



AP&P Minutes	Thursday, April 12, 2018 BE 314 3:00 – 5:30pm
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Type of Meeting: *Regular*
Note Taker: *Melissa Jauregui, Academic Affairs Specialist*
Please Review/Bring: The past minutes for accuracy.

<p><u>Committee Members Present:</u> Jeffrie Ahmad, Faculty Division Rep Bonnie Curry, Faculty Division Rep Jessica Eaton, Articulation Officer Luis Echeverria, Faculty Division Rep Ibrahim Ganley, Faculty Division Rep Irit Gat, Faculty Division Rep Tooraj Gordi, Faculty Division Rep Richie Neil Hao, Faculty Division Rep Scott Lee, Faculty Division Rep/Librarian/DE Liaison Mark McGovern, Faculty Division Rep Alberto Mendoza, Adjunct Rep Terry Rezek, Faculty Division Rep Tim Sturm, Faculty Division Rep Deborah Sullivan-Ford, Faculty Division Rep Les Uhazy, Technical Education Dean</p>	<p><u>Committee Members Absent:</u> Riley Dwyer, Academic Dean Michael Hutchison, Faculty Division Rep Cynthia Littlefield, Faculty Division Rep Bonnie Suderman, Co-chair LaDonna Trimble, Student Services Dean Darcy Wiewall, Co-chair</p> <p><u>Community Members Present:</u> None</p>
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Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	Dr. Mark McGovern, cochair proxy, called the meeting to order at 3:08pm. He welcomed the committee members to the meeting.
II. Meeting Minutes – -4/13/2017 -3/8/2018 -3/22/2018	<i>All</i>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the minutes as presented for the meeting on 3/8/2018. After a review of the documents, edits were not needed. Motion carried.</p> <p>A motion was made and seconded to approve the minutes as presented for the meeting on 3/22/2018. After a review of the document, edits were note needed. Motion carried.</p> <p>A motion was made and seconded to approve the minutes as presented for the meeting on 4/13/2017. Dr. Mark McGovern explained that the minutes needed language added to clarify the discussion that occurred. The statement added is listed in the first paragraph under Action Taken in the Action Item list, which starts with, “A discussion also occurred...” through</p>



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		<p>“...Remote Classroom.” No concerns were expressed and all members present agreed to the change. Motion carried.</p> <p><u>Follow Up Items:</u> None.</p>
<p>III. Informational Item – -2017-2018 Meeting Schedule: 4/26/18, 5/10/18 -Deactivations Impact AUTO 176 Family Consumer Sciences, AS -Courses due Fall 2018</p>	<p><i>Darcy</i></p>	<p><u>Issues Discussed:</u> Dr. Mark McGovern reminded the committee members of the informational items. The committee was asked to discuss those items listed under deactivation impact with the appropriate faculty who is responsible for seeing through the deactivations. Family Consumer Sciences has been in the system for a long time. The CTE, HSS, and SBS division representatives were asked to investigate the status and report back at a future meeting.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> Items will return to a future agenda for discussion and approval when all issues are resolved.</p>
<p>IV. Discussion -Committee Goals -Goal 2: Calendar -Goal 3: Website/Handbook -Goal 4: Corporate Ed Process</p>	<p><i>Darcy</i></p>	<p><u>Issues Discussed:</u> Dr. Mark McGovern requested representatives to volunteer to help with the goals as noted. Currently the following are assigned to a goal:</p> <ul style="list-style-type: none"> • Goal 2: Calendar- • Goal 3: Website/Handbook- Dr. Scott Lee and Dr. Darcy Wiewall • Goal 4: Corporate Community Education- Dr. Irit Gat <p>Ms. Bonnie Curry requested to assist with the committee calendar development.</p> <p>Dr. Irit Gat reported that she met with Dr. Suderman and Ms. Cathy Hart. They discussed and agreed that corporate education courses could go through a streamlined approval process. Often times the employer will request training for their staff, which will occur promptly making it difficult to adhere to a 2 month long approval process. As a result, the group agreed a report to AP&P would be given twice a semester of the corporate offerings. AP&P discussed that suggestion and agreed that a single report per semester was sufficient since corporate offerings are not open to the community/general public. The committee agreed that this should be clearly noted in the AP&P handbook.</p>



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		<p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> None.</p>
<p>V. Report – -18-19 College Catalog</p>	<p><i>All</i></p>	<p><u>Issues Discussed:</u> Dr. Mark McGovern requested each representative to report the catalog edits that were submitted or if all edits have been submitted:</p> <ul style="list-style-type: none"> • Arts and Humanities: No edits to report • Math, Science, and Engineering: Edits will be submitted from the division office next week. MATH 116 needs to be listed where ever MATH 115 is listed. At this time that cannot be done for the transfer degrees as those degrees need to be submitted through the approval process to include MATH 116. Discipline faculty in Math should speak to those discipline faculty who would submit the programs for revision. • Library: Full-time faculty, Kim Thomas, needs to be listed. • Career Technical Education: Edits will be submitted from the division office next week. • Rhetoric and Literacy: New department chair needs to be listed, Katherine Mitchell. Also additional edits will be submitted from the division office next week. • Social and Behavioral Sciences: request to change the prerequisite for ECON 110, they will submit a course revision in CurricUNET. • Counseling: No edits so far but the transfer section will submit their edits when known. <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> None.</p>
<p>VI. Action Item – Corporate Community Ed Approval: -Dog Bite Prevention -Certificate of Nutrition, Chronic Disease, and Health Promotion -Certificate in Food, Nutrition, and Health -Explore a Career as an Administrative Medical Assistant</p>	<p><i>All</i></p>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve Dog Bite Prevention a Community Ed course. After a review of the</p>



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<p>-Explore a Career as a Pharmacy Technician -Medical Spanish Series -Certificate in Legal and Ethical Issues in Healthcare -Certificate in Infectious Diseases and Infection Control -Certificate in Integrative Mental Health</p> <p>Additional Approval: -Instructional Material Fee List -Discipline List and Minimum Qual -CIS 161 Added to AVC GE Area D2 -Distance Education Definitions</p>	<p>presented documents, the committee agreed edits were not needed. Motion carried.</p> <p>A motion was made and seconded to table the following three Community Ed courses:</p> <ul style="list-style-type: none">• Explore a Career as an Administrative Medical Assistant• Medical Spanish Series• Certificate in Infectious Diseases and Infection Control <p>The committee agree the above courses require additional discipline faculty review. Motion carried.</p> <p>A motion was made and seconded to approve the following Community Ed courses:</p> <ul style="list-style-type: none">• Certificate of Nutrition, Chronic Disease, and Health Promotion• Certificate in Food, Nutrition, and Health• Explore a Career as a Pharmacy Technician• Certificate in Legal and Ethical Issues in Healthcare• Certificate in Integrative Mental Health <p>The committee members present agreed edits were not needed. Motion carried.</p> <p>A motion was made and seconded to approve the list of Instructional Material Fees. Unfortunately, not all remaining representatives were ready to report, specifically Arts and Humanities. Motion failed.</p> <p>A motion was made and seconded to approve the Discipline List and Minimum Qualifications. No edits were noted or requested from Arts and Humanities or Career Technical Education. Motion carried.</p> <p>A motion was made and seconded to approve CIS 161 as an addition to AVC GE Area D2. Discipline faculty support the inclusion of CIS 161 in the noted GE area. Motion carried.</p> <p>A motion was made and seconded to approve the Distance Education Definitions. Committee members present agreed the noted definitions are what they discussed in previous meetings. Many members requested that the definitions be added to the glossary of terms in the college catalog and that the sentence proceeding the definitions state “AVC currently offers a variety of distance education courses” or “Distance Education courses are offered in the following modes”. Motion carried.</p>
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		<u>Follow Up Items:</u> The table Community Education courses will return to a future agenda if approved by the secondary set of discipline faculty.
NEXT MEETING DATE: 4/26/18		A motion was made and seconded to conclude the 4/12/2018 AP&P meeting at 3:57pm. Motion carried.