



Academic Policies & Procedures

AP&P Minutes	Thursday, April 25, 2024 3:00 pm – 5:30 pm T600-J
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Type of Meeting: *Regular*

Note Taker: Debbie Salazar

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*Proxy-Audrey Moore*
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
David Harrison, SBS Representative

*Cynthia Littlefield, AHUM Representative**
*Lisa Karlstein, AHUM Representative**
Vacant, Library Rep, Librarian
*Tamira Palmetto, Student Services, Counseling**
Proxy-Mike Rios
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**

Guests: Balbir Arora

**Absent*

Items	Person	Action
I. Opening comments from the Co-chairs	<i>Scott Lee/Kathy Bakhit</i>	Meeting called to order at 3:06pm Audio recording of AP&P committee was approved. Debbie Salazar will be taking over for Debbie Lindsey for AP&P Minutes.
II. Minutes 04/11/2024	<i>All</i>	Motion to approve Minutes for 4/11/24 Motion seconded Abstention *Proxy - Audrey Moore Motion Approved
III. Informational Item <ul style="list-style-type: none"> – Meeting Schedule: 8/29/24, 9/12/24, 9/26/24, 10/10/24, 10/24/24, *10/31/24, 11/14/24, 2/13/25, 2/27/25, 3/13/25, 3/27/25, 4/10/25, 4/24/25, 5/8/25, 5/22/25 – Current workflows in eLumen – AP&P reps (retiring/expiring term) – AVC GE Requirements 	<i>Scott Lee</i>	<p><u>Informational Items</u></p> <p>Meeting Schedule: The “Meeting Schedule” dates are for next year. Meetings will occur through May because Intercession is back.</p> <p>Current workflows in eLumen:</p>



Academic Policies & Procedures

<ul style="list-style-type: none">- AB 1111 (submission deadline 8/29/24)<ul style="list-style-type: none">- ENGL 101/ENGL 101H- ENGL 103/ENGL 103H- COMM 101/COMM 101H- MATH 115/MATH 115H- POLS 101/POLS 101H- PSY 101/PSY 101H- CTE working meeting - 4/30 (1-3) UH 111<ul style="list-style-type: none">- Local degrees- Open to all- Workflow submission deadline–Sept. 26- Addendum – Revision List- Funding type correction to all Nursing Skills Lab courses for Fall 2023		<p>Focus on the Transfer Degrees to meet the new AB 928 requirements for G.E.</p> <p>Faculty Progress with Transfer Degrees: Green: Developed and submitted Yellow: A work in progress and not submitted Red: Not started</p> <p>Workflow date will be closing sooner. Faculty needs to be proactive in getting the work done now and not wait until August (there will be more work coming up).</p> <p>SBS Dean & Chair Meeting: Dean Dillon asked Chairs to designate faculty to work on workflows. This way faculty will not be working on the same workflow for the same discipline.</p> <p>Gabby Poorman is in communication with the SBS Chairs to assist faculty in getting workflow done quickly and on time. New department Chair in SBS.</p> <p>CTE area will work on ALL degrees and transfer degrees on Tuesday, April 30th.</p> <p>8 ADTs not started at all: Anthropology Art History Business Admin Economics Geography Law Public Policy & Society Philosophy Political Science No revision due, just an update.</p> <p>4 ADTs started but not submitted: Film & Television Kinesiology Spanish Studio Arts Film & Television and Studio Arts require mandatory full revision. May take a bit longer which is okay.</p>
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Academic Policies & Procedures

		<p>Kinesiology & Spanish only need to submit.</p> <p>Reconvene for updates and revisions for AB 928 requirements. Next revision date has not changed and will not be impacted.</p> <p>Why is the focus ONLY on the ADT's? Trying to get them all in by Spring to not deal with them in Fall. Focus on regular revisions. ADT – AB 928 revision is per the state requirement. Local degrees: waiting for the senate to agree and approve what the new local GE will be</p> <p>AP&P reps: The Division selects a new AP& P rep not the committee. The Senate selects faculty AP& P rep not the committee.</p> <p>Robyn has the updated list. Names in orange are people who need to be entirely replaced (retiring: Lisa Karlstein, Cindy Hendrix and Larry Veres). Inform your departments to replace you. Vacating positions have not been filled or identified. Deans have been communicated to assist in replacing vacating positions. LaDonna Trimble is retiring, no date on her replacement for Fall. Her position might not be replaced most of Fall.</p> <p>Tim is staying on AP&P. Dr. Jonathan Compton needs a replacement in MSE, and will be leading AP&P. Dr. Scott Lee will be the Librarian in eLumen for evaluations of courses going through. Stephanie Orellana will be the Library Rep. on the AP&P committee (replacing Dr. Lee). She will do the AP&P workflow reviews.</p> <p>HSS and CTE are splitting. They will need two additional AP&P Reps.</p>
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Academic Policies & Procedures

	<p>In process for hiring the Deans for HSS and CTE. Maria Clinton recommended as AP&P Rep for CTE.</p> <p>Ariel is not coming back and has no replacement yet. Need to recruit a Rep. Dean assigns new Rep, but LACA department is Dean-less.</p> <p>Gabby is Liaison to DETC and is leaving this role. The DETC Liaison role may not need to be replaced, will be discussed at the next meeting. DETC and Committee members are recommended to work together.</p> <p>The Style Guide fell to the side, reach out to Dr. Jonathan Compton to make it a goal for the next meeting.</p> <p>AVC GE Requirements: The Senate has not decided on local GE requirements. In hopes of a decision by May 2nd</p> <p>AB 1111: Common course numbering system will kick in 2026 – 2027 AVC is way behind. Courses will be kicking in by F25 but need to be revised and AB 1111 compliant by this year (6): ENG 101/101SL ENG 103/103H Math 115/115H POLS 101/101H, PSY 101/101H</p> <p>Course description and some content may change mid-summer (not quite sure). Common courses will have four letters and four-digit numbers in the future (“C” in front of course to distinguish as ‘Common Course’). Eventually everyone’s classes will be changing, this is just the first batch. Legislation assumed changing course number would be easy, it’s quite difficult.</p>
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Academic Policies & Procedures

		<p>This is why it's taking so long.</p> <p>CTE working meeting: Dr. Jonathan Compton, Dr. Wendy Stout, Travis Lee, Dr. Jessica Eaton, and Robyn Serrano will be available to help with workflows on Tuesday, in UH111 from 1p - 3p.</p> <p>Workflow submission deadline: ALL and any revisions (workflows) are to be submitted in eLumen by September 26th. Will NOT be able to submit after Sept. 26th.</p> <p>Addendum-Revision List: Attached to agenda. Standard revision list. Due September 26. When revising a program, revise all the courses in the major. If programs are not revised together and revised separately, it will break the program. In the past, the committee was guided to revise courses separately, but that was not correct.</p> <p>Funding type correction: Nursing Skill Labs: 5 – 6 changes have been made. Just as an informational, the changes identify the funding source. It is Enhance-Funding and was shown as Non-Enhance Funding (Workplace Preparation). Only the funding was changed, which affects how the school gets paid.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> – 24-25 Online Catalog 	<p style="text-align: center;"><i>Scott Lee/Robyn</i></p>	<p><u>Discussion</u></p> <p>24-25 Online Catalog: It was requested in the last meeting for everyone to review their discipline in the digital catalog to ensure it is correct to vote on it.</p>
<p>V. Catalog</p> <ul style="list-style-type: none"> – Acceptance of Non-Traditional Credit and External Examinations 	<p style="text-align: center;"><i>Scott Lee</i></p>	<p><u>Catalog</u> Adding COARC Accreditation course work to the Respiratory Program.</p>



Academic Policies & Procedures

<ul style="list-style-type: none"> ○ Add COARC accredited course work 		<p>This will allow anyone who transfers to AVC to take the bachelor's Respiratory Program.</p> <p>This will also assist students, not having to repeat classes when transferring (GEs do have to be taken). Added to the non-traditional credits section of the 24-25 catalog.</p> <p>AVC has two BAs: AFAB and Respiratory Program</p>
<p>VI. Action</p> <ul style="list-style-type: none"> – 24-25 Online Catalog 	<p><i>Scott Lee</i></p>	<p><u>Action Items</u></p> <p>Motion to approve the veracity of 24-25 Academic Online Catalog</p> <p>Motion seconded</p> <p>Motion Approved</p>
<p>VII. Closing Comments</p>	<p><i>Scott Lee/Kathy Bakhit</i></p>	<p>Thank you to everyone. This is the most important work on campus, and it's appreciated that you're all putting your hearts and souls into it.</p> <p>Please speak to your divisions/departments to obtain a replacement REP (retiring etc.).</p> <p>Motion to adjourn meeting at 3:56pm</p> <p>Motion seconded</p> <p>Motion Approve</p>
<p>NEXT MEETING DATE: 8/29/24</p>		