



AP&P Agenda		Thursday, August 28, 2025 3:00 pm – 5:30 pm T600-J
Type of Meeting: <i>Regular</i> Note Taker: Jamie MacMillan Please Review/Bring: The past minutes for accuracy.		
<i>Committee Members:</i>		
<i>Dr. Jonathan Compton, Co-chair</i> <i>Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Tim Atkerson, AKIN Representative</i> <i>Travis Lee, IAAT Representative</i> <i>Alfred Brubaker, IAAT Representative</i> <i>Darren Watters, HSS Representative</i> <i>Vacant, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Dr. Zia Nisani, MSE Representative</i> <i>Heidi Williams, LACA Representative</i> <i>Rhea Vichot, LACA Representative</i>		<i>Gabby Poorman, SBS Representative</i> <i>Yadira Arellano, SBS Representative</i> <i>Cynthia Littlefield, AHUM Representative</i> <i>Jillian Bentley, AHUM Representative</i> <i>Stephanie Orellana, Library Rep, Librarian</i> <i>Tamira Palmetto, Student Services, Counseling</i> <i>Tanya McGinnis, Student Services, Counseling</i> <i>Amaka Donn, Adjunct Representative</i> <i>Dr. Wendy Stout, Administrative Position</i> <i>Kathryn Mitchell, Administrative Position</i> <i>Dr. Windy Franklin-Martinez, Administrative Position</i> <i>Vacant, Student Representative</i> <div>*Absent</div>
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 – 5/22/2025	<i>All</i>	
VI. Informational Items –	<i>Dr. Jonathan Compton/</i>	



Academic Policies & Procedures

	<i>Dr. Kathy Bakhit</i>	
VII. Training —	<i>Dr. Jonathan Compton</i>	
VIII. Action New Program Physics 2.0 AS-T New Program Noncredit Research Fundamentals Skills Certificate Program Revision Administration of Justice AA Administration of Justice AS-T Alcohol and Other Drug Studies (AODS) Biology AS BIP Level I - Business Information Professional Quick Start Certificate of Achievement BIP Level II - Business Information Professional Two Certificate of Achievement BIP Level III - Business Information Professional Three Certificate of Achievement Business Information Professional AS Child and Family Education AA Child and Family Education Cert Commercial Music: Level I Certificate Commercial Music: Level II Certificate Computer Applications Cert Computer Engineering AS Computer Networking Cert Computer Networking Multi-Platform AS Digital Marketing General Business Cert Human Resources Professional I Human Resources Professional II IT Cybersecurity Cert Management Certificate Network System Administrator I Network System Administrator II Philosophy AA-T Professional Bookkeeping Cert	<i>Dr. Jonathan Compton/ Dr. Kathy Bakhit</i>	

Real Estate Broker's Cert
Real Estate Salesperson Cert
School-Aged Child Care Cert
Skilled Parenting Certificate

Program Revision Noncredit

Avionics Technology Certificate
Electronics Technology Cert

New Course Development

BIOL 203A General Human Anatomy and
Physiology I

New Course Development Noncredit

EMT 901 Advanced Cardiac Life Support (ACLS)
Provider

Substantial Course Revision

AJ 110 Terrorism Investigation
AJ 199 Work Experience Education
COMM 217 Gender and Communication
CS 120 Programming and Algorithms in C++
CS 121 Programming and Algorithms in Java
CS 122 Programming and Algorithms in
Python
ECON C2001 Principles of Microeconomics
ECON C2001H Principles of Microeconomics Honors
ECON C2002 Principles of Macroeconomics
ECON C2002H Principles of Macroeconomics Honors
FTV 103 Introduction to Television
FTV 203 African-American Cinema
FTV 251 Contemporary American Independent
Film
FTV 261 Religion and Cinema
GEOL 102 Historical Geology
GEOL 102L Historical Geology Laboratory
KINT 100 Introduction to Kinesiology
MUSC 124A Jazz Improvisation
PHYS 110 General Physics
PHYS 120 General Physics
PHYS 211 General Physics
PSCI 101 Physical Science

Substantial Course Revision Noncredit

ESL 950	ESL Vocabulary and Pronunciation 5		
ESL 958	ESL Reading and Writing 5		
Non-Substantial Course Revision			
AJ 208	Introduction to Forensic Science		
BIP 100	Introduction to Business Information Professional		
BIP 105	Computer Literacy		
BIP 106	MS Outlook		
BIP 110	Keyboarding I		
BIP 111	MS Word I		
BIP 112	MS Excel I		
BIP 113	MS Access I		
BIP 114	MS PowerPoint I		
BIP 115	Practical Math for Business and Consumers		
BIP 120	Keyboarding II		
BIP 121	MS Word II		
BIP 123	MS Access II		
BIP 124	MS PowerPoint II		
BIP 131	MS Word III		
BIP 132	MS Excel III		
BIP 133	MS Access III		
BIP 199	Work Experience Education		
ELTE 145	Acceptability of Electronic Assemble		
ELTE 199	Work Experience Education		
ELTE 235	Electronic Communications I		
ELTE 252	Introduction to Avionics		
ELTE 254	Radio Telephone License		
HIST 104	Introduction to World Civilizations, from Human Beginnings Until 1500		
HIST 116	Contemporary U.S. History: From Vietnam to Iraq		
INT 199	Work Experience Education		
JOUR 199	Work Experience Education		
MATH 035	Support Course for Math 135		
MGT 101	Management Principles		
MGT 115	Human Behavior in Organization		
MGT 121	Human Resources Management		
MGT 199	Work Experience Education		
MGT 201	Small Business Management		
MGT 202	Supervisory Management		



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MKTG 101 Principles of Marketing MKTG 112 Introduction to Advertising MKTG 130 Digital Marketing MKTG 132 Social Media Marketing MKTG 199 Work Experience Education MUSC 113 Songwriting MUSC 199 Work Experience Education MUSC 233 Music Production II PSY 103 The Physiology and Pharmacology of Psychoactive Drugs PSY 104 Prevention, Intervention, and Education PSY 105 Group Leadership and Process PSY 106 Case Management, Law and Ethics PSY 107 Chemical Dependency Family Counseling PSY 108 Introduction to Psychological and Social Services PSY 110 Directed Field Experience II RE 101 Real Estate Principles RE 111 Real Estate Finance Non-Substantial Course Revision Noncredit BUS 911 Attitude in the Workplace		
IX. Discussion —	Dr. Jonathan Compton/ Dr. Kathy Bakhit	
X. Reports —		
XI. Catalog —	Robyn Serrano	
XII. Date of Next Meeting — 9/11/25, 9/25/25, 10/9/25, 10/23/25, 10/30/25, 11/13/25, 2/26/26, 3/12/26, 3/26/26, 4/9/26, 4/23/26, 5/14/26, 5/28/26		
XIII. Adjournment	Dr. Jonathan Compton/	



	<i>Dr. Kathy Bakhit</i>	
NEXT MEETING DATE: September 11, 2025		



AP&P Minutes		Thursday, May 22, 2025 3:00 pm – 5:30 pm T600-J
Type of Meeting: <i>Regular</i> Note Taker: Robyn Serrano Please Review/Bring: The past minutes for accuracy.		
<i>Committee Members:</i>		
<i>Dr. Jonathan Compton, Co-chair</i> <i>Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs*</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Tim Atkerson, AKIN Representative</i> <i>Travis Lee, IAAT Representative</i> <i>Alfred Brubaker, IAAT Representative</i> <i>Darren Watters, HSS Representative</i> <i>Vacant, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Dr. Zia Nisani, MSE Representative</i> <i>Heidi Williams, LACA Representative</i> <i>Vacant, LACA Representative</i> <i>Guests: Lisa O’Leary, Perry Jehlicka, Wendy Rider</i>		<i>Gabby Poorman, SBS Representative</i> <i>Yadira Arellano, SBS Representative*Proxy-Susan Snyder</i> <i>Cynthia Littlefield, AHUM Representative</i> <i>Jillian Bentley, AHUM Representative</i> <i>Stephanie Orellana, Library Rep, Librarian</i> <i>Tamira Palmetto, Student Services, Counseling</i> <i>Tanya McGinnis, Student Services, Counseling</i> <i>Amaka Donn, Adjunct Representative</i> <i>Dr. Wendy Stout, Administrative Position</i> <i>Kathryn Mitchell, Administrative Position</i> <i>Dr. Windy Franklin-Martinez, Administrative Position*</i> <i>John Cariaga, Student Representative*</i> <div style="text-align: right;"><i>*Absent</i></div>
Items	Person	Action
I. Call to Order	<i>Dr. Jonathan Compton/ Dr. Kathy Bakhit</i>	The meeting was called to order at 3:05 pm.
II. Attendance – Roll Call	<i>Dr. Jonathan Compton/ Dr. Kathy Bakhit</i>	
III. Opening Comments from the Public (3 minutes maximum)		Dr. Eaton would like to add Credit for Prior Learning to the agenda.
IV. Approval of the Agenda	<i>All</i>	<u>Action Taken</u> Motion to approve: Agenda Motion Second Motion to amend the agenda:



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		<p>Add CPL- give credit for courses so students can graduate without taking these courses, HE 100 & EMT 101</p> <p>Motion Second</p> <p>Motion approved</p>
<p>V. Approval of the Minutes</p> <ul style="list-style-type: none"> – 5/8/2025 	<i>All</i>	<p>Action Taken</p> <p>Motion to approve:</p> <p>Minutes for 5/8/2025</p> <p>Motion Second</p> <p>Abstentions: Kathryn Mitchell, Dr. Jessica Eaton, Susan Snyder</p> <p>Motion approved</p>
<p>VI. Informational Items</p> <ul style="list-style-type: none"> – Coursedog – CPOS 	<p><i>Dr. Jonathan Compton/ Dr. Kathy Bakhit</i></p>	<p>Coursedog:</p> <p>You will be receiving emails within the next couple months regarding a curriculum software change. eLumen is merging with CourseDog, there is a meeting June 12th for a demonstration.</p> <p>CPOS:</p> <p>This is a federal requirement. CPOS stands for course program of study. There is a new rule where classes will only be paid for by financial aid if they are part of a program. It should have been started 2 years ago. Dr. Franklin-Martinez is going to send out a detailed document. If a local degree has a hidden prerequisite then put it in your program. Adding more courses is not the way to go. Prerequisites for programs is one thing but prerequisites for other courses is another. This is going to hit Arts the hardest. If you have any questions please reach out to Dr. Franklin-Martinez. Dr. Eaton wants to add verbiage to local degrees regarding GE. This is all still developing.</p>
<p>VII. Training</p> <ul style="list-style-type: none"> – 	<p><i>Dr. Jonathan Compton</i></p>	
<p>VIII. Action</p> <p>Noncredit Course Developments</p> <p>RE901 Real Estate Principles</p> <p>RE902 Real Estate Practices</p> <p>RE903 Real Estate Finance</p> <p>RE904 Legal Aspects of Real Estate</p>	<p><i>Dr. Jonathan Compton/ Dr. Kathy Bakhit</i></p>	<p>Action Taken</p> <p>Noncredit Course Developments</p> <p>Motion to approve:</p> <p>RE901 Real Estate Principles</p> <p>Motion Second</p> <p>Motion approved</p> <p>Motion to approve:</p>

<p>Noncredit Substantial Course Revisions</p> <p>ESL953 ESL Grammar 5</p> <p>Substantial Course Revisions</p> <p>BIOL202 General Human Physiology</p> <p>COMM105 Introduction to Mass Communication</p> <p>COMM109 Small Group Communication</p> <p>COMM112 Oral Interpretation</p> <p>COMM114 Art of Storytelling</p> <p>COMM116 Forensics</p> <p>ECON110 Economics of the Underclass</p> <p>ENGL221 American Literature 1400-1865</p> <p>ENGL256 Latinx/e Literature</p> <p>FTV101 Introduction to Film</p> <p>FTV107 History of Film, Pre 1950</p> <p>FTV108 History of Film, 1950-Present</p> <p>FTV134 Introduction to Screenwriting</p> <p>FTV203 African-American Cinema</p> <p>FTV242 Writing and Pre-Production of the Short Film</p> <p>FTV251 Contemporary American Independent Film</p> <p>GEOL102 Historical Geology</p> <p>GEOL102L Historical Geology Laboratory</p> <p>HE101 Health Education</p> <p>JOUR121 Beginning Journalism</p> <p>KINT115 Foundation For Fitness And Wellness</p> <p>MATH116 Introduction to Statistics Using R</p> <p>MUSC124A Improvisation</p> <p>PSCI101 Physical Science</p> <p>PSY102 Introduction to Alcohol and Other Drug Studies</p> <p>PSY109 Directed Field Experience I</p> <p>PSY235 Child Psychology</p> <p>THA104 Introduction to Costume Design for Theatre</p> <p>THA240 LGBTQ+ Theatre</p>	<p>RE902 Real Estate Practices</p> <p>Motion Second</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>RE903 Real Estate Finance</p> <p>Motion Second</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>RE904 Legal Aspects of Real Estate</p> <p>Motion Second</p> <p>Motion approved</p> <p>Noncredit Substantial Course Revisions</p> <p>Motion to approve:</p> <p>ESL953 ESL Grammar 5</p> <p>Motion Second</p> <p>Motion approved</p> <p>Substantial Course Revisions</p> <p>Motion to approve:</p> <p>BIOL202 General Human Physiology</p> <p>Motion Second</p> <p>Motion tabled</p> <p>Motion to approve:</p> <p>COMM105 Introduction to Mass Communication</p> <p>Motion Second</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>COMM109 Small Group Communication</p> <p>Motion Second</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>COMM112 Oral Interpretation</p> <p>Motion Second</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>COMM114 Art of Storytelling</p> <p>Motion Second</p>
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<p>Noncredit Program Development Real Estate Salesperson Certificate</p> <p>Noncredit Program Revisions AVC Tutor Certificate (Noncredit) Computer and Workplace Fundamentals (Noncredit) Health and Fitness for First Responders Certificate of Completion (Noncredit) Logistics, Transportation and Distribution Cert (Noncredit) Personal Business Ownership (Noncredit) Supply Chain Warehouse Essentials Cert (Noncredit)</p>		<p>Motion approved</p> <p>Motion to approve: COMM116 Forensics Motion Second Motion approved</p> <p>Motion to approve: ECON110 Economics of the Underclass Motion Second Motion approved</p> <p>Motion to approve: ENGL221 American Literature 1400-1865 Motion Second Motion approved</p> <p>Motion to approve: ENGL256 Latinx/e Literature Motion Second Motion approved</p> <p>Motion to approve: FTV101 Introduction to Film Motion Second Motion approved</p> <p>Motion to approve: FTV107 History of Film, Pre 1950 Motion Second Motion approved</p> <p>Motion to approve: FTV108 History of Film, 1950-Present Motion Second Motion approved</p> <p>Motion to approve: FTV134 Introduction to Screenwriting Motion Second Motion approved</p> <p>Motion to approve: FTV203 African-American Cinema</p>
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		<p>Motion Second Motion tabled</p> <p>Motion to approve: FTV242 Writing and Pre-Production of the Short Film Motion Second Motion approved</p> <p>Motion to approve: FTV251 Contemporary American Independent Film Motion Second Motion tabled</p> <p>Motion to approve: GEOL102 Historical Geology Motion Second Motion tabled</p> <p>Motion to approve: GEOL102L Historical Geology Laboratory Motion Second Motion tabled</p> <p>Motion to approve: HE101 Health Education Motion Second Motion approved</p> <p>Motion to approve: JOUR121 Beginning Journalism Motion Second Motion approved</p> <p>Motion to approve: KINT115 Foundation For Fitness And Wellness Motion Second Motion approved</p> <p>Motion to approve: MATH116 Introduction to Statistics Using R Motion Second Motion approved</p>
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		<p>Motion to approve: MUSC124A Improvisation Motion Second Motion tabled</p> <p>Motion to approve: PSCI101 Physical Science Motion Second Motion tabled</p> <p>Motion to approve: PSY102 Introduction to Alcohol and Other Drug Studies Motion Second Motion approved</p> <p>Motion to approve: PSY109 Directed Field Experience I Motion Second Motion approved</p> <p>Motion to approve: PSY235 Child Psychology Motion Second Motion approved</p> <p>Motion to approve: THA104 Introduction to Costume Design for Theatre Motion Second Motion approved</p> <p>Motion to approve: THA240 LGBTQ+ Theatre Motion Second Motion approved</p> <p>Noncredit Program Development Motion to approve: Real Estate Salesperson Certificate Motion Second Motion approved</p>
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		<p>Noncredit Program Revisions</p> <p>Motion to approve: AVC Tutor Certificate (Noncredit) Motion Second Motion approved</p> <p>Motion to approve: Computer and Workplace Fundamentals (Noncredit) Motion Second Motion approved</p> <p>Motion to approve: Health and Fitness for First Responders Certificate of Completion (Noncredit) Motion Second Motion approved</p> <p>Motion to approve: Logistics, Transportation and Distribution Cert (Noncredit) Motion Second Motion approved</p> <p>Motion to approve: Personal Business Ownership (Noncredit) Motion Second Motion approved</p> <p>Motion to approve: Supply Chain Warehouse Essentials Cert (Noncredit) Motion Second Motion approved</p>
IX. Discussion —	Dr. Jonathan Compton/ Dr. Kathy Bakhit	
X. Reports —		
XI. Catalog —	Robyn Serrano	



XII.	Date of Next Meeting – 8/28/25, 9/11/25, 9/25/25, 10/9/25, 10/23/25, 10/30/25, 11/13/25, 2/26/26, 3/12/26, 3/26/26, 4/9/26, 4/23/26, 5/14/26, 5/28/26		
XIII.	Adjournment	<i>Dr. Jonathan Compton/ Dr. Kathy Bakhit</i>	Motion to adjourn: Motion approved The meeting concluded at 4:32pm
NEXT MEETING DATE: August 28, 2025			