



# Academic Policies & Procedures

<b>AP&amp;P Minutes</b>	<b>Thursday, August 25, 2022</b> <b>3:00 pm – 5:30 pm T600 J</b>
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**Type of Meeting:** *Regular*

**Note Taker:** *Robyn Serrano*

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

*Committee Members:*

<p><i>Dr. Scott Lee, Co-chair</i></p> <p><i>Dr. Howard Davis, Co-chair-Vice President of Academic Affairs</i></p> <p><i>Dr. Jessica Eaton, Articulation Officer*/proxy-Audrey Moore</i></p> <p><i>Tim Atkerson, AKIN Representative</i></p> <p><i>Travis Lee, CTE Representative</i></p> <p><i>Wendy Stout, CTE Representative</i></p> <p><i>James Dorn, MSE Representative</i></p> <p><i>Richard Biritwum, MSE Representative</i></p> <p><i>Heidi Williams, LACA Representative*</i></p> <p><i>Dr. Ariel Tumbaga, LACA Representative</i></p> <p><i>Gabby Poorman, SBS Representative</i></p> <p><i>Kent Moser, SBS Representative, DE Liaison</i></p>	<p><i>Cynthia Littlefield, AHUM Representative*/proxy-Jonet Leighton</i></p> <p><i>Glen Knowles, AHUM Representative</i></p> <p><i>Van Rider, Library Rep, Librarian</i></p> <p><i>Luis Echeverria, Student Services, Counseling</i></p> <p><i>Tanya McGinnis, Student Services, Counseling</i></p> <p><i>Larry Veres, Adjunct Representative*</i></p> <p><i>Greg Bormann, Administrative Position</i></p> <p><i>Kathryn Mitchell, Administrative Position</i></p> <p><i>LaDonna Trimble, Administrative Position</i></p> <p><i>Cindy Hendrix, Outcomes Representative*</i></p> <p><i>Ronda Nogales, Outcomes Representative</i></p> <p><i>Marleen Lopez, Student Representative*</i></p>
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*Guests: Casey Scudmore, Nate Dillon*

*\*Absent*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee</i>	Meeting called to order at 3:05 p.m. Announced that changes to current system are coming.
II. Minutes 04/28/2022	<i>All</i>	<b>Action Taken:</b> Motion to approve 4/28/22 Minutes Motion seconded Jonet Leighton abstained Audrey Moore abstained Motion approved
III. Informational Item <ul style="list-style-type: none"> <li>- AP&amp;P Representative Duties</li> <li>- Proxies for representatives</li> <li>- AP&amp;P Annual Training, Canvas</li> <li>- Website Updates</li> <li>- Meeting schedule: 9/8/22, 9/22/22, 10/13/22, 10/27/22, 11/10/22, 1/26/23, 2/9/23, 2/23/23, 3/23/23, 4/13/23, 4/27/23</li> </ul>	<i>Scott Lee</i>	<b>Issues Discussed:</b> Brief review of the representative duties. Review of Canvas training. Access granted to new members. Name of proxies should be emailed to <a href="mailto:curriculum@avc.edu">curriculum@avc.edu</a> . Website and training videos have been updated with resources. Suggestion: faculty should add AP&P representative as an author to workflows.



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<p>IV. Discussion</p> <ul style="list-style-type: none"> <li>- Committee Goals</li> <li>- Meeting Format</li> </ul>	<p>Scott Lee</p>	<p><b><u>Issues Discussed:</u></b></p> <p>Goal #1-Approve courses, programs and certificates needing review and/or revisions. We accomplish this each year.</p> <p>Goal #2-Review and update the AP&amp;P Standards and Practices Handbook for the 2022-2023 academic year. Wasn't able to update over the summer so will work on it this semester.</p> <p>Goal #3-Create and publish development guides for: Noncredit &amp; ADT programs.</p> <p>Goal #4 Review the Occupational &amp; General Work Experience rules in the Standards and Practices Handbook and implement changes as recommended.</p> <p>Goal #5-Develop and implement AP&amp;P curriculum operational changes.</p> <p><b><u>Follow up:</u></b> Goals will be voted on at next meeting.</p> <p><b><u>Issues Discussed:</u></b> Meeting Format-Brown Act? We have a few options: all meetings in person, all meetings online, all meetings hybrid, or a combination of in person and online. General consensus is to meet online with the exception of trainings.</p> <p><b><u>Follow up:</u></b> Modality will be voted on at next meeting. Chair to find out more information. The next meeting may be on Zoom.</p>
<p>V. Reports</p> <ul style="list-style-type: none"> <li>- C-ID Courses</li> <li>- UC TCA Courses</li> <li>- Local GE approved courses 2022-23</li> <li>- Addendum- Revision List</li> </ul>		
<p>VI. Action</p> <ul style="list-style-type: none"> <li>-</li> </ul>	<p>Scott Lee</p>	



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<p><i>New Course Developments</i> None</p> <p><i>Course Deactivations</i> None</p> <p><i>Non-substantial course revisions</i> None</p> <p><i>Substantial course revisions</i> None</p> <p><i>Program revisions</i> Kinesiology AA-T</p> <p><i>New Program Development</i> None</p> <p><i>Program Discontinuance</i> None</p> <p>General Education approvals Area C: MUSC 109</p> <p>Area D2: CS 120 CS 121 CS 122 CS 123</p>	<p>Scott Lee</p>	<p><b>Action Taken:</b> Motion to Approve Kinesiology AA-T Motion seconded Jonet Leighton abstained Audrey Moore abstained Motion approved</p> <p>Motion to Approve General Education Area C: MUSC 109 Area D2: CS 120, CS 121, CS 122, CS 123 Motion seconded Jonet Leighton abstained Audrey Moore abstained Motion approved</p>
<p>VI. Closing Comments</p>	<p>Scott Lee</p>	<p>An email will be sent to all Faculty with the submission deadlines.</p>
<p><b>NEXT MEETING DATE: September 8, 2022</b></p>		<p>Scott adjourned the meeting at 4:25pm Motion to approve Motion seconded Motion approved</p>