



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**
Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs
*Dr. Jessica Eaton, Articulation Officer*Proxy-Audrey Moore*
Tim Atkerson, AKIN Representative
Travis Lee, CTE Representative
Dr. Wendy Stout, CTE Representative
*James Dorn, MSE Representative**
Dr. Jonathan Compton, MSE Representative
Heidi Williams, LACA Representative
Dr. Ariel Tumbaga, LACA Representative
Gabby Poorman, SBS Representative
David Harrison, SBS Representative

*Cynthia Littlefield, AHUM Representative**
Lisa Karlstein, AHUM Representative
Vacant, Library Rep, Librarian
*Tamira Palmetto, Student Services, Counseling**
Tanya McGinnis, Student Services, Counseling
Larry Veres, Adjunct Representative
*Greg Bormann, Administrative Position**
Kathryn Mitchell, Administrative Position
LaDonna Trimble, Administrative Position
Dr. Cindy Hendrix, Tech Review
*Alan Fillion, Student Representative**
*Bobby Bennett, Student Representative**

Guests: Wendy Rider

**Absent*

Items	Person	Action
I. Opening comments from the Co-chairs	<i>Kathy Bakhit</i>	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	<i>All</i>	Action: Motion to approve: Minutes for 11/30/24 Motion second Abstentions: Lisa Karlstein and Audrey Moore Motion approved



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<p>III. Informational Item</p> <ul style="list-style-type: none"> – 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 	<p><i>Kathy Bakhit</i></p>	<p>Information Items</p> <p>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.</p> <p>Dr. Bakhit shared the list of programs proposed to move to spring.</p> <p>Comment: Wendy Stout requested that all fire and EMT be done together. She would like to do everything all together for her discipline.</p> <p>The list will need to be updated. Some programs listed were already reviewed. We will provide more information at the next meeting.</p> <p>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.</p> <p>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.</p> <p>Question: Larry Veres asked how it would work with the AD-Ts.</p> <p>Dr. Bakhit said that departments will get in touch with Dr. Eaton, make their revision, and then go AP&P will vote on it.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> – Noncredit Workgroup 	<p><i>Kathy Bakhit</i></p>	<p>Discussion</p> <p>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. The goal is to have a group to review noncredit programs. The proposal is to meet twice a month. What gets approved in that group will come to AP&P, Senate, and Board. Please discuss with your departments and bring feedback back to vote on it.</p>



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		<p>Question: Heidi Williams asked if the representatives need to attend the meeting as well. Dr. Bakhit said that they will need to attend the noncredit tech review.</p> <p>Comment: Kathyn Mitchell said that the problem with the meetings is that they often take place while faculty is teaching in the classroom. That's why representatives and deans should be able to attend in their place.</p>
V. Reports – Revision List draft	<i>Robyn</i>	
VI. Catalog – Workgroup meeting	<i>Debbie</i>	<p>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.</p> <p>Dr. Bakhit said that we want to be sure there are no breakdowns or conflicting information.</p>
<p>VII. Action</p> <p><i>New Course Developments</i> ETHN110 Chicana and Chicano History: Pre-Cauhtémoc 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</p> <p><i>Substantial Course Revisions</i> 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</p> <p><i>Program Revisions</i> General Aircraft Maintenance AS General Aircraft Maintenance Cert Airframe Manufacturing Technology BS – was added to agenda on 1/25 with committee approval</p>	<i>Kathy Bakhit</i>	<p><u>Motion to Amend Agenda:</u> Airframe Manufacturing Technology BS – error to correct Motion to approve Approved</p> <p><u>Action:</u> <i>New Course Developments</i> Motion to approve: ENTH 110 Changes: updated lab hours to 0, which changed units from 5 to 3. Motion second Motion approved</p> <p>Motion to approve: ETHN 111 Changes: updated activity hours to 0, which changed units from 6 to 3. Motion second Motion approved</p> <p>Motion to approve: THA 106 (was THA 105)</p>



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	<p>Motion second Motion approved</p> <p>Substantial Course Revisions</p> <p>Motion to approve: IATH 265 Changes: updated catalog description and course outline, which referenced soccer instead of tennis. Motion second Motion approved</p> <p>Motion to approve: LAC 931 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</p> <p>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</p> <p>Motion to approve: RE 199 Motion second 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 approved</p> <p>Program Revisions</p> <p>Motion to approve: General Aircraft Maintenance AS Motion second</p>
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		<p>Change: Course block corrected to show correct total of 18-23 units (had 18-18) Motion approved</p> <p>Motion to approve: General Aircraft Maintenance Cert Motion second Change: Course block corrected to show correct total of 18-23 units (had 18-18). Motion approved</p> <p>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</p>
VIII. Closing Comments	<i>Kathy Bakhit</i>	<p>Closing Comments: Dr. Bakhit asked if there were any questions or comments to share. There were no questions. She thanked everyone for their work.</p> <p>Motion to adjourn meeting at 3:52pm. Motion approved</p>
NEXT MEETING DATE: February 8, 2024		