



AP&P Agenda

Thursday, March 14, 2024

3:00 pm – 4:00 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

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
Alan Fillion, Student Representative
Bobby Bennett, Student Representative

**Absent*

Items	Person	Action
I. Opening comments from the Co-chairs	Scott Lee/Kathy Bakhit	
II. Minutes 02/22/2024	All	
III. Informational Item <ul style="list-style-type: none"> – Meeting schedule: 3/28/24, 4/11/24, 4/25/24 – AP&P members (retiring/expired term) – Workflow status – Drafts of the local GE 	Scott Lee/Kathy Bakhit Jessica Eaton	
IV. Discussion <ul style="list-style-type: none"> – Initial items for Style Guide – Course Number & Title Taxonomy related to AB 1111 	Scott Lee/Kathy Bakhit	



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V. Reports –	<i>Scott Lee</i>	
VI. Catalog –	<i>Debbie</i>	
VII. Action	<i>Scott Lee</i>	
VIII. Closing Comments	<i>Scott Lee/Kathy Bakhit</i>	
NEXT MEETING DATE: March 28, 2024		



AP&P Minutes Draft

Thursday, February 22, 2024

3:00 pm – 4:00 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*Proxy: Ken Shafer
David Harrison, SBS Representative**

*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
Alan Fillion, Student Representative*
Bobby Bennett, Student Representative**

**Absent*

Items	Person	Action
I. Opening comments from the Co-chairs	<i>Scott Lee/Kathy Bakhit</i>	The meeting was called to order at 3:05pm. Scott thanked everyone for being here. He sent a meeting reminder to be sure everyone attends to meet quorum.
II. Minutes 02/08/2024	<i>All</i>	<p>Action: Motion to approve Minutes for 2/08/24 Motion Second Abstentions: Jessica Eaton, Wendy Stout, Heidi Williams, Larry Veres, Cynthia Littlefield, LaDonna Trimble Approved</p>



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<p>III. Informational Item</p> <ul style="list-style-type: none"> – Meeting schedule: 3/14/24, 3/28/24, 4/11/24, 4/25/24 – Memo, ELSEI 24-07 	<p><i>Scott Lee/Kathy Bakhit</i></p>	<p><u>Informational Item</u></p> <p>Next meeting is after spring break, 3/14/24.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> – 	<p><i>Scott Lee/Kathy Bakhit</i></p>	<p><u>Discussion</u></p> <p>AB 928 & CALGETC</p> <p>Dr. Eaton passed out handouts. We have been given implementation changes. The degrees will all need to be revised between now and fall. The courses do not have to change, only the degree, which is mandated by law.</p> <p>CSU GE is currently 39 and going to 34 units.</p> <p>Area 1C – the only categorical area that is not being automatically migrated. Everything else on the list is automatically migrated, per AB928.</p> <p>We can still add whatever courses are developed as usual. CSU is going away and will be the heaviest impact. There is an additional memo that will be sent out as well as access to the CALGETC manual.</p> <p>Questions:</p> <p>Wendy Stout: Comm 101 is in all programs. If it's no longer available to use as a GE requirement, what will it be replaced with?</p> <p>Dr. Eaton said that Title 5 changes align with CALGETC for the local degrees. We still have local control over what courses to assign. Math has returned.</p> <p>The bachelor's degree will have its own GE requirements.</p> <p>Dr. Eaton cannot submit COMM classes until December 2024. We will plan the best that we can.</p> <p>Dr. Lee said that all programs will have to have an Ethnic Studies component.</p> <p>Jonathan Compton asked how it will change the placeholders we currently have in eLumen.</p> <p>The GE options in eLumen will all need to be updated. This will have to be done before the workflows can be opened.</p>



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	<p>Dr. Eaton said that right now we have 4 GE patterns. There will be new patterns for CALGETC. Counselors will have to keep track of both.</p> <p>Dr. Lee said that we need to start working on this now. We are currently having issues with eLumen. When new workflows are opened, they will need to reflect the new GE options.</p> <p>At AVC, we've always had 21 units required for GE. This will be redistributed. The blocks will be slightly different. With CALGETC, we are losing 5 units. AB928 has two components. We are supposed to get an additional 6 units for STEM degrees, which will bring the AD-Ts to 66 units.</p> <p>LaDonna Trimble said that the timeframe is real. All students in fall 2025 must have this.</p> <p>Tamira Palmetto said we must have our plans correct for summer, which would be by April 2024.</p> <p>The last meeting for AP&P is scheduled for 11/14/24. We can possibly have a meeting on 11/21/24. It must go to the Senate and Board for approval.</p> <p>Dr. Eaton said everything must be approved by 11/21/24, which is the last Thursday in 2024, to make the December Senate meeting.</p> <p>We are still waiting for issues to be resolved with eLumen before opening up the workflows.</p> <p>Look at what you have currently and think through what needs to be done. Consider how the new rules affect what you currently have in eLumen and plan accordingly.</p> <p>Scott will send handouts to everyone. Please feel free to use the use the contact information provided on the handouts. If contacting a counselor, please contact Dr. Eaton, Tamira Palmetto, and Tanya McGinnis regarding revisions/proposals.</p>
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		<p>There are four retirees this year, who will need to be replaced next year and several representatives that have their terms ending. This will be discussed at the next meeting.</p> <p>Be sure to communicate with your departments and let them know that these changes will be happening. Debbie will send out the list of Degrees to the committee.</p> <p>Scott is looking for people who can work over the summer and get FPD credit. He is working out the details and will work with Dr. Bakhit on the timeline for FPD.</p> <p>Wendy Stout and Travis lee are going to be providing training in their division on eLumen, if anyone needs help with their workflows.</p> <p>Dr. Lee said to focus on the course blocks, the RPS, and cover page.</p>
<p>V. Reports – Revision List</p>	<p><i>Scott Lee</i></p>	<p>Revision List Everything up for revision will need to include these GE changes too. This can be shared with faculty. We need to do these in spring if possible.</p>
<p>VI. Catalog –</p>	<p><i>Debbie</i></p>	
<p>VII. Action – Curriculum Review Checklist</p>	<p><i>Scott Lee</i></p>	<p>Action: Motion to approve: Curriculum Review Checklist Motion second Scott said that this list was given out at the last meeting that is a checklist for faculty as well as AP&P. Abstention: Ken Schaffer</p>



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		<p>Motion approved</p> <p>Motion to approve Work Experience Repeatability Motion second Motion approved</p> <p>If they want to add repeatability, send an email to Dr. Lee.</p>
VIII. Closing Comments	<p><i>Scott Lee/Kathy Bakhit</i></p>	<p>Dr. Lee thanked everyone and said that we have a busy year ahead. We have done a lot of stuff, and we know how to get things done.</p> <p>Motion to adjourn at 3:50pm Motion second Motion approved</p>
NEXT MEETING DATE: March 14, 2024		

DRAFT: A PROPOSED TAXONOMY

Changing the taxonomy of a course numbering system, especially one that currently varies across the system's institutions, has a significant impact on students, current technologies and processes, and staff workload. A change in the taxonomy should be analyzed from every aspect of impact and strive to minimize the disruption of the current structure while achieving the intended outcomes. The proposed taxonomy below is the result of significant discussion around the impacts described above. It is provided as a starting point for further discussion and consideration. The CCN Task Force urges future work to include a comprehensive look at the intended outcomes and the resulting impact of any taxonomy proposed, including engaging with student focus groups for direct input.

Subject

Based on 4-letter abbreviations.
A system-level list of abbreviations should be standard.

Course Type Identifier

A system level key could be developed to define other identifiers or establish local use parameters.
C = Common Course Number

SUBJ C####&&&

Course Number (####)

0XXX - Non-baccalaureate
1XXX - 100-level course
2XXX - 200-level course
3XXX - 300-level course
4XXX - 400 level course
9XXX - Non-credit
Provides for 1000 courses at each level per discipline per identifier type.
Other levels could be defined at the system-level as needs are identified.

Course Speciality Identifier (&&&)

A system-level key could define options:
(examples)
H = Honors Course
L = Lab only Course
O = Combined Lecture/Lab Course
R = Co-Requisite only Course
D = Co-Requisite and Credit Course
Combined
Up to 3 speciality identifiers can be attached to a course, a course with no identifiers would not have fillers in those fields.

Example

MATH C1801HL	
SUBJECT	MATH = Math
COURSE TYPE	C = CCN
COURSE NUMBER	1801 = 100-level course
SPECIAL CLASSIFICATIONS	H = Honors L = Lab only course

FURTHER COLLABORATION

Further collaboration amongst California Community Colleges leadership and implementation teams is needed in the areas such as:

- The above taxonomy serves as a discussion starter for developing a final plan. Different stakeholder groups offering diverse perspectives should be invited to give input on the system in order to best serve all impacted.
- Currently, the CB01 field that houses course numbering data allows for 12 digits. As part of the process in developing the final taxonomy, the CB01 field needs to be reevaluated to accommodate any changes needed, such as perhaps changing to a four-digit subject. As part of this evaluation, the impact of the change on all systems (Banner, Peoplesoft, etc.) needs to be considered.
 - Note from technology recommendations: Retain CB01 as the field for subject course and number while creating CB2x to flag the course with a CCN designation.
- Determine if all California community college courses will be housed under the CCN Taxonomy system and, if so, what policies, business processes, approval processes, etc., are necessary to implement one course numbering taxonomy for all courses in the system. All California community college technologies (and technologies at intersegmental institutions) that will house the common course number are able to facilitate the change and/or have resources to adapt the appropriate fields. Examples of systems include local or systemwide curriculum management systems (CMS, COCI), learning management systems (LMS), student information systems (SIS), Schedulers, ASSIST, C-ID, etc.
- Address the differences in course identification for colleges on the quarter system (three colleges) versus the semester system and develop strategies for these institutions to align with the taxonomy and building of courses.
- Based on the proposed taxonomy, determine if the lead identifying letter will have a system-level directory for identifying courses and trailing letters will have a system-level key to be used for all courses.

- Based on the proposed taxonomy, determine how course repeats, corequisite courses, courses with duplicate credit/non-credit and cross-listing of courses will be managed electronically and will impact policy and/or student transcripts.

F.1.g Implementation Recommendation - Common Course Descriptor Development

CCN Descriptor Development and Implementation Process

The creation, vetting and implementation of a new system as complex as the proposed CCN system takes the commitment and determination of all stakeholders impacted by such a system. The CCN system impacts many current intersegmental practices around areas such as course articulation, advising, course content, technology databases, and communication with students. The CCN system, though impacting the community college course structure and offerings, also directly impacts the daily work of the UC and CSU systems and the individual independent colleges and universities within AICCU.

While the timeline stresses the early and regular engagement of all intersegmental stakeholders, the success of this work depends specifically on the establishment of intersegmental collaboration that has the authority and representation to change processes and practices impacting the transferability and applicability of transfer courses.