| AP&P Minutes | Thursday, August 24, 2023<br>3:00 pm – 5:30 pm T600-J |
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**Type of Meeting**: *Regular*
**Note Taker**: *Robyn Serrano*
**Please Review/Bring**: The past minutes for accuracy.

<div align="center">Committee Members:</div>

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| *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 Despain, Student Services, Counseling (Z)* |
| *Travis Lee, CTE Representative* | |
| *Dr. Wendy Stout, CTE Representative* | *Tanya McGinnis, Student Services, Counseling* |
| *James Dorn, MSE Representative* | *Larry Veres, Adjunct Representative* |
| *Dr. Jonathan Compton, MSE Representative (Z)* | *Greg Bormann, Administrative Position* |
| *Heidi Williams, LACA Representative* | *Kathryn Mitchell, Administrative Position* |
| *Dr. Ariel Tumbaga, LACA Representative\** | *LaDonna Trimble, Administrative Position (Z)* |
| *Gabby Poorman, SBS Representative/Tech Review* | *Dr. Cindy Hendrix, Tech Review (Z)* |
| *David Harrison, SBS Representative* | *Vacant, Outcomes Representative* |
| | *Vacant, Outcomes Representative* |
| *Guest: Dr. Ben Partee, Francisco Fuentes* | *Vacant, Student Representative* |

<div align="right">*Absent</div>

| Items | Person | Action |
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| I. Opening comments from the Co-chairs | *Scott Lee/Kathy Bakhit* | The meeting was called to order at 3:16pm.<br>Scott welcomed the committee back to the new academic year and VP Bakhit did as well.<br>VP Bakhit introduced herself and asked everyone to go around the room and introduce themselves. |
| II. Minutes 4/27/2023 | *All* | Motion to approve Minutes for 4/27/23<br>Motion seconded<br>Motion approved |
| III. Informational Item<br>  - Proxies for representatives<br>  - AP&P Representative Duties<br>  - AP&P Annual Training, Canvas<br>  - ACCJC Approval<br>  - Training Schedule - volunteers<br>  - Meeting schedule: 9/14/23, 9/28/23, 10/12/23, 10/26/23, 11/9/23, 11/30/23, 1/25/24, 2/8/24, 2/22/24, 3/14/24, 3/28/24, 4/11/24, 4/25/24 | *Scott Lee/ Robyn Serrano* | **Items Discussed:**<br>**Proxies for representatives:**<br>Scott reminded everyone if they don't have a proxy to make sure they send an email to curriculum to let them know who that will be.<br>**AP&P Representative Duties:**<br>Scott discussed his powerpoint with the committee, items include: what AP&P is and details regarding members of this committee, their responsibilities, and the meetings; Brown Act; CORs; Certificates; and updates from the |

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| | | Curriculum Institute regarding the 8th edition PCAH, AB 928, the proposed Title 5 Associate Degree GE pathway, and AB 1111. He will send it out to all members after the meeting. Scott encouraged everyone to share the updates from AB 928 and AB 1111 at their division meetings. **ACCJC Approval:** Robyn mentioned that all new programs, CTE programs, substantially revised programs, and bachelor programs all need ACCJC approval after getting Chancellor's Office approval which will make the approval process even longer. VP Bakhit said that any time you have a substantial change in your program, you have to submit a substantive change report to ACCJC. New programs have to do that anytime there is a major change where it's impacting more than 50% of the program. **Training Schedule - volunteers:** Scott reminded the committee members they are required to provide 2 hours of training per semester on the use of eLumen and only 1 person has signed up. This is a requirement of the committee. Contact curriculum to sign up. **Meeting schedule:** 11/30/23 meeting is up in the air because the Academic Senate also has their last meeting that day. We may have another meeting on 11/16/23 instead. |
| IV.　　Discussion<br>　　- Tech Review Group Name Change<br>　　- 23-24 AP&P Handbook<br>　　- Committee Goals<br>　　- Noncredit course numbering<br>　　- Addendum - Revision List<br>　　　　- work experience courses<br>　　- Impact report<br>　　- Catalog review | *Scott Lee* | <u>**Items Discussed:**</u><br>**Tech Review Group Name Change:** Scott would like to change the name of the Tech Review Sub-Committee to the Tech Review Workgroup due to the restrictions of the Brown Act rules and regulations.<br>**Follow-up:** This will be an action item on the next agenda.<br>**23-24 AP&P Handbook:** Scott said he would like to change the Outcomes roles in this committee. Right now the Outcomes Committee assigns 2 people to this committee and they do outcomes evaluation review and they're also voting members of this committee, that's what is in this handbook. He spoke to Gary and a few other people and he would like to change that. He would like us to move outcomes |

|  |  | outcomes to just be 2 members from outcomes who have access to eLumen and can provide review and evaluation of student learning and program learning outcomes without being actual voting members of the committee. They are not members of the committee, they don't have to attend these meetings. VP Bakhit said this will need to go through the Senate Committee to be voted on. Gary and Paul have volunteered. Scott will send out the updated AP&P Handbook later today or tomorrow. Review it and come back with any suggestions or feedback. **Follow-up:** This will be an action item on the next agenda and this committee will recommend this change to the Senate. **Committee Goals:** Scott tabled the Committee Goals to the next meeting. **Noncredit course numbering:** We need a numbering system for the noncredit courses. Right now we have some 100s, 200s, and some starting with 0. Scott asked if anyone has ideas for the numbering so it's easier for students to understand. Tamira recommended starting with 0. James said 900s. LaDonna said we need to think about non credit certificates and transcripts because there are inconsistencies. She also stated noncredit can not be 300 and 400. Cindy Littlefield mentioned the music course on the agenda and they put NC behind the number. Jessica would like to stay away from the 100, 200, 300, 400 level. VP Bakhit said that another campus has NC before the discipline (ex. NC.MATH095). Tanya wants to keep it simple, we need to have a legend and keep it mainstream, she has seen colleges use 500, 600, & 700 for noncredit. LaDonna said that most transcripts have 100 & 200 for lower division, 300 & 400 for upper division, and 500 & above for graduate. She said we need to stick with a standard that way our students and their coursework is easily evaluated by other institutions. We will send out a list of suggestions for the course numbering so everyone can look at it. |

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| | | **Follow-up:**<br>This can be an action item at the next meeting.<br>**Addendum - Revision List:**<br>Scott reminded everyone to look at the list that was attached to the agenda packet and communicate to the faculty in their areas who haven't started their revisions yet. VP Bakhit reminded everyone that we must keep courses and programs up to date in order to offer them. September 30th is the deadline to submit all course and program revisions in order for them to be reviewed this semester.<br>Robyn mentioned that if a course changes units then you need to go into the program and manually change it because eLumen does not do it automatically. Also, the division specific work experience courses have been added to the revision list and need to be updated because WE199 is going away. If faculty want the work experience courses in their programs then they need to update the division specific work experience courses. Kathryn mentioned that they need to add it to their program as an elective.<br>**Catalog review:**<br>VP Bakhit stated that multiple people told her there are discrepancies between different documents online that have an impact on the catalog. The catalog does not reflect what was approved by this committee and went to the Chancellor's Office which is really concerning because counselor's use the catalog to create ed plans for students. The spreadsheet that was sent out is not the best, she doesn't want to send out something that isn't crisp, clean, and accurate. We will be working and communicating with all the divisions on this to make sure the curriculum is accurate. The 23/24 catalog is not published yet and that is problematic for counselors. The reason it's not published yet is because the revisions have not been verified by faculty and chairs. We will be communicating with you shortly regarding what needs to be checked.<br>Robyn let everyone know if there is an issue with verbiage in the catalog then the faculty need to use the Catalog Amend workflow. You can find this workflow by clicking on the actions menu and |

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| | | then click amend and choose the catalog amend workflow. The issue came up with the recommended pathways and choosing GE courses for the students. Faculty want the student to be able to choose but when you select "choose any" a huge list of courses come up. VP Bakhit said that this is a very important conversation and it's going to have to happen in guided pathways. Tanya said students are registering for pre-populated plans in EduNav and these courses are based on the 22/23 catalog because they are waiting for the 23/24 catalog to be accurate and ready to go. So any programs or courses that have changed from last year are not being relayed to the students and they are registering.<br>**Impact report:**<br>Scott said when changing your courses, remember to look at the impact report because that change can have a ripple effect and end up harming a number of programs. Just be wary of that, especially if changing the units because you could be affecting other programs that are now too low or too high in their units. Robyn gave an example of programs that currently have deactivated courses in them. If you click on a course and then click the impact report it should show you everything that it will affect. Things like deactivating a course, changing units, changing the name all affect the programs. |
| V.      Reports<br> -    C-ID Courses<br> -    UC TCA Courses<br> -    Local GE approved courses 2023-24 | | Scott tabled the reports to the next meeting. |
| VI.      Action<br><br>*New Course Development - Noncredit*<br>MUSC 170NC      Marching Ensemble (non-credit)<br>NS 300L            Skills Lab 300L | *Scott Lee* | Motion to table:<br>MUSC 170NC<br>NS 300L<br>Motion Seconded<br>Motion Approved |
| VII.      Closing Comments | *Scott Lee* | Scott said it was a good meeting and thanked everyone for joining.<br>Meeting adjourned at 5:11pm. |
| **NEXT MEETING DATE: September 14, 2023** | | |