

AP&P Minutes		Thursday, March 27, 2025 3:00 pm – 5:30 pm T600-J
<b>Type of Meeting:</b> <i>Regular</i> <b>Note Taker:</b> Melissa Chavez <b>Please Review/Bring:</b> 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  Guests:		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
Items	Person	Action
I. Call to Order	Dr. Jonathan Compton	The meeting was called to order at 3:20pm.
II. Attendance – Roll Call	Dr. Jonathan Compton	
III. Opening Comments from the Public (3 minutes maximum)		
IV. Approval of the Agenda	All	<b>Action Taken</b> Motion to approve: Agenda Motion Second Motion approved
V. Approval of the Minutes – 3/13/2025	All	<b>Action Taken</b> Motion to approve: Minutes for 3/13/2025 Motion Second Motion approved

<p>VI. Informational Items</p> <ul style="list-style-type: none"> <li>– Mandatory Revision List</li> <li>– CCN Phase II and III</li> <li>– Division Communication</li> <li>– ADT Updates</li> <li>– AP 4100 revisions/catalog</li> <li>– Online Catalog review (comments due by Monday, April 7<sup>th</sup>)</li> <li>– AP 4060 and AP/BP 4025</li> </ul>	<p><i>Dr. Jonathan Compton/Dr. Jessica Eaton</i></p>	<p><b>Mandatory Revision List:</b></p> <ul style="list-style-type: none"> <li>– Has been revised</li> <li>– Dr. Compton stated that revisions will need to be submitted by the beginning of May</li> <li>– 410 courses from 61 programs still need to be revised</li> <li>– Dr. Eaton recommended to let faculty know that the implementation time period is Fall 2026.</li> </ul> <p><b>CCN Phase II and III:</b></p> <ul style="list-style-type: none"> <li>– Faculty have been sent out the required information</li> <li>– 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.</li> <li>– Make sure faculty include what's included in the CORs. Anything included beyond that can be inserted as optional.</li> <li>– Part B is coming soon. That one is expected to be more challenging.</li> <li>– Dr. Compton sent out a list to anyone who will be affected by Phase III.</li> <li>– 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.</li> <li>– Phase II begins Fall '26, Phase III is for Fall '27.</li> </ul> <p><b>Division Communication:</b></p> <ul style="list-style-type: none"> <li>– Dr. Compton encouraged the committee members to let their divisions know of the things that are coming down the pipeline.</li> </ul> <p><b>ADT Updates:</b></p> <ul style="list-style-type: none"> <li>– Dr. Compton encouraged the committee members to let their divisions know of the things that are coming down the pipeline.</li> </ul> <p><b>AP 4100 revisions/catalog:</b></p> <ul style="list-style-type: none"> <li>– There are a couple more Aps coming through for revision</li> <li>– Worked with Evaluation/Graduation staff to help revise</li> </ul>

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



## Academic Policies & Procedures

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



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