



# Academic Policies & Procedures

<b>AP&amp;P Minutes</b>		Thursday, March 25, 2021 3:00 pm – 5:30 pm via Zoom		
<p><b>Type of Meeting:</b> Regular  <b>Note Taker:</b> Sam Darby  <b>Please Review/Bring:</b> The past minutes for accuracy.</p>				
<i>Committee Members:</i>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p><i>Kathryn Mitchell, Co-chair</i>  <i>Isabelle Saber, Co-chair</i>  <i>Dr. Jessica Eaton, Articulation Officer</i>  <i>Timothy Sturm, CTE Representative*</i>  <i>Kent Moser, CTE Representative</i>  <i>Vacant, HSS Representative*</i>  <i>Maria Kilayko, HSS Representative*</i>  <i>James Dorn, MSE Representative</i>  <i>Richard Biritwum, MSE Representative</i>  <i>Jeffrie Ahmad, R&amp;L Representative</i>  <i>Dr. Richie Hao R&amp;L Representative</i>  <i>Dr. Ronald Chapman, SBS Representative</i></p> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p><i>Dr. Ibrahim Ganley, SBS Representative</i>  <i>Cynthia Littlefield, A&amp;H Representative</i>  <i>Dr. Ariel Tumbaga, A&amp;H Representative*</i>  <i>Dr. Scott Lee, Library Rep, Librarian, DE Liaison</i>  <i>Luis Echeverria, Student Services, Counseling</i>  <i>Gabrielle Poorman, 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>Mariano Eguizaba, Student Representative*</i>  <i>Jonet Leighton, proxy for Dr. Ariel Tumbaga</i></p> </td> </tr> </table>			<p><i>Kathryn Mitchell, Co-chair</i>  <i>Isabelle Saber, Co-chair</i>  <i>Dr. Jessica Eaton, Articulation Officer</i>  <i>Timothy Sturm, CTE Representative*</i>  <i>Kent Moser, CTE Representative</i>  <i>Vacant, HSS Representative*</i>  <i>Maria Kilayko, HSS Representative*</i>  <i>James Dorn, MSE Representative</i>  <i>Richard Biritwum, MSE Representative</i>  <i>Jeffrie Ahmad, R&amp;L Representative</i>  <i>Dr. Richie Hao R&amp;L Representative</i>  <i>Dr. Ronald Chapman, SBS Representative</i></p>	<p><i>Dr. Ibrahim Ganley, SBS Representative</i>  <i>Cynthia Littlefield, A&amp;H Representative</i>  <i>Dr. Ariel Tumbaga, A&amp;H Representative*</i>  <i>Dr. Scott Lee, Library Rep, Librarian, DE Liaison</i>  <i>Luis Echeverria, Student Services, Counseling</i>  <i>Gabrielle Poorman, 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>Mariano Eguizaba, Student Representative*</i>  <i>Jonet Leighton, proxy for Dr. Ariel Tumbaga</i></p>
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<i>*=Absent</i>				
Items	Person	Action		
I. Opening comments from the Co-chair	<i>Kathryn Mitchell</i>	Meeting called to order at 3:05 p.m.		
II. Minutes 2/25/21	<i>All</i>	<p><b>Issues Discussed:</b>            Motion to approve minutes from 2/25/21 meeting.            Motion seconded.            Motion approved.            Jonet Leighton abstained.</p>		
III. Informational Item - Spring '21 Meeting Schedule: 4/8, 4/22 - <a href="#">Units &amp; Hours Calculator</a> - Catalog Update	<i>Kathryn Mitchell</i>	<p><b>Issues Discussed:</b>            Kyle demonstrated the Unit &amp; Hours Calculator.            Discussed the Carnegie rule, the flaws of eLumen, and how this calculator should assist.</p> <p><b>Action taken:</b>            Published on the AP&amp;P website as a Google Sheet.</p> <p><b>Follow up:</b>            Request ITS to create a website calculator.</p> <p><b>Issues Discussed:</b>            Catalog currently being updated.</p>		



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<p>IV. Discussion</p> <ul style="list-style-type: none"> <li>- AP&amp;P Training</li> </ul>	<p><i>Kathryn Mitchell</i></p>	<p><b>Issues Discussed:</b> Training for faculty to import information for courses and programs missing from Curricunet.</p> <p><b>Action taken:</b> Request 2 volunteers from CTE &amp; Academics to provide recreating missing <i>Courses</i>: Cindy Littlefield - Academics Gabrielle Poorman- CTE <i>Programs</i>: Scott Lee - Academics Maria Clinton- CTEprograms and courses.</p> <p><b>Follow up:</b> Will request availability to set up training dates.</p>
<p>V. Reports</p>		
<p>VI. Action</p> <ul style="list-style-type: none"> <li>- Credit for Prior Learning</li> </ul>	<p><i>VP Saber</i></p>	<p><b>Issues Discussed:</b> Motion to approve Credit for Prior Learning . Motion seconded. Motion unanimously approved.</p> <p>AP4235- Discussion of timeline, Dean Dwyer suggested week 12 to be considered. Dean Clinton agreed that the Incomplete Contract deadline is also in week 12. Approved with the recommendation to week 12 for senate approval.</p> <p>Robust discussion of who should “approve” the student to take the course.</p> <p>VP Saber suggests the dean to be sent the form and find a qualified faculty member.</p> <p><b>Remove:</b> “The department chair or faculty designee shall determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work and/or experience.”</p>



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		<p><b>Edit:</b>          “The Petition for Credit by Examination must be completed prior to week twelve.”</p> <p>“The district will award college course credit for completion of a district examination administered by the appropriate departmental faculty under the following circumstances.”</p> <p>VP Saber requested to find out if the transcript record is an issue. Dean Trimble will review history and will provide information at the next meeting.</p> <p>Motion to table Credit for Prior Learning          Motion seconded.          Motion approved.          Two opposed          Jonet Leighton abstained.</p>
<p><i>New Course Developments</i></p> <p>AFAB 150 Surface Preparation and Material Applications</p> <p>AFAB 215 Advanced Aircraft Sheetmetal &amp; Composite Structures</p> <p>AFAB 220 Advanced Composite Fabrication, Assembly, and Repair</p> <p>KINT 112 Officiating - Football</p> <p>NS 100 Preparing for Success in Nursing</p> <p>NS 103L Skill Lab 103</p> <p>NS 203L Skills Lab 203</p> <p>NS 204L Skills Lab 204</p> <p>THA 113 Theatre History I</p> <p>THA 119A Rehearsal and Performance: New Works and One Acts</p> <p>THA 119B Rehearsal and Performance: New Works and One Acts</p> <p><i>Deactivations</i></p>		<p><b>Action Taken:</b>          Motion to approve AFAB 150          Motion seconded          Motion approved</p> <p><b>Action Taken:</b>          Motion to approve AFAB 215          Motion seconded          Motion approved</p> <p><b>Action Taken:</b>          Motion to approve AFAB 220          Motion seconded          Motion approved</p> <p><b>Action Taken:</b>          Motion to approve KINT 112          Motion seconded          Motion approved</p> <p><b>Action Taken:</b>          Motion to table Nursing Skills courses:          NS 100 Preparing for Success in Nursing          NS 103L Skill Lab 103          NS 203L Skills Lab 203          NS 204L Skills Lab 204</p>



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Chem 205 Quantitative Analysis (deleted 2020)		<p><b><u>Action Taken:</u></b> Motion to approve THA119A Motion seconded Motion approved</p> <p><b><u>Action Taken:</u></b> Motion to approve THA113 Motion seconded Motion approved 1 abstention</p> <p><b><u>Action Taken:</u></b> Motion to approve THA119B Motion seconded Motion approved 1 abstention</p> <p><b><u>Action Taken:</u></b> Motion to deactivate Chem 205 Motion seconded Motion approved 1 abstention</p>
VII. Closing Comments	<i>Kathryn Mitchell</i>	Motion to adjourn 4:44 pm Motion seconded Motion approved
<b>NEXT MEETING DATE: 04/08/21</b>		