

# AP&P Minutes

Thursday, March 28, 2019  
BE 324  
3:00 pm – 5:30 pm

**Type of Meeting:** Regular

**Note Taker:** Cheyenne Odenthal

**Please Review/Bring:** The past minutes for accuracy.

**Committee Members In Attendance:**

Dr. Darcy Wiewall, Co-chair  
Riley Dwyer, Co-chair  
Jeffrie Ahmad, Faculty Division Rep  
Dr. Ronald Chapman, Faculty Division Rep  
Greg Bormann, Academic Dean  
Dr. Jessica Eaton, Articulation Officer  
Luis Echeverria, Faculty Division Rep  
Tooraj Gordi, Faculty Division Rep  
Dr. Richie Neil Hao, Faculty Division Rep  
Michael Hutchison, Faculty Division Rep  
Alberto Mendoza, Adjunct Rep  
Dr. Deborah Sullivan-Ford, Faculty Division Rep  
LaDonna Trimble, Student Services Dean  
Dr. Les Uhazy, Technical Education Dean  
Nathan Dillon, proxy for Cynthia Littlefield  
Dr. Fredy Aviles, proxy for Dr. Ibrahim Ganley,  
David Newman, proxy for Dr. Mark McGovern

**Committee Members Absent:**

Dr. Maria Clinton, Faculty Division Rep  
Dr. Ibrahim Ganley, Faculty Division Rep  
Dr. Scott Lee, Faculty Division Rep/Librarian/DE Liaison  
Cynthia Littlefield, Faculty Division Rep  
Dr. Mark McGovern, Faculty Division Rep  
Terry Rezek, Faculty Division Rep

**Guests in Attendance:**

Kyle Jacobsen  
Duane Rumsey

Items	Person	Action
I. Opening comments from the Co-chair	Darcy	Dr. Wiewall called the meeting to order at 3:05pm Dr. Wiewall introduced Kathryn Mitchell will be Co-Chair starting in Fall 2019 Motion was made and seconded to add DM 206 to Action Item. Motion carried.
II. Minutes 2/28/19, 3/14/2019	All	<b><u>Issues Discussed:</u></b> Minutes for 2/28/2019 - Tabled  <b><u>Action Taken:</u></b> Minutes for 3/14/2019 - Approved  <b><u>Follow Up Items:</u></b> Return the 2/28/19 minutes to 4/11/19 meeting
III. Informational Item - 2018-2019 Meeting schedule: 3/14/19, 3/28/19, 4/11/19, 4/25/19, 5/9/19 - Courses & Programs due Fall 2019 - Courses Not Taught in 2 or more years	Darcy	<b><u>Issues Discussed:</u></b>  <b><u>Action Taken:</u></b>  <b><u>Follow Up Items:</u></b>

- Courses Never Taught
- Credit by Exam Review
- CurricUNET workshops
- Proxies for representatives

*Course Deactivation:*

DM 101L Digital Media Arts Lab  
 DM 103L Graphic Design I Lab  
 DM 105L Interactive Media Lab  
 DM 106L Video Design and Production I Lab  
 DM 110L Motion Graphics Lab  
 DM 112L Experimental Digital Video Lab  
 DM 115L Graphic Communications I Lab  
 DM 127L Web Design and Production I Lab  
 DM 128L Web Design and Production II Lab  
 DM 133L Digital Printing I Lab  
 DM 143L Computer 2-D Animation Lab  
 DM 145L Computer 3-D Animation Lab  
 DM 203L Graphic Design II Lab  
 DM 205L Digital Illustration Lab  
 DM 206L Video Design and Production II Lab  
 DM 213L Photoshop II Lab  
 DM 215L Graphic Communications II Lab  
 DM 233L Digital Printing II Lab  
 DM 246L Portfolio and Job Search Lab  
 DM 298L Special Studies in Digital Media Lab  
 ENGL 095, Composition Skills  
 ENGL 097, Composition Portfolio A  
 ENGL 099, Composition Portfolio B  
 ENGL 113, Creative Writing: Nonfiction  
 ENGL 236, Shakespeare: Comedies, Romances, and Sonnets  
 ENGL 240, Studies in Poetry  
 ENGL 246, Studies in Drama  
 ENGL 250, Cross-Cultural Literature in America  
 ENGL 299, Special Topics in Literature  
 ESL 099, Advanced Composition  
 MUSC 124 Jazz Improvisation  
 MUSC 133L Studio Music Production Lab I  
 MUSC 134L Studio Music Production II Lab  
 MUSC 233L Studio Mus Production III Lab  
 MUSC 234L Studio Music Production IV Lab  
 PHOT 213L, Life Photography Lab  
 PHTC 101L, Beginning Black&White Photography Lab  
 PHTC 125L, Beginning Digital Photography Lab  
 PHTC 150L, Beginning Color Photography Lab

<p>PHTC 201L, Advanced Black&amp;White Photography Lab  PHTC 203L, Cameras &amp; Composition Lab  PHTC 205L, Documentary &amp; Photojournalism Lab  PHTC 211L, Wedding, Portrait and Event Photography Lab  PHTC 215L, Photography Studio Practices Lab  PHTC 275L, Advanced Digital Photo Lab  PHTC 298L, Special Studies in Photography Lab  VN 101 Self Care-Fundamentals,Pharmac  VN 101A Fund of Patient Care for VNs  VN 101CL Self Care - Fund, Phar Clinic  VN 102 Self Care-Adult, Child-Bearing  VN 102CL Self Care-Adult, Child-Bear CL  VN 103 Self Care-Adult, Child, Depend  VN 103CL Self Care-Adult, Child-Dep CL</p> <p><i>Program Deactivation:</i></p>		
<p>IV. Report</p> <ul style="list-style-type: none"> <li>- Credit by Exam Review</li> <li>- Courses not taught in 2 years</li> <li>- Courses never taught</li> <li>- eLumen descriptors for Methods of Evaluation and Methods of Instruction</li> </ul>	<p><i>Darcy</i></p>	<p><b><u>Issues Discussed:</u></b></p> <p>Credit by Exam:  Arts and Humanities wanted to add MUSC 112 to the list of credit by exam  Math and Science want to remove BIO 104, ENGR 115 and 120  All other division reported no changes</p> <p>Courses never taught/not taught in the last two years:  CTE wants to deactivate CA 132  Social and Behavioral Sciences has not received feedback from faculty  As per Divisions reported, all other courses will remain active</p> <p>eLumen descriptors for Methods of Evaluation and Methods of Instruction:  Multiple ideas were discussed and the committee was informed that not every idea can be implemented, therefore some options need to be a little broad.</p> <p>It was requested that a Google Doc be made live so that members could add their suggestions/needs</p> <p><b><u>Action Taken:</u></b></p>

		<p>Google doc was made live and shared to all Committee members Monday April 1, 2019</p> <p><b>Follow Up Items:</b> Reps will report back next meeting with final recommendations on Method of Evaluations and Methods of Instruction</p>
<p>V. Discussion</p> <ul style="list-style-type: none"> <li>- 2018-2019 Outstanding Program and Course revisions (see addendum)</li> <li>- Revision to Program/Courses approval Cycle</li> <li>- eLumen Descriptors: Methods of Instruction &amp; Methods of Evaluation (see addendum)</li> </ul>	<p><i>Darcy</i></p>	<p><b>Issues Discussed:</b> CSU Gen Ed Certificate will be done by Dr. Eaton and Dr. Wiewall Dr. Wiewall reviewed all outstanding courses and programs and directed they must be approved by next meeting.</p> <p><b>Action Taken:</b></p> <p><b>Follow Up Items:</b></p>
<p>VI. Action</p> <p><i>2018-2019 AP&amp;P Goals</i></p> <ul style="list-style-type: none"> <li>• BP 4020/AP 4021 Review &amp; Revision Recommendations</li> <li>• Clean-up CurricUNET</li> <li>• Develop a training and implementation of eLumen for AP&amp;P Committee members and faculty</li> <li>• Revise the AP&amp;P Handbook</li> </ul> <p><i>Community &amp; Corporate Education</i> None</p> <p><i>Consent Agenda</i> <i>Non Substantial Course Revision:</i> INT 204, Sign/English Transliteration</p> <p><i>New Course Development:</i> IMTA 212, Communications for Apprentices [420-712]</p> <p><i>Substantial Course Revision:</i> ENGR 220, Strength of Materials KINT 100, Introduction to Kinesiology</p>	<p><i>Darcy</i></p>	<p><b>Issues Discussed:</b></p> <p><b>Action Taken:</b> Motion was made and seconded to approve 2018-2019 Goals. Motion carried.</p> <p>A motion was made and seconded to approve the courses listed under Non Substantial Course Revision. Motion carried.</p> <p>A motion was made and seconded to approve the programs listed under New Course Development. After a review of each program individually, the following were noted:</p> <ul style="list-style-type: none"> <li>• IMTA 212, Communications for Apprentices [420-712] – Approved, pending the change of homework hours to 4 hours</li> </ul> <p>A motion was made and seconded to approve the programs listed under Substantial Course Revision. After a review of each program individually, the following were noted:</p> <ul style="list-style-type: none"> <li>• ENGR 220, Strength of Materials - Approved,</li> </ul>

<p>DM 206</p> <p><i>Non Substantial Program Revision:</i> Administrative Medical Assistant, Associate in Science</p> <p><i>Substantial Program Revision:</i> Commercial Photography, Associate in Arts Computer Animation - Certificate, Certificate of Achievement: 18+ units Computer Software Developer, Certificate of Achievement: 18+ units Digital Photographic Imaging Certificate, Certificate of Achievement: 18+ units Digital Printing, Associate in Science Digital Printing, Certificate of Achievement: 18+ units Graphic Design Certificate, Certificate of Achievement: 18+ units High Intermediate ESL, Certificate of Completion Vocational Nursing, Certificate of Achievement: 18+ units</p> <p><i>New Program Development:</i> Industrial Manufacturing Technician Apprenticeship, Local Certificate: Certificate of Proficiency</p> <p>Marching Arts Technician, Certificate of Achievement: 18+ units</p> <p><i>Course Deactivation:</i> None</p> <p><i>Program Deactivation:</i> English - Non-Transfer Degree, Associate in Arts English - Transfer Degree, Associate in Arts</p>		<ul style="list-style-type: none"> <li>• KINT 100, Introduction to Kinesiology - Approved, pending DE</li> <li>• DM 206 - Approved, pending DE</li> </ul> <p>Motion carried for all noted courses with revisions as listed above.</p> <p>A motion was made and seconded to approve the courses listed under Non Substantial Program Revision. Motion carried.</p> <p>A motion was made and seconded to approve the courses listed under Substantial Program Revision. Motion carried.</p> <p>A motion was made and seconded to approve the courses listed under New Program Development. Motion carried.</p> <p>A motion was made and seconded to approve the courses listed under Program Deactivation. Motion carried.</p> <p><b><u>Follow Up Items:</u></b> None</p>
<p><b>NEXT MEETING DATE: April 11, 2019</b></p>		<p>Dr. Wiewall thanked the committee for their time and adjourned the meeting at 4:42pm</p>