



# Academic Policies & Procedures

<b>AP&amp;P Minutes</b>	<b>Thursday, April 28, 2022</b> 3:00 pm – 5:30 pm via <a href="#">Zoom</a>
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**Type of Meeting:** *Regular*  
**Note Taker:** *Robyn Serrano*  
**Please Review/Bring:** The past minutes for accuracy.

*Committee Members:*

<p><i>Dr. Scott Lee, Co-chair</i>  <i>Kathryn Mitchell, Co-chair</i>  <i>Dr. Howard Davis, Vice President of Academic Affairs</i>  <i>Dr. Jessica Eaton, Articulation Officer</i>  <i>Tim Atkerson, AKIN Representative*</i>  <i>Travis Lee, CTE Representative*</i>  <i>Alfred Brubaker, CTE Representative</i>  <i>Maria Angela Kilayko, HSS Representative</i>  <i>Wendy Stout, HSS Representative</i>  <i>James Dorn, MSE Representative</i>  <i>Richard Biritwum, MSE Representative</i>  <i>Heidi Williams, R&amp;L Representative</i>  <i>Dr. Richie Hao, R&amp;L Representative</i>  <i>Dr. Ariel Tumbaga, R&amp;L Representative*</i></p>	<p><i>Gabby Poorman, SBS Representative</i>  <i>Kent Moser, SBS Representative, DE Liaison</i>  <i>Cynthia Littlefield, A&amp;H Representative</i>  <i>Glen Knowles, A&amp;H Representative</i>  <i>Van Rider, Library Rep, Librarian</i>  <i>Luis Echeverria, Student Services, Counseling</i>  <i>Tanya McGinnis, Student Services, Counseling*</i>  <i>Larry Veres, Adjunct Representative*</i>  <i>Greg Bormann, 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>Marleen Lopez, Student Representative</i></p>
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*\*Absent*

*Guests: Jim Bowen, John Vento, Rae Agahari*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Dr. Scott Lee</i>	<p>Scott called the meeting to order at 3:02pm. Scott started by saying that he appreciated the commitment everyone made to this committee this year. He then talked about workflows and said when working on program workflows, never use the “table” button. The “table” button is a “delete” button and it deletes the program workflow. We’ve had 3 incidents where someone accidentally hit “table” and deleted an entire program workflow and we had to contact eLumen to retrieve the programs. He thought the “table” button only existed for the creator of the program but it shows up for everybody. He stressed to never use the “table” button and if working with Faculty, advise them of that and they should only use it if they want to start over. Scott also mentioned that the meeting format for next year will be “in person” and Van confirmed it.</p>



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		Upcoming items that need to be addressed in the Fall are Ethnic Studies development and course numbering.
II. Minutes 04/14/2022	<i>All</i>	<b>Action Taken:</b> Motion to approve 4/14/22 Minutes Motion seconded Wendy Stout and LaDonna Trimble abstained Motion approved
III. Informational Item - Meeting schedule: Aug 25, 2022	<i>Scott Lee</i>	We will have the full schedule as we get closer to Fall.
IV. Discussion - Committee Goals	<i>Scott Lee</i>	<b>Issues Discussed:</b> Goal #1-approve courses, programs, and certificates as needed; that is completed. Goal #2-review and update the AP&P Standards and Practices Handbook; Scott did not get an opportunity to do that-he plans to work on it in the summer to have an updated version for approval in Fall. Goal #3-review DE modalities and approval processes and implement changes as recommended; held off on this because it became quite controversial in the Senate and Scott will recommend to the Senate that we have an actual Senate Task Force look at this next year, it would have members of the Senate, AP&P, and DETC. Goal #4-create and publish a CTE Program Development Guide; we added some more (this one was done before we talked at the meeting), so the CTE guide has been sent out and is on the agenda today as an action item, the non credit guide is being put on hold and will pick up in the Fall, ADT program guide will also be picked up in the Fall. Goal #5-develop a GE approval policy and process; we changed that to a policy statement about general education (approved at the last meeting) and an information guide about GE which is on the agenda today. Goal #6-review the Occupational & General Work Experience rules in the Standards and Practices Handbook and implement changes as recommended; not started, will pick up next year. So we hit some of our goals, we didn't hit all of them.
V. Reports N/A		N/A



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<p>VI. Action</p> <ul style="list-style-type: none"><li>- General Education Information Guide</li><li>- CTE Program Development Guide</li><li>- Discontinuance of Office Technology Program</li><li>- Discontinuance of Agriculture/Park and Landscape Management Program</li></ul>	<p>Scott Lee</p>	<p><b>Action Taken:</b></p> <p>Motion to amend the agenda Motion seconded -remove AJ206H, hasn't been approved by the Honors Program -add ART101H and POLS101H Motion approved</p> <p>Motion to approve General Education Information Guide Motion seconded Motion approved</p> <p>Motion to approve CTE Program Development Guide Motion seconded Motion approved</p> <p>Motion to approve Discontinuance of Office Technology Program Motion seconded Note: OT 150, 152 and 205 will remain in the catalog and then these courses will be changed over to the BIP courses and program this Fall Motion approved</p> <p>Motion to approve Discontinuance of Agriculture/Park and Landscape Management Program Motion seconded Motion approved Note: the program &amp; courses can be removed from the catalog</p>
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<p><i>New Course Developments</i>  <del>AJ 206H Criminology Honors</del>          HIST 107H U.S. History from 1607-1877 Honors          HIST 110H African-American History H, 1450-1877 Honors          HIST 111H African-American History, 1877-Present Honors          MUS 101H Music Appreciation Honors          PSY 101H General Psychology Honors          *Added:          ART 101H History of Art, Prehistoric to Gothic Honors          POLS 101H American Political Institutions Honors</p> <p><i>Course Deactivations</i>          None</p> <p><i>Non-Substantial Course Revisions</i>          None</p> <p><i>Substantial Course Revisions</i>          None</p> <p><i>Program Revisions</i>          None</p> <p><i>Non-Substantial Program Revisions</i>          *Effective 5/2019 all program revisions will be substantial.</p> <p><i>New Program Development</i>          None</p> <p><i>Program Discontinuance</i></p> <ul style="list-style-type: none"> <li>- Office Technology Program</li> <li>- Agriculture/Park and Landscape Management Program</li> </ul>	<p>Scott Lee</p>	<p><i>New Course Developments:</i>          removed AJ 206H from agenda</p> <p>Motion to approve          HIST 107H          Motion seconded          Motion approved</p> <p>Motion to approve          HIST 110H          Motion seconded          Motion approved</p> <p>Motion to approve          HIST 111H          Motion seconded          Note: "advisory" was removed from the course description          Motion approved</p> <p>Motion to approve          MUS 101H          Motion seconded          Motion approved</p> <p>Motion to approve          PSY 101H          Motion seconded          Motion approved</p> <p>Motion to approve          ART 101H          Motion seconded          Motion approved</p> <p>Motion to approve          POLS 101H          Motion seconded          Note: "H" was removed after the first POLS101 in the course description          Motion approved</p>
<p>VI. Closing Comments</p>	<p>Scott Lee</p>	<p>Kathryn wanted to mention that they're working on scheduling. The goal is to have an annual schedule and a 5 year schedule. This will help faculty prepare for their course/program reviews and provide students with clear schedules.</p>



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		<p>This will help us see what is due and what is not. Kathryn Mitchell thanked everyone. This is her last meeting as Co-chair. Her interim Dean position will be ending in June. Dr. Howard Davis will be taking over in the Fall as Co-chair.</p> <p>Scott and Howard thanked Kathryn for all her help. Howard thanked everyone on behalf of the President and administration for serving on this committee.</p> <p>Motion to adjourn at 3:38pm Motion seconded Motion approved</p>
<b>NEXT MEETING DATE: August 25, 2022</b>		

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