



AP&P Minutes Draft

Thursday, November 16, 2023

3:00 pm – 5:30 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
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/Tech Review
David Harrison, SBS Representative Proxy-Hank Price*

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 (Z)
*Alan Fillion, Student Representative**
*Bobby Bennett, Student Representative**

**Absent*

Guests: Kent Moser, Kelly Brogan, Rosario Gonzalez, Alberto Mendoza González Larreynaga, Carina Giorgi, Amy Andrada, Jimmie Bowen, Rae Agahari, Nate Dillon, Fritz Hemker, Wendy Rider

Items	Person	Action
I. Opening comments from the Co-chairs	Scott Lee/Kathy Bakhit	The meeting was called to order at 3:03pm. Dr. Lee welcomed everyone and said that we will need another meeting on 11/30/23. We will be contacting people to make changes for the Work Experience courses that will be reviewed on 11/30/23. With the author's permission, we will make the changes ahead of time so that everything will be ready for approval at the 11/30 meeting. We will have to change the repeatability. We have received word from the CCC Curriculum Committee that technically, the courses cannot have repeatability. This is due to a mistake on their part in writing the new laws related to them. It can be added later, once they have made the correction. Dr. Lee is not sure if it will be fixed in 2023. Question: Is the Chancellor's Office on top of things or will they hold us up?



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		Dr. Lee replied that they can hold things up. They are the last stage of approval and the most powerful point.
II. Minutes 11/09/2023	<i>All</i>	Action Taken Motion to approve: Minutes for 11/9/2023 Motion second Motion approved
III. Informational Item <ul style="list-style-type: none"> – Meeting schedule: 11/30/23, 1/25/24, 2/8/24, 2/22/24, 3/14/24, 3/28/24, 4/11/24, 4/25/24 – Courses/Programs reviewed by Tech Review Workgroup 	<i>Scott Lee</i>	
IV. Discussion	<i>Scott Lee</i>	N/A
V. Reports		
VI. Action <ul style="list-style-type: none"> – Submission Timeline 	<i>Scott Lee</i>	Action Taken Submission Timeline Motion to approve requiring course and program approvals in the spring. Motion second The idea is to identify programs and disciplines that have to do revisions in the spring semester to spread things out. In the spring, we will start approvals for Fall 2025. Motion approved.
New Course Developments: AJ 111 Beginning Health and Fitness for First Responders I AJ 112 Intermediate Health and Fitness for First Responders II AJ 113 Advanced Health and Fitness for First Responders III DA 117 Dance Conditioning DA 118 Yoga for Dancers		New Course Developments: Motion to approve: AJ 111 Changes: Added (AVC), removed limitation of capacity, not basic skills, requested articulation, Classroom Capacity: 32 Motion second Motion approved



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KINF 104	Beginning Kettlebell Training	Motion to approve:
KINF 105	Intermediate Kettlebell Training	AJ 112
KINF 109	Beginning Spinning for Fitness	Changes: Removed limitation of capacity, added objective 6 in Methods of Evaluation.
KINF 110	Intermediate Spinning for Fitness	Classroom Capacity: 32
KINF 111	Beginning Cardio Boxing	Motion second
KINF 112	Intermediate Cardio Boxing	Motion approved
KINF 113	Beginning Body Conditioning Boot Camp	
KINF 114	Intermediate Body Conditioning Boot Camp	Motion to approve:
KINF 120	Life Fitness Center Training	AJ 113
KINF 133	Fire Agility	Changes: Added (CSU, AVC) to course description. Removed limitation of capacity.
KINF 141	Intermediate Golf	Classroom Capacity: 32
KINF 162	Beginning Pickleball	Motion second
KINF 163	Intermediate Pickleball	Motion approved
KINF 204	Advanced Kettlebell Training	
KINF 207	Advanced Weight Training	Motion to approve:
KINF 250	Advanced Soccer	DA 117
KINF 262	Advanced Pickleball	Summary: Dance discipline for dancers
KINT 105	Active Lifestyles: Personal Wellness and Nutrition	Changes: Added (CSU, AVC) (R3), completed Distance Education form. Top Code changed to 1008.00.
KINT 106	Team Sports- Soccer Strategies	Motion second
KINT 107	Officiating Soccer	Motion approved
LACT 901	Lactation Specialist Part 2	
LACT 902	Lactation Specialist Part 3	Motion to approve:
LACT 903	Lactation Specialist Part 4	DA 118
MGT 202	Supervisory Management	Summary: Dance discipline for dancers
MUS 110	Music of Latin America	Changes: Added (CSU, AVC) to end of description. Updated Top Code to 1008. Distance Education form completed.
MUSC 100	Introduction to Music Technology	Motion second
PHIL 130	History of Ancient and Medieval Philosophy	Motion approved
PHIL 140	History of Modern Philosophy	
PHIL 210	Symbolic Logic	Motion to approve:
RE 180	Real Estate Capstone	KINF 104 – 262 with changes to 104, 105, 120, 133, 141, 204, & 250
New Course Developments-Noncredit		Summary: KINF aims for average students and athletes, providing more options. It allows students to pick and choose the type of fitness level they need.
AJ 911	Beginning Health and Fitness for First Responders I	Motion to approve all of the KINF courses.
AJ 912	Intermediate Health and Fitness for First Responders II	Motion second
AJ 913	Advanced Health and Fitness for First Responders III	
NS 950L	Skills Lab 950L	



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Substantial Course Revisions		
ABDY 122	Basic Automotive Refinishing	KINF 104
ABDY 212	Advanced Auto Collision Repair I	Changes: Corrected course objectives in Methods of Evaluation. Removed language in rational for Credit by Exam, which was on repeatability.
AJ 101	Introduction to Administration of Justice	KINF 105
AJ 102	Criminal Law	Changes: Separated Methods of Evaluation with Perry Jehlicka's permission and review.
AJ 103	Criminal Evidence	KINF 109
AJ 104	Introduction to Corrections	KINF 110
AJ 109	Crime Analysis	KINF 111
AJ 110	Terrorism Investigation	KINF 112
AJ 201	Police in Society	KINF 113
AJ 203	Narcotics Control	KINF 114
AJ 204	Juvenile Procedures	KINF 120
AJ 205	Criminal Investigation	Changes: Robyn asked if it is repeatable. It says 3 in the retakes but doesn't say it in the catalog description. Robyn removed the repeatability with permission from Tim Akerson. In the course description, she made a correction to a typo.
AJ 206	Criminology	KINF 133
AJ 207	Probation and Parole	Changes: Robyn asked if it is repeatable. It says 3 in retakes but doesn't say it in the catalog description. With permission from Tim Akerson, Robyn removed the repeatability. In assignments, Robyn fixed formatting in weeks 1-4.
AJ 208	Introduction to Forensic Science	Comment: Dr. Bakhit had a question about the repeatability rules.
AUTO 100	Introduction to Automotive Technology	Dr. Lee said that they were originally activity courses, but they changed to lab, which is why they are not repeatable.
AUTO 101	Basic Automotive Practicum	Dr. Bakhit said that if it becomes an issue, we can refer to the rules and make adjustments.
AUTO 102	Basic Automotive Practicum	KINF 141
AUTO 111	Automotive Engine Rebuilding (Lower End)	Changes: Removed full DE and made it ER only.
AUTO 112	Automotive Engine Rebuilding (Upper End)	KINF 162
AUTO 113	Advanced Engine Rebuilding	KINF 163
AUTO 125	Automotive Chassis	KINF 204
AUTO 151	Automotive Chassis and Body Electrical Systems	Changes: There is an equivalency of KINF 104, which is a beginning Kettle Ball. Robyn changed to no equivalency and removed 104.
AUTO 152	Automotive Ignition Systems	KINF 207
AUTO 153	Auto Starting and Charging Systems	KINF 250
AUTO 160	Automotive Electrical Fundamentals	
AUTO 175	Automotive Fuel, Emissions Systems, and California Clean Air Care Course	
AUTO 176	Automotive Carburetor Fuel Systems	
AUTO 177	Electronic Fuel Injection	
AUTO 198H	Advanced Emissions Diagnostics Training Seminar (BAR "20" HOUR UPDATE)	
AUTO 211	Automotive Engine Operation and Repair	
AUTO 220	Automatic Transmissions and Transaxles	
AUTO 230	Manual Transmissions, Transaxles, and Drivelines	
AUTO 231	General Motors Automatic Transmission	



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<p>AUTO 232 Automatic Transmissions (Ford and Chrysler)</p> <p>AUTO 240 Automotive Suspension and Steering</p> <p>AUTO 250 Automotive Brake Systems</p> <p>AUTO 260 Automotive Electrical Systems</p> <p>AUTO 270 Automotive Heating and Air Conditioning</p> <p>AUTO 276 Engine Performance Emissions</p> <p>AUTO 277 Electronic Engine Controls- General Motors Systems</p> <p>AUTO 278 Electronic Engine Controls-Ford/Chrysler Systems</p> <p>AUTO 280 Automotive Engine Performance</p> <p>BUS 991 How to Maintain Your Business</p> <p>CA 111 Word Processing-Microsoft Word</p> <p>CA 121 Microcomputer Spreadsheets</p> <p>CA 998 Computers, Application Software, and Technology for Beginners</p> <p>ELEC 110 Fundamentals of Electricity</p> <p>ELEC 115 Electrical Codes and Ordinances</p> <p>ELEC 120 Residential Wiring</p> <p>ELEC 130 Alternating Current Theory</p> <p>FTV 201 Intercultural & Women's Film</p> <p>KINF 145 Gentle Chair Yoga</p> <p>MGT 121 Human Resources Management</p> <p>MGT 201 Small Business Management</p> <p>MKTG 101 Principles of Marketing</p> <p>MKTG 112 Introduction to Advertising</p> <p>NS 203A Pediatric Nursing</p> <p>POLS 101 American Political Institutions</p> <p>POLS 203 The Judicial Process</p> <p>RCP 102 Clinical Preparation for Respiratory Care</p> <p>READ 990 Critical Reading</p> <p>SOC 101 Introduction to Sociology</p> <p>VN 120 Self-Care Fundamentals, Pharmacology</p> <p>WELD 101 Welding Fundamentals</p>		<p>Changes: Added the missing course objective numbers in the Methods of Evaluation.</p> <p>Reviewed course content and outline.</p> <p>Comment: Jonathan Compton asked how Distance Education works with these courses and for a team course.</p> <p>Comment: Tim Akerson said that it was for emergency Distance Education only.</p> <p>There was further discussion regarding Distance Education for KINF courses. Kathryn Mitchell asked if they are actually scheduled online; or if it is just an option to do Distance Education if they decide to.</p> <p>Dr. Bakhit said what she has seen practiced and was under the impression that it was guidance from the Chancellor's Office, that they have an "agreed upon" provision if needed in an emergency.</p> <p>Cindy Vargas said that it was an error making those courses full Distance Education. She gave permission to remove full Distance Education and make it Emergency Distance Education for KINF 250, 141, and 162.</p> <p>Tim Akerson also provided permission for Robyn to complete the DE forms.</p> <p>KINF 262 Motion approved</p> <p>Motion to approve: KINT 105 Motion second Summary: Working on a local degree program. This is preparing to have the courses in place, as it will be part of a degree program. Motion approved</p> <p>KINT 106 Tabled from the Agenda</p> <p>KINT 107 Tabled from the Agenda</p> <p>Motion to approve: Motion second LACT 901</p>
<p>Non-substantial Course Revisions</p> <p>ACRV 112 Basic Refrigeration Systems</p> <p>ACRV 113 Basic Refrigeration Controls</p> <p>ACRV 122 Residential Air Conditioning Systems</p> <p>ACRV 123 Residential Air Conditioning Controls</p> <p>ACRV 212 Commercial Refrigeration Systems</p>		



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ACRV 213	Commercial Refrigeration Controls	LACT 902
ACRV 222	Commercial Air Conditioning Controls	LACT 903
ACRV 223	Commercial Air Conditioning Systems	Changes: Added (R unlimited) and changed retakes to 98.
AFMT 341	Manufacturing Testing and Inspection	Remove enhanced funding request. They need to have the certificate first.
AFMT 451	Airframe Manufacturing Capstone II	(For previously approved course LAC 900, Wendy Stout provided permission to remove enhanced funding.)
ALM 120	Lean Manufacturing	Motion approved
BIOL 101	General Biology	Motion to approve:
BIOL 201	General Human Anatomy	MGT 202
FTEC 215	Rescue Practices	Changes: Added SLOs, removed capacity from Limitation of Enrollment
FTV 103	Introduction to Television	Summary: It teaches leadership and management
KINT 242	Yoga Teacher Training 3-Pedagogy: The Art and Science of Teaching	Classroom Capacity: 35
KINT 243	Yoga Teacher Training 4-Social Applications of Yoga	Motion second
MGT 101	Management Principles	Motion approved
MGT 115	Human Behavior in Organization	Motion to approve:
NF 110	Sports Nutrition	MUS 110
NS 101A	Fundamentals of Nursing Science	Changes: (was MUS 107) this was tabled at the last meeting to find a new course number.
NS 102A	Maternal and Newborn Nursing	Summary: It's aimed mainly at non-music majors. It's an elective.
NS 103A	Medical Surgical Nursing I	Motion second
NS 201A	Psychiatric Mental Health Nursing	Motion approved
NS 202A	Medical Surgical Nursing II	Motion to approve:
NS 204A	Medical Surgical Nursing III	MUSC 100
NS 205A	Transition to Professional Nursing	Summary: This is an introduction to the commercial music side because that is where the jobs are now.
NS 911L	Skills Lab 911L	Changes: removed textbook rationale and added the prerequisite in the prerequisite box to match the course description.
NS 912L	Skills Lab 912L	Motion second
NS 913L	Skills Lab 913L	Motion approved
NS 921L	Skills Lab 921L	Motion to approve:
NS 922L	Skills Lab 922L	MUSC 100
NS 923L	Skills Lab 923L	Summary: This is an introduction to the commercial music side because that is where the jobs are now.
NS 924L	Skills Lab 924L	Changes: removed textbook rationale and added the prerequisite in the prerequisite box to match the course description.
RCP 101	Fundamentals of Respiratory Care	Motion second
RCP 103	Concepts in Respiratory Care	Motion approved
RCP 104	Respiratory Care Pharmacology	Motion to approve PHIL 130, 140, 210:
RCP 105	Fundamentals of Clinical Respiratory Care	PHIL 130
RCP 201	Neonatal and Pediatric Respiratory Care	PHIL 140
RCP 202	Fundamentals of Intensive Respiratory Care	PHIL 210
RCP 203	Seminar and Practicum in Respiratory Care I	
RCP 204	Seminar and Practicum in Respiratory Care II	



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<p>WDTO 120 Water Treatment I</p> <p>Course Deactivations</p> <p>ABDY199 Occupational Work Experience ACRV199 Occupational Work Experience AUTO199 Occupational Work Experience ELEC199 Occupational Work Experience HD199 Work Experience HE199 Work Experience MOA199 Work Experience WELD145 Advanced Welding Processes WELD199 Occupational Work Experience</p> <p>New Program Developments</p> <p>Child and Family Education Associate Teacher Certificate (12 Unit) Child and Family Education Specialization with Core 8 Option (24 Unit) Human Resources Professional I Human Resources Professional II Management Certificate Network System Administrator I Network System Administrator II Nutrition and Dietetics AS- T Video Design and Production AA</p> <p>New Program Developments – Noncredit</p> <p>Health and Fitness for First Responders Certificate of Completion</p> <p>Program Revisions</p> <p>Administration of Justice AA Administration of Justice AS-T Air Conditioning & Refrigeration Specialist AS Air Conditioning & Refrigeration Specialist Cert Air Conditioning Specialist AS Air Conditioning Specialist Cert Art History AA-T Automotive Collision Repair Specialist AS Automotive Collision Repair Specialist Cert Automotive Refinishing Specialist AS Automotive Refinishing Specialist Cert</p>		<p>Summary: These courses are all part of the transfer model curriculum. Symbolic logic is often needed for math majors and engineering.</p> <p>Motion second Motion approved</p> <p>Motion to approve: RE 180</p> <p>Summary: The need for this course was discussed in the Advisory Minutes, to help students prepare for the state exam and as a refresher after their education path.</p> <p>Motion second Motion approved</p> <p>New Course Developments-Noncredit</p> <p>Motion to approve: AJ 911</p> <p>Summary: These are the same in content as the for-credit version. Students can choose to go through noncredit or for credit courses, which can both be used toward the certificate. If they want to use them to transfer, they can. They can also take these as noncredit, which is at no cost.</p> <p>Noncredit courses can also be used to get into shape for the exam.</p> <p>Comment: Wendy Stout said that the fire fighters can take this to get them in shape for the exam.</p> <p>Comment: La Donna said that it will be problematic when it comes to funding if they don't have separate CRNs. They need to have to be 2 separate CRNs.</p> <p>Comment: Dr. Bakit said that the Chancellor's Office wants to see that students can still take the credit course, even if they complete it as noncredit.</p> <p>Changes: Course number AJ111N was changed to 900 number for noncredit, cross listing was removed, limitation of capacity was removed, not basic skills, added (R unlimited) and changed retakes to 98. Changed category to Workforce Preparation, removed funding agency, removed Characteristics.</p> <p>Classroom Capacity: 32</p> <p>Motion second</p>
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<p>Commercial Music: Level II Certificate Computer Aided Drafting and Manufacturing Computer and Workplace Fundamentals (Noncredit) Dance AA Early Childhood Education AS-T Electrical Technology AS Electrical Technology Cert Nursing Skills Lab Certificate (Noncredit) Personal Business Ownership (Noncredit) Real Estate AS Refrigeration Specialist AS Refrigeration Specialist Cert Registered Nursing AS Theatre Arts AA-T</p> <p>Program Deactivations Administrative Medical Assistant AS Administrative Medical Assistant Cert</p>		<p>Motion approved</p> <p>Motion to approve AJ 912 - NS 950L: Motion second AJ 912 Changes: Course number changed from AJ112N, AJ 913 Changes: Course number changed from AJ113N NS 950L Motion approved</p> <p>Substantial Course Revisions Motion to approve: ABDY 122 Changes: Added equivalency, updated Methods of Instruction. Motion second Motion approved</p> <p>Motion to approve: ABDY 212 Motion second Motion approved</p> <p>Motion to approve: AJ 101 Changes: Changed Sam Code to from Possibly to Advanced Occupational, added C-ID, Articulation exists. Motion second Motion approved</p> <p>Motion to approve: AJ 102 Changes: C-ID added, articulation exists. Motion second Motion approved</p> <p>Motion to approve: AJ 103</p>
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	<p>Changes: Added C-ID, articulation exists. Added Rationale for Credit by Exam – Course not Challengeable. Motion second Motion approved</p> <p>Motion to approve: AJ 104 Changes: Added C-ID, articulation exists, Updated SLOs (removed 2). Motion second Motion approved</p> <p>Motion to approve: AJ 109 Changes: Updated textbook Motion second Motion approved</p> <p>Motion to approve: AJ 110 Changes: Numbered course objectives, formatted outline. Motion second Motion approved</p> <p>Motion to approve: AJ 201 Changes: SLOs updated. Numbered course objectives. Course content formatted. Motion second Motion approved</p> <p>Motion to approve: AJ 203 Changes: Old textbook removed, and rationale removed. Motion second Motion approved</p> <p>Motion to approve: AJ 204</p>
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		<p>Changes: Old textbook removed. Course content formatted. Motion second Motion approved</p> <p>Motion to approve: AJ 205 Changes: Added C-ID, textbook updated, textbook rationale updated. Motion second Motion approved</p> <p>Motion to approve: AJ 206 Changes: Textbook rationale added, course outline formatted. Motion second Motion approved</p> <p>Motion to approve: AJ 207 Changes: Added textbook rationale Motion second Motion approved</p> <p>Motion to approve: AJ 208 Changes: Added textbook rationale, course content Motion second Motion approved</p> <p>Motion to approve: AUTO 100 Changes: Updated Methods of Instruction, Methods of Evaluation – course objectives, updated textbook. Motion second Motion approved</p> <p>AUTO 101, 102, 111, 112, 113, 125 are being removed from the agenda. They are no longer part of the program. These will be deactivated in the spring.</p> <p>Tabled from the Agenda.</p>
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		<p>Motion to approve: AUTO 151 – AUTO 230 with changes: Textbook updates, course objectives were updated in Methods of Evaluation. Homework hours were corrected. Removed any class that had Advisories 101, 102, 111.</p> <p>Motion second</p> <p>AUTO 151</p> <p>AUTO 152</p> <p>Changes: Removed AUTO 101 advisory. Updated Textbook.</p> <p>AUTO 153</p> <p>Changes: Updated advisory to 100 and 151, removing AUTO 101, updated textbook.</p> <p>AUTO 160</p> <p>Changes: Updated textbook removed retake policy.</p> <p>AUTO 175</p> <p>Changes: Removed AUTO 101 from advisory.</p> <p>AUTO 176</p> <p>Changes: Textbook updated.</p> <p>AUTO 177</p> <p>Changes: Textbook updated.</p> <p>AUTO 198H</p> <p>Changes: Textbook updated</p> <p>AUTO 211</p> <p>Changes: Textbook updated.</p> <p>AUTO 220</p> <p>Changes: Textbook updated.</p> <p>AUTO 230</p> <p>Changes: Textbook updated.</p> <p>Motion approved</p> <p>Motion to approve AUTO 231 – 280 with the following changes: Textbooks, homework hours, advisories were removed for those deactivating.</p> <p>AUTO 231</p> <p>Changes: Textbook updated.</p> <p>AUTO 232</p> <p>Changes: Textbook updated.</p> <p>AUTO 240</p> <p>Changes: Textbook updated.</p> <p>AUTO 250</p> <p>Changes: Textbook updated.</p>
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		<p>Motion to approve: AUTO 260 Changes: Textbook updated. Motion to approve: AUTO 270 Changes: Textbook updated. AUTO 276 Changes: Corrections to typos in course description, advisory corrected in prerequisite tab to match course description. Updated textbook. AUTO 277 Changes: Textbook updated. AUTO 278 Changes: Textbook updated. AUTO 280 Changes: Textbook updated. Motion second Motion approved</p> <p>Motion to approve: BUS 991 Changes: Was BUS 091 Added (R unlimited), not basic skills course, Retakes changed to 98. SLOs to 70%. Motion second Motion approved</p> <p>Motion to approve: CA 111 Changes: Equivalency added: BIP 111, BIP 121, BIP 131 together are equal to CA 111. Textbook updated. SLOs updated, prerequisite tab corrected to match course description. Motion second Motion approved</p> <p>Motion to approve: CA 121 Changes: Updated textbook. Motion second Motion approved</p> <p>Motion to approve:</p>
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		<p>CA 998 Changes: Added (R unlimited), changed to not a basic skills course, Retakes 98. Motion second Motion approved</p> <p>Motion to approve: ELEC 110 Changes: Completed curriculum map. Motion second Motion approved</p> <p>Motion to approve: ELEC 115 Changes: Retake policy description removed. Corrected the prerequisite tab to match the course description, adding co-requisite. Motion second Motion approved</p> <p>Motion to approve: ELEC 120 Changes: Corrected prerequisite tab to match course description, adding co-requisite. Motion second Motion approved</p> <p>Motion to approve: ELEC 130 Changes: Mandatory revision Motion second Motion approved</p> <p>Motion to approve: FTV 201 Changes: Methods of instruction were put in separate boxes, textbook rationale added. Added Distance Education. Motion second Motion approved</p> <p>Motion to approve: KINF 145</p>
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		<p>Summary: was put in for Distance Education approval.</p> <p>Changes: CTE top code box selected no, removed objectives (left objective numbers) from the Methods of Evaluation, added textbook rationale, added Distance Education.</p> <p>Motion second Motion approved</p> <p>Motion to approve: MGT 121</p> <p>Changes: Limitation of capacity was removed. Updated Methods of Evaluation – course objectives. Course content, and textbook. Added Distance Education.</p> <p>Classroom capacity: 35</p> <p>Motion second Motion approved</p> <p>Motion to approve: MGT 201</p> <p>Changes: Added Distance Education.</p> <p>Classroom capacity: 35</p> <p>Motion second Motion approved</p> <p>Motion to approve: MKTG 101</p> <p>Changes: Updated Methods of Instruction, textbook updated, Distance Education completed.</p> <p>Motion second Motion approved</p> <p>Motion to approve: MKTG 112</p> <p>Changes: Updated Methods of Instruction, Methods of Evaluation, updated textbook.</p> <p>Motion second Motion approved</p> <p>Motion to approve: NS 203A</p>
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	<p>Comment: Wendy Stout said that there were content changes to stay up to date. Changes: Updated textbooks and rationale for 2018, updated course content. Motion second Motion approved</p> <p>Motion to approve: POLS 101 Changes: Added faculty requirement. Curriculum map completed, outline formatted, SLO expanded from CurricuNet (was cut off in eLumen). Distance Education approval. Motion second Motion approved</p> <p>Motion to approve: POLS 203 Changes: Prerequisite changed to advisory. Completed curriculum map. Fixed articulation in course description. Changed C-ID Designation to "Request articulation." Motion second Motion approved</p> <p>Motion to approve: RCP 102 Changes: Faculty requirements were changed from master's to bachelor's degree. (There was a glitch in eLumen that was not allowing the bachelor's, which was resolved). Total student learning, Lecture/Lab hours in and out of class. Same units. Homework assignments, Instructional materials, SLOs, Completed Curriculum Map. Motion second Motion approved</p> <p>Motion to approve: RCP 101, 103, 104, 105, 201, 202, 203, 204 with change to faculty requirements from master's degree to bachelor's and associate degrees. Motion second RCP 101</p>
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		<p>RCP 103 RCP 104 RCP 105 RCP 201 RCP 202 RCP 203 RCP 204 Motion second Motion approved</p> <p>Motion to approve: Changes: Changed the course number for noncredit. Updated course description, updated retake policy description, lecture hours (out of class), total student learning hours, lecture hours, and total out of class hours changed. Time commitment note was added. Textbook rationale was updated. Motion second Motion approved</p> <p>Motion to approve: SOC 101 Changes: Removed advisory for ENGL 101, updated articulation in course description, updated textbooks, removed textbook rationale, added Distance Education. Motion second Motion approved</p> <p>Motion to approve: VN 120 Changes: Updated Methods of Evaluation – course objectives, textbooks updated, removed textbook rationale, ER Distance Education. Motion second Motion approved</p> <p>Motion to approve: WELD 101 Changes: Transferability for CSU, (CSU, AVC) added to course description. Motion second Motion approved</p>
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Non-substantial Course Revisions

Motion to approve:

ACRV 112

ACRV 113

ACRV 122

ACRV 123

ACRV 212

ACRV 213

ACRV 222

ACRV 223

AFMT 341

AFMT 451

ALM 120

BIOL 101

BIOL 201

FTEC 215

FTV 103

KINT 242

KINT 243

MGT 101

MGT 115

NF 110

NS 101A

NS 102A

NS 103A

NS 201A

NS 202A

NS 204A

NS 205A

NS 911L

NS 912L

NS 913L

NS 921L

NS 922L

NS 923L

NS 924L

RCP 101

RCP 103

RCP 104

RCP 105

RCP 201



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	<p>RCP 202 RCP 203 RCP 204 WDTO 120 Motion second Motion approved</p> <p>Note: NS 911L, 912L, 913L, 921L, 922L, 923L, and 924L were renumbered for noncredit during tech review and the titles were changed to show the correct number. “Non-enhanced funding was changed to “workforce preparation enhanced funding.”</p> <p>Course Deactivations Motion to approve: ABDY 199 ACRV 199 AUTO 199 ELEC 199 HD 199 HE 199 MOA 199 WELD 145 WELD 199 Motion second Motion approved</p> <p>New Program Developments Motion to approve: Child and Family Education Associate Teacher Certificate (12 Unit) Summary: Kim Barker explained that this is for the Permit Matrix, to take courses to gain a state issued permit at different levels in the classroom. This certificate provides the units and infrastructure to work in early childhood industry. It’s stackable. All</p>
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		<p>courses will transfer to the next step, up to a 33-unit certificate and degree. Changes: Changed title by moving the unit count from beginning to the end. Pending: Consortium Motion second Motion approved</p> <p>Motion to approve: Child and Family Education Specialization with Core 8 Option (24 Unit) Summary: Kim Barker explained that this certificate supports credentialed teachers to maintain their positions in TK system. Changes: Changed title by moving unit count from the beginning to the end of the title. Pending: Consortium Dr. Lee explained that Regional Consortium doesn't want to approve anything until it has AP&P Approval. When it is sent to the Chancellor's Office, we will need to submit this approval. Motion second Motion approved</p> <p>Motion to approve: Human Resources Professional I Summary: This came from an industry request. Changes: Added PLOs. Pending: Consortium Motion second Motion approved</p> <p>Motion to approve: Human Resources Professional II Summary: This came from an industry request. It's also tied in BIP courses. Robyn confirmed with Dr. Lee that it is okay to have BUS 199 at 3 units in the certificate. Changes: Added PLOs Pending: Consortium Motion second Motion approved</p> <p>Motion to approve: Management Certificate</p>
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	<p>Summary: This came from an industry request. Changes: Added PLOs Pending: Consortium Motion second Motion approved</p> <p>Motion to approve: Network System Administrator I Summary: Plant 42 approached the college for their division to reroute all their training to the college. This certificate will be offered on campus. Changes: PLOs were added. Pending: Consortium Motion second Motion approved</p> <p>Motion to approve: Network System Administrator II Changes: PLOs were added. Pending: Consortium Motion second Motion approved</p> <p>Motion to approve: Nutrition and Dietetics AS- T Changes: Course blocks were updated to match the TMC. Pending: Consortium. Comment: Wendy Stout said that it was approved when we changed from Curricunet to eLumen and it needed to be recreated. It didn't go through the Chancellor's Office. Motion second Motion approved</p> <p>Motion to approve: Motion second Video Design and Production AA Changes: This program did not transfer over from CurricuNet, so it was recreated in eLumen. RPS was short units; GE courses and electives were added. This program had been submitted to the Chancellor's Office, so it is not considered a new program. Motion approved</p>
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		<p><i>New Program Developments – Noncredit</i> Motion to approve: Health and Fitness for First Responders Certificate of Completion Motion second Comment: AJ noncredit and credit courses all feed into this certificate. Changes: Course blocks were adjusted to show credit/noncredit options more clearly. Adjusted RPS. Motion approved</p> <p><i>Program Revisions</i> Motion to approve: Administration of Justice AA Changes: Course block to “All of the following.” RPS corrected (had too many electives). Motion second Motion approved</p> <p>Motion to approve: Administration of Justice AS-T Changes: Course block was changed to “All of the following.” Motion second Motion approved</p> <p>Motion to approve: Air Conditioning & Refrigeration Specialist AS Changes: Corrected RPS to 61 units. Motion second Motion approved</p> <p>Motion to approve: Air Conditioning & Refrigeration Specialist Cert Changes: Rule group name in course block was corrected, Master Plan corrected to say, “Certificate”, not AS degree. PLOs were added. Motion second Motion approved</p> <p>Motion to approve: Air Conditioning Specialist AS Motion second Motion approved</p>
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		<p>Motion to approve: Air Conditioning Specialist Cert Changes: Master Planning corrected to say “Certificate” not AS. Motion second Motion approved</p> <p>Motion to approve: Art History AA-T Summary: Changes: List B in course block had courses that were not listed on TMC. Same with List C. These were updated. Motion second Motion approved</p> <p>Motion to approve: Automotive Collision Repair Specialist AS Changes: Program Narrative was completed Motion second Motion approved</p> <p>Motion to approve: Automotive Collision Repair Specialist Cert Changes: Program Narrative was completed, LMI, courses grouped for Option 1 and Option 2 Advisory Minutes. Motion second Motion approved</p> <p>Motion to approve: Automotive Refinishing Specialist AS Changes: Program Narrative was completed, courses grouped for Option 1 and Option 2. Added LMI and Advisory Minutes. Motion second Motion approved</p> <p>Motion to approve: Automotive Refinishing Specialist Cert Changes: Program Narrative was completed, courses grouped for Option 1 and option 2. Added LMI and Advisory Minutes. Motion second</p>
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		<p>Motion approved</p> <p>Motion to approve: Commercial Music: Level II Certificate Changes: Course block changed to “All of the following” which corrected calculation, credit range in the cover info was changed to 26 units. Motion second Motion approved</p> <p>Motion to approve: Computer Aided Drafting and Manufacturing Comment: Robyn corrected SLO that had been cut off when transferred from CurricuNet. Motion second Motion approved</p> <p>Motion to approve: Computer and Workplace Fundamentals (Noncredit) Changes: Course numbers were updated in the course block to reflect the new 900 numbers for noncredit. Motion second Motion approved</p> <p>Motion to approve: Dance AA Changes: Catalog description was cleaned up and RPS cleaned up to be easier for students to understand. PLOs were changed to 70%, changed course block to “All of the following.” Motion second Motion approved</p> <p>Motion to approve: Early Childhood Education AS-T Summary: Kim Barker updated areas that needed to be fixed and changed courses, replacing a course to be part of the required course work (diversity), and added the literacy course as an option. Grammatical errors were corrected. TMC was approved by counseling. Confirmed CSU only. Motion second Motion approved</p>
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	<p>Motion to approve: Electrical Technology AS Changes: Added LMI and submission rationale. Motion second Motion approved</p> <p>Motion to approve: Electrical Technology Cert Changes: Program goals were added. Motion second Motion approved</p> <p>Motion to approve: Nursing Skills Lab Certificate (Noncredit) Changes: Wendy Stout said that it was a mandatory revision and course numbers were changed for noncredit. Motion second Motion approved</p> <p>Motion to approve: Personal Business Ownership (Noncredit) Changes: Gabby Poorman said that course numbers changed. Removed (AVC) from program description, checked yes for CTE Top Code, changed course block to " All of the following." Motion second Motion approved</p> <p>Motion to approve: Real Estate AS Summary: Gabby Poorman said that based on Advisory Minutes, there was a recommendation to add a marketing course and the Capstone course (RE 180). Revised the RPS, developed the narrative and added the LMI and Advisory Minutes. Motion second Motion approved</p> <p>Motion to approve: Refrigeration Specialist AS Changes: Added LMI and Advisory Minutes. Motion second Motion approved</p>
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		<p>Motion to approve: Refrigeration Specialist Cert Changes: In Master Planning, changed to “Certificate” from AS, RPS was updated. Motion second Motion approved</p> <p>Motion to approve: Registered Nursing AS Changes: LMI & Advisory Minutes were added. Motion second Motion approved</p> <p>Motion to approve: Theatre Arts A-T Changes: Course blocks and TMC needed to be updated to match. Revised grammar and information, updated catalog description, course blocks and TMC to match. Per Katheryn Mitchell, Robyn changed the PLOs to 70%. Motion second Motion approved</p> <p>Program Deactivations</p> <p>Motion to approve: Administrative Medical Assistant AS Comment: MOA has a very similar program. Students weren’t enrolling in this program. Combined courses with another program. Motion second Motion approved</p> <p>Motion to approve: Administrative Medical Assistant Cert MOA has a very similar program. Students weren’t enrolling in this program. Combined courses with another program. Motion second Motion approved</p>
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VIII. Closing Comments	<i>Scott Lee</i>	<p>Dr. Lee said that we will have another meeting on 11/30/23. It will be a brief meeting. We need to make quorum and complete the Work Experience courses.</p> <p>Dr. Bakhit thanked everyone. She appreciates everyone's engagement and hard work to stay in compliance. She wished everyone a very Happy Thanksgiving.</p> <p>Dr. Lee thanked and wished everyone a Happy Thanksgiving as well.</p> <p>Motion to adjourn the meeting at 5:42pm. Motion approved.</p>
NEXT MEETING DATE: November 30, 2023		