Academic Policies & Procedures

AP&P Agenda	Thursday, February 8, 2024
	3:00 pm – 4:00 pm T600-J

Type of Meeting: *Regular*

Note Taker: Debbie Lindsey

Please Review/Bring: The past minutes for accuracy.

Committee Members:	
Dr. Scott Lee, Co-chair	Cynthia Littlefield, AHUM Representative
Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs	Lisa Karlstein, AHUM Representative
Dr. Jessica Eaton, Articulation Officer	Vacant, Library Rep, Librarian
Tim Atkerson, AKIN Representative	Tamira Palmetto, Student Services, Counseling
Travis Lee, CTE Representative	Tanya McGinnis, Student Services, Counseling
Dr. Wendy Stout, CTE Representative	Larry Veres, Adjunct Representative
James Dorn, MSE Representative	Greg Bormann, Administrative Position
Dr. Jonathan Compton, MSE Representative	Kathryn Mitchell, Administrative Position
Heidi Williams, LACA Representative	LaDonna Trimble, Administrative Position
Dr. Ariel Tumbaga, LACA Representative	Dr. Cindy Hendrix, Tech Review
Gabby Poorman, SBS Representative/Tech Review	Alan Filion, Student Representative
David Harrison, SBS Representative	Bobby Bennett, Student Representative
	*Absent

Items	Person	Action
I. Opening comments from the Co-chairs	*Scott Lee/Kathy Bakhit*	
II. Minutes 01/25/2024	*All*	
III. Informational Item − Meeting schedule: 2/22/24, 3/14/24, 3/28/24, 4/11/24, 4/25/24	*Scott Lee/Kathy Bakhit*	
IV. Discussion − Reviewing the Course Change Report during meetings − Curriculum Review Checklist − Course Development Style Guide − Work experience repeatability	*Scott Lee/Kathy Bakhit*	
V. Reports		

− Revision List	*Scott Lee*	
VI. Catalog − Addendum format	*Debbie*	
VII. Action − Noncredit Workgroup ***New Program*** AVC Tutor Certificate (Noncredit)	*Scott Lee*	
VIII. Closing Comments	*Scott Lee/Kathy Bakhit*	
NEXT MEETING DATE: February 22, 2024		

Academic Policies & Procedures

AP&P Minutes Draft	Thursday, January 25, 2024
	3:00 pm – 4:00 pm T600-J

Type of Meeting: *Regular*

Note Taker: Debbie Lindsey

Please Review/Bring: The past minutes for accuracy.

Committee Members:	
Dr. Scott Lee, Co-chair*	*Cynthia Littlefield, AHUM Representative**
Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs	*Lisa Karlstein, AHUM Representative*
Dr. Jessica Eaton, Articulation Officer*Proxy-Audrey Moore	*Vacant, Library Rep, Librarian*
Tim Atkerson, AKIN Representative	*Tamira Palmetto, Student Services, Counseling**
Travis Lee, CTE Representative	*Tanya McGinnis, Student Services, Counseling*
Dr. Wendy Stout, CTE Representative	*Larry Veres, Adjunct Representative*
James Dorn, MSE Representative*	*Greg Bormann, Administrative Position**
Dr. Jonathan Compton, MSE Representative	*Kathryn Mitchell, Administrative Position*
Heidi Williams, LACA Representative	*LaDonna Trimble, Administrative Position*
Dr. Ariel Tumbaga, LACA Representative	*Dr. Cindy Hendrix, Tech Review*
Gabby Poorman, SBS Representative	*Alan Filion, Student Representative**
David Harrison, SBS Representative	*Bobby Bennett, Student Representative**
Guests: Wendy Rider	**Absent*

Items	Person	Action
I. Opening comments from the Co-chairs	*Kathy Bakhit*	The meeting was called to order at 3:14pm. Dr. Bakhit welcomed everyone to the meeting and let everyone know that Dr. Lee and Dr. Eaton are out today. Dr. Bakhit said that we had a fabulous semester and got a lot of work done. She asked everyone to be open to ideas on how to review the curriculum thoroughly. She recommended having a checklist that may be helpful to use in the meetings when reviewing proposals and revisions.
II. Minutes 11/30/2023	*All*	**Action:** Motion to approve: Minutes for 11/30/24 Motion second Abstentions: Lisa Karlstein and Audrey Moore Motion approved

III. Informational Item	Kathy Bakhit	**Information Items**
− Meeting schedule: 2/8/24, 2/22/24, 3/14/24, 3/28/24, 4/11/24, 4/25/24 − Tech Review meetings − ADT Revisions		Dr. Bakhit said that Dr. Lee will be working with everyone on scheduling Tech Review meetings. We will shift some work to spring to balance the workload and lighten up the fall review. Dr. Bakhit shared the list of programs proposed to move to spring. Comment: Wendy Stout requested that all fire and EMT programs and courses be done together, to review everything for her discipline. The list will need to be updated. Some programs listed were already reviewed. We will provide more information at the next meeting. Forthcoming will be revisions for transfer degrees from the Chancellor's Office. They have changed over from CSU/IGETC to Cal-GETC. There are ramifications on what will be accepted and the number of units. It will be a substantial change. Modifications will need to be made accordingly. We are trying to schedule Tech Review meetings to accommodate faculty as best as possible and trying to get dates as early as possible. Dr. Lee will reach out to faculty. Question: Larry Veres asked how it would work with the AD-Ts. Dr. Bakhit said that departments will contact Dr. Eaton, make their revision, and then AP&P will vote on it.
IV. Discussion − Noncredit Workgroup	Kathy Bakhit	**Discussion** **Noncredit Workgroup:** The purpose is to separate into a subgroup to specialize in noncredit, which will make it faster and smoother. All colleges will be focusing on noncredit in the coming years. It provides flexibility, has no cost to the student, and can reach off-site and provide training opportunities. There will be growth in noncredit programs, and the goal is to have a group to review them. The proposal is for the group to meet twice a month. What gets approved in the group will go through AP&P, Senate, and Board. Please discuss this with your departments and bring feedback back to vote on it.

Academic Policies & Procedures

		Question: Heidi Williams asked if the representatives need to attend the meeting as well. Dr. Bakhit said they will need to attend the Noncredit Tech Review meeting. Comment: Kathyn Mitchell said that the problem with the meetings is that they often take place while faculty is teaching in the classroom. That is why representatives and deans should be able to attend in their place.
V. Reports − Revision List draft	*Robyn*	
VI. Catalog − Workgroup meeting	*Debbie*	Debbie reported that the initial meeting for the 2024-25 Catalog Workgroup will be on 1/29/24. The group will be deciding if we will be doing a PDF version or strictly digital. Debbie will propose a timeline. Dr. Bakhit said that we want to be sure there are no breakdowns or conflicting information.
VII. Action **New Course Developments** ETHN110 Chicana and Chicano History: Pre-Cuauhtémoc to U.S.-Mexico War ETHN111 Chicana and Chicano History: Post U.S.-Mexico War to the Present THA 106 Introduction to Theatre Design - previously approved as THA 105 **Substantial Course Revisions** IATH 265 Intercollegiate Women's Tennis LAC 931 Level 1 Tutor Certification LAC 932 Level 2 Tutor Certification LAC 933 Level 3 Tutor Certification RE 199 Work Experience Education **Program Revisions** General Aircraft Maintenance AS General Aircraft Maintenance Cert Airframe Manufacturing Technology BS – was added to agenda on 1/25 with committee approval	*Kathy Bakhit*	**Motion to Amend Agenda:** Airframe Manufacturing Technology BS – error to correct Motion to approve Approved **Action:** **New Course Developments** Motion to approve: ENTH 110 Changes: updated lab hours to 0, which changed units from 5 to 3. Motion second Motion approved Motion to approve: ETHN 111 Changes: updated activity hours to 0, which changed units from 6 to 3. Motion second Motion approved Motion to approve: THA 106 (was THA 105)

		Motion second
		Motion approved
		Substantial Course Revisions
		Motion to approve:
		IATH 265
		Changes: updated catalog description and course outline, which referenced soccer instead of tennis.
		Motion second
		Motion approved
		Motion to approve:
		LAC 931
		Changes: TOP code was non-vocational, but funding was for Workforce Preparation. It was changed to Short Term Education and Non-Enhanced funding.
		Motion second
		Motion approved
		Motion to approve
		LAC 932
		LAC 933
		Motion second
		Changes: due to MIS errors in COCI, TOP code, CIP code, SAM code, the noncredit category and classification code (funding) were updated.
		Motion approved
		Motion to approve:
		RE 199
		Changes: Title change, course description updated, retakes changed to 0. Removed retake policy, lab hours changed from 0 to 3-24, total student hours from 0 to 54-432. Time commitment notes were removed, added course objectives, and lab outline.
		Motion second
		Motion approved
		Program Revisions
		Motion to approve:
		General Aircraft Maintenance AS
		Change: Course block corrected to show correct total of 18-23 units (had 18-18)

		Motion second Motion approved Motion to approve: General Aircraft Maintenance Cert Change: Course block corrected to show correct total of 18-23 units (had 18-18). Motion second Motion approved Motion to approve: Airframe Manufacturing Technology BS Change: Correction was made in the course block for ENGR 140 & AM 145B – providing the "OR" option to choose between the two courses. It was also corrected in the RPS. Motion second Motion approved
VIII. Closing Comments	*Kathy Bakhit*	***Closing Comments:*** Dr. Bakhit asked if there were any questions or comments to share. There were no questions. She thanked everyone for their work. Motion to adjourn meeting at 3:52pm. Motion approved
NEXT MEETING DATE: February 8, 2024		

Curriculum Review Course Checklist

Review the course to ensure its quality and integrity according to five essential criteria established by the Chancellor's Office: 1) Appropriateness to Mission, 2) Need, 3) Curriculum Standards, 4) Adequate Resources, and 5) Compliance.

Instructions

1. Create an *MC Course Modification* proposal in [CurriQunet](#) for the course being reviewed.
2. Examine the course proposal, using this checklist as a guide and updating each field as needed.
3. Launch the course proposal.

ARE EACH OF THE COURSE PROPOSAL SECTIONS LISTED BELOW COMPLETE AND UP-TO-DATE?	YES	NO
Course Offering		
Has the course been taught in the last two years? If not, consider deactivating it.		
Cover		
Does the *Description* accurately describe the course topic and content?		
Is the *Description* written in the standard Peralta format?		
Does the *Justification* indicate if the course is part of a certificate or degree program?		
Are assignments and readings at college level for transferable courses?		
List of Changes		
If there are changes, is the *Reason for Update* checked?		
Are all updates indicated in the *Course List of Changes*?		
Units/Hours		
Do the units and hours appropriately reflect the amount of lecture/lab content?		
Degree/Transfer		
If the course is program-applicable, is the program selected under *Required for Degree/Certificate*?		
Are the *CB03 Top Code* and *CB09 SAM Code* accurate for CE courses?		
Lecture/Lab Content		
Do the *Lecture* and *Lab Outlines* reflect the major topics covered in the course?		
Are the percentages of time spent on each major time indicated, totaling 100 percent?		
Student Performance Objectives (SPOs)		
Do the SPOs align with the course student learning outcomes?		
Student Learning Outcomes (SLOs)		
Does the course have appropriate and measurable SLOs?		
For stand-alone courses, are the SLOs mapped to institutional learning outcomes?		
Distance Education (DE) and Instructor-Student Contact		
If the course is taught in hybrid or online format, is the DE addendum complete?		
Does the justification explain how teaching the course online will improve student learning?		
Are DE contact methods adequately described with specific frequency?		
Requisites and Content Validation		
If the course has requisites, are they listed and validated?		
Are the prerequisites, corequisites, and recommended preparation accurate?		
If there are multiple requisites, is the *Condition* indicated?		
Texts, Readings, and Materials		
If the course is transferable, is the textbook published within the past five years?		
If the textbook is not current, is there a justification?		

GUIDE FOR COMPLETING A PROGRAM REVISION
Spring, 2024

IMPORTANT CONTACTS

Faculty co-Chair: Dr. Scott Lee, scott.lee@avc.edu, x6546

Curriculum Specialists: Debbie Lindsey & Robyn Serrano, curriclum@avc.edu,

https://www.avc.edu/campus-organizations-committees/academic-policies-procedures-app

APPROVAL PROCESS

AP&P Rep > Division Coordinator (Dean) > Tech Review > AP&P Committee > VPAA > Board of Trustees > Chancellor (COCI)

PROGRAM BASICS

Make sure Award Type and Credit Range match.

PROGRAM DETAILS

Add AP&P Rep's name as a co-author.

Make sure to complete Submission Rationale

PROGRAMS GOALS & OBJECTIVES

From AP&P Handbook:

> **Statement of Program Goals and Objectives** - A statement must be submitted that defines the goal(s) of the proposed program. Based on program goals, objectives appropriate to these goals, and program design consistent with these objectives, the determination is made as to whether the proposed program is appropriate to the mission of the community colleges.

- CTE Goal: The objectives of the program must include the main competencies students will have achieved that are required for a specific occupation. This statement must, at a minimum, clearly indicate the specific occupation(s) or field(s) that the program will prepare students to enter and the basic occupational competencies students will acquire.
- Transfer Goal: The stated goal of the program must include (but need not be limited to) the preparation of students for one or more baccalaureate majors. Courses required in the program are specifically designed as transferable courses so students are prepared for an area of study at a baccalaureate institution. Describe how these courses will meet the lower division requirements of a major at baccalaureate institutions. List the baccalaureate institutions that students will be able to transfer to upon completion of the program.
- Other Goal: Explain in detail how this program conforms to the community college mission. Describe how this program embodies a pattern of learning experiences that are focused on specific capabilities or knowledge areas.

CHECKLIST

Advisory Recommendation & LMI are Required for all programs. Consortium Recommendation is only required for new programs.

Resources for LMI Data:

- CA Centers for Excellence for Labor Market Research: https://coeccc.net/
- CA Employment Development Department: https://labormarketinfo.edd.ca.gov/commcolleges/

COURSE BLOCKS & RECOMMENDED SEQUENCE

Consult with Counseling Faculty:

- Dr. Jessica Eaton, jessica.eaton@avc.edu, x6745
- Tamira Palmetto, tamira.palmettodespa@avc.edu, x6724
- Tanya McGinnis, tanya.mcginnis@avc.edu, x6773

TOP CODE & CIP CODE

Check they are correct, and they match.

PROGRAM OUTCOMES

Check the Performance rate.

PROGRAM NARRATIVE

Make sure LMI, Advisory & (if required) Consortium recommendation is attached.

Tableau - https://www.avc.edu/institutional-effectiveness-research-planning/dashboards