



Academic Policies & Procedures

AP&P Minutes	Thursday, December 1, 2022 3:00 pm – 5:30 pm via Zoom
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Type of Meeting: *Regular*
Note Taker: *Debbie Lindsey*
Please Review/Bring: The past minutes for accuracy.

Committee Members:

<p><i>Dr. Scott Lee, Co-chair</i> <i>Dr. Howard Davis, Co-chair, Vice President of Academic Affairs</i> <i>Dr. Jessica Eaton, Articulation Officer* Proxy Audrey Moore</i> <i>Tim Atkerson, AKIN Representative*</i> <i>Travis Lee, CTE Representative*</i> <i>Wendy Stout, CTE Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative*</i> <i>Heidi Williams, LACA Representative</i> <i>Dr. Ariel Tumbaga, LACA Representative</i> <i>Gabby Poorman, SBS Representative</i> <i>David Harrison, SBS Representative*</i></p> <p><i>Guests: Kim Barker, Tim Meyer, Cole Wolf</i></p>	<p><i>Cynthia Littlefield, AHUM Representative</i> <i>Glen Knowles, AHUM Representative</i> <i>*Van Rider, Library Rep, Librarian</i> <i>*Luis Echeverria, Student Services, Counseling/Proxy Mike Rios</i> <i>Tanya McGinnis, Student Services, Counseling</i> <i>Larry Veres, Adjunct Representative</i> <i>Greg Bormann, Administrative Position</i> <i>Kathryn Mitchell, Administrative Position</i> <i>*LaDonna Trimble, Administrative Position/Proxy - Rashita Brown-Elize</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Vacant, Student Representative</i></p>
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**Absent*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee/Howard Davis</i>	<p>The meeting was called to order at 3:00pm. Permission to record the meeting was granted. Scott thanked everyone for all their work. He said he was very thankful to the Curriculum Specialists. They are making things run much smoother by reviewing everything before the meeting.</p> <p>We are down by one person in Tech Review. It would be good to have another person and he is looking for volunteers.</p> <p>Cindy Hendrix might be interested in moving from Outcomes to Tech Review and may have a replacement for Outcomes.</p> <p>There will be changes in how AP&P runs, looking at the structure and organization. Disciplines will have times in which they will be reviewed and the Tech Review group will do more things. There will be a full conversation on this in Spring.</p> <p>Howard Davis, brought up AB928 (Cal-GETC Pathway). He didn't get into the details of the structure because they are still being worked out. If we have AD-T's, we shouldn't have local</p>



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		degrees in that same area. Please take this back to your disciplines to get feedback.
II. Minutes 11/10/2022	All	Motion to approve: Minutes for 11/10/22 Motion second Motion approved Abstained: Audrey Moore
III. Informational Item - Meeting schedule: 1/26/23, 2/9/23, 2/23/23, 3/23/23, 4/13/23, 4/27/23	Scott Lee	
IV. Discussion - Spring Opening Day	Scott Lee	Dr. Lee is looking for volunteers to present on eLumen at training workshops. Wendy Stout and Gabrielle Poorman volunteered.
V. Reports		
VI. Action	Scott Lee	
<p>New Course Developments MATH 031 Support Course for MATH 131 - changed from MATH 030S (previously approved 10/27/22) MATH 131 College Algebra for STEM - changed from MATH 130 (previously approved 10/27/22) WELD 142 Aerospace Welding Processes - changed from WELD 140 (previously approved 10/27/22) INT 210 Ethics, Decision-Making, & Professionalism for Interpreters</p> <p>Substantial Course Revisions AJ 199 Occupational work Experience AUTO 211 Automotive Engine Operation and Repair AUTO 220 Automatic Transmissions and Transaxles AUTO 230 Manual Transmissions, Transaxles, and Drivelines AUTO 260 Automotive Electrical Systems CFE 103 The Child in Family and community Relations CFE 105 Introduction to Curriculum-Discovery Based Education for Children CFE 116 Diversity in Early Childhood Education CFE 201 Child Development Practicum- Observation and Assessment CFE 202 Child Development Practicum- Emergent Leadership DFST 102 American Sign Language II DFST 108 Visual, Gestural & Non-Manual Aspects of American Sign Language</p>	Scott Lee	<p>New Course Developments Motion to approve: MATH 031 Motion second Comment: This was changed from 030 originally, then 030S, now 031. Motion approved</p> <p>Motion to approve: MATH 131 Motion second Comment: name change from 130 to 131 Motion approved</p> <p>Motion to approve: WELD 142 Motion second Comment: 140 was taken so it was changed to 142. Motion approved</p> <p>Motion to approve: INT 210 Motion second Motion approved</p> <p>Substantial Course Revisions Motion to approve:</p>



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<p>DM 127 Web Design and Production I FTV 121 Beginning Motion Picture Production FTV 241 Beginning Audio Production MUS 166 Orchestra A MUS 167 Orchestra B</p>		<p>AJ 199 Motion second</p>
<p>Non-substantial Course Revisions AFAB 215 Advanced Aircraft Sheetmetal & Composite Structures AM 105 Introduction to 2D CAD GEOG 222 Cartography for Geographic Information Systems (GIS) IMTA 110 Industrial Manufacturing Technician Apprentice 1 IMTA 112 Mathematics for the Machine Trades IMTA 210 Industrial Manufacturing Technician Apprentice 2 IMTA 212 Communications for Apprentices [420-712] IMTA 255 Transition to Trainer: Your role as a Journey Worker [455-455] NS 099 Preparing for Success in Nursing NS 101A Fundamentals of Nursing Science PHOT 107 History of Photography PHTC 101 Beginning Black and White Photography PHTC 125 Beginning Digital Photography PHTC 203 Foundations of Cameras & Composition PHTC 205 Documentary and Photojournalism PHTC 215 Photography Studio Practices PHTC 298 Special Studies in Photography WDTO 101 Applied Water Treatment and Distribution Mathematics WDTO 115 Water Distribution I</p>		<p>Motion approved</p> <p>Motion to approve: AUTO 211 Motion second Motion approved</p> <p>Motion to approve: AUTO 220 Comment: Robyn said that the outline was in the assignment section. It was removed with permission from Rosario. Motion second Motion approved</p> <p>Motion to approve: AUTO 230 Motion second Motion approved</p> <p>Motion to approve: AUTO 260 Motion second Motion approved</p> <p>Motion to approve: CFE 103 Comment: Robyn said that the C-ID designation was not completed. It was updated with Kim Barker's permission. Motion second Motion approved</p>
<p>New Program Developments Aerospace Welding Communication Studies AA-T 2.0 Digital Marketing Digital Photographic Imaging Digital Printing Human Services Programming Fundamentals</p>		<p>Motion to approve: CFE 105 Motion second Motion approved</p>
<p>Program Revisions All Automotive Systems AS All Automotive Systems Certificate Automotive Collision Repair and Refinishing Specialist AS</p>		<p>Motion to approve: CFE 116 Comment: Robyn said that the- C-ID designation was not filled out. It was updated with Kim Barker's permission. Motion second</p>



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<p>Automotive Collision Repair and Refinishing Specialist Cert Biology AS-T Computer Animation AA Computer Animation Cert Computer Engineering AS Deaf Studies: American Sign Language AA Deaf Studies: American Sign Language Cert Deaf Studies: Interpreter Training AA Deaf Studies: Interpreter Training Cert Digital Photographic Imaging Cert Digital Printing Cert Electrical Engineering AS Engine and Drivetrain Associate of Science Engine and Drivetrain Certificate Film, Television, and Electronic Media AS-T Geography AA-T Graphic Design AA Graphic Design Cert High Intermediate ESL Certificate Instructional Aide AA Instructional Aide Cert Interactive Media-Web Design AA Interactive Media-Web Design Cert Math and Science - Option I Medical Assistant AS Medical Assistant Cert Music AA-T Philosophy AA-T Physics AS-T Political Science AA-T Radiologic Technology AS Respiratory Care/Therapy AS Social and Behavioral Sciences- Option II Sociology AA-T Video Design & Production Cert. Yoga Instructor LCert</p>		<p>Motion approved</p> <p>Motion to approve: CFE 201 Comment: Robyn said that the <i>No Grade</i> option was selected. Updates were made per Kim Barker and Stephanie Peoples. Motion second Motion approved</p> <p>Motion to approve: CFE 202 Motion second Motion approved</p> <p>Motion to approve: DFST 102 Motion second Motion approved</p> <p>Motion to approve: DFST 108 Motion second Motion approved</p> <p>Motion to approve: DM 127 Motion second Motion approved</p> <p>Motion to approve: FTV 121 Motion second Motion approved</p> <p>Motion to approve: FTV 241 Motion second Motion approved</p> <p>Motion to approve: MUS 166 Comment: Robyn said that the <i>Limitation of Enrollment</i> language in the requisite tab didn't match the catalog description. This was updated with David Newby's permission. Motion second</p>
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		<p>Motion approved</p> <p>Motion to approve: MUS 167 Motion second Motion approved</p> <p><i>Non-substantial Course Revisions</i></p> <p>Motion to approve: AFAB 215 AM 105 GEOG 222 IMTA 110 IMTA 112 IMTA 210 IMTA 212 IMTA 255 NS 099 NS 101A PHOT 107 PHTC 101 PHTC 125 PHTC 203 PHTC 205 PHTC 215 PHTC 298 WDTO 101 WDTO 115 Motion second Motion approved</p> <p><i>New Program Developments</i></p> <p>Motion to approve: Aerospace Welding Motion second Motion approved</p> <p>Motion to approve: Communication Studies AA-T 2.0 Motion second Motion approved</p> <p>Motion to approve: Digital Marketing Motion second Motion approved</p>
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	<p>Motion to approve: Digital Photographic Imaging Cert Comment: Robyn said that the credit range was missing and was updated. WE 199 was added to the program electives. Motion second Motion approved</p> <p>Motion to approve: Digital Printing Comment: Robyn said that the credit range was missing and updated. Motion second Motion approved</p> <p>Motion to approve: Human Services Comment: Robyn said that this started as an AD-T but changed to AA. This is no longer a transfer degree-removed statement regarding transferability, BIOL 101 with ANTH 101L, was changed to BIOL 101L with Duane Rumsey's permission. Verified Top Code. It is not a CTE program. Motion second Motion approved</p> <p>Motion to approve: Programming Fundamentals Motion second Motion approved</p> <p>Program Revisions Motion to approve: All Automotive Systems AS Comment: Robyn said that the credit range was corrected and Regional Consortia Minutes were uploaded with Rosario's permission. Motion approved</p> <p>Motion to approve: All Automotive Systems Certificate Comment: Robyn said that the Regional Consortia Minutes were missing. They were uploaded with permission from Rosario. Motion second Motion approved</p>
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		<p>Motion to approve: Automotive Collision Repair and Refinishing Specialist AS Comment: Robyn said that ABDY 215 was missing from the day sequence, required courses were missing on night sequence, and were updated with Tim Strum's permission. Motion second Motion approved</p> <p>Motion to approve: Automotive Collision Repair and Refinishing Specialist Cert Comment: Robyn said that there was an extra course in Term 3 (night sequence) and the Learning Outcomes were blank. Updated with Tim Strum's permission. Motion second Motion approved</p> <p>Motion to approve: Biology AS-T Comment: Robyn - TMC was missing and uploaded. Motion second Motion approved</p> <p>Motion to approve: Computer Animation AA Motion second Motion approved</p> <p>Motion to approve: Computer Animation Cert Motion second Motion approved</p> <p>Motion to approve: Computer Engineering AS Motion second Motion approved</p> <p>Motion to approve: Deaf Studies: American Sign Language AA Motion second Motion approved</p>
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		<p>Motion to approve: Deaf Studies: American Sign Language Cert Comment: missing goals and objectives, which was updated with Cole Wolf's permission. Motion second Motion approved</p> <p>Deaf Studies: Interpreter Training AA Motion second Comment: Masterplan was blank. It was updated with Cole's permission. Motion approved</p> <p>Motion to approve: Deaf Studies: Interpreter Training Cert Motion second Comment: Robyn said that the DFST 204 was moved with Cole's permission. Motion approved</p> <p>Motion to approve: Digital Photographic Imaging Cert Comment: Robyn said that the AA & Cert. PLO's didn't match in program goals. This is not an issue. The Plan of Study didn't match the AA either. DM 101 and DM 113 second semester and 213 is third semester. Gabby Poorman recommended moving it to the second and third Semester. Kathryn Mitchell approved. Motion second Motion approved</p> <p>Motion to approve: Digital Printing Cert Comment: Robyn added Advisory Minutes. Motion second Motion approved</p> <p>Motion to approve: Electrical Engineering AS Motion second Motion approved</p> <p>Motion to approve: Engine and Drivetrain Associate of Science</p>
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	<p>Comment: Program Narrative is incomplete. It's missing the Master Plan, LMI, Advisory Minutes, and if needed, Regional Consortia Minutes. Motion second This is going to be discontinued Spring</p> <p>Motion to approve: Engine and Drivetrain Certificate Comment: Program Narrative is incomplete. It is missing the Master Plan, how it fits in college and Regional Consortia Minutes. Motion second This is going to be discontinued in Spring</p> <p>Motion to approve: Film, Television, and Electronic Media AS-T Comment: There are two courses in the Course Blocks that are not in the TMC template; FTV 251 and FTV 261. These courses have been removed from the course blocks. Motion second Motion approved</p> <p>Motion to approve: Geography AA-T Comment: Missing completed TMC template. Motion second Motion tabled</p> <p>Motion to approve: Graphic Design AA Comment: Updated Advisory Minutes were provided and uploaded with Paul Taglianetti's permission. Motion second Motion approved</p> <p>Motion to approve: Graphic Design Cert Comment: Updated Advisory Minutes were provided and uploaded with Paul Taglianetti's permission. Motion second Motion approved</p> <p>Motion to approve: High Intermediate ESL Certificate</p>
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	<p>Motion second Motion approved</p> <p>Motion to approve: Instructional Aide AA Comment: Changes were made in the Plan of Study per counselor's recommendation to change Term 2 Program Elective CFE 101 to "Choose Any." Changes were made with Gabby Poorman's permission. Kim Barker will add updated Advisory Minutes. Motion approved pending receipt of Advisory Minutes <i>Advisory Minutes were updated on 12/2/22</i></p> <p>Motion to approve: Instructional Aide Cert Comment: Plan of Study was missing a Program Elective. It was asking students to complete both PSY 235 and CFE 103. PSY 235 was removed. Corrections were made by Gabby Poorman. Advisory Minutes were from 2019. Motion second Motion approved pending receipt of updated Advisory Minutes <i>Advisory Minutes were updated on 12/2/22</i></p> <p>Interactive Media-Web Design AA Comment: LMI and Advisory Minutes were uploaded from the Certificate, with Gabby Poorman's permission. Motion second Motion approved</p> <p>Motion to approve: Interactive Media-Web Design Cert Motion second Motion approved</p> <p>Motion to approve: Math and Science - Option I Comment: Removed honors courses: MATH 115H, MATH 150H ANTH 101H, ASTR 101H, CHEM 110H & GEOL 101H from the Course block, with James Dorn's permission. Motion second Motion approved</p>
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		<p>Motion to approve: Medical Assistant AS Comment: Credit range was 63. Per counseling, the range was changed to 60 with Wendy Stout's permission. Robyn confirmed there are no Advisory Committee Minutes, per Wendy Stout who said there is no Advisory Committee. Motion second Motion approved</p> <p>Motion to approve: Medical Assistant Cert Comment: Robyn confirmed that there are no Advisory Committee Minutes, per Wendy Stout, who said there is no Advisory Committee. Motion second Motion approved</p> <p>Motion to approve: Music AA-T Comment: TMC was uploaded and minor corrections were made to the Plan of Study with Gary Heaton-Smith's permission. Motion second Motion approved</p> <p>Motion to approve: Philosophy AA-T Comment: TMC template was uploaded. Motion second Motion approved</p> <p>Motion to approve: Physics AS-T Motion second Motion approved</p> <p>Motion to approve: Political Science AA-T Comment: TMC was added and minor changes were made to course blocks and Plan of Study, with permission from Dr. Eaton, John Vento and Gabby Poorman. Motion second Motion approved</p>
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		<p>Motion to approve: Radiologic Technology AS Comment: Corrected the number of units. This was from a previous meeting. Motion second Motion approved</p> <p>Respiratory Care/Therapy AS Motion second Comment: An extra course was removed. This was from a previous meeting. Motion approved</p> <p>Motion to approve: Social and Behavioral Sciences- Option II Motion second Motion approved</p> <p>Motion to approve: Sociology AA-T Comment: TMC template was added. Motion second Motion approved</p> <p>Motion to approve: Video Design & Production Cert. Motion second Motion approved</p> <p>Motion to approve: Yoga Instructor LCert Comment: Award type said AA Degree for Transfer. This was corrected with Glenn Haller's permission. No LMI or Advisory Minutes were available to attach. Motion second Motion approved pending LMI and Advisory Minutes by noon on Monday, 12/5/22. <i>LMI and Advisory Minutes were added on 12/2/22</i></p>
VI. Closing Comments	<i>Scott Lee</i>	Scott thanked everyone for their hard work and wished everyone Happy Holidays. The January meeting will be online and there will be a discussion about where the meeting will take place moving forward.



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		Cynthia Littlefield said that Lisa Karlstein was concerned about her degrees in Photography programs. They were sent back to the faculty stage. Cynthia said she took notes during the meeting and would fill her in.
NEXT MEETING DATE: January 26, 2023		