

AP&P Minutes

Thursday, March 14, 2019
BE 324
3:00 pm – 5:30 pm

Type of Meeting: *Regular*

Note Taker: *Cheyenne Odenthal*

Please Review/Bring: The past minutes for accuracy.

Committee Members Present:

Dr. Darcy Wiewall, Co-chair
Riley Dwyer, Co-chair
Jeffrie Ahmad, Faculty Division Rep
Dr. Ronald Chapman, Faculty Division Rep
Dr. Maria Clinton, Faculty Division Rep
Greg Bormann, Academic Dean
Dr. Jessica Eaton, Articulation Officer
Luis Echeverria, Faculty Division Rep
Dr. Ibrahim Ganley, Faculty Division Rep
Tooraj Gordi, Faculty Division Rep
Dr. Richie Neil Hao, Faculty Division Rep
Michael Hutchison, Faculty Division Rep
Cynthia Littlefield, Faculty Division Rep
Dr. Mark McGovern, Faculty Division Rep
Alberto Mendoza, Adjunct Rep
Terry Rezek, Faculty Division Rep
Dr. Deborah Sullivan-Ford, Faculty Division Rep
LaDonna Trimble, Student Services Dean

Committee Members Absent:

Dr. Scott Lee, Faculty Division Rep/Librarian/DE Liaison
Dr. Les Uhazy, Technical Education Dean

Guests Present:

Duane Rumsey
Kyle Jacobsen
Nathan Dillon

Items	Person	Action
I. Opening comments from the Co-chair	Darcy	Dr. Wiewall called the meeting to order and welcomed the committee to the meeting. She then explained changes made at committee level, Riley Dwyer is temporarily acting Co-chair for President Knudsen and Cheyenne Odenthal is now acting Academic Affairs specialist. A motion was made and seconded to add Curricunet cut off date and Program Revision Cycle to Action item. Motion was carried out.
II. Minutes 11/29/18, 2/28/19	All	<u>Issues Discussed:</u> Minutes for 2/28/19 were tabled. <u>Action Taken:</u> A motion was made and seconded to approve the minutes from 11/29/2018 as presented. After a brief moment, no edits were requested. Motion carried out <u>Follow Up Items:</u>
III. Informational Item	Darcy	<u>Issues Discussed:</u>

- 2018-2019 Meeting schedule: 3/14/19, 3/28/19, 4/11/19, 4/25/19, 5/9/19
- Courses & Programs due Fall 2019
- Courses Not Taught in 2 or more years
- Courses Never Taught
- Credit by Exam Review
- CurricUNET workshops
- Proxies for representatives

Course Deactivation:

DM 101L Digital Media Arts Lab
 DM 103L Graphic Design I Lab
 DM 105L Interactive Media Lab
 DM 106L Video Design and Production I Lab
 DM 110L Motion Graphics Lab
 DM 112L Experimental Digital Video Lab
 DM 115L Graphic Communications I Lab
 DM 127L Web Design and Production I Lab
 DM 128L Web Design and Production II Lab
 DM 133L Digital Printing I Lab
 DM 143L Computer 2-D Animation Lab
 DM 145L Computer 3-D Animation Lab
 DM 203L Graphic Design II Lab
 DM 205L Digital Illustration Lab
 DM 206L Video Design and Production II Lab
 DM 213L Photoshop II Lab
 DM 215L Graphic Communications II Lab
 DM 233L Digital Printing II Lab
 DM 246L Portfolio and Job Search Lab
 DM 298L Special Studies in Digital Media Lab
 ENGL 095, Composition Skills
 ENGL 097, Composition Portfolio A
 ENGL 099, Composition Portfolio B
 ENGL 113, Creative Writing: Nonfiction
 ENGL 236, Shakespeare: Comedies, Romances, and Sonnets
 ENGL 240, Studies in Poetry
 ENGL 246, Studies in Drama
 ENGL 250, Cross-Cultural Literature in America
 ENGL 299, Special Topics in Literature
 ESL 099, Advanced Composition
 MUSC 124 Jazz Improvisation
 MUSC 133L Studio Music Production Lab I
 MUSC 134L Studio Music Production II Lab
 MUSC 233L Studio Mus Production III Lab
 MUSC 234L Studio Music Production IV Lab
 PHOT 213L, Life Photography Lab
 PHTC 101L, Beginning Black&White Photography Lab

Dr. Wiewall states: Courses & Programs due Fall 2019 is pending and should be presented at the next meeting
 Courses not taught in 2 or more years and Courses never taught are in the addendum. This information needs to be taken to divisions and faculty needs to determine if these course stay in the catalog, why they have not been offered and report back in 2 weeks by division.

Action Taken:

None

Follow Up Items:

None

<p>PHTC 125L, Beginning Digital Photography Lab PHTC 150L, Beginning Color Photography Lab PHTC 201L, Advanced Black&White Photography Lab PHTC 203L, Cameras & Composition Lab PHTC 205L, Documentary & Photojournalism Lab PHTC 211L, Wedding, Portrait and Event Photography Lab PHTC 215L, Photography Studio Practices Lab PHTC 275L, Advanced Digital Photo Lab PHTC 298L, Special Studies in Photography Lab VN 101 Self Care-Fundamentals,Pharmac VN 101A Fund of Patient Care for VNs VN 101CL Self Care - Fund, Phar Clinic VN 102 Self Care-Adult, Child-Bearing VN 102CL Self Care-Adult, Child-Bear CL VN 103 Self Care-Adult, Child, Depend VN 103CL Self Care-Adult, Child-Dep CL</p> <p><i>Program Deactivation:</i></p>		
<p>IV. Report - Credit by Exam Review</p>	<p><i>Darcy</i></p>	<p><u>Issues Discussed:</u> None</p> <p><u>Action Taken:</u> Dr. Wiewall states this needs to be taken back to the divisions and report back any changes that need to be made.</p> <p><u>Follow Up Items:</u> None</p>
<p>V. Discussion - 2018-2019 Outstanding Program and Course revisions (see addendum) - Revision to Program/Courses approval Cycle - eLumen Descriptors: Methods of Instruction & Methods of Evaluation (see addendum) - 2018-2019 AP&P Goals 1) BP 4020/AP 4021 Review & Revision 2) Organizing District Catalog Committee 3) Develop a Program Checklist - Curricunet cut off date</p>	<p><i>Darcy</i></p>	<p><u>Issues Discussed:</u> Dr. Wiewall states that where the holds are in Curricunet, we need to follow up with those individuals. If these items are not approved they will not be included in the Catalog for Fall 2019</p> <p>Dr. Wiewall proposed a Recommendation to Senate to revise the approval cycle for courses and programs to require that after a Course Outline of Record (COR) or a Program has been review for two cycles as a Non-substantial revision, that the third time it must be locally reviewed as a Substantial Revision and Dr. Wiewall created a memo to be submitted to the Senate for recommendation.</p> <p>After discussion the committee suggested the program and course revision cycle be every 6 years or every 2 non substantial revision, which ever came first</p>

		<p>Dr. Wiewall explained that eLumen will not have an “Other” option when selecting Methods of Evaluations, therefore faculty need to decide whether or not there is already an option that fits the needs of what they currently have or if there needs to be an additional option. This list will be brought back to the meeting to be discussed as a Committee.</p> <p>Dr. Wiewall reviewed 2018-2019 AP&P Goals. She discussed the need to change Goal 2, to eLumen training plan of action and change Goal 3, to Handbook revision.</p> <p>LaDonna Trimble discussed the need to update pre-requisites on the CORs to reflect placement changes regarding AB705. Faculty need to be sure whether or not they want the student to have “completed” a specific course or “qualify” for a specific course regarding pre-requisites.</p> <p>Dr. Wiewall and Kyle Jacobsen informed that those changes will have to be done manually on the CORs.</p> <p>Action Taken: None</p> <p>Follow Up Items: Committee Members will report back in 2 weeks regarding eLumen Methods of evaluation and Methods of Instruction options. Committee Members will report back in 2 weeks regarding the Goals revision.</p>
<p>VI. Action</p> <p><i>Curricunet cutoff date</i></p> <p><i>Revision to program and course approval cycle</i></p> <p><i>Community & Corporate Education</i> None</p> <p><i>New Course Development</i> None</p> <p><i>Consent Agenda</i></p> <p><i>Non Substantial Course Revision:</i></p>	<p><i>Darcy</i></p>	<p>Issues Discussed: None</p> <p>Action Taken: A motion was made and seconded to approve the cutoff date for current curriculum in Curricunet to be approved will be March 28, 2019 and that no faculty should be adding or making changes in Curricunet from March 28, 2019 forward. None opposed and no abstentions. Motion carried.</p> <p>Motioned was made and seconded to approve that a recommendation will be presented to Senate that the courses and program approval cycle as it now stands should be revised with the</p>

<p>AUTO 100, Basic Automotive CIS 111, Introduction to Programming and Algorithms CIS 145, CIS 175, Java Programming FTV 121, Introduction to Digital Filmmaking</p> <p><i>New Course Development:</i> None</p> <p><i>Substantial Course Revision:</i> None</p> <p><i>Non Substantial Program Revision:</i> Aircraft Airframe Certificate of Achievement: 18+ units Aircraft Airframe Associate in Science Aircraft Powerplant Certificate of Achievement: 18+ units Aircraft Powerplant Associate in Science</p> <p><i>Substantial Program Revision:</i> None</p> <p><i>New Program Development:</i> Commercial Photography Certificate: Certificate of Achievement</p> <p><i>Course Deactivation:</i> None</p> <p><i>Program Deactivation:</i> None</p>		<p>statement that “once courses and programs have gone through two non substantial revisions or six years, whichever comes first, they will be reviewed as a substantial revision locally.” None opposed and no abstentions. Motion carried.</p> <p>Motioned was made to approve and seconded, all courses listed under Non Substantial Course revisions. None opposed and no abstentions. Motion carried.</p> <p>Motioned was made to approve and seconded, all programs listed under Non Substantial Program revisions. None opposed and no abstentions. Motion carried.</p> <p><u>Follow Up Items:</u> None</p>
<p>NEXT MEETING DATE: March 28, 2019</p>		<p>Dr. Wiewall thanked the committee members for their time. The meeting adjourned at 4:46pm</p>