



# Academic Policies & Procedures

## AP&P Minutes

Thursday, September 22, 2022

3:00 pm – 5:30 pm via [Zoom](#)

**Type of Meeting:** *Regular*

**Note Taker:** Debbie Lindsey

**Please Review/Bring:** The past minutes for accuracy.

*Committee Members:*

*Dr. Scott Lee, Co-chair*

*Dr. Howard Davis, Co-chair, Vice President of Academic Affairs*

*Dr. Jessica Eaton, Articulation Officer*

*Tim Atkerson, AKIN Representative*

*Travis Lee, CTE Representative*

*Wendy Stout, CTE Representative*

*James Dorn, MSE Representative*

*Richard Biritwum, MSE Representative*

*Heidi Williams, LACA Representative*

*Dr. Ariel Tumbaga, LACA Representative*

*Gabby Poorman, SBS Representative*

*David Harrison, SBS Representative*

*Cynthia Littlefield, AHUM*

*Representative/proxy-Jonet Leighton*

*Glen Knowles, AHUM Representative*

*Van Rider, Library Rep, Librarian*

*Luis Echeverria, Student Services, Counseling*

*Tanya McGinnis, Student Services, Counseling*

*Larry Veres, Adjunct Representative\**

*Greg Bormann, Administrative Position\**

*Kathryn Mitchell, Administrative Position*

*LaDonna Trimble, Administrative Position*

*Cindy Hendrix, Outcomes Representative*

*Ronda Nogales, Outcomes Representative*

*Oswaldo Gavidia, Student Representative*

*Guests: Nate Dillon, Rashitta Brown-Elize, Richard Biritwum*

*\*Absent*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Dr. Scott Lee</i>	<p>The meeting was called to order at 3:02 p.m. Dr. Lee will continue to send reminders out to the committee for workflows at Stage 4 - Tech Review. He reminded everyone to promptly review their inbox and approve/send back as appropriate to move the workflows forward for the agenda.</p> <p>Howard Davis recognized the work of the Tech Review Committee. They had their first meeting last week. Having the Tech Review team meet together to look at the curriculum is a more effective, robust review. He thanked everyone for their work.</p> <p>In accordance with the Brown Act, Dr. Lee opened the meeting up for comments:</p> <p>Dr. Eaton shared the <i>Assist.org</i> website and showed courses that were approved and denied transferability. Those denied will receive an email from Dr. Eaton.</p> <p>She and Darcy Weiwall will be happy to meet with faculty to improve the application process for the honors program and are willing to resubmit them.</p>



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		<p>Those denied approval cannot be submitted this December. At this point, there is no possibility for IGETC in the GE Path for 2023. Any updates will go through the cycle. They will need to be re-submitted by the final date, which is by the last AP&amp;P meeting in the Spring.</p> <p>Honors content was not delineated as required for approval. In order to avoid confusing students, the courses that were denied will not be added to the catalog. However, the Honors TAP Certified Program, which is recognized by UCLA, will continue as status quo.</p> <p>LaDonna Trimble asked if credit will apply for students taking honors classes that don't want to go through TAP if they are submitted by May? Dr. Eaton responded that right now, the denied courses do not have approval to count for honors credit and will not have it by May 2023.</p> <p>Dr. Lee recommended that faculty reach out to Dr. Eaton with questions.</p>
<p>II. Minutes 09/08/2022</p>	<p><i>All</i></p>	<p>Motion to approve 9/08/22 Minutes          Motion seconded          Motion approved          Abstained: Jonet Leighton</p>
<p>III. Informational Item</p> <ul style="list-style-type: none"> <li>- Meeting schedule: 10/13/22, 10/27/22, 11/10/22, 1/26/23, 2/9/23, 2/23/23, 3/23/23, 4/13/23, 4/27/23</li> </ul>	<p><i>Dr. Scott Lee</i></p>	<p>The next meeting is on 10/13/22. There will be three weeks between meetings.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> <li>- Goals             <ul style="list-style-type: none"> <li>- Work Experience</li> <li>- ADT Guide</li> </ul> </li> <li>- SLO approval             <ul style="list-style-type: none"> <li>- Requirement for all courses and labs to have SLOs</li> </ul> </li> </ul>	<p><i>Dr. Scott Lee</i></p>	<p><b><u>Issues Discussed</u></b></p> <p><b>Goals:</b>  <u>Work Experience</u></p> <p>LaDonna Trimble commented that they are in the process right now of building a program to support employment for students with occupational work experience. Students need to be employed in that field of study or major. There will be more to come from the academic side of the house regarding this topic.</p>



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		<p>Sam Darby commented that we need to work on how to set up the courses. She said we have one course WE 199 for work experience and it sets the standard for all disciplines. Do we want every discipline to have a 199 course? What is the standard? Are they all going to be the same? These are decisions that need to be made.</p> <p>Dr. Eaton said that when work experience comes to transfer (and it says in the catalog that it is transferable, but it's not in Assist.org), how will it be transcribed? AD-Ts don't require work experience units, so it seems best to keep it as an in-house AVC only course.</p> <p>A workgroup was formed to address these issues, which will include Dr. Eaton, Kathryn Mitchell, LaDonna Trimble, Travis Lee, and Nate Dillon.</p> <p><u>ADT Guide</u> This guide was completed by Sam Darby. AP&amp;P Representatives please take back to faculty for review and feedback.</p> <p><u>Follow up Item:</u> This will be an action item at the 10/13 meeting.</p> <p><b>SLO approval:</b> Requirement for all courses and labs to have SLOs. Dr. Lee shared a statement sent by the Outcomes Committee. He requested that the committee share the recommendation and get feedback to see if it should become an official rule.</p> <p><u>Follow up item:</u> This will be an action item at the next meeting on 10/13/22.</p>
V. Reports - Last Term Offered		<p>Sam Darby shared a report on Last Term Offered. She is planning on sharing this document every fall. Anything that hasn't been taught in over two years needs to be reviewed to see if it's time to discontinue or deactivate the course. She is happy to share this document upon request.</p> <p>Kathryn Mitchell commented that if it hasn't been offered in three years, we are supposed to remove the course through the deactivation process.</p>



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		Blanks highlighted in yellow are courses that were not active, were dropped, or taught in Independent Study only.
VI. Action - Credit By Exam list	Dr. Scott Lee	<u>Credit by Exam</u> Request to add courses to the Credit by Exam List Motion to approve changes to this list Motion second Courses in yellow are requesting to be added to the credit by exam list for the Music Department. Motion approved
<p><i>New Course Developments</i></p> <p>BIP 151 Basic Principles of Coding for the Medical Office</p> <p>BIP 152 Beginning Medical Insurance</p> <p>BIP 205 Medical Office Procedures</p> <p>DA 101H Dance Appreciation Honors</p> <p>ETHN 102 Introduction to Latinx/Chicanx Studies</p> <p>KINF 170 Beginning Walking for Fitness</p> <p>KINF 171 Intermediate Walking for Fitness</p> <p>KINF 172 Beginning Jogging for Fitness</p> <p><i>Course Deactivations</i></p> <p>ENGR 220 Strength of Materials</p> <p>MUSC 160A Marching Arts Pedagogy &amp; Design I: Organization</p> <p>MUSC 160B Marching Arts Pedagogy &amp; Design II: Instrumental</p> <p>MUSC 170B Marching Percussion Sectional</p> <p><i>Non-substantial course revisions</i></p> <p>KINF 100 Adaptive Physical Education</p> <p>KINF 116 Intermediate Fast-Pitch Softball</p> <p>KINF 130 Physical Conditioning</p> <p>KINF 151 Intermediate Soccer</p> <p>KINF 160 Beginning Tennis</p> <p>KINF 190 Beginning Swimming for Non-swimmers</p> <p>KINF 194 Intermediate Water Aerobics</p> <p>KINF 195 Beginning Fitness Swimming</p> <p>KINF 196 Intermediate Fitness Swimming</p> <p>KINF 215 Advanced Fast-Pitch Softball</p> <p>KINF 240 Advanced Golf</p> <p>KINF 260 Advanced Tennis</p> <p>KINF 293 Advanced Water Aerobics</p> <p>KINT 103 Officiating - Baseball, Softball, Track and Field</p>	Dr. Scott Lee	<p><b><i>New Course Developments</i></b></p> <p>Motion to approve: BIP 151 Motion second Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: BIP 152 Motion second Motion second Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: BIP 205 Motion second Robyn Serrano questioned the transferability status. It is CSU in the catalog description, but under the course development options it says non transferable. Dr. Eaton approved the change to transferable CSU only. Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: DA 101H Robyn Serrano commented that the description says only CSU, AVC. It is pending transferability for UC, which will be added to catalog description upon approval. Motion second Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: ETHN 102</p>



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<p>KINT 104 Sports Appreciation  MUS 153B Musicianship II  MUSC 173 Beginning Jazz Ensemble  MUSC 175A Rock Band A  MUSC 175B Rock Band B  MUSC 175C Rock Band C  MUSC 220A Commercial Music Ensemble A  MUSC 220B Commercial Music Ensemble B  MUSC 220C Commercial Music Ensemble C  MUSC 225 Commercial Music Ensemble: Special Project  MUSC 233 Studio Music Production III  MUSC 273 Intermediate Jazz Ensemble  MUSC 274 Advanced Jazz Ensemble  PHYS 102 Introductory Physics  RADT 104 Radiographic Principles I  RADT 202 Radiographic Pathology  RADT 203 Fluoroscopic Imaging and Radiation Protection  RADT 210 Principles of Venipuncture for Radiology</p> <p><i>Substantial course revisions</i>  MOA 110 Beginning Medical Office Assisting  MOA 111 Advanced Medical Office Assisting  MUS 153A Musicianship I  PSY 212 Human Sexuality  PSY 301 Organizational Behavioral Psychology  RCP 101 Fundamentals of Respiratory Care  RCP 103 Concepts in Respiratory Care  THA 102 Introduction to Stagecraft</p> <p><i>Program revisions</i>  Alcohol and Other Drug Studies (AODS)</p> <p><i>New Program Development</i>  Engineering Fundamentals  Human Services</p> <p><i>Program Deactivations</i>  Clinical Medical Assist Cert  Clinical Medical Assistant AS  Computer Science AS-T  Computer Software Developer AS</p>		<p>Kathryn Mitchell recommended a change of the advisory from ENGL 101C to ENGL 101.  Nate Dillon approved the change.  Robyn Serrano commented that it is pending transferability for UC &amp; CSU, which will be added to the catalog description upon approval.  Motion second  Abstained: Ariel Tumbaga  Motion approved <b>pending completion of Curriculum Map.</b></p> <p>Motion to approve:  KINF 170  Motion second  Robyn Serrano questioned if it is okay to not have a textbook? It was confirmed to be okay as it is a Lab.  Abstained: Ariel Tumbaga  Motion approved</p> <p>Motion to approve:  KINF 171  Motion second  Abstained: Ariel Tumbaga  Motion approved</p> <p>Motion to approve:  KINF 172  Motion second  Abstained: Ariel Tumbaga  Motion approved</p> <p><b>Course Deactivations</b>  Motion to approve:  ENGR 220  MUSC 160A  MUSC 160B  MUSC 170B  Abstained: Ariel Tumbaga  Motion approved</p> <p><b>Non-substantial course revisions</b>  Motion to approve:  KINF 100  KINF 116  KINF 130  KINF 151</p>
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		<p>KINF 160 KINF 190 KINF 194 KINF 195 KINF 196 KINF 215 KINF 240 KINF 260 KINF 293 KINT 103 KINT 104 MUS 153B MUSC 173 MUSC 175A MUSC 175B MUSC 175C MUSC 220A MUSC 220B MUSC 220C MUSC 225 MUSC 233 MUSC 273 MUSC 274 PHYS 102 RADT 104 RADT 202 RADT 203 RADT 210 Motion Second Abstained: Ariel Tumbaga Motion approved</p> <p><b>Substantial course revisions</b> Motion to approve: MOA 110 Motion Second Abstained: Ariel Tumbaga Robyn Serrano questioned: Is this Emergency Distance Ed only? Wendy Stout was not available to comment. <b>Motion Tabled</b> <i>Wendy Stout later confirmed this to be correct.</i></p> <p>Motion to approve:</p>
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	<p>MOA 111 Motion Second Abstained: Ariel Tumbaga Kyle Jacobson had questions on units and hours. Are they supposed to be 180 hours? It says 160 on the COR. Robyn Serrano questioned if this is Emergency Distance Ed only? Wendy Stout was not available to confirm. Approval withdrawn <b>Motion tabled</b> <i>Wendy Stout later confirmed that Emergency Distance Ed Only is correct. She will review units and hours with Kyle Jacobson for accuracy.</i></p> <p>Motion to approve: MUS 153A Motion Second Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: PSY 212 Motion Second Robyn Serrano commented that C-ID is in the catalog description, but not in the course development. Dr. Eaton confirmed that the C-ID is correct. It was added to the course development. Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: PSY 301 Motion Second Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: RCP 101 Motion Second Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: RCP 103 Motion Second Abstained: Ariel Tumbaga</p>
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	<p>Motion approved</p> <p>Motion to approve: THA 102 Motion Second Robyn Serrano questioned if this is Emergency DE only? It was confirmed by Jonet Leighton as correct. Abstained: Ariel Tumbaga Motion approved</p> <p><b>Program revisions</b> Motion to approve: Alcohol and Other Drug Studies (AODS) Motion Second Abstained: Ariel Tumbaga Motion approved</p> <p><b>New Program Development</b> Motion to approve: Engineering Fundamentals The credit range was blank on the cover. It was corrected to 25-28 units. Motion Second Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: Human Services It was reviewed in eLumen in June. The TMC was not completed. Can this be completed after the meeting to submit to COCI? Sam Darby reminded everyone that the AVC website, AP&amp;P Resources page has a link to the TMC forms. Motion Second Abstained: Ariel Tumbaga Comment: Program is pending completion of the approved TMC. Gabby Poorman will work with Duane Rumsey and Counseling to complete it. <b>Motion Tabled</b></p> <p><b>Program Deactivations</b> Motion to approve: Clinical Medical Assist Cert Clinical Medical Assistant AS Computer Science AS-T</p>
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		<p>Computer Software Developer AS          Motion Second          Comment: The only program going through is Computer Science AS-T. It is updating from CIS to CS and will be brought back for approval with updated courses.          Abstained: Ariel Tumbaga          Motion approved</p>
<p>VI. Closing Comments</p>	<p><i>Dr. Scott Lee</i></p>	<p>James Dorn volunteered for the DE Liaison role. This role is responsible for approving the DE addendums on the CORS and is the communications point between AP&amp;P and DETC. Dr. Lee reminded everyone to communicate to faculty that the deadline to submit workflows is 9/30/22. Please be sure all faculty are aware.          Motion to adjourn meeting at 4:25 p.m.          Motion seconded          Motion approved</p>
<p><b>NEXT MEETING DATE: October 13, 2022</b></p>		