

# AP&P Minutes

Thursday, April 23, 2020  
Via Zoom  
3:00 pm – 5:30 pm

**Type of Meeting:** *Regular*

**Note Taker:** *Cheyenne Odenthal*

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

**Committee Members:**

*Dr. Les Uhazy, Co-chair*

*Kathryn Mitchell, Co-chair*

*Riley Dwyer, Academic Dean*

*Jeffrie Ahmad, Faculty Division Rep*

*Dr. Ronald Chapman, Faculty Division Rep*

*Dr. Jessica Eaton, Articulation Officer*

*Luis Echeverria, Faculty Division Rep*

*Dr. Ibrahim Ganley, Faculty Division Rep*

*Gabrielle Poorman, Adjunct Rep*

*Dr. Richie Neil Hao, Faculty Division Rep*

*Michael Hutchison, Faculty Division Rep*

*Dr. Scott Lee, Faculty Division Rep/Librarian/DE Liaison*

*Cynthia Littlefield, Faculty Division Rep*

*Dr. Mark McGovern, Faculty Division Rep*

*Richard Biritwum, Faculty Division Rep*

*LaDonna Trimble, Student Services Dean*

*James Dorn, Faculty Division Rep*

*Dr. Ariel Tumbaga – proxy for Terry Rezek*

*Timothy Sturm, Faculty Division Rep*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Kathryn Mitchell</i>	
II. Minutes 3/12/2020	<i>All</i>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b>            Motion to approve 3/12/2020 minutes            Motion Seconded            Abstentions: Cynthia Littlefield and Dr. Ronald Chapman, Dr. Mark McGovern and Dr. Jessica Eaton            Motion approved</p> <p><b><u>Follow Up Items:</u></b></p>
III. Informational Item - Meeting schedule: 5/14/20 - End of year Senate Report	<i>Kathryn Mitchell</i>	<p><b><u>Issues Discussed:</u></b>            Kathryn Mitchell went over the end of year report that was sent to the senate. The report covered the status of the committee as well as the accomplishments of the committee</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>

<p>IV. Discussion</p> <ul style="list-style-type: none"> <li>- Upper division Units as Substitution for AD-T Major requirements</li> <li>- Handbook Revisions</li> </ul>	<p><i>Kathryn Mitchell / Dr. Jessica Eaton</i></p>	<p><b><u>Issues Discussed:</u></b></p> <p>Dr. Jessica Eaton reviewed the use of upper division courses (such courses from bachelor’s degree) as replacements for required courses for a degree. While this is not encouraged to students, students will still request this. These substitutions are sent to the division to be discussed amongst the dean and other faculty. The practice has always been to leave the decision to the departments and the purpose of the substitutions to ensure that students are not taking more courses than necessary. However it has been decided that graduate units are not allowed to be used as substitutions. As of now this is a discussion and Dr. Eaton is bringing the issue to the committee.</p> <p>LaDonna Trimble did point out that there does need to be a uniform decision with all of the division. This is to ensure that not one group of majors are able to use substitutions and another group are not.</p> <p>Kathryn Mitchell agreed the divisions need to be aligned and communicate with one another and report back to the committee.</p> <p>Dr. Jessica Eaton mentioned that once a student transfers in an upper division units to be substituted as lower division units they will be treated as such. Meaning if a student then transfers a lower division degree for an upper division degree, those units will remain as lower division units. The instance of this happens once or twice a term.</p> <p>Kathryn Mitchell asked the committee to take this back to their divisions and report back with where the division stands on this issue.</p> <p>Due to the increase in work because of the Covid-19 campus closure, the revisions to the handbook have been delayed. The goal is still have the handbook completed prior to the start of the 2020 academic year.</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
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<p>V. Report</p> <p>-</p>	<p>All</p>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
<p>VI. Action</p> <p><i>AP&amp;P DE Approval Process</i></p> <p><i>Corporate and Community Education</i></p> <p>None</p> <p><i>Non Substantial Course Revision:</i></p> <p><i>Substantial Course Revision:</i></p> <p>CIS 141 Introduction to BASIC Programming</p> <p>CIS 145 Introduction to Visual BASIC.NET Programming</p> <p>PHOT 298 Special Studies in Photography</p> <p>MATH 102 Intermediate Algebra</p> <p>MATH 021 Math Study Strategy</p> <p>EMT 101 Emergency Medical technician</p> <p><i>New Course Development:</i></p> <p>ACRV 198A Ice machines</p> <p>WELD 261 Pipe Welding I</p> <p>WELD 262 Pipe Welding II</p> <p><i>Course Deactivation:</i></p> <p>None</p> <p><i>Non Substantial Program Revision:</i></p> <p>None</p> <p><i>Substantial Program Revision:</i></p> <p>None</p>	<p><i>Kathryn Mitchell</i></p>	<p><b><u>Issues Discussed:</u></b></p> <p>Motion to approve the AP&amp;P DE Approval Process (see attachments for details)</p> <p>Motion Seconded</p> <p>Motion approved</p> <p>Cheyenne Odenthal will send out information regarding this procedure to AP&amp;P on Monday April 27th</p> <p>A motion to approve substantial course revisions</p> <p>Motion seconded</p> <p>CIS 141 approved</p> <p>CIS 145 Approved</p> <p>PHOT 298 approved</p> <p>MATH 102 approved</p> <p>EMT 101 Approved</p> <p>A motion to approve new course developments</p> <p>Motion seconded</p> <p>ACRV 198A tabled because it is not attached to a program</p> <p>WELD 261 tabled because it is not attached to a program</p> <p>WELD 262 tabled because it is not attached to a program</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>



<i>New Program Development:</i> None  <i>Program Deactivation:</i> None		
<b>NEXT MEETING DATE: 3/27/2020</b>		