



Academic Policies & Procedures

AP&P Minutes		Thursday, February 25, 2021 3:00 pm – 5:30 pm via Zoom		
<p>Type of Meeting: <i>Regular</i> Note Taker: <i>Sam Darby</i> Please Review/Bring: The past minutes for accuracy.</p>				
<i>Committee Members:</i>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p><i>Kathryn Mitchell, Co-chair</i> <i>Isabelle Saber, Co-chair</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Timothy Sturm, CTE Representative*</i> <i>Kent Moser, CTE Representative</i> <i>Vacant, HSS Representative</i> <i>Maria Kilayko, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Jeffrie Ahmad, R&L Representative</i> <i>Dr. Richie Hao, R&L Representative</i> <i>Dr. Ronald Chapman, SBS Representative</i></p> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p><i>Dr. Ibrahim Ganley, SBS Representative</i> <i>Cynthia Littlefield, A&H Representative</i> <i>Dr. Ariel Tumbaga, A&H Representative</i> <i>Dr. Scott Lee, Library Rep, Librarian, DE Liaison</i> <i>Luis Echeverria, Student Services, Counseling</i> <i>Gabrielle Poorman, Adjunct Representative</i> <i>Greg Borman, Administrative Position</i> <i>Riley Dwyer, Administrative Position</i> <i>LaDonna Trimble, Administrative Position</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Mariano Eguizaba, Student Representative*</i></p> </td> </tr> </table>			<p><i>Kathryn Mitchell, Co-chair</i> <i>Isabelle Saber, Co-chair</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Timothy Sturm, CTE Representative*</i> <i>Kent Moser, CTE Representative</i> <i>Vacant, HSS Representative</i> <i>Maria Kilayko, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Jeffrie Ahmad, R&L Representative</i> <i>Dr. Richie Hao, R&L Representative</i> <i>Dr. Ronald Chapman, SBS Representative</i></p>	<p><i>Dr. Ibrahim Ganley, SBS Representative</i> <i>Cynthia Littlefield, A&H Representative</i> <i>Dr. Ariel Tumbaga, A&H Representative</i> <i>Dr. Scott Lee, Library Rep, Librarian, DE Liaison</i> <i>Luis Echeverria, Student Services, Counseling</i> <i>Gabrielle Poorman, Adjunct Representative</i> <i>Greg Borman, Administrative Position</i> <i>Riley Dwyer, Administrative Position</i> <i>LaDonna Trimble, Administrative Position</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Mariano Eguizaba, Student Representative*</i></p>
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<i>*=Absent</i>				
Items	Person	Action		
I. Opening comments from the Co-chair	<i>Kathryn Mitchell</i>	<p>Kathryn called the meeting to order at 3:06 p.m.</p> <p>Issues Discussed: Reason for last meeting being canceled explained; discrepancies found in eLumen and Banner Reminder that a nomination of future co-chair is needed Next meeting we will review AP&P reps offering training.</p>		
II. Minutes 1/28/21	<i>All</i>	<p>Issues Discussed: Motion to approve minutes from 1/28/21 meeting. Motion seconded. Motion unanimously approved.</p>		
III. Informational Item <ul style="list-style-type: none"> - Spring '21 Meeting Schedule: 3/25, 4/8, 4/22 - Ethnic Studies Double Count Unit - SLO Workflow - eLumen Clean Up 	<i>Kathryn Mitchell</i>	<p>Issues Discussed: Kathryn discussed the email from Dr. Eaton to confirm the double count.</p> <p>Issues Discussed: SLO corrections can be done outside the revision process for this semester only.</p> <p>Action Taken: SLO workflow demonstration.</p>		



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		<p><u>Follow Up Items:</u> Handout with instructions and due date to be emailed.</p> <p><u>Issues Discussed:</u> eLumen issues are being rectified. We are working on correcting issues, suggest areas to triple check their courses and programs.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> - Shared Course Language Clarification - Standardized Placement Language 	<p><i>Kathryn Mitchell</i></p>	<p><u>Issues Discussed:</u> Shared Course definitions explained. See agenda attachment.</p> <p><u>Action Taken:</u> Define and agree on language that will be used. Cross-listed: a single course offered for registration under two or more departments</p> <p>Multi-pulled: two or more CRNs being offered at the same day and time with the same instructor; often considered "multi-leveled" as the CRNs are various levels of the same subject</p> <p><u>Follow Up Items:</u> Definitions will be placed in the Handbook.</p> <p><u>Issues Discussed:</u> Remove AB705 advisory language. Replace college level eligibility language with "Completion of _____ or placement by multiple measures."</p> <p><u>Action Taken:</u> Committee agreed on the language.</p> <p><u>Follow Up Items:</u> Course descriptions will need to be updated in eLumen, Banner, and Catalog.</p>
V. Reports		
<p>VI. Action</p> <ul style="list-style-type: none"> - Upper Division Unit Maximum <p><i>Emergency Distance Education</i> None</p>	<p><i>Kathryn Mitchell</i></p>	<p><u>Issues Discussed:</u> Motion to approve Upper Division Unit Maximum for 6 units or 2 courses to be counted. Robust conversation ensued.</p>



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<p><i>Non-substantial course revisions</i> None</p> <p><i>Substantial course revisions</i> None</p> <p><i>Deactivations</i> None</p> <p><i>Substantial Program revisions</i> None</p> <p><i>Non-substantial Program revisions</i> None</p> <p><i>New Program Development</i> Advanced Aircraft Structures Certification Advanced Aircraft Composite Certification</p>		<p>Dean Trimble questioned reciprocity. Dean Dwyer proposed two different policies to be put in place as to not affect the students with different pathways.</p> <p>Eaton clarified- for local degrees we allow 12 transfer and 6 for transfer</p> <p><u>Action Taken:</u> Motion to approve Upper Division Unit Maximum for 6 units or 2 courses to be counted. Motion seconded Motion approved as follows: Approval: 11 Opposed: 4 Abstain: 1</p> <p><u>Action Taken:</u> Motion to approve Advanced Aircraft Structures Certification Motion seconded Motion approved</p> <p>Motion to approve Advanced Aircraft Composite Certification Motion seconded Motion approved</p>
<p>VII. Closing Comments</p>	<p><i>Kathryn Mitchell</i></p>	<p>Kathryn adjourned the meeting at 4:30pm</p>
<p>NEXT MEETING DATE: 03/25/21</p>		