



Academic Policies & Procedures

AP&P Agenda

Thursday, February 27, 2025

3:00 pm – 5:30 pm T600-J

Type of Meeting: *Regular*

Note Taker: Robyn Serrano

Please Review/Bring: The past minutes for accuracy.

Committee Members:

Dr. Jonathan Compton, Co-chair
Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs
Dr. Jessica Eaton, Articulation Officer
Tim Atkerson, AKIN Representative
Travis Lee, IAAT Representative
Alfred Brubaker, IAAT Representative
Darren Watters, HSS Representative
Vacant, HSS Representative
James Dorn, MSE Representative
Dr. Zia Nisani, MSE Representative
Heidi Williams, LACA Representative
Vacant, LACA Representative

Gabby Poorman, SBS Representative
Yadira Arellano, SBS Representative
Cynthia Littlefield, AHUM Representative
Jillian Bentley, AHUM Representative
Stephanie Orellana, Library Rep, Librarian
Tamira Palmetto, Student Services, Counseling
Tanya McGinnis, Student Services, Counseling
Amaka Donn, Adjunct Representative
Greg Bormann, Administrative Position
Kathryn Mitchell, Administrative Position
Dr. Windy Franklin-Martinez, Administrative Position
John Cariaga, Student Representative

**Absent*

Items	Person	Action
I. Call to Order	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	
II. Attendance – Roll Call	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	
III. Opening Comments from the Public (3 minutes maximum)		
IV. Approval of the Agenda	<i>All</i>	
V. Approval of the Minutes – 2/13/2025	<i>All</i>	
VI. Informational Items – AFMT & BSRC – Acceptance of non-traditional credit – CCN Update – Phase II and III Update	<i>Dr. Jonathan Compton/Dr. Jessica Eaton</i>	



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VII. Training –		
VIII. Action Substantial Course Revisions ENGL 111 Creative Writing PHIL 130 History of Ancient and Medieval Philosophy PHIL 140 History of Modern Philosophy	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	
IX. Discussion – Cyclical Review – Credit by Examination list – AP – CLEP – IB	<i>Dr. Jonathan Compton/Dr. Jessica Eaton</i>	
X. Reports –		
XI. Catalog –	<i>Robyn Serrano</i>	
XII. Date of Next Meeting – 3/13/25, 3/27/25, 4/10/25, 4/24/25, 5/8/25, 5/22/25		
XIII. Adjournment	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	
NEXT MEETING DATE: March 13, 2025		



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AP&P Minutes	Thursday, February 13, 2025 3:00 pm – 5:30 pm T600-J
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Type of Meeting: *Regular*

Note Taker: Robyn Serrano

Please Review/Bring: The past minutes for accuracy.

Committee Members:

Dr. Jonathan Compton, 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, IAAT Representative
Alfred Brubaker, IAAT Representative
Darren Watters, HSS Representative
Vacant, HSS Representative
James Dorn, MSE Representative
Dr. Zia Nisani, MSE Representative
*Heidi Williams, LACA Representative**
Vacant, LACA Representative

Guests: Lisa O’Leary

Gabby Poorman, SBS Representative
Yadira Arellano, SBS Representative
Cynthia Littlefield, AHUM Representative
Jillian Bentley, AHUM Representative
*Stephanie Orellana, Library Rep, Librarian*Proxy-*
Dr. Scott Lee
Tamira Palmetto, Student Services, Counseling
Tanya McGinnis, Student Services, Counseling
Amaka Donn, Adjunct Representative
Greg Bormann, Administrative Position
Kathryn Mitchell, Administrative Position
Dr. Windy Franklin-Martinez, Administrative
*Position*Proxy-Dr. Rashitta Brown-Elize*
John Cariaga, Student Representative

**Absent*

Items	Person	Action
I. Call to Order	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	The meeting was called to order at 3:08pm.
II. Attendance – Roll Call	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	
III. Opening Comments from the Public (3 minutes maximum)		
IV. Approval of the Agenda	<i>All</i>	Action Taken Motion to approve: Agenda Motion Second Motion Approved
V. Approval of the Minutes – 11/14/2024	<i>All</i>	Action Taken Motion to approve: Minutes for 11/14/2024 Motion Second Abstentions: Audrey Moore, Scott Lee



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		Motion Approved
VI. Informational Items <ul style="list-style-type: none"> – Revision workflows to add honors courses to requisites – Courses with new start date - Summer 2025 <ul style="list-style-type: none"> – ABDY 900 – AUTO 900 – WELD 900 – WELD 901 	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	Revisions: Any courses that have requisites that should include honors courses will need to be revised. New Start Date: These courses originally had a start date of Fall 2025 but have been moved up to Summer 2025. Greg mentioned that ABDY 900 & AUTO 900 may not be offered until the Fall but WELD 900 & WELD 901 will be offered in Summer so welding students graduating this semester can get certified with these summer courses.
VII. Training <ul style="list-style-type: none"> – Open questions regarding curriculum 	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	Zia is requesting a training regarding teaching noncredit courses.
VIII. Action <ul style="list-style-type: none"> – Edit all work experience (199) courses to include repeatability (done by AA Specialists) 	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	Action Taken Motion to approve: Edit all work experience (199) courses to include repeatability Motion Second Comments: Repeatability will be set at 1, if faculty want more then they will need to revise their courses, this is a high priority, please let the faculty know Motion Approved
IX. Discussion <ul style="list-style-type: none"> – CCN Catalog language recommendations 	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	CCN Catalog language recommendations: The Chancellor’s Office has provided some examples of the language we can include in the catalog. Please review this and it will come back as a discussion item in the first March meeting. Jessica will meet with the graduation office and the counselors to finalize the language along with any recommendations from the committee. Marketing will post the CCN information all over the website and social media.
X. Reports <ul style="list-style-type: none"> – 		
XI. Catalog <ul style="list-style-type: none"> – 		
XII. Date of Next Meeting <ul style="list-style-type: none"> – 2/27/25, 3/13/25, 3/27/25, 4/10/25, 4/24/25, 5/8/25, 5/22/25 		



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XIII. Adjournment	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	Motion to adjourn: Motion Approved The meeting concluded at 3:41pm
NEXT MEETING DATE: February 27, 2025		

Credit by Exam

Courses

ABDY 112 Basic Auto Body Repair
ABDY 122 Basic Automotive Refinishing
ACCT 111 Bookkeeping
ACCT 113 Bookkeeping II
ACCT 115 Payroll Bookkeeping
ACCT 121 Microcomputer Accounting
ACCT 131 Introduction to Income Tax
ACRV 112 Basic Refrigeration Systems
ACRV 113 Basic Refrigeration Controls
ACRV 122 Residential Air Conditioning Systems
ACRV 123 Residential Air Conditioning Controls
AFAB 110 Intro Struct Blueprint Manufact. Doc
AFAB 130 Aerospace Ethics and Issues
AFAB 210 Aircraft Production Systems
~~AGRI 102 Plant Pest Control~~
~~AGRI 104 Nursery Practices~~
~~AGRI 110 Basic Landscape Design~~
~~AGRI 112 Plant and Landscape Maintenance~~
~~AGRI 132 Turf and Landscape Maintenance~~
~~AGRI 134 Plant Identification I~~
~~AGRI 153 Landscape Const. – Concrete & Masonry~~
~~AGRI 155 Landscape Const. – Wood and Lighting~~
~~AGRI 210 Advanced Landscape Design~~
~~AGRI 212 Interior Plantscape~~
~~AGRI 220 Landscape Irrigation~~
~~AGRI 230 Soils and Plant Nutrition~~
~~AGRI 234 Plant Identification II~~
~~AGRI 250 Landscape Management~~
~~AJ 101 Introduction to Administration of Justice~~
~~AJ 102 Criminal Law~~
~~AJ 103 Criminal Evidence~~
~~AJ 104 Introduction to Corrections~~
~~AJ 204 Juvenile Procedures~~
ASTR 101 Astronomy
ATH 100 Introduction to Athletic Training
BUS 101 Introduction to Business
BUS 105 Business Mathematics
BUS 111 Business English
CA 103 Intro to Computers and Digital Technology
CA 111 Word Processing – Microsoft Word
CA 171 Introduction to Networking
CA 175 Administering Windows Server

CA 176 Windows Server Networking
CHIN 101 Elementary Chinese I
CHIN 102 Elementary Chinese 2
DFST 101 American Sign Language I
DFST 102 American Sign Language II
DM 101 Digital Media Arts
DM 103 Graphic Design I
DM 113 Photoshop I
DM 115 Graphic Communication I
ELEC 110 Fundamentals of Electricity
ELEC 115 Electrical Codes and Ordinances
ELEC 130 Alternating Current Theory
ELTE 110 Electronics Mathematics
ELTE 125 Direct Current & Alt Current Principles
ELTE 130 Digital Circuit Analysis
FREN 101 Elementary French 1
FREN 102 Elementary French 2
FTEC 111 Fire Protection Organization
FTEC 112 Fire Prevention Technology
FTEC 113 Fire Protection Equipment and Systems
FTEC 114 Building Construction for Fire Protection
FTEC 115 Fire Behavior and Combustion
GEOG 101 Physical Geography: Earth's Surface Landscapes
GEOL 101 Physical Geology
GER 101 Elementary German 1
GER 102 Elementary German 2
HD 103 Career and Life Planning
HE 101 Health Education
LATN 101 Elementary Latin 1
LATN 102 Elementary Latin 2
MATH 102 Intermediate Algebra
MATH 115 Statistics
MATH 120 Math for Teachers
MATH 124 Finite Math
MATH 128 College Algebra for Liberal Arts
MATH 135 Plane Trigonometry
MATH 140 Precalculus
MATH 148 Calculus for Business and Economics
MATH 150 Calculus and Analytic Geometry
MATH 160 Calculus and Analytic Geometry
MATH 220 Linear Algebra
MATH 230 Intro to Ordinary Differential Equations
MATH 250 Calculus and Analytic Geometry
MGT 101 Management Principles

MGT 105 Elements of Supervision
MGT 115 Human Behavior in Organizations
MGT 121 Human Resources Management
MKTG 101 Principles of Marketing
MKTG 112 Introduction to Advertising
MKTG 121 Salesmanship
MOA 101 Beginning Medical Terminology
MOA 102 Advanced Medical Terminology
MUS 111 Fundamentals of Music

MUS 120

MUS 131 Keyboard Skills I
MUS 132 Keyboard Skills II
MUS 151 Music Theory II
MUS 153A Musicianship I
MUS 153B Musicianship II
MUS 231 Piano III
MUS 251A Music Theory III
MUS 251B Music Theory IV
MUS 253A Musicianship III
MUS 253B Musicianship IV

~~MUS 291 Applied Music~~

MUS 291A Applied Music
MUS 291B Applied Music
MUS 291C Applied Music
MUS 291D Applied Music

MUS 292 Applied Music Performance

MUSC 100

~~MUSC 112 Commercial Music Theory~~
~~MUSC 113 Popular Song Writing~~
~~MUSC 133 Studio Music Production I~~

MUSC 134 Studio Music Production II

~~MUSC 143A Live Sound I~~

~~MUSC 143B Live Sound II~~

MUSC 233 Studio Music Production III
NS 101A Fundamentals of Nursing Science
NS 102A Maternal and Newborn Nursing
NS 103A Medical Surgical Nursing I
NS 200A Nursing Transition
NS 201A Psychiatric-Mental Health Nursing
NS 202A Medical Surgical Nursing II
NS 203A Pediatric Nursing
NS 204A Medical Surgical Nursing III
NS 205A Transition to Professional Nursing

~~OT 101 Beginning Computer Keyboarding~~

~~OT 102 Intermediate Computer Keyboarding~~

~~OT 103 Advanced Computer Keyboarding~~

~~OT 121 Spreadsheets for the Office~~

~~OT 152 Beginning Medical Insurance~~

RE 111 Real Estate Finance

RE 121 Legal Aspects of Real Estate

RE 141 Escrow Principles

RE 161 Property Management

SPAN 101 Elementary Spanish 1

SPAN 102 Elementary Spanish 2

~~VN 109 Fundamentals of Patient care for Vocational Nurses~~

~~VN 110 Self-Care: Fundamentals and Pharmacology~~

~~VN 111 Nursing to Promote Self-Care Agency in the Child Bearing Family and Pediatric Patient~~

~~VN 112 Nursing to Promote Self-Care Agency in the Adult~~

~~VN 113 Nursing Leadership to Promote Self-Care Agency in the Adult~~

Credit for Advanced Placement Exam (AP)

Examination	Score	Credit	AVC Course Equivalency	*AVC GE Area Granted
Art History	3, 4, 5	3/3	ART 101 / 102	AVC AREA C
Art, Studio (2-D Design, 3-D Design, Drawing)	3, 4, 5	3	Not Applicable	Not applicable
Biology	3, 4, 5	4	BIOL 101 / 101L	AVC AREA A
Calculus AB	3, 4, 5	5	MATH 150	AVC AREA D2
Calculus BC (AB subscore may be used)	3, 4, 5	5/4	MATH 150 / 160	AVC AREA D2
Chemistry	3, 4, 5	5/5	CHEM 110 / 120	AVC AREA A
Chinese Language and Culture	3, 4, 5	5/5	CHIN 101 / 102	AVC AREA C
Comparative Government	3, 4, 5	3	POLS 103	AVC AREA B
Computer Science A	3, 4, 5	3	CS 121	AVC AREA D2
Computer Science Principles	3, 4, 5	3	CS 110	AVC AREA D2
English Language and Composition	3, 4, 5	3	ENGL 101	AVC AREA D1
English Literature and Composition	3, 4, 5	3/3	ENGL 101 / ENGL 102	AVC AREA D1 OR C
Environmental Science	3, 4, 5	3	BIOL 104	AVC AREA A
European History	3, 4, 5	3/3	HIST 101 / 102	AVC AREA B
French Language and Culture	3, 4, 5	5/5	FREN 101 / 102	AVC AREA C
French Literature	3, 4, 5	5/5	FREN 201 / 202	AVC AREA C
German Language and Culture	3, 4, 5	5/5	GER 101 / 102	AVC AREA C
German Literature	3, 4, 5	4/4	GER 201 / 202	AVC AREA C
Human Geography	3, 4, 5	3	GEOG 105	AVC AREA B
Italian Language and Culture	3, 4, 5	5/5	Not applicable	AVC AREA C
Japanese Language and Culture	3, 4, 5	5/5	Not applicable	AVC AREA C
Latin	3, 4, 5	5/5	LATN 101 / 102	AVC AREA C
Macroeconomics	3, 4, 5	3	ECON 101	AVC AREA B
Microeconomics	3, 4, 5	3	ECON 102	AVC AREA B
Music Theory	3, 4, 5	3/3	MUS 111 / MUS 120	AVC AREA C
Physics 1	3, 4, 5	4	PHYS 101	AVC AREA A
Physics 2	3, 4, 5	4	PHYS 102	AVC AREA A
Physics C (Electricity & Magnetism)	3, 4, 5	4	PHYS 120	AVC AREA A
Physics C (Mechanics)	3, 4, 5	4	PHYS 110	AVC AREA A
Psychology	3, 4, 5	3	PSY 101	AVC AREA B
Spanish: Language and Culture	3, 4, 5	5/5	SPAN 101 / 102	AVC AREA C
Spanish: Literature and Culture	3, 4, 5	5/5	SPAN 201 / 202	AVC AREA C
Statistics	3, 4, 5	4	MATH 115	AVC AREA D2
United States	3, 4, 5	3	POLS 101	AVC AREA B
United States	3, 4, 5	3/3	HIST 107 / 108	AVC AREA B
World History	3, 4, 5	3/3	HIST 104 / 105	AVC AREA B

College Level Examination Program (CLEP)

Examinations	Minimum Score	Credits Awarded	AVC Course Equivalency
Accounting, Introductory	50	4	ACCT 201
American Government*	50	3	POLS 101
Business Law, Introductory	50	3	BUS 201
Calculus	50	5	MATH 150
Chemistry	50	5/5	CHEM 110 / 120
College Algebra	50	3	MATH 128
College Composition Modular	50	3	ENGL 101
College French, Level 1, Second Semester	50	5/5	FREN 101 / 102
College French, Level 2, Fourth Semester	62	5/5	FREN 201 / 202
College German, Level 1, Second Semester	50	5/5	GER 101 / 102
College German, Level 2, Fourth Semester	63	4/4	GER 201 / 202
College Spanish, Level 1, Second Semester	50	5/5	SPAN 101 / 102
College Spanish, Level 2, Fourth Semester	66	5/5	SPAN 201 / 202
General Biology	50	4	BIOL 101 / 101L
History of the United States I	50	3	HIST 107
History of the United States II	50	3	HIST 108
Human Growth Development*	50	3	PSY 235
Information Systems & Computer Applications	50	3	CIS 141
Macroeconomics, Principles of	50	3	ECON 101
Microeconomics, Principles of*	50	3	ECON 102
Management, Principles of	50	3	MGT 101
Marketing, Introductory	50	3	MKTG 101
Psychology, General*	50	3	PSY 101
Sociology, Introductory*	50	3	SOC 101
Western Civilization I:	50	3	HIST 101
Western Civilization II:	50	3	HIST 102
Analyzing and Interpreting Literature	50	6	AVC AREA C
Biological	50	3	AVC AREA A
Humanities	50	6	AVC AREA C
Mathematics	50	6	AVC AREA D2
Natural Sciences	50	6	AVC AREA A
Social Sciences & History	50	6	AVC AREA B

International Baccalaureate (IB) Exam

IB Exam	Minimum Score	AVC Course	AVC GE Area	Units toward AVC degree
IB Biology HL	5		A	3
IB Chemistry HL	5	None	A	3
IB Economics HL	5		B	3
IB Geography HL	5		B	3
IB History (any region) HL	5		B or C	3
IB Language A: Literature (any language except English) HL	4		C	3
IB Language A: Language & Literature (any language except English) HL	4		C	3
IB Language A: Literature (any language) HL	4		C	3
IB Language A: Language & Literature (any language) HL	4		C	3
IB Mathematics (Analysis & Approaches) HL	4		D2	3
IB Physics HL	5		A	3
IB Psychology HL	5		B	3
IB Theatre HL	4		C	3