



<h1>AP&P Minutes</h1>	<p>Thursday, October 27, 2016 BE 314 3:00 – 5:30pm</p>
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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 Luis Echeverria, Faculty Division Rep Laureano Flores, Technical Education Dean Ibrahim Ganley, Faculty Division Rep Tooraj Gordi, Faculty Division Rep Lee Grishman, Articulation Officer Michael Hutchison, Faculty Division Rep Lisa Karlstein, proxy Faculty Division Rep Cynthia Lehman, Faculty Division Rep Cynthia Littlefield, Faculty Division Rep Mark McGovern, Faculty Division Rep Alberto Mendoza, Adjunct Rep Tom O’Neil, proxy Academic Dean Tim Sturm, Faculty Division Rep Deborah Sullivan-Ford, Faculty Division Rep Mary Rose Toll, Faculty Division Rep LaDonna Trimble , Student Services Dean Darcy Wiewall, Co-chair</p>	<p><u>Committee Members Absent:</u> Kerlin Grimaldi Linares, Student Rep Scott Lee, Faculty Division Rep/Librarian/DE Liaison Terry Rezek, Faculty Division Rep Bonnie Suderman, Co-chair Les Uhazy, Academic Dean</p> <p><u>Guests Present:</u> Edward Beyer Aurora Burd Glenn Haller Jessica Harper Ken Shafer</p>
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Items	Person	Action
<p>I. Opening Comments from the Co-chair</p>	<p><i>Darcy/ Bonnie</i></p>	<p>Dr. Darcy Wiewall called the meeting to order at 3:07pm. She welcomed Bonnie Curry back as she was a committee member many years ago and will be the second faculty division representative for Health and Safety Sciences.</p> <p>Dr. Wiewall also informed the committee that the next agenda will be very heavy and likely to take the whole meeting time. She indicated that 174 courses have the potential to be placed on that agenda.</p>
<p>II. Approval of Minutes -9/8/2016 -9/22/2016</p>	<p>All</p>	<p><u>Issues Discussed:</u> None.</p> <p><u>Action Taken:</u> A motion was made and seconded to table the meeting minutes noted. Motion carried by all members present.</p> <p><u>Follow Up Items:</u> Both sets of minutes will return to a future agenda for full review and approval consideration.</p>



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<p>III. Informational Item</p> <ul style="list-style-type: none"> -Courses Due Fall 2016 -2016-2017 Meeting Schedule: 11/10/16, 2/23/17, 3/9/17, 3/23/17, 4/13/17, 4/27/17, 5/11/17 -Deactivations Impact BUS 203 ENGR 221 MATH 125 KIN 196, 197 NS 110, 111, 120, 121, 122, 200, 230, 231, 232 OT 105 THA 120A, 120B, 120C, 120D, 205 Family Consumer Sciences, AS -Online Education Resources Survey 	<p><i>Darcy</i></p>	<p><u>Issues Discussed:</u></p> <p>Dr. Wiewall requested committee members to review those courses and programs submitted for deactivation to ensure the accompanying impacted courses and programs are submitted to exclude the proposed deactivated course.</p> <p>Dr. Mark McGovern announced the circulation of the Online Education Resources Survey. He requested the committee to encourage faculty to complete the survey and note whether they offer courses that allow the student to access the textbook for free online or and OER, Online Education Resources.</p> <p><u>Action Taken:</u></p> <p>None.</p> <p><u>Follow Up Items:</u></p> <p>The course and program deactivations will return to a future agenda for formal review and approval.</p>
<p>IV. Discussion Item –</p> <ul style="list-style-type: none"> -16-17 AP&P Goals 	<p><i>All</i></p>	<p><u>Issues Discussed:</u></p> <p>Dr. Darcy Wiewall indicated that it’s time once again to evaluate our committee work and identify goals for 16-17. She did mention that the review and approval of course and programs that are due is of course a goal already.</p> <p><u>Action Taken:</u></p> <p>None.</p> <p><u>Follow Up Items:</u></p> <p>This will return to a future agenda for committee review and discussion.</p>
<p>V. Action Item –</p> <ul style="list-style-type: none"> -AVC General Ed Course Inclusion Memo -Distance Ed Form -AP&P 16-17 Handbook <p>Consent Agenda –</p> <p>Nonsubstantial Course Rev: ABDY 112, ABDY 113, ABDY 115, ACCT 111, ACRV 112, ACRV 113, AJ 103, AJ 104, AJ 109, AJ 203, AJ 207, ART 121, ASTR 101L, CA 107, CFE 113, CHEM 205, CHIN 101, DFST 105, FREN 101, FREN 102, GEOG 110, PSY 212, SOC 105</p> <p>Substantial Course Rev:</p>	<p><i>All</i></p>	<p><u>Issues Discussed:</u></p> <p>Discussion occurred through the action process.</p> <p><u>Action Taken:</u></p> <p>A motion was made and seconded to approve the AVC GE Course Inclusion Memo. After a brief review and discussion, it was noted that CHEM 120 and PSY 236 will need to be removed. AJ 210 should be replaced with AJ 201. Motion carried by all members present with the noted revisions.</p> <p>A motion was made and seconded to approve the Distance Education Form. After much review, the following edits were noted:</p> <ul style="list-style-type: none"> • Question 1: revised to exclude “through the California Virtual Campus (CVC) (www.cvc.edu)” and add “Check all that apply”, responses should also be revised to CVC,



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<p>ACCT 113, ACRV 222, AFAB 110, AFAB 115, AFAB 120, ANTH 103, ANTH 112, ASTR 101 Hybrid, ATH 103, BUS 111, CA 221, CA 221 Online, CFE 213, CFE 213 Online, DFST 106, DFST 108, ELEC 130, EMT 101, ERSC 101, GEOL 101L, GEOL 102L, HIST 110 Online, HIST 110 Hybrid, HIST 111 Online, HIST 111 Hybrid, INT 201 Online, INT 201 Hybrid, MATH 124,, MATH 250, OT 205, WELD 130, WELD 145, WELD 212, WELD 240</p> <p>New Program Dev: AS-T in Biology AS-T in Chemistry</p> <p>Corporate Community Ed: -Automated External Defibrillator Training -Emergency Response for Home, Community, and Workplace -Managing Arrhythmias of the Heart</p>		<p>OLC, At1, and Other.</p> <ul style="list-style-type: none"> • Question 3: include fourth response of “Interactive” • Question 3d and 3e: add these questions identical to 3b and 3c but replace “blended” with “interactive”. <p>A question was asked as to the meaning of “proper documentation structuring” noted in questions 4 and 4a and who decides what is considered proper. Will the college provide resources and training so that faculty can comply with the requirement.</p> <p>A statement was made regarding the appropriateness of text messaging students as offered in question 5b. Some members present felt texting was too informal and personal. Dr. Darcy Wiewall reminded the committee members that of the option listed to select faculty only need to commit to 2 options.</p> <p>Committee members also expressed concerns regarding video communication under 5a. It was noted that this type of tool should be provided by the college for faculty to conduct their online course offerings.</p> <p>The distance education form was table so requested edits can be incorporated and research can be conducted on regular effective asynchronous contact so perhaps 5b can be expanded upon. Motion failed.</p> <p>A motion was made and seconded to approve the AP&P 16-17 Handbook. Dr. Darcy Wiewall indicated that the only changes were made to the committee structure and membership. Motion carried by all members present.</p> <p>A motion was made and seconded to approve those courses noted under Consent Agenda – Non-Substantial Course Rev. Motion carried by all members present.</p> <p>A motion was made and seconded to approve those courses noted under Substantial Course Revisions. After a review of each listed course, the following was requested:</p> <ul style="list-style-type: none"> • ATH 103, BUS 111, ELEC 130, WELD 130, WELD 145, WELD 212, WELD 240: request made to table courses so faculty can be present at a future meeting to discuss the course revisions. • All other listed courses were reviewed with minor edits noted in CurricUNET and made during the meeting with the approval of the faculty member, division
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		<p>representative and/or dean. Motion carried by all members present with the exception of those courses noted above that were tabled.</p> <p>A motion was made and seconded to approve the programs noted under New Program Dev. After a review of each program the following was noted:</p> <ul style="list-style-type: none">• AS-T Biology: units will be double checked to ensure compliance with the 60 unit maximum requirement. Adjustments will be made to ensure compliance with this regulation.• AS-T Chemistry: units will be double checked to ensure compliance with the 60 unit maximum requirement. Adjustments will be made to ensure compliance with this regulation; program template will be completed and attached in CurricUNET by Melissa Jauregui. <p>Motion carried by all members present with revisions if needed.</p> <p>A motion was made and seconded to approve the Corporate Community Education courses listed. After a brief review of each, no edits were noted. Motion carried by all members present.</p> <p><u>Follow Up Items:</u> Those courses that were tabled will return to the agenda on November 10, 2016 for full committee review and approval consideration.</p>
<p>NEXT MEETING DATE: 11/10/16</p>		<p>The meeting adjourned at 5:40pm. Dr. Darcy Wiewall requested all committee members to clear their queue within CurricUNET to ensure courses and program make the next agenda.</p>