



# Academic Policies & Procedures

<b>AP&amp;P Minutes</b>		<b>Thursday, October 14, 2021 3:00 pm – 5:30 pm via Zoom</b>
<b>Type of Meeting:</b> <i>Regular</i> <b>Note Taker:</b> <i>Sam Darby</i> <b>Please Review/Bring:</b> The past minutes for accuracy.		
<i>Committee Members:</i>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><i>Dr. Scott Lee, Co-chair</i></p> <p><i>Kathryn Mitchell, Co-chair</i></p> <p><i>Isabelle Saber, Vice President of Academic Affairs</i></p> <p><i>Dr. Jessica Eaton, Articulation Officer</i></p> <p><i>Tim Atkerson, AKIN Representative</i></p> <p><i>Perry Jehlicka, AKIN Representative (Spring)</i></p> <p><i>Travis Lee, CTE Representative</i></p> <p><i>Alfred Brubaker, CTE Representative</i></p> <p><i>Wendy Stout, HSS Representative</i></p> <p><i>Vacant, HSS Representative</i></p> <p><i>James Dorn, MSE Representative*</i></p> <p><i>Richard Biritwum, MSE Representative</i></p> <p><i>Heidi Williams, R&amp;L Representative</i></p> <p><i>Dr. Richie Hao, R&amp;L Representative</i></p> </div> <div style="width: 48%;"> <p><i>Gabby Poorman, SBS Representative</i></p> <p><i>Kent Moser, SBS Representative, DE Liaison</i></p> <p><i>Cynthia Littlefield, A&amp;H Representative - Proxy Jonet Leighton</i></p> <p><i>Dr. Ariel Tumbaga, A&amp;H Representative</i></p> <p><i>Van Rider, Library Rep, Librarian</i></p> <p><i>Luis Echeverria, Student Services, Counseling</i></p> <p><i>Vacant, Adjunct Representative</i></p> <p><i>Greg Borman, Administrative Position</i></p> <p><i>Riley Dwyer, Administrative Position</i></p> <p><i>LaDonna Trimble, Administrative Position</i></p> <p><i>Cindy Hendrix, Outcomes Representative</i></p> <p><i>Ronda Nogales, Outcomes Representative</i></p> <p><i>Marleen Lopez, Student Representative</i></p> </div> </div> <p><i>Guests: David Adams, Stacey Adams, Jim Bowen, Richard Fleishman, Kimberly Sennet</i> <span style="float: right;"><i>* Absent</i></span></p>		
Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee</i>	Meeting called to order at 3:04 p.m.  Issues with Discipline Coordinators/Department Chairs in the workflow. We will shut down eLumen and workflows at the end of the month to fix issues. Explanation for the review process for the various roles being alphabetical. Discussion of approval beyond the committee, and final approval comes from the CO. Issue with programs skipping around.  Kathryn Mitchell discussed AB 1111 Postsecondary education: common course numbering system. General Education courses will need to be renumbered by 2024.
II. Minutes 09/23/21	<i>All</i>	Motion to approve Motion seconded Changes: addition of Isabelle Saber and Tim Atkerson Motion approved Jonet Leighton Abstein



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<p>III. Informational Item</p> <ul style="list-style-type: none"> <li>- Meeting schedule: 10/28/21, 11/18/21*</li> <li>- 1/27/22, 2/10/22, 2/24/22, 3/24/22, 4/14/22, 4/28/22</li> </ul>	<p>Scott Lee</p>	
<p>IV. Discussion</p> <ul style="list-style-type: none"> <li>- Max Enrollment</li> <li>- Credit by Exam</li> </ul>	<p>Scott Lee</p>	<p><b><u>Issues Discussed:</u></b></p> <p>Isabelle Saber wishes to review the Max Enrollment in relation to the AP&amp;P committee and the contract. This contractual matter overlaps with CBA and has budgetary considerations. Standards should have guidelines, range, trends and a formula.</p> <p>Kathryn Mitchell discussed that the Administrative Policies + Board Policies do not indicate that the Max Enrollment is under the purview of AP&amp;P. Scott Lee stated that Academic Procedures direct all curriculum matters to the AP&amp;P Handbook. Scott Lee stated that Max Enrollment has been on our COR's for at least 20 years and Jonet Leighton said they have been there since 1987.</p> <p>Discussion of this issue will be brought to the Senate. The pedagogical reasoning is not being dismissed. Van Rider, Scott Lee, and Isabelle Saber are to discuss this matter further. A solution will be sought by the end of the academic year for accreditation purposes.</p> <p>Discussion ensued of how to move forward for this term with the proposals that have been submitted. LaDonna requested a report of the proposal changes to make an informed decision.</p> <p><b><u>Follow Up Items:</u></b></p> <p>Request for a report to review of existing Max Enrollment proposal changes.</p> <p><b><u>Issues Discussed:</u></b></p> <p>Credit by Exam list discuss, no changes brought forward.</p> <p><b><u>Follow Up Items:</u></b></p> <p>Credit by Exam list will be brought for approval at the next committee meeting.</p>
<p>V. Reports</p>		



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<p>VI. Action <i>New Course Developments</i> None</p> <p><i>Course Deactivations</i> None</p> <p><i>Emergency Distance Education</i> None</p> <p><i>Non-substantial course revisions</i>          ABDY 112 Basic Auto Body Repair          ABDY 115 Basic Auto Body Repair          ABDY 122 Basic Automotive Refinishing          ABDY 125 Basic Automotive Refinishing          ABDY 213 Adv Auto Collision Repair II          ABDY 215 Adv Auto Collision Repair          ABDY 222 Advanced Automotive Refinishing I          ABDY 223 Advanced Automotive Refinishing II          ABDY 225 Adv Automotive Refinishing          BUS 101 Introduction to Business          BUS 113 Business Communications          ELEC 110 Fundamentals of Electricity          ELEC 115 Electrical Codes &amp; Ordinances          ELEC 120 Residential Wiring          ELEC 130 Alternating Current Theory          MUS 105 World Music</p> <p><i>Substantial course revisions</i> None</p> <p><i>Substantial Program revisions</i>          Administration of Justice AA          BIP Level I - Business Information Professional          Quick Start Certificate of Achievement          BIP Level II - Business Information Professional          Two Certificate of Achievement          BIP Level III - Business Information Professional          Three Certificate of Achievement          BIP Business Information Professional AS Degree          Business Administration 2.0 AS-T          Computer Applications AS          Computer Applications Cert          Deaf Studies: American Sign Language AA          Deaf Studies: American Sign Language Cert          Deaf Studies: Interpreter Training AA          Deaf Studies: Interpreter Training Cert          Electrical Technology AS          Electrical Technology Cert</p>	<p>Scott Lee</p>	<p>Motion to approve:          ABDY 112          Motion seconded          Motion approved</p> <p>Motion to approve:          ABDY 115          Motion seconded          Motion approved</p> <p>Motion to approve:          ABDY 122 Basic Automotive Refinishing          ABDY 125 Basic Automotive Refinishing          ABDY 213 Adv Auto Collision Repair II          ABDY 215 Adv Auto Collision Repair          ABDY 222 Advanced Automotive Refinishing I          ABDY 223 Advanced Automotive Refinishing II          ABDY 225 Adv Automotive Refinishing          Motion seconded          Motion approved</p> <p>Motion to approve:          BUS 101 Introduction to Business          BUS 113 Business Communications          Motion seconded          Motion approved</p> <p>Motion to approve:          ELEC 110 Fundamentals of Electricity          ELEC 115 Electrical Codes &amp; Ordinances          ELEC 120 Residential Wiring          ELEC 130 Alternating Current Theory          Motion seconded          Motion approved</p> <p>Motion to approve:          MUS 105 World Music          Motion seconded          Motion approved</p> <p>Motion to approve:          Administration of Justice AA          GE pattern missing from RPS. Tabled for correction.</p> <p>Motion to approve:          BIP Level I - Business Information Professional Quick Start          Certificate of Achievement          Motion seconded          Motion approved</p>
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<p>General Business AS          General Business Cert          Geology AS-T          Music Commercial: Level I Certificate          Music Commercial: Level II Certificate          Professional Bookkeeping Cert          Real Estate Broker's Cert          Real Estate Salesperson Cert          Spanish AA-T          Wildland Fire Technology AS          Wildland Fire Technology Cert</p> <p><i>Non-substantial Program revisions</i>  <i>*Effective 5/2019 all program revisions will be substantial.</i></p> <p><i>New Program Development</i>          None</p> <p><i>Program Discontinuance</i>          None</p>		<p>Motion to approve:          BIP Level II - Business Information Professional Two          Certificate of Achievement          Motion seconded          Motion approved</p> <p>Motion to approve:          BIP Level III - Business Information Professional Three          Certificate of Achievement          Motion seconded          Motion approved</p> <p>Motion to approve:          BIP Business Information Professional AS Degree          Motion seconded          Motion approved</p> <p>Motion to approve:          Business Administration 2.0 AS-T          Motion seconded          Motion approved</p> <p>Motion to approve:          Computer Applications AS          Computer Applications Cert          Tabled for a discrepancy in courses.</p> <p>Motion to approve:          Deaf Studies: American Sign Language AA          Deaf Studies: American Sign Language Cert          Deaf Studies: Interpreter Training AA          Deaf Studies: Interpreter Training Cert          Tabled for corrections; missing Recommended Plan of Study and a missing course.</p> <p>Motion to approve:          Electrical Technology AS          Electrical Technology Cert          Motion seconded          Motion approved may need LMI, Consortium, Advisory.</p> <p>Motion to approve:          General Business AS          Motion seconded          Motion approved pending correction of Recommended Plan of Study.</p> <p>Motion to approve:          General Business Cert</p>
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		<p>Motion seconded Motion approved pending correction to linking courses.</p> <p>Motion to approve: Geology AS-T Motion seconded Motion approved pending submission of TMC.</p> <p>Motion to approve: Music Commercial: Level I Certificate Music Commercial: Level II Certificate Tabled for corrections; missing narrative.</p> <p>Motion to approve: Professional Bookkeeping Cert Motion seconded Motion approved</p> <p>Motion to approve: Real Estate Broker's Cert Motion seconded Motion approved</p> <p>Motion to approve: Real Estate Salesperson Cert Motion seconded Motion approved</p> <p>Motion to approve: Spanish AA-T Motion seconded Motion approved pending correction of Recommended Plan of Study.</p> <p>Motion to approve: Wildland Fire Technology AS Motion seconded Motion approved</p> <p>Motion to approve: Wildland Fire Technology Cert (required to be 30 units) Motion seconded Motion approved</p>
<p>VI. Closing Comments</p>	<p><i>Scott Lee</i></p>	<p>Reminder that there will be a meeting on 11/18/21. Motion to adjourn at 5:22pm Motion seconded Motion approved</p>
<p><b>NEXT MEETING DATE: October 28, 2021</b></p>		

