



<b>AP&amp;P Revised Minutes</b>	<b>Thursday, October 26, 2023</b> <b>3:00 pm – 5:30 pm T600-J</b>
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**Type of Meeting:** *Regular*  
**Note Taker:** [Debbie Lindsey](#)  
**Please Review/Bring:** The past minutes for accuracy.

*Committee Members:*

<p><i>Dr. Scott Lee, Co-chair</i>  <i>Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs*</i>  <i>Dr. Jessica Eaton, Articulation Officer* proxy-Audrey Moore</i>  <i>Tim Atkerson, AKIN Representative</i>  <i>Travis Lee, CTE Representative</i>  <i>Dr. Wendy Stout, CTE Representative</i>  <i>James Dorn, MSE Representative</i>  <i>Dr. Jonathan Compton, MSE Representative (Z)</i>  <i>Heidi Williams, LACA Representative</i>  <i>Dr. Ariel Tumbaga, LACA Representative (Z)</i>  <i>Gabby Poorman, SBS Representative/Tech Review</i>  <i>David Harrison, SBS Representative* proxy – Carlos Pinho</i></p> <p><i>Guests: Francisco Fuentes (Z), Kim Barker (Z), Stephanie Peoples (Z), Yadira Arellano (Z), Amy Andrada (Z)</i></p>	<p><i>Cynthia Littlefield, AHUM Representative (Z)</i>  <i>Lisa Karlstein, AHUM Representative*</i>  <i>Vacant, Library Rep, Librarian</i>  <i>Tamira Palmetto, Student Services, Counseling*</i>  <i>Tanya McGinnis, Student Services, Counseling</i>  <i>Larry Veres, Adjunct Representative</i>  <i>Greg Bormann, Administrative Position*</i>  <i>Kathryn Mitchell, Administrative Position</i>  <i>LaDonna Trimble, Administrative Position* proxy-</i>  <i>Dr. Rashitta Brown-Elize</i>  <i>Dr. Cindy Hendrix, Tech Review (Z)</i>  <i>Alan Fillion, Student Representative (Z)</i>  <i>Bobby Bennett, Student Representative*</i></p> <p style="text-align: right;"><i>*Absent</i></p>
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Items	Person	Action
I. Opening comments from the Co-chairs	<i>Scott Lee/Kathy Bakhit</i>	The meeting was called to order at 3:36pm, when quorum was met. No comments.
II. Minutes 10/12/2023	<i>All</i>	<p><b>Action Taken</b></p> <p>Motion to approve: Minutes for 10/12/23 Comment: Error in the Non substantial courses, which is missing AFMT345 from the Minutes. It was on the minutes as an action item but it was not listed as approved. Motion to approve Revision to 10-12-23 Minutes Motion second Motion approved Abstentions: Dr. Rashitta Brown-Elize, Audrey Moore, and Carlos Pinho</p>



## Academic Policies & Procedures

<p>III. Informational Item</p> <ul style="list-style-type: none"> <li>- Meeting schedule: 11/9/23, 11/16/23, 1/25/24, 2/8/24, 2/22/24, 3/14/24, 3/28/24, 4/11/24, 4/25/24</li> <li>- Courses/Programs reviewed by Tech Review Workgroup</li> </ul>	<p><i>Scott Lee</i></p>	<p><b><u>Informational Items</u></b> Courses/Programs reviewed by Tech Review Workgroup</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> <li>- Work Experience</li> <li>- Program Description requirements</li> </ul>	<p><i>Scott Lee</i></p>	<p><b><u>Discussion</u></b> <b>Work Experience - Tabled</b> <b>Program Description requirements - Tabled</b></p>
<p>V. Reports</p>		<p>N/A</p>
<p>VI. Catalog</p> <ul style="list-style-type: none"> <li>- PDF</li> </ul>		<p><b><u>Catalog</u></b> <b>PDF: Tabled</b></p>
<p>VII. Action</p> <ul style="list-style-type: none"> <li>- Cross-listed courses</li> <li>- Discontinuance of Administrative Medical Assistant AS and Administrative Medical Assistant Cert</li> </ul>		<p><b><u>Action</u></b> <b>Cross-listed courses:</b> Motion to approved cross-listed courses: There are 3 options: 1. Approve cross listing. The issue is that our tech system can't handle it. It needs to be tested first. 2. Not approving it. 3. Delay it until Spring 2025. eLumen, Banner, and EduNav all need to be in sync. There is not enough time this semester. It will need to be done in the Spring. Courses will not be approved if not removed. There must be a decision. Robust discussion followed. <b>Motion to approve cross-listed courses, but delay implementation until Fall 2025.</b> Motion approved</p> <p><b>Motion to approve:</b> Discontinuance of Administrative Medical Assistant AS and Administrative Medical Assistant Cert Motion approved</p>
<p><b><i>New Course Developments-Noncredit</i></b> EMT 900      Basic Life Support (BLS) LACT 900      Lactation Specialist Part 1</p> <p><b><i>Substantial Course Revisions</i></b></p>	<p><i>Scott Lee</i></p>	<p><b><i>New Course Developments-Noncredit</i></b> Motion to approve: EMT 900 Motion second Basic Life support course that will be required by all health care students.</p>



## Academic Policies & Procedures

CFE 101	Principles and Practices of Teaching Young Children	Motion approved
CFE 102	The Developing Child-Child Growth and Development	Motion to approve: LACT 900
CFE 103	The Child in Family and Community Relationship	Motion second
CFE 104	Literature for Children	Comment by Wendy Stout: This will be part of a program. It was a community request to offer this course.
CFE 105	Introduction to Curriculum-Discovery Based Education for Children	Motion approved
CFE 106	Creative Experiences for Children	
CFE 107	Literacy for Young Children	<b>Substantial Course Revisions</b>
CFE 110	Supervision and Administration of Childhood Programs II	Motion to approve:
CFE 111	Supervising Adults Child Care Settings	CFE 101
CFE 113	Inclusive Early Childhood Education-Introduction to Children with Special Needs	Changes: Changed course description, updated Methods of Evaluation, Textbooks, Course Content, SLO's, DE.
CFE 114	Music and Movement Education for the Young Child	Motion second
CFE 115	Guiding Children's Behavior	Motion approved
CFE 116	Diversity in Early Childhood Education	
CFE 120	Infant/Toddler Development	Motion to approve
CFE 122	Infant Toddler Strategies	CFE 102
CFE 150	Parenting: Infancy	Changes: Changed catalog description, added Advisory for ENGL101, updated Methods of Evaluation, Textbooks, Course Objectives, Course Content, added DE. Robyn removed language "or placement by multiple measures" in the course description. Moved Advisory down in the description to follow format. Added C-ID to course tab. Course outline. Corrected formatting in course outline.
CFE 151	Parenting: The Preschool Child	Motion second
CFE 152	Parenting: The Elementary and Preadolescent Child	Motion approved
CFE 155	Single Parenting	
CFE 156	Stepparenting and Blended Families	Motion to approve:
CFE 157	Parenting the Exceptional Child	CFE 103
CFE 201	Child Development Practicum-Observation and Assessment	Changes: Numbered Course Objectives, added DE, curriculum map. Missing area B designation. Robyn added it to the course description.
CFE 202	Child Development Practicum-Emergent Leadership	Motion second
CFE 211	Health, Safety, and Nutrition for the Young Child	Motion approved
CFE 212	School Age Programs	
CFE 213	Curriculum Strategies for School Age Programs	
EMT 101	Emergency Medical Technician (EMT)	
ENGL 101	College Reading and Composition	Motion to approve:
ENGL 900	Writing Support	CFE 104
ENGL 901	Writing Practice	Changes: Textbook updated, added DE
GEOG 105	Cultural Geography	Robyn removed placement by multiple measures and moved advisory down in course description.
GEOL 101	Physical Geology	Motion second
JOUR 121	Beginning Journalism	Motion approved
PSY 101	General Psychology	
RADT 106	Radiographic Clinic Practicum IA	



## Academic Policies & Procedures

<p>RADT 205 Radiographic Clinical Practicum IV  SOC 110 Ethnic Relations  SOC 116 Sociology of Gender and Sexuality  SPAN 210SS Spanish for Heritage Speakers II  VN 121 Medical-Surgical Nursing for the Adult and Child  VN 122 Vocational Nursing in the Child-Bearing Family and Pediatric Patient  VN 123 Nursing Leadership and Medical-Surgical Nursing  WELD 110 Oxyacetylene Welding, Cutting and Brazing  WELD 120 Basic Shielded Metal Arc Welding  WELD 130 Advanced Shielded Metal Arc Welding</p> <p><b>Non-substantial Course Revisions</b></p> <p>AM 245 Introduction to CAM II  CFE 109 Supervision and Administration of Childhood Programs I  FTEC 211 Fire Behavior and Combustion  FTEC 212 Building Construction for the Fire Service  GEOG 205 Introduction to Geographic Information Systems  MSAM 110 Fundamentals of Dimensional Metrology  MSAM 115 Metrology Systems and Application  VN 119 Fundamentals of Patient Care for Vocational Nurses</p> <p><b>New Program Developments</b></p> <p>Recreation and Leisure Studies Certificate  Skilled Parenting Certificate</p> <p><b>Program Revisions</b></p> <p>Child and Family Education AA  Child and Family Education Cert  Communication Studies AA-T 2.0  Computer Aided Manufacturing  General Aircraft Maintenance Cert  Geographic Info Systems LCert  Licensed Vocational Nursing Cert  Metrology Sciences for Aerospace Manufacturing  Radiologic Technology AS  School-Aged Child Care AA  School-Aged Child Care Cert  Welding AS</p>		<p>Motion to approve:  CFE 105  Changes: Numbered course objectives, updated SLOs, added DE.  Motion second  Motion approved</p> <p>Motion to approve:  CFE 106  Changes: Numbered Course Objectives added DE.  Motion second  Motion approved</p> <p>Motion to approve:  CFE 107  Changes: Numbered course objectives, added DE, curriculum map. Robyn removed placement by multiple measures language. Objective 4 language was corrected.  Motion second  Motion approved</p> <p>Motion to approve:  CFE 110  Changes: Numbered course objectives, added DE, curriculum map.  Motion second  Motion approved</p> <p>Motion to approve:  CFE 111:  Changes: Numbered course objectives, updated DE, and curriculum map. Robyn: Assignments adjusted hours removing computational assignments  Motion second  Motion approved</p> <p>Motion to approve:  CFE 113  Changes: Added Limitation of Enrollment, updated textbooks, numbered course objectives, curriculum map, added DE. Robyn: Assignments - adjusted hours, removing computational assignments.  Motion second  Motion approved</p> <p>Motion to approve:  CFE 114</p>
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## Academic Policies & Procedures

<p>Welding Cert</p> <p><b>Program Deactivation</b></p> <p>Vocational Nursing Cert</p>	<p>Changes: Numbered course objectives added DE. Robyn corrected assignments, adjusting hours and removing computational assignment. Motion second Motion approved</p> <p>Motion to approve: CFE 115 Changes: Numbered Course Objectives, curriculum map, added DE. Motion second Motion approved</p> <p>Motion to approve: CFE 116 Changes: Updated catalog description updated prerequisite tab with objectives and outcomes, removed four Course Objectives, updated Methods of Evaluation, modified SLO, curriculum map, outline, added DE. Robyn removed placement by multiple measures language and added GE Area F. Motion second Motion approved</p> <p>Motion to approve: CFE 120 Changes: Added transferability Updated Methods of Evaluation, updated textbooks, numbered Course Objectives, added DE. Robyn added rationale to change content in cover. Prerequisite tab added Advisory from course description and removed placement by multiple measures language. Motion second Motion approved</p> <p>Motion to approve: CFE 122 Changes: Updated catalog description, prerequisite tab was updated with course objections and outcomes, Textbook rationale added, curriculum map and DE. Robyn removed placement by multiple measures language. Motion second Motion approved</p> <p>Motion to approve: CFE 150</p>
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	<p>Changes: Numbered course objectives, curriculum map and added DE. Robyn added transferability to all of the 150 courses. Motion second Motion approved</p> <p>Motion to approve: CFE 151 Changes: Updated prerequisite tab with course objectives and outcome under the advisory, numbered course objectives, added DE. Robyn added transferability. Motion second Motion approved</p> <p>Motion to approve: CFE 152 Changes: Updated prerequisite tab showing objectives and outcomes for advisory. Added curriculum map and DE. Robyn added CSU transferability and removed placement multiple measures language Motion second Motion approved</p> <p>Motion to approve: CFE 155 Changes: Robyn added transferability to CSU only. Numbered course objectives. Removed objectives from instruction section. Motion second Motion approved</p> <p>Motion to approve: CFE 156 Changes: Robyn added transferability to CSU only. Removed placement by multiple measures language. numbered course objectives, added curriculum map and DE form. Motion second Motion approved</p> <p>Motion to approve: CFE 157 Changes: Course description edits, numbered course objectives, updated prerequisite tab with objectives and outcomes for advisory, added curriculum map and DE. Robyn removed placement by multiple measures language.</p>
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**Academic Policies  
& Procedures**

	<p>Motion second Motion approved</p> <p>Motion to approve: CFE 201 Changes: Numbered course objectives added curriculum map and DE. Robyn fixed Methods of Evaluation box from other to exams. Motion second Motion approved</p> <p>Motion to approve: CFE 202 Changes: numbered course objectives, added curriculum map and DE. Motion second Motion approved</p> <p>Motion to approve: CFE 211 Changes: Removed part of course description. Added textbook rationale. Removed 5 course objectives. Updated Methods of Evaluation. Changes to SLOs, Added DE. Robyn fixed advisory, to be the same in the course description and prerequisite tab and removed the placement language. Motion second Motion approved</p> <p>Motion to approve: CFE 212 Changes: Numbered the course objectives, added curriculum map, and DE. Motion second Motion approved</p> <p>Motion to approve: CFE 213 Changes: Corrections to course description. Numbered course description, updated DE. Robyn moved the Limitation of enrollment below the prerequisite language in the course description. Motion second Motion approved</p> <p>Motion to approve: EMT 101</p>
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## Academic Policies & Procedures

	<p>Changes: Corrections made to course description. Updated textbooks and SLOs. Added DE. Robyn updated limitations of enrollment, which were corrected in the prerequisite tab to match the catalog description. Comment by Wendy Stout: Increased hours for state requirements. Motion second Motion approved</p> <p>Motion to approve: ENGL 101 Changes: Robyn added “none” for equivalency. Retakes changed to 0. Placement by multiples measures was added to the prerequisite tab. Added C-ID and articulation. Motion second English 101 corequisite ENGL 901 noncredit, may be a violation AB705. Research needs to be done. <b>Motion Tabled</b></p> <p>Motion to approve: ENGL 900 Changes: Added (R unlimited) and fixed ENGL 900 in course description. Motion second Comment: Heidi Williams said that it’s grammar based, which is part of a certificate the first half of the year. Then take ENGL 101 in the second semester. It’s an optional course to prepare for ENGL 101. Motion approved</p> <p>Motion to approve: ENGL 901 Changes: Robyn changed equivalency to none, added (R unlimited) in course description, removed (AVC) from course description, removed Limitation of Enrollment which was not needed. Comment by Heidi Williams: There may need to be changes based on what is found with ENGL 101. <b>Motion Tabled</b></p> <p>Motion to approve: GEOG 105 Changes: Textbooks updated, DE updated. Added C-ID. Motion second Motion approved</p>
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## Academic Policies & Procedures

	<p>Motion to approve: GEOL 101 Changes: Numbered course objectives. Motion second Motion approved</p> <p>Motion to approve: JOUR 121 Motion second Motion approved</p> <p>Motion to approve: PSY 101 Changes: Added DE, articulation in course description updated. Motion second Motion approved</p> <p>Motion to approve: RADT 106 Changes: Removed MATH 102 from prerequisite. Added limitation of enrollment. Updated Methods of instruction, evaluation, textbooks, numbered course objectives, added performance percentages to SLOs, updated course content. No DE. Robyn added faculty requirements for bachelor's degree and changed articulation from "Exists" to "Decline Articulation." Motion second Comment: Wendy Stout said that this is being brought back from intersession. Motion approved</p> <p>Motion to approve: RADT 205 Changes: Added limitation of enrollment, updated prerequisite tab, Methods of Instruction, Methods of Evaluation, Textbook, numbered course objectives, add percentages to SLOs, updated course content, Robyn added faculty requirements of bachelor's degree. Motion second Motion approved</p> <p>Motion to approve: SOC 110 Changes: Updated course description. Updated Methods of Instruction, updated DE. Robyn removed</p>
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## Academic Policies & Procedures

	<p>equivalency from course description and from link below. Removed textbook rationale. Note, Dr. Eaton will submit for transferability again in December. Motion second Motion approved</p> <p>Motion to approve: SOC 116 Changes: Changed prerequisite to advisory. Robyn removed extra "OR" in prerequisite tab and removed verbiage, removed J from 4 in articulation, removed textbook rationale. Motion second Motion approved</p> <p>Motion to approve: SPAN 210SS Changes: Updated DE. Robyn added SPAN 201 to the prerequisite tab. Methods of Instruction were separated out from one block. Comment: Ariel Tumbaga said that he did a test to place people in the course. Motion second Motion approved</p> <p>Motion to approve: VN 121 Changes: Changed prerequisites and course description, updated DE. Robyn fixed the prerequisite box. This is part of the LVN program Motion second Motion approved</p> <p>Motion to approve: VN 122 Changes: Prerequisites and course description, updated DE. Robyn fixed the prerequisite box. Comment: Wendy Stout said that this is part of LVN Program Motion second Motion approved</p> <p>Motion to approve: VN 123 Changes: Changed prerequisites and course description, updated DE. Robyn fixed the prerequisite box.</p>
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## Academic Policies & Procedures

	<p>Motion second Motion approved</p> <p>Motion to approve: WELD 110 Changes: Transferability to CSU. Updated textbooks. Motion second Motion approved</p> <p>Motion to approve: WELD 120 Changes: Transferability to CSU. Updated Methods of Evaluation. Removed three course objectives and numbered remaining objectives. Updated SLOs. No DE. Motion second Motion approved</p> <p>Motion to approve: WELD 130 Changes: Transferability to CSU. Numbered course objectives, updated SLOs. No DE. Motion second Motion approved</p> <p><b><i>Non-substantial Course Revisions</i></b> <b><i>Motion to approve the following:</i></b> AM 245 CFE 109 FTEC 211: Changes in Tech Review: Robyn changed verbiage from corequisite to prerequisite in catalog description and updated prerequisite tab to match. Removed textbook rationale as textbook was updated to new version. FTEC 212: Changes in Tech Review: Robyn corrected articulation in course description to FIRE 130 X) and corrected prerequisite tab to match course description. GEOG 205: Changes in Tech Review: Robyn added UC transferability, removed eligibility for Engl 101 or placement by multiple measures language. MSAM 110 MSAM 115: Changes in Tech Review: added percentages for SLOs. Note: 24 Students lab safety requires a maximum of 24 students.</p>
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## Academic Policies & Procedures

	<p>VN 119 Motion approved</p> <p><b><i>New Program Developments</i></b> Motion to approve: Recreation and Leisure Studies Certificate Changes: Robyn fixed the credit range to be 24 Comment: Tim Akerson said that it's to help students with employment at Parks &amp; Rec. There are eight total classes in the certificate and five of those classes are on the way. Plan to offer degree in 2025. Health and First Aid will be included. Motion second Motion approved</p> <p>Motion to approve: Skilled Parenting Certificate Changes: will need Regional Consortium minutes but will submit first. Comment: Kim Barker said that this certificate consists of courses aligned with the court system, for those required to take parenting classes. This helps with learning the court system and achieving a certificate and/or degree. This is a stackable certificate that will feed into 24-unit and 32-unit certificates, and an AA degree. Anyone can earn the certificate. They are transferable. Motion second Motion approved</p> <p><b><i>Program Revisions</i></b> Motion to approve: Child and Family Education AA Comment: Kim Barker said that she updated descriptions to align with the State Child Development permit. Changed: Robyn moved CFE 104 to electives in the course block. CFE 116 is a required core course. Changed rule to "The following number of credits". Language of a minimum grade of C or better was added to course description. In program goals and objectives, she removed "AA-T" because it's not an AA-T. Transferable to CSU only. Added CFE 116 to RPS. Motion second Motion approved</p> <p>Motion to approve: Child and Family Education Cert</p>
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## Academic Policies & Procedures

Comment: Kim Barker said that it is a 12-unit cert, which is the second area on the matrix for CA Child Development, which allows them to go into early education while working. It is stackable as well, which will feed into the 24-unit certificate and gives the opportunity to raise income and move to additional certificate and/or AA degree.

Changes: Robyn made an adjustment in course block to be the same as the AA degree for required course and electives. Verbiage on Program Goals and Objectives was added. Checked box showing LMI.

Motion second

Motion approved

Motion to approve:

Communication Studies AA-T 2.0

Changes: Robyn changed rule group to "Required Course - Choose one." RPS was short one unit. Added GE Elective to first term for one unit. Comm 107 was added back to term 2. Added required course (choose any) to Term 1 and moved elective to term 2

Motion second

Abstention: Larry Veres

Motion approved

Motion to approve:

Computer Aided Manufacturing

Changes: Proposal Start Date was changed to Fall 2024. Local certificate that uses CAM software

Motion second

Motion approved

Motion to approve:

General Aircraft Maintenance Cert

Motion second

Motion approved

Motion to approve:

Geographic Info Systems LCert

Changes: Corrected AA-T degree award type to low unit cert, updated PLOs to 70%.

Motion second

Motion approved

Motion to approve:

Licensed Vocational Nursing Cert

Motion second



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	<p>Comment: Wendy Stout said that the RPS changed and confirmed SLOs are 100%. Motion approved</p> <p>Motion to approve: Metrology Sciences for Aerospace Manufacturing Changes: Unit range changed to 8-16. Master planning. Travis said this is connected to the non-destructive. Motion second Motion approved</p> <p>Motion to approve: Radiologic Technology AS Comment: Wendy Stout said that changes were made to adapt to the new calendar with intersession. Motion second Motion approved</p> <p>Motion to approve: School-Aged Child Care AA Changes: Robyn added verbiage of “C or Better” to the course description. In course blocks, she moved required courses in a separate box and named it “Required Courses.” Corrected RPS. Comment: Kim Barker updated revisions to be in alignment with state permits for early childhood education. Motion second Motion approved</p> <p>Motion to approve: School-Aged Child Care Cert Changes: Robyn changed the transferability to CSU only. Course description was corrected (had AA degree in it), added C or better language. Electives CFE 151 and 152 to Electives selection. Comment: Kimberly Barker said t’s 33 units. Core is required by the state to set foundation for teaching permit. It gives extra units to support advancement in permit matrix and can move to new position in early childhood education. This provides core education to complete the degree. Motion second Motion approved</p> <p>Motion to approve: Welding AS</p>
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## Academic Policies & Procedures

		<p>Motion second  Changes: SLO % changed to 70. Robyn Added Math 103 as a requirement and to local GE D2. Changed program description to reflect 32 units. Travis emailed LMI and it was attached in eLumen.  Comment: Travis Lee said that WELD 145 taught three different processes. It was deactivated and replaced with three separate classes.  Motion second  Motion approved</p> <p>Motion to approve:  Welding Cert  Comment: Travis Lee said that this is the same core except it doesn't require Math 103. This is 28 units.  Motion second  Motion approved</p> <p><b>Program Deactivation</b>  Motion to approve:  Vocational Nursing Cert  Comment: Wendy Stout said that this is being replaced by the Licensed Vocational Nursing Cert.  Motion second  Motion approved</p>
<p>VIII. Closing Comments</p>	<p><i>Scott Lee</i></p>	<p>Dr. Lee thanked Dr. Brown and Audrey Moore for attending to help meet quorum.  The next meeting will be a big meeting. We are getting through it. In the spring, we will have conversations about streamlining so that we don't have so many workflows to approve.  Motion to adjourn:  Motion approved  Meeting concluded at 4:57pm.</p>
<p><b>NEXT MEETING DATE: November 9, 2023</b></p>		