



Academic Policies & Procedures

AP&P Minutes		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>		
<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>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: 45%;"> <p><i>Gabby Poorman, SBS Representative</i></p> <p><i>Kent Moser, SBS Representative, DE Liaison</i></p> <p><i>Proxy, Jim Bowen</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>		
Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee</i>	The meeting started at 3:02 p.m. Reminder of the 9/30 deadline to submit workflows. The meeting modality will continue on Zoom for the remainder of the semester due to the extension of the Brown Act.
II. Minutes 09/09/21	<i>All</i>	Motion to approve 09/09/2021 minutes Motion seconded Motion approved
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>	<p>Issues Discussed: Inactive and obsolete courses process. Discussion of the 3-year review cycle, a process will be developed after more information is researched. A report was sent to the chair with the last offerings.</p> <p>Follow Up: Revisit in the Spring semester.</p>



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		<p>Issues Discussed: Friendly reminder that the role of the rep is to provide training. Discussion for the criteria requirements in the the Program revisions: Master Plan, please utilize the resources: www.avc.edu/administration/research/edmasterplan https://www.avc.edu/administration/research Encourage faculty to attend existing training sessions and to refer to the Program and Approval Handbook. Sam Darby demonstrated some eLumen issues and addressed frequently asked questions. Formal training from eLumen will be coming sometime next year. Process is currently at the requisition phase.</p>
V. Reports		
VI. Action - Committee Goals	<i>Scott Lee</i>	<p>Issues Discussed: Reviewed time frame associated with the goals. Goals will be presented in January for a status update. Motion to approve Motion seconded Motion Approved</p>



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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>Motion to approve ACCT 111 Motion seconded Motion approved</p> <p>Motion to approve ACCT 113 Motion seconded Motion approved</p> <p>Motion to approve ACCT 115 Motion seconded Motion approved</p> <p>Motion to approve ACCT 121 Motion seconded Motion approved</p> <p>Motion to approve ACCT 131 Motion seconded Motion approved</p> <p>Motion to approve ACCT 201 Motion seconded Motion approved</p> <p>Motion to approve ACCT 205 Motion seconded Motion approved</p> <p>Motion to approve AERO 240. Changes to textbook rationale. Motion seconded</p>
<p>VII. Closing Comments</p>	<p>Scott Lee</p>	<p>Reminder for all the reps to review their eLumen inbox, and to address all workflows associated with their multiple roles (if applicable). Motion to adjourn 4:43 pm Motion seconded Motion approved</p>
<p>NEXT MEETING DATE: October 14, 2021</p>		