vii. maintain documentation that the above steps were taken.

Establishing Prerequisites and Corequisites Based on Content Review with Statistical Validation

In addition to the content review described in the section above, statistical validation of a prerequisite or corequisite requires research. Data should be gathered according to sound research practices in at least (but not limited to) one of the following areas:

- a. The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite to corequisite is necessary. As well as a comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or corequisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in class, or other indicators that the student was or was not ready to take the course.
- b. Comparison of students' performance at any point in the course with completion of the proposed prerequisite or corequisite.
- c. Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question.

If more than one research practice is used, at least one must support the establishment of the prerequisite or corequisite. The standard for any comparison shall be that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite or corequisite. The research design, operational definition, and numerical standards, if appropriate, shall be developed by research personnel, discipline faculty, and representatives of the Academic Senate. If the evidence fails to meet the standard established, each college may establish the proposed prerequisite or corequisite as an advisory and may seek to establish it as a prerequisite or corequisite only by following the process described in this policy and any applicable college policies.

Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the prerequisites for the associated courses.

Process for Establishing and Implementing Requisites

Discipline faculty, both full time and adjunct who teach in that subject area, must examine the Course Outline of Record (COR) along with the course syllabus, assignments, exams, and texts to determine appropriate entry level knowledge and skills are essential in order for students to be successful. The faculty must agree that without the knowledge and skills students would be highly unlikely to succeed. Then the faculty would decide and agree upon which existing courses would provide students with that knowledge or those skills. In order to do this, consult the CORs for those courses, as well as the information provided on the content review section of the course proposal. The following steps should then be followed:

1. Consult with the AP&P representative, dean/director and other discipline instructors for consistency among courses within programs in your discipline/division.
2. Existing Courses Only: Conduct a substantial course revision in CurricUNET, provide a clear and concise rationale for the requisite adjustment, and select the check box for changes to the pre or corequisites or advisories
3. Proficiencies, Requisite, & Content Review link: All information should be specific and complete. Make sure information on this link is consistent with and clearly related to all components of the Course Outline of Record (description, content, objectives, assignments, and evaluation).
4. Keep in mind while completing a content review that you are specifying knowledge, skills, and competencies students should possess upon entry into the course under review, or those they should gain simultaneously in another course.
5. Attach all required documents to the Attached Files link within CurricUNET
6. Once a pre or corequisite is established, it *must* be enforced; no one can waive a pre or corequisite. (See “Regulations and Enforcement: Prerequisites and Corequisites” in *AP&P Standards & Practices Handbook*.)

Any changes made to course prerequisites, corequisites, advisories, or limitations on enrollment require the review and approval of the full AP&P committee.

Documents Required: Course Validation Study and/or content review documentation for revised and new courses.

Once prerequisites and corequisites have been established for a course, Education Code requires that the district abide by the following regulations:

1. **Catalog and Schedule Information:** The college must provide clear and accurate information regarding the establishment of prerequisites, corequisites, and advisories, including definitions of each.
2. **Implementation:** Once a pre or corequisite is established, it must be enforced consistently. Students cannot take a course without having the pre or corequisite (or successfully challenging it) and no one (administration, faculty, or staff) may “waive” that prerequisite for a student.
3. **Challenge Procedure:** The college must have an established and published process for students who wish to challenge the pre or corequisite. This process must be done in a

“timely manner,” generally **within 5 days** from the time the student files a completed form, including required documents. Since faculty establish the pre or corequisites, faculty must also be the ones to determine whether or not a student’s challenge is valid.

4. **Involuntary Drops:** If registration has begun before students complete the prerequisite course, they are allowed to enroll in the course for which the prerequisite has been established. However, if they do not pass the prerequisite course (D, F, NC, W, or I) they must be automatically dropped. The college will implement a computer run of final grades and issue a letter to students informing them they have been dropped from the course. Ideally, this should be done before the first class meeting of the semester. However, if classes have begun before the prerequisites can be checked, students must be dropped within the first two weeks of classes, which allows them time to add the necessary class.
5. **Course Outline of Record:** Faculty must design their course syllabus based upon the approved COR. All work (assignments, tests, projects, etc.) must be designed according to the "measurable objectives" listed on the COR.
6. **Program Review:** Courses must be reviewed and/or revised at least once every six years to verify that the pre or corequisites is still necessary for students’ success and that the course content and objectives are still relevant.
7. **Assessment Tests to Establish Pre or Corequisites:** The use of assessment instruments for placement of students into courses must be established in the following manner:
 - a. the assessment instrument must be on the Chancellor’s Office approved list
 - b. the college must conduct local validation studies for establishing cut scores
 - c. the college must use multiple measures in addition to the assessment instrument
 - d. the college must check for disproportionate impact

Once the above conditions have been met, colleges may use assessment instruments for placement in courses by establishing them in concert with the equivalent course when listing the pre or co requisite in the course description. For example: Prerequisite: Eligibility for ENGL101 (AVC Assessment) or Successful Completion of ENGL099.

Course Validation Studies

For the purposes of establishing communication and computational pre- and corequisites on credit courses across the disciplines, the AP&P Committee adopted the option found in the “Guidelines for Title 5 Regulations Section 55003 – Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation” which was adopted by the California Community Colleges Board of Governors March 2011 and distributed by the Chancellor’s Office, California Community Colleges February 3, 2012. These studies will be in addition to the already established process for a formal content review (adopted by the district in 1994) and outlined in the “Process for Establishing Prerequisites, Corequisites, and Advisories” in the *AP&P Standards & Practices Handbook*.

The district will use **Experience Table Comparisons** as the primary method of validation based on a ***t*-test statistic** where the observed difference in the mean grade of both groups is significant at $< .05$ level. The committee agreed to include W's as non-success, measured as a zero on the four-point grading scale, just as the letter grade F. The committee also agreed to limit the sample cohort to only those students who have attempted the proposed prerequisite course at AVC. Students who enroll directly into the target course without prior attempts or completion of the prerequisite will be excluded from the sample. As a minimum requirement, the *t*-test must show statistical validity at the .05 level before the committee considers implementing the prerequisite as a mandatory requirement for students enrolling in the target course. The committee will also review additional criteria before making a final decision, such as a **Data Table Comparisons**. This **chi-square** will show counts and percentages in a 2x2 matrix based on the above cohort, again including W's as non-success.

The research office will prepare a one-page report showing both tables and the following statistics:

- the value and significance level of the *t*-test;
- the value and significance level of the chi-square;
- the sample size;
- the base rate of success (without prerequisites);
- the percent of correct predictions;
- the net increase in accuracy; and
- the number and percent of students who would be excluded if the prerequisite were in place (not eligible and successful).

(A sample report is attached.)

Finally, the research office will provide a separate report showing the demographic analysis (cross-tabs) of the above cohort by gender and ethnicity to determine if implementing the proposed prerequisite will create a disproportionate impact of any under represented group. If disproportionate impact exists, the committee will forward this information to the representatives responsible for the district Student Equity Plan.

Challenge Process: Prerequisites and Corequisites

The following regulations and guidelines conform to Title 5 (section 55201) and are taken from the Model District Policy approved by the Chancellor's Office and agreed to by the AP&P Committee, the Academic Senate, and the Board of Trustees in 1994.

Legal Obligations: Prerequisites and Corequisites

1. Once a prerequisite or corequisite has been approved for a course, the college **must** enforce it. If we fail to enforce the pre or corequisites, we are out of compliance with Title 5 and Matriculation Regulations.
2. **No one (faculty, administrator, or staff) has the right to “waive” a pre or corequisite.**

Students' Responsibilities

If a student wishes to challenge a pre or corequisite, he or she may request a “challenge form” and should do so far enough in advance of the start date for the course being challenged. In order to challenge a pre or corequisite, the student must fill out the form and indicate the reason for the challenge set forth by Title 5.

- It is the student's responsibility to “prove” that he or she meets the criteria for satisfying the pre or corequisite by attaching the necessary documentation.
- If the student fails to attach the necessary documentation, the challenge is automatically denied.

Faculty Responsibilities

It is the responsibility of faculty to make themselves available to review challenges throughout the year: fall, winter, spring, and summer.

- According to regulations, prerequisite challenges must be completed within 5 working days, and the college must “hold a seat for that student” during that time. If the challenge is not completed within the 5 days, the student is automatically enrolled in the class.
- Since establishing pre or corequisites is an “academic and professional matter,” it is the faculty's responsibility (full time and/or adjunct) to read the challenge and determine whether or not the student meets the necessary skills to enter the class; it is the dean's and/or director's responsibility to ensure that the process has been followed. (Both signatures are required on the form.)
- If the student is trying to enter a specific class section or there is only one section of the course being offered, the faculty member teaching that section cannot be the faculty member who reviews the challenge; another faculty member in the discipline (full or part time), or in a closely related discipline, must review the challenge.
- If no other faculty member is available, one of the following alternatives can be used: 1) the dean/director, if he or she meets minimum qualifications, can then determine if the challenge is valid; 2) the dean/director must remove the student's name from all documents, thus allowing the faculty who teaches that section to review the challenge without knowledge of the student's identity. The dean's signature ensures that the challenge process has been followed.