



Academic Policies & Procedures

AP&P Agenda		Thursday, October 28, 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>Isabelle Saber, Vice President of Academic Affairs</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Tim Atkerson, 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>Greg Borman, 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>Isabelle Saber, Vice President of Academic Affairs</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Tim Atkerson, 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>Greg Borman, 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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<i>* Absent</i>				
Items	Person	Action		
I. Opening comments from the Co-chair	<i>Scott Lee</i>			
II. Minutes 10/14/2021	<i>All</i>			
III. Informational Item - Meeting schedule: 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 - DETC Recommendation	<i>Scott Lee</i>			
V. Reports				
VI. Action - Credit by Exam	<i>Scott Lee</i>			



Academic Policies & Procedures

<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> ACRV 212 Commercial Refrig Systems ART 102 History of Art, Renaissance to Modern ART 104 History of Modern and Contemporary Art in the 20th Century ART 136 Intermediate Wheel-Thrown Ceramics BIOL 201 General Human Anatomy BIP 105 Computer Literacy BIP 127 Introduction to Accounting BUS 121 Fundamentals of Investment and Personal Finance BUS 201 Business Law BUS 212 Women in Organizations CA1 76 Windows Server Networking COMM 107 Introduction to Interpersonal Communication COMM 109 Small Group Communication EMT 101 Emergency Medical Tech (EMT) ENGL 090 Writing Support ENGL 103 Critical Thinking and Research FTV 101 Introduction to Film FTV 107 History of Film, Pre 1950 FTV 108 History of Film, 1950-Present NF 103 Principles of Food Preparation PHIL 201 Critical Thinking PSY 101 General Psychology RCP 101 Fundamentals of Respiratory Care RCP 103 Concepts in Respiratory Care RCP 104 Respiratory Care Pharmacology RCP 105 Fundamentals of Clinical Respiratory Care RCP 201 Neonatal and Pediatric Respiratory Care RCP 204 Seminar and Practicum in Respiratory Care II THA 121B Theatre Production THA 121A Theatre Production</p>	Scott Lee	
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Academic Policies & Procedures

<p><i>Substantial course revisions</i> PSY 103 The Physiology and Pharmacology of Psychoactive Drugs PSY 104 Prevention, Intervention, and Education PSY 105 Group Leadership and Process PSY 106 Case Management, Law and Ethics PSY 107 Chemical Dependency Family Counseling PSY 109 Directed Field Experience I PSY 110 Directed Field Experience II</p> <p><i>Substantial Program revisions</i> Administration of Justice AA Avionics Technology Certificate Child & Family Education AA Communication Studies AA-T Computer Networking Multi-Platform Cert Computer Networking Multi-Platform AS Dance Deaf Studies: American Sign Language AA Deaf Studies: American Sign Language Cert Deaf Studies: Interpreter Training AA Deaf Studies: Interpreter Training Cert Electronics Technology Cert Fire Technology Cert Fire Technology AS Firefighter I Academy Cert History AA-T Mathematics AS-T Music Commercial: Level I Certificate Music Commercial: Level II Certificate Commercial Music AA Vocational Nursing Cert</p> <p><i>Non-substantial Program revisions</i> <i>*Effective 5/2019 all program revisions will be substantial.</i></p> <p><i>New Program Development</i> None</p> <p><i>Program Discontinuance</i> None</p>		
VI. Closing Comments	Scott Lee	
NEXT MEETING DATE: November 18, 2021		

Dr. Lee,

The following definitions were approved by DETC and we want to move them forward for review by AP&P. The first definition is for HyFlex. The second definition is an update to our current online definition. This would allow synchronous teaching to be an option moving forward with the changes in the definition. Thank you for your consideration.

HyFlex Definition

A course designed for synchronous instruction to take place in the classroom, allowing students to attend the class remotely or face to face. Students will be expected to meet on campus and/or online during the scheduled class times according to instructor requirements.

Updated definition for online

Online: a course designed for all instruction to take place online either synchronously or asynchronously with no requirement for students to meet on campus at any time during the term.

Sent on behalf of DETC.

Perry Jehlicka

Faculty Co-Chair DETC



Academic Policies & Procedures

AP&P Minutes		Thursday, October 14, 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: 48%;"> <p><i>Dr. Scott Lee, Co-chair</i></p> <p><i>Kathryn Mitchell, Co-chair</i></p> <p><i>Isabelle Saber, 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>Perry Jehlicka, AKIN Representative (Spring)</i></p> <p><i>Travis Lee, CTE Representative</i></p> <p><i>Alfred Brubaker, 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: 48%;"> <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 - Proxy Jonet Leighton</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>Greg Borman, 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> <p><i>Guests: David Adams, Stacey Adams, Jim Bowen, Richard Fleishman, Kimberly Sennet</i> <i>* Absent</i></p>		
Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee</i>	Meeting called to order at 3:04 p.m. Issues with Discipline Coordinators/Department Chairs in the workflow. We will shut down eLumen and workflows at the end of the month to fix issues. Explanation for the review process for the various roles being alphabetical. Discussion of approval beyond the committee, and final approval comes from the CO. Issue with programs skipping around. Kathryn Mitchell discussed AB 1111 Postsecondary education: common course numbering system. General Education courses will need to be renumbered by 2024.
II. Minutes 09/23/21	<i>All</i>	Motion to approve Motion seconded Changes: addition of Isabelle Saber and Tim Atkerson Motion approved Jonet Leighton Abstein



Academic Policies & Procedures

<p>III. Informational Item</p> <ul style="list-style-type: none"> - Meeting schedule: 10/28/21, 11/18/21* - 1/27/22, 2/10/22, 2/24/22, 3/24/22, 4/14/22, 4/28/22 	<p>Scott Lee</p>	
<p>IV. Discussion</p> <ul style="list-style-type: none"> - Max Enrollment - Credit by Exam 	<p>Scott Lee</p>	<p><u>Issues Discussed:</u></p> <p>Isabelle Saber wishes to review the Max Enrollment in relation to the AP&P committee and the contract. This contractual matter overlaps with CBA and has budgetary considerations. Standards should have guidelines, range, trends and a formula.</p> <p>Kathryn Mitchell discussed that the Administrative Policies + Board Policies do not indicate that the Max Enrollment is under the purview of AP&P. Scott Lee stated that Academic Procedures direct all curriculum matters to the AP&P Handbook. Scott Lee stated that Max Enrollment has been on our COR's for at least 20 years and Jonet Leighton said they have been there since 1987.</p> <p>Discussion of this issue will be brought to the Senate. The pedagogical reasoning is not being dismissed. Van Rider, Scott Lee, and Isabelle Saber are to discuss this matter further. A solution will be sought by the end of the academic year for accreditation purposes.</p> <p>Discussion ensued of how to move forward for this term with the proposals that have been submitted. LaDonna requested a report of the proposal changes to make an informed decision.</p> <p><u>Follow Up Items:</u></p> <p>Request for a report to review of existing Max Enrollment proposal changes.</p> <p><u>Issues Discussed:</u></p> <p>Credit by Exam list discuss, no changes brought forward.</p> <p><u>Follow Up Items:</u></p> <p>Credit by Exam list will be brought for approval at the next committee meeting.</p>
<p>V. Reports</p>		



Academic Policies & Procedures

<p>VI. Action</p> <p><i>New Course Developments</i></p> <p>None</p> <p><i>Course Deactivations</i></p> <p>None</p> <p><i>Emergency Distance Education</i></p> <p>None</p> <p><i>Non-substantial course revisions</i></p> <p>ABDY 112 Basic Auto Body Repair ABDY 115 Basic Auto Body Repair ABDY 122 Basic Automotive Refinishing ABDY 125 Basic Automotive Refinishing ABDY 213 Adv Auto Collision Repair II ABDY 215 Adv Auto Collision Repair ABDY 222 Advanced Automotive Refinishing I ABDY 223 Advanced Automotive Refinishing II ABDY 225 Adv Automotive Refinishing BUS 101 Introduction to Business BUS 113 Business Communications ELEC 110 Fundamentals of Electricity ELEC 115 Electrical Codes & Ordinances ELEC 120 Residential Wiring ELEC 130 Alternating Current Theory MUS 105 World Music</p> <p><i>Substantial course revisions</i></p> <p>None</p> <p><i>Substantial Program revisions</i></p> <p>Administration of Justice AA BIP Level I - Business Information Professional Quick Start Certificate of Achievement BIP Level II - Business Information Professional Two Certificate of Achievement BIP Level III - Business Information Professional Three Certificate of Achievement BIP Business Information Professional AS Degree Business Administration 2.0 AS-T Computer Applications AS Computer Applications Cert Deaf Studies: American Sign Language AA Deaf Studies: American Sign Language Cert Deaf Studies: Interpreter Training AA Deaf Studies: Interpreter Training Cert Electrical Technology AS Electrical Technology Cert</p>	<p>Scott Lee</p>	<p>Motion to approve: ABDY 112 Motion seconded Motion approved</p> <p>Motion to approve: ABDY 115 Motion seconded Motion approved</p> <p>Motion to approve: ABDY 122 Basic Automotive Refinishing ABDY 125 Basic Automotive Refinishing ABDY 213 Adv Auto Collision Repair II ABDY 215 Adv Auto Collision Repair ABDY 222 Advanced Automotive Refinishing I ABDY 223 Advanced Automotive Refinishing II ABDY 225 Adv Automotive Refinishing Motion seconded Motion approved</p> <p>Motion to approve: BUS 101 Introduction to Business BUS 113 Business Communications Motion seconded Motion approved</p> <p>Motion to approve: ELEC 110 Fundamentals of Electricity ELEC 115 Electrical Codes & Ordinances ELEC 120 Residential Wiring ELEC 130 Alternating Current Theory Motion seconded Motion approved</p> <p>Motion to approve: MUS 105 World Music Motion seconded Motion approved</p> <p>Motion to approve: Administration of Justice AA GE pattern missing from RPS. Tabled for correction.</p> <p>Motion to approve: BIP Level I - Business Information Professional Quick Start Certificate of Achievement Motion seconded Motion approved</p>
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Academic Policies & Procedures

<p>General Business AS General Business Cert Geology AS-T Music Commercial: Level I Certificate Music Commercial: Level II Certificate Professional Bookkeeping Cert Real Estate Broker's Cert Real Estate Salesperson Cert Spanish AA-T Wildland Fire Technology AS Wildland Fire Technology Cert</p> <p><i>Non-substantial Program revisions</i> <i>*Effective 5/2019 all program revisions will be substantial.</i></p> <p><i>New Program Development</i> None</p> <p><i>Program Discontinuance</i> None</p>		<p>Motion to approve: BIP Level II - Business Information Professional Two Certificate of Achievement Motion seconded Motion approved</p> <p>Motion to approve: BIP Level III - Business Information Professional Three Certificate of Achievement Motion seconded Motion approved</p> <p>Motion to approve: BIP Business Information Professional AS Degree Motion seconded Motion approved</p> <p>Motion to approve: Business Administration 2.0 AS-T Motion seconded Motion approved</p> <p>Motion to approve: Computer Applications AS Computer Applications Cert Tabled for a discrepancy in courses.</p> <p>Motion to approve: Deaf Studies: American Sign Language AA Deaf Studies: American Sign Language Cert Deaf Studies: Interpreter Training AA Deaf Studies: Interpreter Training Cert Tabled for corrections; missing Recommended Plan of Study and a missing course.</p> <p>Motion to approve: Electrical Technology AS Electrical Technology Cert Motion seconded Motion approved may need LMI, Consortium, Advisory.</p> <p>Motion to approve: General Business AS Motion seconded Motion approved pending correction of Recommended Plan of Study.</p> <p>Motion to approve: General Business Cert</p>
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Academic Policies & Procedures

		<p>Motion seconded Motion approved pending correction to linking courses.</p> <p>Motion to approve: Geology AS-T Motion seconded Motion approved pending submission of TMC.</p> <p>Motion to approve: Music Commercial: Level I Certificate Music Commercial: Level II Certificate Tabled for corrections; missing narrative.</p> <p>Motion to approve: Professional Bookkeeping Cert Motion seconded Motion approved</p> <p>Motion to approve: Real Estate Broker's Cert Motion seconded Motion approved</p> <p>Motion to approve: Real Estate Salesperson Cert Motion seconded Motion approved</p> <p>Motion to approve: Spanish AA-T Motion seconded Motion approved pending correction of Recommended Plan of Study.</p> <p>Motion to approve: Wildland Fire Technology AS Motion seconded Motion approved</p> <p>Motion to approve: Wildland Fire Technology Cert (required to be 30 units) Motion seconded Motion approved</p>
VI. Closing Comments	<i>Scott Lee</i>	<p>Reminder that there will be a meeting on 11/18/21. Motion to adjourn at 5:22pm Motion seconded Motion approved</p>
NEXT MEETING DATE: October 28, 2021		