

<b>AP&amp;P Minutes</b>	<b>Thursday, May 9, 2019</b> <b>BE 324</b> <b>3:00 pm – 5:30 pm</b>
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**Type of Meeting:** *Regular*  
**Note Taker:** *Cheyenne Odenthal*  
**Please Review/Bring:** The past minutes for accuracy.

<p><i>Committee Members:</i></p> <p><i>Dr. Darcy Wiewall, Co-chair</i></p> <p><i>Riley Dwyer, Co-chair</i></p> <p><i>Jeffrie Ahmad, Faculty Division Rep</i></p> <p><i>Dr. Ronald Chapman, Faculty Division Rep</i></p> <p><i>Dr. Maria Clinton, Faculty Division Rep</i></p> <p><i>Luis Echeverria, Faculty Division Rep</i></p> <p><i>Dr. Ibrahim Ganley, Faculty Division Rep</i></p> <p><i>Tooraj Gordi, Faculty Division Rep</i></p> <p><i>Dr. Richie Neil Hao, Faculty Division Rep</i></p> <p><i>Michael Hutchison, Faculty Division Rep</i></p> <p><i>Dr. Scott Lee, Faculty Division Rep/Librarian/DE Liaison</i></p> <p><i>Cynthia Littlefield, Faculty Division Rep</i></p> <p><i>Dr. Mark McGovern, Faculty Division Rep</i></p> <p><i>Alberto Mendoza, Adjunct Rep</i></p> <p><i>Terry Rezek, Faculty Division Rep</i></p> <p><i>Dr. Deborah Sullivan-Ford, Faculty Division Rep</i></p> <p><i>LaDonna Trimble, Student Services Dean</i></p> <p><i>Dr. Les Uhazy, Technical Education Dean</i></p> <p><i>Kathryn Mitchell,</i></p>	<p><i>Committee Members not in attendance:</i></p> <p><i>Greg Bormann, Academic Dean</i></p> <p><i>Dr. Jessica Eaton, Articulation Officer</i></p>
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Items	Person	Action
I. Opening comments from the Co-chair	Darcy	Dr. Wiewall Called the meeting to order at 3:03pm
II. Minutes 4/25/2019	<i>All</i>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b>  Minutes for 4/25/2019 – approved pending changes  Deborah Sullivan-Ford abstained</p> <p><b><u>Follow Up Items:</u></b></p>
III. Informational Item - 2018-2019 Meeting schedule: 5/23/19 2019-2020 AP&P Committee Reps - H&S Rep, Tooraj Goordi, Luis Echeverria, - Call for the AP&P Adjunct Rep has been announced. Letter of interest due by May 20, 2019.	<i>Darcy</i>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>

<p>2018-2019 AP&amp;P Goals - Volunteers</p> <ul style="list-style-type: none"> <li>- BP 4020/AP 4021 Review &amp; Revision Recommendations</li> <li>- Develop a training and implementation of eLumen for AP&amp;P Committee members and faculty</li> <li>- Revise the AP&amp;P Handbook</li> </ul> <p>ADT Nutrition &amp; Dietetics template added AS Administrative Asst Math 124 added</p> <p>Course deactivation PHTC 101L Beginning Black&amp;White Photography Lab PHTC 125L Beginning Digital Photography Lab</p>		
<p>IV. Report</p> <ul style="list-style-type: none"> <li>- 2019-2020 AP&amp;P Committee Reps <ul style="list-style-type: none"> <li>-H&amp;S</li> <li>-Math &amp; Sciences</li> <li>-Counseling - Luis Echeverria</li> <li>-Adjunct</li> </ul> </li> <li>- Discipline List &amp; Minimum Qualifications</li> <li>- Instructional Material Fees List</li> <li>- BP 4020/AP 4021 Review &amp; Revision Recommendations</li> <li>- Revisions to AP&amp;P Handbook</li> </ul>	<p><i>Darcy</i></p>	<p><b>Issues Discussed:</b></p> <p>2019-2020 AP&amp;P Committee Reps</p> <ul style="list-style-type: none"> <li>- H&amp;S – pending</li> <li>- Math &amp; Sciences – James Dorn</li> <li>- Counseling - Luis Echeverria</li> <li>- Adjunct – pending</li> </ul> <p>Dr. Wiewall provided clarification that the minimum qualifications come from the Chancellor’s Office.</p> <p>Riley Dwyer stated that if faculty did want to change the minimum qualifications, AP&amp;P can go through the local approval process and send the recommendation to the Chancellor’s Office</p> <p>Minimum Qualifications changes: H&amp;SS: Provided changes Math: no changes Science: no changes Counseling: no changes CTE: will follow up at the next meeting Library Science: no changes Arts and Humanities : will follow up at the next meeting</p> <p>Instructional Material fees list: HS&amp;S: provided feedback No other changes</p> <p>BP 4020/AP 4021 Review &amp; Revision Recommendations:</p> <ul style="list-style-type: none"> <li>• Add specific language to discontinue for programs</li> </ul>

		<ul style="list-style-type: none"> <li>• General wording</li> </ul> <p>Revisions to AP&amp;P Handbook: Ronald Chapman made changes to the flowchart and will provide those changes to Dr. Wiewall.</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
<p>V. Discussion</p> <ul style="list-style-type: none"> <li>- 2018-2019 Outstanding Program and Course revisions (see addendum)</li> </ul>	<p><i>Darcy</i></p>	<p><b><u>Issues Discussed:</u></b></p> <p>Dr. Wiewall gave a status update of C-ID Report for TMC's.</p> <p>Dr. Wiewall advised the committee that any course or program revisions that have not been completed will be gone June 30<sup>th</sup> and faculty will have to restart this revision in eLumen</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
<p>VI. Action</p> <ul style="list-style-type: none"> <li>• Discipline List &amp; Minimum Qualifications</li> <li>• Instructional Material Fees List</li> <li>• Clothing &amp; Textiles Program Discontinuance</li> <li>• Interior Design Program Discontinuance</li> </ul> <p><i>Community &amp; Corporate Education</i> CCBA Certification Training-Online Certified Global Business Professional – Online Certified Credit Counselor – Online</p> <p>Instructional Material Fee Revision VN 113, Nursing Leadership in Medical-Surgical Nursing</p> <p><i>New Program Development:</i> Dance, Associate in Arts</p> <p><i>Course Deactivation:</i> DM 206L, Video Design and Production II Lab</p>	<p><i>Darcy</i></p>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p> <p>Discipline List &amp; Minimum Qualifications will be tabled until next meeting.</p> <p>A motion was made and seconded to approve Instructional Material Fees List. Motion carried</p> <p>Vote for Discontinuance for Clothing and textiles Program and Interior Design Program, will be tabled for next meeting for the committee to review the document and make notes.</p> <p>Community &amp; Corporate Education Programs will be tabled for next meeting</p> <p>A motion was made and seconded to approve Instructional fee Revision to VN 113 Motion was carried</p>

		<p>A motion was made and seconded to approve New Program development for Dance, Associates in Arts Motion carried, pending the knowledge that it will not make it BOT until Fall 2019 in time for 19-20 Catalog</p> <p>A motion was made and seconded to approve Course Deactivation for DM 206L</p>
<p><b>NEXT MEETING DATE: May 23, 2019</b></p>		<p>Dr. Wiewall adjourned the meeting at 4:26pm</p>