



Academic Policies & Procedures

AP&P Agenda		Thursday, September 23, 2021 3:00 pm – 5:30 pm via Zoom		
Type of Meeting: <i>Regular</i> Note Taker: <i>Sam Darby</i> Please Review/Bring: The past minutes for accuracy.				
<i>Committee Members:</i>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <i>Dr. Scott Lee, Co-chair</i> <i>Kathryn Mitchell, Co-chair</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Mark Cruz, AKIN Representative</i> <i>Perry Jehlicka, AKIN Representative (Spring)</i> <i>Travis Lee, CTE Representative</i> <i>Alfred Brubaker, CTE Representative</i> <i>Wendy Stout, HSS Representative</i> <i>Vacant, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Heidi Williams, R&L Representative</i> <i>Dr. Richie Hao, R&L Representative</i> </td> <td style="width: 50%; border: none; vertical-align: top;"> <i>Gabby Poorman, SBS Representative</i> <i>Kent Moser, SBS Representative, DE Liaison</i> <i>Cynthia Littlefield, A&H Representative</i> <i>Dr. Ariel Tumbaga, A&H Representative</i> <i>Van Rider, Library Rep, Librarian</i> <i>Luis Echeverria, Student Services, Counseling</i> <i>Vacant, Adjunct Representative</i> <i>Maria Clinton, Administrative Position</i> <i>Riley Dwyer, Administrative Position</i> <i>LaDonna Trimble, Administrative Position</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Marleen Lopez, Student Representative</i> </td> </tr> </table>			<i>Dr. Scott Lee, Co-chair</i> <i>Kathryn Mitchell, Co-chair</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Mark Cruz, AKIN Representative</i> <i>Perry Jehlicka, AKIN Representative (Spring)</i> <i>Travis Lee, CTE Representative</i> <i>Alfred Brubaker, CTE Representative</i> <i>Wendy Stout, HSS Representative</i> <i>Vacant, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Heidi Williams, R&L Representative</i> <i>Dr. Richie Hao, R&L Representative</i>	<i>Gabby Poorman, SBS Representative</i> <i>Kent Moser, SBS Representative, DE Liaison</i> <i>Cynthia Littlefield, A&H Representative</i> <i>Dr. Ariel Tumbaga, A&H Representative</i> <i>Van Rider, Library Rep, Librarian</i> <i>Luis Echeverria, Student Services, Counseling</i> <i>Vacant, Adjunct Representative</i> <i>Maria Clinton, Administrative Position</i> <i>Riley Dwyer, Administrative Position</i> <i>LaDonna Trimble, Administrative Position</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Marleen Lopez, Student Representative</i>
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Items	Person	Action		
I. Opening comments from the Co-chair	<i>Scott Lee</i>			
II. Minutes 09/09/21	<i>All</i>			
III. Informational Item - Meeting schedule: 10/14/21, 10/28/21, 11/18/21* - 1/27/22, 2/10/22, 2/24/22, 3/24/22, 4/14/22, 4/28/22	<i>Scott Lee</i>			
IV. Discussion - Inactive & Obsolete Courses - eLumen Training	<i>Scott Lee & Sam Darby</i>			
V. Reports				
VI. Action - Committee Goals	<i>Scott Lee</i>			



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<p><i>New Course Developments</i> None</p> <p><i>Course Deactivations</i> None</p> <p><i>Emergency Distance Education</i> None</p> <p><i>Non-substantial course revisions</i> ACCT 111 Bookkeeping ACCT 113 Bookkeeping II ACCT 115 Payroll Bookkeeping ACCT 121 Computerized Accounting ACCT 131 Introduction to Income Tax ACCT 201 Financial Accounting ACCT 205 Managerial Accounting AERO 240 Aircraft Powerplant I</p> <p><i>Substantial course revisions</i> None</p> <p><i>Substantial Program revisions</i> None</p> <p><i>Non-substantial Program revisions</i> None</p> <p><i>New Program Development</i> None</p> <p><i>Program Discontinuance</i> None</p>		
<p>VII. Closing Comments</p>	<p>Scott Lee</p>	
<p>NEXT MEETING DATE: October 14, 2021</p>		



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AP&P Minutes- DRAFT		Thursday, September 9, 2021 3:00 pm – 5:30 pm via Zoom
Type of Meeting: <i>Regular</i> Note Taker: <i>Sam Darby</i> Please Review/Bring: The past minutes for accuracy.		
<i>Committee Members:</i>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>Dr. Scott Lee, Co-chair</i></p> <p><i>Kathryn Mitchell, Co-chair</i></p> <p><i>Dr. Jessica Eaton, Articulation Officer</i></p> <p><i>Tim Atkerson, AKIN Representative</i></p> <p><i>Perry Jehlicka, AKIN Representative (Spring)</i></p> <p><i>Travis Lee, CTE Representative</i></p> <p><i>Vacant, CTE Representative</i></p> <p><i>Wendy Stout, HSS Representative</i></p> <p><i>Vacant, HSS Representative</i></p> <p><i>James Dorn, MSE Representative</i></p> <p><i>Richard Biritwum, MSE Representative</i></p> <p><i>Heidi Williams, R&L Representative</i></p> <p><i>Dr. Richie Hao, R&L Representative</i></p> </div> <div style="width: 45%;"> <p><i>Gabby Poorman, SBS Representative</i></p> <p><i>Kent Moser, SBS Representative, DE Liaison</i></p> <p><i>Cynthia Littlefield, A&H Representative</i></p> <p><i>Dr. Ariel Tumbaga, A&H Representative</i></p> <p><i>Van Rider, Library Rep, Librarian*</i></p> <p><i>Luis Echeverria, Student Services, Counseling</i></p> <p><i>Vacant, Adjunct Representative</i></p> <p><i>Maria Clinton, Administrative Position</i></p> <p><i>Riley Dwyer, Administrative Position</i></p> <p><i>LaDonna Trimble, Administrative Position</i></p> <p><i>Cindy Hendrix, Outcomes Representative</i></p> <p><i>Ronda Nogales, Outcomes Representative*</i></p> <p><i>Marleen Lopez, Student Representative</i></p> </div> </div>		
<i>*ABSENT</i>		
Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee</i>	Meeting called to order at 3:06 p.m. Reminder to submit revisions. September 30th is the suggested deadline to have submissions in.
II. Minutes 08/26/21	<i>All</i>	Motion to approve minutes from 08/26/21 meeting. Motion seconded. Motion approved. 1 abstention Dr. Ariel Tumbaga
III. Informational Item - Meeting schedule: 9/23/21, 10/14/21, 10/28/21, 11/18/21* - 1/27/22, 2/10/22, 2/24/22, 3/24/22, 4/14/22, 4/28/22	<i>Scott Lee</i>	
IV. Discussion - 2021-22 AP&P Goals - Tech Review Committee	<i>Scott Lee</i>	Issues Discussed: Review of committee goals; the following are being recommended: DE modalities- CTE Program Guide- <i>Travis Lee + Maria Clinton</i> GE approval and policy process- <i>Luis Echeverria + Scott Lee</i> Review Work experiences- <i>Dr. Jessica Eaton + Scott Lee</i> <i>These items were discussed but will not be goals for 2021-22:</i> Ethnic Studies policy- postponed



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		<p>Max enrollment- will be a discussion item</p> <p><u>Follow Up:</u> Max Enrollment: language will be sent out to faculty for feedback and discussion.</p> <p><u>Issues Discussed:</u> Tech review committee: Scott Lee as chair, Kent Moser, and Gabby Poorman as members.</p> <p><u>Follow up:</u> Roles will be updated in eLumen.</p>
V. Reports		
VI. Action	Scott Lee	
<p><i>New Course Developments</i> None</p> <p><i>Course Deactivations</i> None</p> <p><i>Emergency Distance Education</i> None</p> <p><i>Non-substantial course revisions</i> None</p> <p><i>Substantial course revisions</i> None</p> <p><i>Substantial Program revisions</i> Real Estate Broker Cert (System approved Fall 2020)</p> <p><i>Non-substantial Program revisions</i> None</p> <p><i>New Program Development</i> None</p> <p><i>Program Discontinuance</i> None</p>		<p>Motion to approve Real Estate Broker Cert Motion seconded Motion approved</p>
VII. Closing Comments	Scott Lee	
NEXT MEETING DATE: September 23, 2021		

Inactive and Obsolete Courses: Definitions and Process

THE INACTIVE COURSE: a course that has not been offered for two, consecutive academic years.

Once a course is designated **inactive**, the existing COR must come forward for a review by AP&P, who will determine if the course content is still current, if the course objectives still meet Title 5 standards for credit courses, and if the course still meets all state/local requirements.

1. If AP&P “renews the course approval” (see note), the course can be placed in the schedule of classes for the following semester.
2. If AP&P does not renew the course approval, the course must be revised and brought forward for a full review by the committee. (See procedures for revising courses in the *AP&P Standards & Practices Handbook*.) Once approval for the revised course is granted, it can be placed in the schedule of classes for the following semester.

(Note: Compliance regulations from the Systems Office (dated May 05) site the following procedures for course offerings and the college’s right to claim apportionment: If an approved course is not offered for two, consecutive academic years, the “approval [of the course] must be renewed” by the curriculum committee before the course can be placed in the schedule of classes.)

THE OBSOLETE COURSE: a course that has been removed from the college catalog.

At least once a year, all course offerings should be reviewed to determine if any course should become **obsolete** for one of the following reasons:

1. The course has not been offered for two, consecutive academic years and was not brought forward to AP&P for renewal during the third year (see above, “inactive course”).
2. The discipline faculty have decided that the course is too outdated, or it is no longer necessary for completion of the AA/AS degree, a certificate program, or for transfer purposes. A memo must be sent to AP&P listing the courses they wish to **obsolete** as well as the rationale.
3. The course and its prerequisites or advisories have not been revised or updated within a regular six-year cycle or during the most recent program review cycle (Title 5, §55201 and State Senate guidelines for curriculum approval).

For any of the above reasons, a course will become **obsolete** and removed from the college catalog. However, for record-keeping purposes, the course files and history will be maintained, and the course title and number will be designated as **obsolete** on the COR matrix kept by the Office of Academic Affairs.