



# Academic Policies & Procedures

<b>AP&amp;P Minutes Draft</b>	<b>Thursday, April 13, 2023</b> <b>3:00 pm – 5:30 pm T600-J</b>
-------------------------------	--

**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></p> <p><i>Dr. Howard Davis, Co-chair, Vice President of Academic Affairs*</i></p> <p><i>Dr. Jessica Eaton, Articulation Officer</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/Tech Review</i></p> <p><i>David Harrison, SBS Representative</i></p> | <p><i>Cynthia Littlefield, AHUM Representative* - Proxy - Jonet Leighton (Z)</i></p> <p><i>Lisa Karlstein, AHUM Representative</i></p> <p><i>Vacant, 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, Tech Review (Z)</i></p> <p><i>Vacant, Outcomes Representative</i></p> <p><i>Ronda Nogales, Outcomes Representative(Z)</i></p> <p><i>Vacant, Student Representative</i></p> |
|---|---|

*\*Absent*

*Guest, Ken Shafer (Z)*

*(Z)-attended via Zoom*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee/Howard Davis</i>	Dr. Lee called the meeting to order at 3:04pm He said that the 5-Year Plan is coming along and plans to have the schedule available at the last meeting scheduled on 4/27/23. This schedule will be for Fall through November and then it can be picked back up if needed in the Spring.
II. Minutes 3/23/2023	<i>All</i>	<b>Action Taken</b> Motion to approve: 3/23/2023 Minutes Motion seconded Motion approved
III. Informational Item - Meeting schedule: 4/27/23 - Proposed Training Schedule	<i>Scott Lee Sam</i>	<b>Meeting schedule</b> 4/27/23 is the last meeting until Fall.  <b>Training schedule</b> This schedule is for committee representatives to train other faculty on using eLumen, which will meet part of the 20 required hours for FPD.



## Academic Policies & Procedures

		<p>Dates can be filled in by volunteers to meet their scheduling needs. On Tuesdays and Fridays, AA Specialists are available to provide assistance. It's important to get committee members to sign up. Please send an email to <a href="mailto:curriculum@avc.edu">curriculum@avc.edu</a> if you would like to provide a guided working session on eLumen. It is okay to team teach in your area as well. The focus should be on pedagogy more than technical assistance. You may request to have a Curriculum Specialist be present if they are available.</p> <p>Comment: LaDonna Trimble said that she had heard from one school that noncredit classes should go on noncredit transcripts, or be kept separate.</p> <p>Comment: Sam Darby said that we need to keep the numbering in mind as well and to be mindful of the outputs on the transcript.</p> <p>Comment: LaDonna said that we need to decide how we are going to grow the noncredit classes. Dr. Lee said that we will discuss this more in the fall.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"><li>- Work Experience 199 Workgroup Update</li></ul>	<p><i>Scott Lee</i></p>	<p><b>Discussion</b></p> <p><b>Work Experience 199</b></p> <p>A group has been looking at work experience courses: WE 199 or WE 197. One of the recommendations is to phase out 199 and 197 courses and to have them be more course specific.</p> <p>Dr. Eaton said that the only COR she can send is a WE 199, which may not match what they need. We don't want students to suffer from this. Each department should have their own 199 course, i.e. LIB 199.</p> <p>Kathryn Mitchell said that they are very similar but 199 is most commonly used. Faculty need to create a discipline specific 199 and then put in their program options. This is very important for CTE, so they can use the units toward elective units, get paid and get credit for the class.</p> <p>Dr. Lee said at the next meeting, he will propose bringing an action item to stop using WE 199.</p>



## Academic Policies & Procedures

		<p>Everyone will need to write their own specific 199 course. We are looking at 10 to 20 courses. Kathryn said that If this gets done, we can increase the internship program. WE 199 can be used as a model to build their own specific one and it will be phased out in the fall. WE 197 is being phased out. We currently have 28 WE courses. Keep in mind that if you submit a course, you will have to update the program as well. They have a sliding unit count, so it will affect the program's number of units.</p> <p>Sam has a list of courses that has been shared with the workgroup.</p> <p>Kathryn asked reps to ask their division how many courses they will be creating.</p> <p>Add LaDonna for the next agenda: LAEP</p> <p>Sam said that we are out of compliance on the WE 199 to be revised. It will be in everyone's inbox. This has to be completed in order to offer it in the fall.</p> <p>Are there faculty interested in having discipline specific WE 199 courses?</p>
<p>V. Reports</p>		<p>N/A</p>
<p>VI. Action</p> <ul style="list-style-type: none"> <li>- AP&amp;P Standards &amp; Practices Handbook</li> </ul> <p><b><i>New Course Developments</i></b></p> <p>ANTH 112H ANTH 112H/ ETHN 112H: Native North Americans Honors</p> <p>COMM 101H Introduction to Public Speaking Honors</p> <p>DA 101H Dance Appreciation Honors</p> <p>ENGL 101H College Composition Honors</p> <p>HIST 107H U.S. History from 1607-1877 Honors</p> <p>HIST 110H African-American History H, 1450-1877 Honors</p> <p>HIST 111H African-American History, 1877-Present Honors</p> <p>MATH 115H Statistics Honors</p> <p>MUS 101H Music Appreciation Honors</p> <p>PHIL 105H Ethics: Moral Issues in Society Honors</p> <p>POLS 101H American Political Institutions Honors</p> <p>PSY 101H General Psychology Honors</p> <p>SOC 101H Introduction to Sociology - Honors</p> <p>THA 239H Intercultural and Women's Theatre Honors</p>		<p><b><u>Action Taken</u></b></p> <p>Motion to approve: AP&amp;P Standards &amp; Practices Handbook This was changed to a discussion item and will be brought back as an action item. Tabled</p> <p><b><u>New Course Developments</u></b></p> <p>Motion to approve: ANTH 112H ANTH 112H/ ETHN 112H: Native North Americans Honors Motion second Comment: Title doesn't match ANTH 112 Ethnic Studies: Native North Americans Motion approved with change of title to Ethnic Studies: Native North Americans Honors</p> <p>Motion to approve: COMM 101H Motion second Comment: Advisory: Eligibility for ENGL 101 or placement by multiple measures was added per Richie Neil Hao.</p>



## Academic Policies & Procedures

<p><b><i>New Noncredit Course Developments</i></b> BUS 091      How to Maintain Your Business ESL 60      VESL Welding NS 300L      Skills Lab 300L</p> <p><b><i>Program Deactivation:</i></b> Marching Arts Technician</p>		<p>Motion approved</p> <p>Motion to approve: DA 101H Motion second Comment: DE questions were not filled out. Cindy completed them. Motion approved</p> <p>Motion to approve: ENGL 101H Comment: Variable credit course was unchecked under units and hours and the cooperative work experience education status box was unchecked with Heidi's permission. Motion second Motion approved</p> <p>Motion to approve: HIST 107H Motion second Motion approved</p> <p>Motion to approve: HIST 110H Motion second Comment: The prerequisite tab language was updated to match the course description with permission from Ken Shafer. Motion approved</p> <p>Motion to approved: HIST 111H Motion second Comment: HIST 111 has advisory for ENGL 101 or placement by multiple measures. This was added with permission from Denise Smith. Motion approved</p> <p>Motion to approve: MATH 115H Motion second</p>
---	--	---



## Academic Policies & Procedures

	<p>Comment: Remove Limitation of Enrollment - Capacity limitation does not belong in this section.</p> <p>Dr. Lee said that classroom max does not currently exist. This will need to be resolved in the fall.</p> <p>Comment: James Dorn said it's a pedagogy issue.</p> <p>Comment: Sam Darby said that in the past, it went through a request form through IRP. The last decision was that Distance Education numbers match class numbers.</p> <p>Motion approved with removal of Limitation of Enrollment</p> <p>Motion to approve: MUS 101H Motion second Motion approved</p> <p>Motion to approve: PHIL 105H Motion second Motion approved</p> <p>Motion to approve: POLS 101H Motion second Comment: DE form was incomplete. John Vento completed it. Motion approved</p> <p>Motion to approve: PSY 101H Motion second Comment: PSY 101 has an advisory for Completion of ENGL 101 or placement by multiple measures. Added advisory with David Lewis' approval. Motion approved</p> <p>Motion to approve: SOC 101H Motion second</p>
--	--



## Academic Policies & Procedures

		<p>Comment: Check equivalency box language needs to be revised.</p> <p><b>Motion Tabled until next meeting</b></p> <p>Motion to approve: THA 239H Motion second Motion approved</p> <p><b><u>New Noncredit Course Developments</u></b></p> <p>Motion to approve: BUS 091 Motion second Motion approved</p> <p>Motion to approve: ESL 60 Motion second Comment: Made updates per Wendy Rider and Tova Shillings; listed course objectives in Methods of Evaluation and added homework hours in assignments section. Course number changed from ESL 60 to ESL 060 Motion approved with course code correction.</p> <p>Motion to approve: NS 300L Comment: The following changes were made by Casey Scudmore: Summer 2023 Start Date was changed to Fall 2023. Added: Course objectives, SLOs and Curriculum Map were added. No DE was confirmed. With Casey's permission, Debbie added: <i>Limitation on Enrollment:</i> Formal enrollment in the Associate Degree Nursing Program <i>Prerequisite:</i> Completion of NS 102A and NS 103A <b>Motion Tabled until next meeting</b></p> <p><b><u>Program Deactivation</u></b></p> <p>Motion to approve Marching Arts Technician Motion second Motion approved</p>
--	--	---



## Academic Policies & Procedures

VII. Closing Comments	<i>Scott Lee</i>	<p>At the next meeting, there will be an action item on WE 199 and 197 and the Handbook.</p> <p>Lisa Karstein said that they will be holding a headshot photo session the last week of April. TUES, WED, SAT.</p> <p>Sam shared the catalog. She is still working on the coding. Please connect with your disciplines and look at how the TMCs read. She used Theatre Arts as an example on how it appears. Note, the Graduation Office uses this information for degrees. The language in the course blocks needs to be cleaned up. We will need to create an “Amend” workflow if a modification is needed. If it doesn’t get revised, it will impact our students. Please let Sam know if it needs to be amended, so that it can be imported to the catalog. She sent a draft out to a pilot group for review. We are still waiting for the export from eLumen to come out in the next few weeks. There are kinks that will need to be worked out in eLumen.</p> <p>Motion to adjourn: Motion approved at 4:05pm</p>
<b>NEXT MEETING DATE: April 27, 2023</b>		