



Academic Policies & Procedures

AP&P Agenda

Thursday, April 10, 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
Vacant, 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</i>	
II. Attendance – Roll Call	<i>Dr. Jonathan Compton</i>	
III. Opening Comments from the Public (3 minutes maximum)		
IV. Approval of the Agenda	<i>All</i>	
V. Approval of the Minutes – 3/27/2025	<i>All</i>	
VI. Informational Items – Mandatory Updates – CCN Phase II Updates	<i>Dr. Jonathan Compton</i>	
VII. Training –	<i>Dr. Jonathan Compton</i>	
VIII. Action – AP 4021	<i>Dr. Jonathan Compton</i>	



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IX. Discussion –	<i>Dr. Jonathan Compton</i>	
X. Reports –		
XI. Catalog	<i>Robyn Serrano</i>	
XII. Date of Next Meeting – 4/24/25, 5/8/25, 5/22/25		
XIII. Adjournment	<i>Dr. Jonathan Compton</i>	
NEXT MEETING DATE: April 24, 2025		



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AP&P Minutes	Thursday, March 27, 2025 3:00 pm – 5:30 pm T600-J
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Type of Meeting: *Regular*

Note Taker: Melissa Chavez

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*Proxy-Perry Jehlicka*
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*Proxy-*
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
*John Cariaga, Student Representative**

**Absent*

Guests:

Items	Person	Action
I. Call to Order	<i>Dr. Jonathan Compton</i>	The meeting was called to order at 3:20pm.
II. Attendance – Roll Call	<i>Dr. Jonathan Compton</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 – 3/13/2025	<i>All</i>	Action Taken Motion to approve: Minutes for 3/13/2025 Motion Second Motion approved

<p>VI. Informational Items</p> <ul style="list-style-type: none"> - Mandatory Revision List - CCN Phase II and III - Division Communication - ADT Updates - AP 4100 revisions/catalog - Online Catalog review (comments due by Monday, April 7th) - AP 4060 and AP/BP 4025 	<p><i>Dr. Jonathan Compton/Dr. Jessica Eaton</i></p>	<p>Mandatory Revision List:</p> <ul style="list-style-type: none"> - Has been revised - Dr. Compton stated that revisions will need to be submitted by the beginning of May - 410 courses from 61 programs still need to be revised - Dr. Eaton recommended to let faculty know that the implementation time period is Fall 2026. <p>CCN Phase II and III:</p> <ul style="list-style-type: none"> - Faculty have been sent out the required information - They have asked to not elaborate beyond the template in Phase I, but in Phase II, elaboration beyond the template is encouraged. The reason is because some schools don't have some of the courses. - Make sure faculty include what's included in the CORs. Anything included beyond that can be inserted as optional. - Part B is coming soon. That one is expected to be more challenging. - Dr. Compton sent out a list to anyone who will be affected by Phase III. - Pre-surveys are out for all faculty members. Those who received it are encouraged to complete it so that they could have a voice in the process. - Phase II begins Fall '26, Phase III is for Fall '27. <p>Division Communication:</p> <ul style="list-style-type: none"> - Dr. Compton encouraged the committee members to let their divisions know of the things that are coming down the pipeline. <p>ADT Updates:</p> <ul style="list-style-type: none"> - Dr. Compton encouraged the committee members to let their divisions know of the things that are coming down the pipeline. <p>AP 4100 revisions/catalog:</p> <ul style="list-style-type: none"> - There are a couple more Aps coming through for revision - Worked with Evaluation/Graduation staff to help revise



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		<ul style="list-style-type: none"> – It is a quick turnaround so that it can be updated in the catalog – There is a glaring omission: The BAs aren't mentioned. Dr. Eaton used language from Title 5 to help rectify that – It will go to Senate after it is updated <p>Catalog Rights:</p> <ul style="list-style-type: none"> – Blurb in the right, "Changes in Majors" – The part in red to the right is what has been pulled from other schools. That blurb has been left out. – Ms. Palmetto highlighted the support for Veterans going in here and requested that AP 4235 also be revised. – Grade letter D accounts for things in the local GE. <p>Online Catalog review:</p> <ul style="list-style-type: none"> – While not all links may work in the email sent, one can always go online and take a look their respective areas to ensure data is accurate and updated – Dean Mitchell stated that as department reps, it is their responsibility to ensure that the people responsible for these updates are actually making the revisions and updates <p>AP 4060:</p> <ul style="list-style-type: none"> – No revisions, informational only <p>AP/BP 4025:</p> <ul style="list-style-type: none"> – No revisions, informational only – Dr. Eaton mentioned that the categories A-D need to be updated.
<p>VII. Training</p> <ul style="list-style-type: none"> – Substantial vs Non-Substantial Revisions 	<p><i>Dr. Jonathan Compton</i></p>	<p>Substantial vs Non-Substantial Revisions:</p> <ul style="list-style-type: none"> – Mandatory is non-substantial revision. Meaning if you are okay with the way things are then you are fine to tab through until completed. – Anything beyond that tab is substantial revision. – To change units/repeatability or things like this, then you will need to do a substantial revision. – Substantial revision is the common course numbering as well. – Dr. Compton linked (in the canvas shell) training to show you substantial vs. non-substantial revisions, titled "Revising a Course".



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		<ul style="list-style-type: none"> – If anyone tries changes under non-substantial that are truly substantial, then it'll be removed from the workflow.
<p>VIII. Action</p> <p>Course Deactivations</p> <p>ENGL 111 Creative Writing: Fiction</p> <p>ENGL 112 Creative Writing: Poetry</p>	<p><i>Dr. Jonathan Compton</i></p>	<p>Action Taken</p> <p>Course Deactivations</p> <p>Motion to approve:</p> <p>ENGL 111 Creative Writing: Fiction</p> <p>Motion Second</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>ENGL 112 Creative Writing: Poetry</p> <p>Motion Second</p> <p>Motion approved</p>
<p>IX. Discussion</p> <ul style="list-style-type: none"> – AP/BP review <ul style="list-style-type: none"> – Finalize AP 4021 	<p><i>Dr. Jonathan Compton</i></p>	<p>AP/BP review:</p> <ul style="list-style-type: none"> – This is regarding the process stated in the “Replacement Programs” section when you want to remove a program from Elumen. – Dr. Compton proposed that programs that are being replaced should not be required to go through this process – Ms. Palmetto expressed that there should be a caveat that would ensure that faculty would not be removed – Dean Mitchell stated that adding that language is worrisome because the focus is the program, not the faculty. There is a difference between deleting a program vs. discipline. – Ms. Bentley suggested that the word “similar” be changed to “comparable”. – Now that the committee has agreed to the changes, it will go through the Senate, CCC, and others before the revisions are finalized.
<p>X. Reports</p> <p>–</p>		<ul style="list-style-type: none"> – No updates
<p>XI. Catalog</p>		<ul style="list-style-type: none"> – No updates
<p>XII. Date of Next Meeting</p> <ul style="list-style-type: none"> – 4/10/25, 4/24/25, 5/8/25, 5/22/25 		



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XIII. Adjournment	<i>Dr. Jonathan Compton</i>	Motion to adjourn: Motion The meeting concluded at 4:10pm.
NEXT MEETING DATE: April 10, 2025		

AP 4021 Program Discontinuance



References:

Education Code Section 78016;
Title 5 Sections 51022 and 55130
Accreditation Standard II.A.15

Educational Program Evaluation and Discontinuance Procedure

Antelope Valley College is committed to support programs that fulfill the goals of the Mission Statement and the Institutional Learning Outcomes for students as stated in the Educational Master Plan. Title 5 Section 55000 defines an educational program as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” These educational programs are subject to approval by the California Community Colleges Chancellor’s Office and are then entered on Inventory of Approved and Projected Programs. Primary consideration in the decision to consider program discontinuance will be given to the service the program provides to the college and community, not to budgetary considerations. Only programs with low or declining enrollment, decreasing demand for service, or clear obsolescence will be considered for discontinuance. A program discontinuance review will be initiated and carried out according to the following steps:

- I. When a declining trend or obsolescence has been identified by the division/area dean and faculty of a specific program, the division/area dean shall provide a written notice to the Vice President of Academic Affairs and Academic Senate President.
 - A. A declining trend will be identified using the following key performance indicators:
 1. Statistically significant decline in class enrollment throughout the program over four consecutive semesters.
 2. A consistently low enrollment of fifty percent (50%) below maximum seat load capacity over four consecutive semesters.
 3. Retention of less than fifty percent (50%) from the beginning term class roster for four terms (need not be consecutive semesters).
 4. Student success of less than fifty percent (50%) of students obtaining a grade of C or better and/or credit for the final course grade in all courses of the program over four terms (need not be consecutive semesters) in that program.
 - B. Obsolescence of program will be identified due to significant changes in discipline practice, technology, general labor market trends, and/or contribution to the community at large.
- II. A Taskforce will be convened that consists of no more than three faculty members from the discipline, the respective Division/Area Dean, a representative of the Counseling Department, a faculty representative of the Academic Senate who is not a member of the division in question, and a representative of the Faculty Union who is not a member of the division in question. The Director of Institutional Research and Planning will be a resource for the subcommittee.

The role of the Taskforce shall be to consider the following in keeping with good intentions and enrollment management requirements, in order to determine the disposition of the programs identified as having a declining trend:

- Needs of the community
- Workforce development
- Program Review (most recent)
- Core indicators from the California Community Colleges Chancellor's Office
- Integration/cross discipline in which the program is involved
- FTES generated by program
- Local labor market information through EDD/employer program advisory committees and surveys
- Initiate an independent, external needs assessment to determine market demand

- III. The Taskforce, by consensus, may agree to one of the following to address the declining trend:
- 1) to declare the program obsolete and create a plan for discontinuance that respects the needs of students and fulfills contractual obligations to faculty and staff; or
 - 2) to devise a process/plan to revitalize the program and a timetable to accomplish this goal agreed upon by the discipline faculty with the help of the other involved parties. Resources shall be allocated by the Administration in order to improve enrollment or retention. Some areas to be considered are: in-depth revision of the program's courses, hiring of full-time faculty, update of facilities, or other program enhancements to assure currency, vitality, and relevancy of the program. Other considerations might include seeking support from or collaboration with other campus areas that could help promote student success and retention.
- IV. If there has not been a statistically significant increase in key performance indicators after three semesters from the date of implementation of the process to revitalize the program, the Administration will reconvene the Taskforce to determine the appropriate course of action from the following:
- 1) Give the Program an extension of two (2) semesters. At the end of the extension, the committee will reconvene and re-evaluate.
 - 2) Accept the program in its current state if it serves a community, instructional, or training need.
 - 3) Create a plan to improve recruitment and enrollment. This plan will then be implemented over the following three semesters.
 - 4) Discontinue the program.
- V. The final decision on either program discontinuance or program continuance is

sent by the taskforce to the appropriate Vice President and Academic Senate President. If the decision is to continue the program, evaluation will occur through the regular program review cycle.

- VI. If the decision is to discontinue a program, the Academic Senate President will inform the Academic Policies & Procedures Committee so that they may formally ratify the decision of the Discontinuance Taskforce. The Academic Policies & Procedures Committee faculty co-chair will then inform the Academic Senate and Strategic Planning and Budget Council.
- VII. The Strategic Planning and Budget Council will then notify the College President/Superintendent, who will take the decision of the taskforce to the Board of Trustees.
- VIII. The Vice President of Academic Affairs will notify the California Community Colleges Chancellor's Office to have the program removed from the inventory.

Career and Technical Education Program Discontinuance

The discontinuance process for Career and Technical Education (CTE) Programs remains the same as the process above, with the following exceptions:

1. Each CTE program will be reviewed in a two-year cycle to ensure that they meet legal standards
2. If a CTE program is not compliant with legal standards and does not become so within an academic year, the Superintendent/President shall make the determination to discontinue the program or extend the date to meet compliance. The

Superintendent/President will inform the Academic Senate President and Vice President of Academic Affairs if a CTE program is discontinued due to legal non-compliance.

Replacement Programs

If a program is being replaced by another similar program, the discontinuance process outlined above does not need to be followed. Instead, the new program will be evaluated and approved through the standard program approval process, and the existing program will be phased out in coordination with the implementation of the new program to ensure a smooth transition for students and faculty.

See BP/AP 4020 Program, Curriculum, and Course Development and AP 4022 Course Approval.

Approved: 5/8/06
Revised: 11/13/06
Revised: 12/11/17
Revised: 1/11/21