



# Academic Policies & Procedures

<b>AP&amp;P Minutes</b>	<b>Thursday, October 28, 2021 3:00 pm – 5:30 pm via Zoom</b>
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**Type of Meeting:** *Regular*

**Note Taker:** *Debbie Lindsey*

**Please Review/Bring:** The past minutes for accuracy.

*Committee Members:*

<p><i>Dr. Scott Lee, Co-chair</i>  <i>Kathryn Mitchell, Co-chair</i>  <i>*Isabelle Saber, Vice President of Academic Affairs</i>  <i>Dr. Jessica Eaton, Articulation Officer</i>  <i>Tim Atkerson, AKIN Representative</i>  <i>*Perry Jehlicka, AKIN Representative (Spring)</i>  <i>Travis Lee, CTE Representative</i>  <i>*Alfred Brubaker, CTE Representative</i>  <i>Wendy Stout, HSS Representative</i>  <i>*Vacant, HSS Representative</i>  <i>James Dorn, MSE Representative</i>  <i>Richard Biritwum, MSE Representative</i>  <i>Heidi Williams, R&amp;L Representative</i>  <i>Dr. Richie Hao, R&amp;L Representative</i></p>	<p><i>Gabby Poorman, SBS Representative</i>  <i>Kent Moser, SBS Representative, DE Liaison</i>  <i>Cynthia Littlefield, A&amp;H Representative</i>  <i>Dr. Ariel Tumbaga, A&amp;H Representative</i>  <i>*Van Rider, Library Rep, Librarian</i>  <i>Luis Echeverria, Student Services, Counseling</i>  <i>*Vacant, Adjunct Representative</i>  <i>Greg Borman, Administrative Position</i>  <i>*Riley Dwyer, Administrative Position</i>  <i>LaDonna Trimble, Administrative Position</i>  <i>Cindy Hendrix, Outcomes Representative</i>  <i>Ronda Nogales, Outcomes Representative</i>  <i>Marleen Lopez, Student Representative</i></p>	<p><i>* Absent</i></p>
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*Guests: Freddy Avilas, Jim Bowen, Nate Dillion, Rick Motawakel, Jonet Leighton, Cole McCandles, Carina Giorgi, Rae Agahari, Claude Gratton, Richard Stout*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee</i>	Meeting called to order at 3:04 pm. Scott is expecting a large meeting on 11/18/21. He would like to book a meeting room and provide food for everyone that would like to attend in person. Please email Scott to RSVP for an accurate count and appropriate room to social distance.
II. Minutes 10/14/2021	<i>All</i>	Motion to approve Motion seconded Opposed: Ronda Nogales, Dr. Ariel Tumbaga Abstained: James Dorn Motion approved
III. Informational Item - Meeting schedule: 11/18/21* - 1/27/22, 2/10/22, 2/24/22, 3/24/22, 4/14/22, 4/28/22	<i>Scott Lee</i>	
IV. Discussion - DETC Recommendation	<i>Scott Lee</i>	<b>Issues Discussed:</b> DETC is working on a definition for Hyflex. They are asking if AP&P would like to incorporate their definition as an Online/Distance Education teaching modality. They also



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		<p>sent a request to change the definition of Online, adding synchronously or asynchronously. Scott asked everyone to review it, speak with their constituents, and bring back their feedback.</p> <p>This is a legal definition for AP&amp;P to identify online or synchronous/asynchronous modalities from other types of classes. These definitions are for curriculum purposes. LaDonna Trimble commented: Hyflex should read after classroom, <i>allows remotely or face to face</i>. Kathryn Mitchell agreed that it fits into the newest definition of Hyflex in the Spring, at the faculty's discretion.</p> <p><b>Follow up items:</b> The definition will be an action item for the committee to vote at the 11/18 meeting.</p>
V. Reports		NA
VI. Action - Credit by Exam	Scott Lee	Scott Lee requested a motion to finalize and approve the Credit by Exam list. Jessica Eaton commented that a faculty member had changes that needed to be completed. Jessica requested it to be tabled. James Dorn will send the list of engineering courses to be removed from the list. Scott Lee moved to table the discussion until the next meeting.
<p><i>New Course Developments</i> None</p> <p><i>Course Deactivations</i> None</p> <p><i>Emergency Distance Education</i> None</p> <p><i>Non-substantial course revisions</i> ACRV 212 Commercial Refrig Systems ART 102 History of Art, Renaissance to Modern ART 104 History of Modern and Contemporary Art in the 20th Century ART 136 Intermediate Wheel-Thrown Ceramics BIOL 201 General Human Anatomy BIP 105 Computer Literacy BIP 127 Introduction to Accounting BUS 121 Fundamentals of Investment and Personal Finance BUS 201 Business Law BUS 212 Women in Organizations CA 176 Windows Server Networking COMM 107 Introduction to Interpersonal Communication</p>	Scott Lee	<p>Motion to approve: ACRV 212 Motion seconded Motion approved</p> <p>Motion to approve: ART 102 ART 104 ART 136 Motion seconded Motion approved</p> <p>Motion to approve: BIOL 201 Motion seconded Motion approved</p> <p>Motion to approve: BIP 105 BIP 127 Motion seconded Motion approved</p> <p>Motion to approve: BUS 121</p>



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<p>           COMM 109 Small Group Communication            EMT 101 Emergency Medical Tech (EMT)            ENGL 090 Writing Support            ENGL 103 Critical Thinking and Research            FTV 101 Introduction to Film            FTV 107 History of Film, Pre 1950            FTV 108 History of Film, 1950-Present            NF 103 Principles of Food Preparation            PHIL 201 Critical Thinking            PSY 101 General Psychology            RCP 101 Fundamentals of Respiratory Care            RCP 103 Concepts in Respiratory Care            RCP 104 Respiratory Care Pharmacology            RCP 105 Fundamentals of Clinical Respiratory Care            RCP 201 Neonatal and Pediatric Respiratory Care            RCP 204 Seminar and Practicum in Respiratory Care II            THA 121B Theatre Production            THA 121A Theatre Production         </p> <p><i>Substantial course revisions</i></p> <p>           PSY 103 The Physiology and Pharmacology of Psychoactive Drugs            PSY 104 Prevention, Intervention, and Education            PSY 105 Group Leadership and Process            PSY 106 Case Management, Law and Ethics            PSY 107 Chemical Dependency Family Counseling            PSY 109 Directed Field Experience I            PSY 110 Directed Field Experience II         </p> <p><i>Substantial Program revisions</i></p> <p>           Administration of Justice AA            Avionics Technology Certificate            Child &amp; Family Education AA            Communication Studies AA-T            Computer Networking Multi-Platform Cert            Computer Networking Multi-Platform AS            Dance            Deaf Studies: American Sign Language AA            Deaf Studies: American Sign Language Cert            Deaf Studies: Interpreter Training AA            Deaf Studies: Interpreter Training Cert            Electronics Technology Cert            Fire Technology Cert            Fire Technology AS            Firefighter I Academy Cert            History AA-T         </p>		<p>           BUS 201            BUS 212            Motion seconded            Motion approved         </p> <p>           Motion to approve:            CA 176            Motion seconded            Motion approved         </p> <p>           Motion to approve:            COMM 107            COMM 109            Motion seconded            Motion approved         </p> <p>           Motion to approve:            EMT 101            Motion seconded            Motion approved         </p> <p>           Motion to approve:            ENGL 090            ENGL 103            Motion seconded            Motion approved         </p> <p>           Motion to approve:            FTV 101            FTV 107            FTV 108            Motion seconded            Motion approved         </p> <p>           Motion to approve:            NF 103            Motion seconded            Motion approved         </p> <p>           Motion to approve:            PHIL 201            Motion seconded            Motion approved         </p> <p>           Motion to approve:            PSY 101            Motion seconded            Motion approved         </p>
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<p>Mathematics AS-T Music Commercial: Level I Certificate Music Commercial: Level II Certificate Music Commercial AA Vocational Nursing Cert</p> <p><i>Non-substantial Program revisions</i> <i>*Effective 5/2019 all program revisions will be substantial.</i></p> <p><i>New Program Development</i> None</p> <p><i>Program Discontinuance</i> None</p>		<p>Motion to approve: RCP 101 RCP 103 RCP 104 RCP 105 RCP 201 RCP 204 Motion seconded Motion approved</p> <p>Motion to approve: THA 121B THA 121A Motion seconded Motion approved</p> <p>Motion to approve Substantial course revisions: PSY 103 PSY 104 PSY 105 PSY 106 PSY 107 Motion seconded Motion approved</p> <p>Motion to approve: PSY 109 Motion seconded <i>Tabled- unit discrepancy, system has 3, but catalog has 5. Freddy Avilas will verify.</i></p> <p>Motion to approve: PSY 110 Directed Field Experience II Motion seconded Motion approved</p> <p>Motion to approve: Administration of Justice AA <i>Tabled – corrections needed to course blocks and Recommended Plan of Study.</i></p> <p>Motion to approve: Avionics Technology Certificate Motion seconded Motion approved</p>
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		<p>Motion to approve: Child &amp; Family Education AA <i>Tabled-catalog issues and unit discrepancy: 33 or 36? Is Nutrition 102 a required course or program elective? If it has been changed, why? Author, Kimberly Barker, was not present to answer questions.</i></p> <p>Motion to approve: Communication Studies AA-T Motion seconded Motion approved</p> <p>Motion to approve: Computer Networking Multi-Platform Cert Motion seconded Motion approved</p> <p>Motion to approve: Computer Networking Multi-Platform AS Motion seconded Motion approved</p> <p>Motion to approve: Dance AA Motion seconded <i>Tabled – changes made in the Recommended Plan of Study did not save in eLumen. Several people noted that there seems to be a problem with eLumen saving changes.</i></p> <p>Motion to approve: Deaf Studies: American Sign Language AA Motion seconded Motion approved pending corrections to Recommended Plan of Study.</p> <p>Motion to approve: Deaf Studies: American Sign Language Cert Motion seconded Motion approved pending correction to unit amount in the catalog description: 31 required and 6 electives.</p> <p>Motion to approve: Deaf Studies: Interpreter Training AA Motion seconded Motion approved pending corrections to Recommended Plan of Study.</p>
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		<p>Motion to approve: Deaf Studies: Interpreter Training Cert Motion seconded Motion approved</p> <p>Motion to approve: Electronics Technology Cert Motion seconded Motion approved</p> <p>Motion to approve: Fire Technology Cert Motion seconded Motion approved</p> <p>Motion to approve: Fire Technology AS Motion seconded Motion approved pending addition of FTEC 211 in last semester.</p> <p>Motion to approve: Firefighter I Academy Cert <i>Motion seconded</i> <i>Motion approved</i></p> <p><i>Motion to approve:</i> History AA-T <i>Tabled-corrections needed in Recommended Plan of Study.</i></p> <p>Motion to approve: Mathematics AS-T Motion seconded Motion approved pending corrections in Recommended Plan of Study.</p> <p><i>Motion to approve:</i> Music Commercial: Level I Certificate Motion seconded Motion approved pending addition of selection of required courses: Music 102, or 103, or 107, or 108, to be added in the second semester.</p> <p>Motion to approve: Music Commercial: Level II Certificate Motion seconded Motion approved</p>
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		<p>Motion to approve: Music Commercial: AA Motion seconded Motion approved pending corrections in Recommended Plan of Study. Refer to Level II Cert as a guide. Should be 28 units, plus the GE courses.</p> <p>Motion to approve: Vocational Nursing Cert Motion seconded Motion approved pending corrections to the sequence in the Recommended Plan of Study.</p>
VI. Closing Comments	<i>Scott Lee</i>	<p>It will be a full agenda on 11/18. Scott will be in touch with everyone regarding the specifics on where it will take place. Scott recommended providing Luis and Jessica with more time to review the substantial courses/programs listed for approval prior to the meeting.</p> <p>Motion to adjourn meeting at 5:25 pm Motion second. Motion approved.</p>
<b>NEXT MEETING DATE: November 18, 2021</b>		