



Revised AP&P Minutes	Thursday, October 12, 2023 3:00 pm – 5:30 pm T600-J
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Type of Meeting: *Regular*

Note Taker: [Debbie Lindsey](#)

Please Review/Bring: The past minutes for accuracy.

Committee Members:

<p><i>Dr. Scott Lee, Co-chair</i> <i>Dr. Kathy Bakhit, Co-chair, 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>Dr. Wendy Stout, CTE Representative</i> <i>James Dorn, MSE Representative</i> <i>Dr. Jonathan Compton, MSE Representative*</i> <i>Heidi Williams, LACA Representative</i> <i>Dr. Ariel Tumbaga, LACA Representative (Z)</i> <i>Gabby Poorman, SBS Representative/Tech Review</i> <i>David Harrison, SBS Representative (Z)</i></p> <p><i>Guests: Kyle Jacobsen, Alfred Brubaker (Z), Carlos Pinho, Francisco Fuentes</i></p>	<p><i>Cynthia Littlefield, AHUM Representative</i> <i>Lisa Karlstein, AHUM Representative*</i> <i>Vacant, Library Rep, Librarian</i> <i>Tamira Palmetto, Student Services, Counseling</i> <i>Tanya McGinnis, Student Services, Counseling*</i> <i>Larry Veres, Adjunct Representative</i> <i>Greg Bormann, Administrative Position</i> <i>Kathryn Mitchell, Administrative Position(Z)</i> <i>LaDonna Trimble, Administrative Position*</i> <i>Dr. Cindy Hendrix, Tech Review (Z)</i> <i>Alan Fillion, Student Representative</i> <i>Bobby Bennett, Student Representative*</i></p> <p style="text-align: right;"><i>*Absent</i></p>
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Items	Person	Action
<p>I. Opening comments from the Co-chairs</p>	<p><i>Scott Lee/Kathy Bakhit</i></p>	<p>The meeting was called to order at 3:06pm. Motion to amend the agenda Motion second The discussion about the AP&P meeting will be moved to an action item. All noncredit workflows will be tabled. Motion approved</p> <p>Dr. Lee’s opening comments: There are over 400 courses and 80 programs. Make sure that you are at the meetings, so we do not miss quorum. Dr. Bakhit’s opening comments: Everyone’s work is important. For the courses that are going to have substantial changes, including changes in title, units, lab, transferability, the description in course or program, anything that modifies the focus or intent of the course, are considered substantive changes. She</p>



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		<p>acknowledged the work of Dr. Lee and the Tech Review workgroup and emphasized how important this is. We want to make sure that all AP&P members have a clear understanding of important changes that may have implications on courses and programs. She discussed this with Dr. Lee and agreed that we will discuss these items in the meeting, highlighting what is being changed. While she understands that all of the faculty are not here today, in the future, we will encourage them to be here. If there are additional questions, they can be addressed in the meeting.</p> <p>Dr. Lee said that we will look at the <i>Change Report</i> in eLumen, to review the changes and see if there are any modifications needed.</p> <p>Comment: Greg Bormann asked if there is a process in place for changes on AB1705. There was a decision to leave the language of intermediate algebra. This was not communicated, and it caused a problem. Is there a process to let everyone know about the communication?</p> <p>Dr. Lee said that this language is still acceptable language.</p> <p>Dr. Bakhit said that's why we want to bring it to this committee for review. This is why it's important to disseminate the information at the AP&P meeting.</p> <p>Comment: Greg Bormann said that he didn't know that Tech Review made the decision, and it wasn't communicated.</p> <p>Dr. Lee said that the process is to send it back if you think there is a mistake. He explained that part of the process is to review it before it comes to the committee. It was a functional part of the process.</p> <p>Dr. Bakhit said that she is so glad we are having this conversation. In the past, it had to be submitted to the Chancellor's Office for approval. We are now entrusted to make sure that the curriculum we submit, and the modifications are up to the standards. We want to be sure everyone is on the same page in this committee. Everyone agreed.</p>
<p>II. Minutes 9/28/2023</p>	<p>All</p>	<p>Action Taken Motion to approve: Minutes for 10/12/2023 Motion Second Motion Approved</p>



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<p>III. Informational Item</p> <ul style="list-style-type: none"> - Meeting schedule: 10/26/23, 11/9/23, 11/30/23, 1/25/24, 2/8/24, 2/22/24, 3/14/24, 3/28/24, 4/11/24, 4/25/24 - Courses/Programs reviewed by Tech Review Workgroup 	<p>Scott Lee</p>	<p>Informational Items</p> <p>Meeting schedule: We have added three more meetings this year and right now we have four possible meetings. This will be discussed further in the action items.</p> <p>-</p> <p>Courses/Programs reviewed by Tech Review Workgroup: We had the biggest Tech Review meeting for three hours and there was a lot to do. We now work out issues in Tech Review to streamline the AP&P meetings.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> - noncredit - LMI - AP&P meeting (add 11/16 instead of 11/30) - cross-listing - Cyclical Review (add/delete) <ul style="list-style-type: none"> - Credit by Exam - AP - CLEP - IB 	<p>Scott Lee</p>	<p>Discussion</p> <p>Cross-listing: There is a desire to start having cross-listed courses. It needs to be approved if we are to bring it back. There are some issues. Comment: Cynthia Littlefield said that Dance in general can be an art form and a physical activity. Sometimes you may want to add it into Kinesiology. Dance can be in both places, so it's helpful to have Kinesiology majors take dance. Dr. Lee said that they can still take classes without cross-listing. If it can't be done, then there will be two separate courses happening at the same time. It's just difficult to schedule them all together. Comment: Kyle Jacobson explained that cross listing has two meanings. For this group, we are talking about courses offered under multiple disciplines. Dr. Lee said that Administration of Justice and Kinesiology are interested in cross listing. Comment: Kyle Jacobson explained that we already have Kinesiology cross-listed. Overlays are really what we are talking about. At the catalog level, duplicate courses must all be updated at the same time in Banner. If there is a revision in one course, it must be exactly the same in Banner, eLumen, COCI and in transferability. It adds an extra layer of complications. While there are benefits, it is a fail point. If any steps end up out of sync, we can have issues with transcripts and the students will suffer. Everything must also match in Banner to get the students enrolled. Twelve years ago, it was an issue and we have not had them since then. If we are going to enter into this again, we need to do it thoughtfully and test all of the systems to see how it will function. We don't have anyone that has done this in our</p>



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office, so it would be all new. We will need to look at all angles and please think about the workload. It's not just the corresponding courses, but the programs as well. It becomes very complicated. It will take a significant amount of time and energy to do this.

Comment: Heidi Williams said that she is worried about how this will affect faculty. The other thing is that students are already confused about having too many choices. It may be too complicated for them.

Comment: Cynthia Littlefield said that she thinks that we should just have two different courses; one for dance and one for the athletes and overlay them.

Dr. Lee said that he thinks you can still make alternative disciplines without cross listing.

Dr. Bakhit said that she has been at multiple campuses where cross-listing has been used in the past successfully. In curriculum, we are not supposed to duplicate courses. That's not allowed. That's why sometimes cross-listing is done to help market it and address student's needs. There is an issue of bringing it to the schedule, how it will show up on the transcripts, and who is tracking, but she wanted to provide the full picture of why it is done to avoid replicating similar curriculum.

Comment: Cynthia Littlefield said that she's been here since 2002 and she had to pick a division for Dance. The President, at the time, made the decision that it would be in Arts. She feels that cross-listing would have value in increasing student participation.

Comment: Robyn Serrano said that the courses are still in Stage 2 of the workflows, because the deans don't know how to do cross-listing. There will also need to be two CORs, which need to be exactly the same with the same number. The second COR has not been submitted. We have passed the submission deadline for the other courses.

Dr. Bakhit said that she knows that at least one faculty member meets the minimum qualifications. However, both courses must meet the minimum qualifications.

Dr. Lee said that at the next meeting we need to vote. Do we need to move into cross-listing? Do we do it now or wait? Can our systems handle it? We need to do stress testing. Please discuss this in your departments and disciplines. Dr. Lee will check to see if we need to bring in the Senate on this. Please bring feedback.

	<p>Comment: Robyn Serrano said that even if it's decided to do cross-listing, the courses will not get approved in time. Please let faculty know that it may not be approved at all. For example, Ethnic Studies has one.</p> <p>Dr. Bakhit said that the courses in the workflow that were supposed to be cross-listed will need to be removed. Faculty have a decision to make; either to hold on until a decision is made, or move forward with the courses.</p> <p>Comment: Carlos Pinho said that he had a meeting with Dr. Partee to enhance the fitness level for a physical abilities test, which can be used in employment. Under the Administration of Justice, many of the agencies require this test and many applicants are athletes of former athletes. Many have applied and need the PAT test. With Administration of Justice courses and Kinesiology, students may not have considered the AJ major option. It's a natural fit for them to go into a future career. Many times, they don't have a lot of options. They can excel in a PAT test for employment in law enforcement. Working together with Kinesiology would be a perfect fit to cross list these courses. Working together in a multiple listing would be the preferred option.</p> <p>Dr. Lee asked if the Kinesiology courses have been submitted yet.</p> <p>Comment: Carlos Pinho said that they were put in as cross-listed.</p> <p>Dr. Lee said that the other course must be submitted as well. We need to have a process for this to work. We are not prepared for it right now. If you have an AJ course and KIN course ready now, they must be submitted and be exactly the same. Clicking the option doesn't create another COR. A KIN faculty member must submit the COR.</p> <p>Comment: Carlos said that since we are charting new territory, he is looking at how it could be submitted. The numbers must match.</p> <p>Dr. Bakhit proposed that we move forward with the meeting, as she is concerned regarding all the courses that need to be reviewed. This should be tabled until a test is done, and we can come back to it. She recognizes how important it is to make it happen. We need to decide if it will be implemented. This will be an action item.</p> <p>Noncredit</p>
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		<p>Dr. Lee said that it was set up to not go through tech review, which was a mistake. Tech Review needs to educate itself on what to approve.</p> <p>Labor Market Information (LMI) – eLumen’s LMI does not replace the LMI required by the Chancellor’s Office. It needs to come from the Center of Excellence or EDD website. The data can be different. Make sure faculty is aware of this required requirement. Comment: Travis Lee said that eLumen doesn’t allow uploading multiple files. It replaces what was uploaded. Dr. Lee recommended using a different browser.</p> <p>AP&P meeting (add 11/16 instead of 11/30) Moved to Action Item -</p> <p>Cyclical Review (add/delete) Credit by Exam AP CLEP IB Dr. Lee asked if there are any courses to add or remove from these lists? Comment: Tamira Palmetto said that Agriculture needs to be removed.</p>
V. Reports		
VI. Catalog - Workgroup meetings		<p>Catalog Workgroup meetings – Dr. Bakhit asked to please forward recommendations to Debbie, regarding who should be in this group and a good time to meet. Please let us know.</p>
<p>VII. Action</p> <p>New Course Development IATH 103 Intercollegiate Physical Fitness IATH 104 Offensive Football Lab IATH 105 Defensive Football Lab IATH 235 Intercollegiate Women's Cross Country</p> <p>New Course Development-Noncredit EMT 900 Basic Life Support (BLS) LACT 900 Lactation Specialist Part 1</p>	<p style="text-align: center;"><i>Scott Lee</i></p>	<p>Action Items Change to the AP&P meeting schedule for Fall We meet the same day as the last day that the Senate meets, which will move it into February. We would like to change the meeting from 11/30 to 11/16. We will need to reschedule the Tech Review meeting. Motion to approve last meeting 11/16 Motion approved</p> <p>New Course Development Motion to approve: IATH 103</p>



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MUS 920 (non-credit)	Popular Music Ensemble (Test Flight)		Motion second Dr. Lee said that this is to play in intercollegiate sports. Students were doing workouts, and we were not able to capture the activities. Now they can. Question: What is the repeatability? Dr. Bakhit said that her understanding is that you can do up to 3, but it needs faculty approval. Motion approved
MUS 921	Voice (non-credit)		
MUS 924	Jazz Improvisation (non-credit)		
MUS 926	Guitar (non-credit)		
MUS 960	Symphonic Band (non-credit)		
MUS 966	Orchestra (non-credit)		
MUS 973	Beginning Jazz Ensemble (non-credit)		
MUS 974	Advanced Jazz Ensemble (non-credit)		
MUS 981	Master Chorale (non-credit)		
Substantial Course Revision			
ENGR 110	Introduction to Engineering		Motion to approve: IATH 104 Motion second Motion approved
ENGR 230	Circuit Analysis		
FTEC 295A	Firefighter 1 Academy Module A		Motion to approve: IATH 105 Motion second Motion approved
FTEC 295AL	Firefighter 1 Academy Module A Lab		
FTEC 295BL	Firefighter 1 Academy Module B Lab		
IATH 205	Intercollegiate Football		Motion to approve: IATH 235 Motion second Motion approved
IATH 210	Intercollegiate Baseball		
IATH 220	Intercollegiate Men's Basketball		
IATH 225	Intercollegiate Women's Basketball		
IATH 265	Intercollegiate Women's Tennis		
IATH 270	Intercollegiate Men's Track and Field		
IATH 275	Intercollegiate Women's Track and Field		
IATH 280	Intercollegiate Men's Volleyball		
IATH 285	Intercollegiate Women's Volleyball		
Non-Substantial Course Revision			
AERO 120	Aircraft General I		
AERO 121	Aircraft General II		
AERO 230	Aircraft Airframe I		
AERO 231	Aircraft Airframe II		
AERO 240	Aircraft Powerplant I		
AERO 241	Aircraft Powerplant II		
AFAB 110	Introduction to Aircraft Structures, Blueprints, and Manufacturing Documentation		New Course Development-Noncredit Tabled Motion to table Motion second Motion approved
AFAB 115	Aircraft Structures		Substantial Course Revision Motion to approve: ENGR 110 Motion second Changes: Course catalog removed prerequisite MATH 135, flipping order of UC, CSU, AVC (was CSU, UC, AVC), Numbered Course Objectives. Extended Outline Question: Do we know why the prerequisite was removed? Dr. Eaton said that it's not an issue. It was discussed with Jonathan Compton. Motion approved
AFAB 120	Composites Fabrication and Repair		Motion to approve: ENGR 230 Motion second Changes: Changed the wording of prerequisite, same course. advisory was added. new textbooks. course objectives numbered.
AFAB 130	Aerospace Ethics and Issues		
AFAB 140	Pneudraulics		
AFAB 150	Surface Preparation and Material Applications		



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AFAB 210	Aircraft Production Systems	Motion approved
AFAB 215	Advanced Aircraft Sheetmetal & Composite Structures	Motion to approve: FTEC 295A Motion second Changes: Units were changed so fall and spring semesters match hours. Recommended by accreditation in the spring.
AFAB 220	Advanced Composite Fabrication, Assembly, and Repair	Motion approved
AFMT 310	Safety in Aviation	Motion to approve: FTEC 295AL Motion second Changes: Same process to balance out the units to match. Comment: Greg Bormann said that they had to go through re-accreditation due to COVID. These were recommendations from the State.
AFMT 320	Lean Management (Six Sigma/5S)	Motion approved
AFMT 330	Airframe Manufacturing Producibility	
AFMT 340	Theory of Low Observables	
AFMT 345	Airframe Composite Manufacturing I	
AFMT 350	Airframe Manufacturing Capstone I	
AFMT 442	Foreign Object Elimination (FOE) and Migration Paths	
AFMT 446	Airframe Composite Manufacturing II	
ALM 110	Leadership and Administration	
ALM 115	Manufacturing Processes and Controls	
ALM 130	Total Quality Management	
AM 100	Geometric Dimensioning and Tolerancing (GD&T)	Motion to approve: FTEC 295BL Motion second Changes: Units (same as others) and wording in the catalog description.
AM 105	Introduction to 2D CAD	Motion approved
AM 135A	3D Solid Modeling I using CATIA/3DExperience	
AM 135B	3D Solid Modeling I using Solidworks	Motion to approve: IATH 205 Motion second Changes: Increase in hours and repeatability, from 165 to 175 hours and R2 to R3 due to Title 5.
AM 145	Introduction to CAM I	Motion approved
AM 235A	3D Solid Modeling II using CATIA/3DExperience	
AM 235B	3D Solid Modeling II using Solidworks	
ANDI 110	Non Destructive Inspection: Visual Inspection, Liquid Penetrant, and Magnetic Particle	
ANDI 115	Non Destructive Inspection: Eddy Current	
ANDI 120	Non Destructive Inspection: Ultrasound Inspection	Motion to approve: FAFMT IATH 210 Changes: Increase in hours and repeatability.
FTEC 111	Fire Protection Organization	Motion second
FTEC 112	Fire Prevention Technology	Motion approved
FTEC 113	Fire Protection Equipment and Systems	
FTEC 117	Preparing to be a Firefighter	
FTEC 125	Hazardous Materials First Responder Operation	Motion to approve: IATH 220 Changes: Increase in hours.
FTEC 295B	Firefighter 1 Academy Module B	Motion second
FTW 124	Wildfire Chain Saws	Motion approved.
FTW 221	Wildland Firefighter Safety and Survival	Motion to approve: IATH 225
PSCI 101	Physical Science	



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Course Deactivation

ENGR 199 Occupational Work Experience

New Program Developments-Noncredit

Community Music Performance Certificate
Health and Fitness for First Responders Certificate of Completion

Program Revisions

Advanced Aircraft Structures Cert
Aeronautical Non-Destructive Inspection
Aerospace Leadership and Management
Aircraft Airframe AS
Aircraft Airframe Cert
Aircraft Fabrication & Assembly Technician Cert
Aircraft Powerplant AS
Aircraft Powerplant Cert
Airframe Manufacturing Technology BS
Blueprints & Structures LCert
Computer Aided Drafting in CATIA/3DExperience
Computer Aided Drafting in Solidworks
Firefighter I Academy Cert
General Aircraft Maintenance AS
Wildland Fire Technology AS
Wildland Fire Technology Cert

Program Deactivations

Vocational Nursing Cert

Changes: Increase in hours.

Motion second

Motion approved

Motion to approve:

IATH 265

Motion second

Changes: Increase in hours and repeatability

Motion approved

Motion to approve:

IATH 270

Motion second

Changes: Increase in hours and repeatability

Motion approved

Motion to approve:

IATH 275

Motion second

Changes: Increase in hours and repeatability

Motion approved

Motion to approve:

IATH 280

Motion second

Changes: Increase in hours and repeatability

Motion approved

Motion to approve:

IATH 285

Motion second

Changes: Increase in hours and repeatability

Motion approved

Non-Substantial Course Revision

Motion to approve the following courses:

AERO 120

AERO 121

AERO 230

AERO 231

AERO 240

AERO 241

AFAB 110

AFAB 115

AFAB 120

AFAB 130

AFAB 140

AFAB 150 (Class max 24)



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	<p>AFAB 210 AFAB 215 (Class max 24) AFAB 220 (Class max 16) AFMT 310 AFMT 320 AFMT 330 AFMT 340 (Class max 18) AFMT345 AFMT 350 AFMT 442 AFMT 446 ALM 110 ALM 115 ALM 130 AM 100 AM 105 AM 135A AM 135B AM 145 AM 235A AM 235B ANDI 110 ANDI 115 ANDI 120 FTEC 111 FTEC 112 FTEC 113 FTEC 117 FTEC 125 FTEC 295B FTW 124 FTW 221 PSCI 101 Motion second AFAB classes noted with class max, require close supervision, and have protected information. Motion approved</p> <p>Course Deactivation Motion to approve: ENGR 199 Motion second Comment: 199 needs to either be rewritten or deactivated Motion approved</p> <p>New Program Developments-Noncredit Tabled Motion to table</p>
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	<p>Motion second Motion approved</p> <p>Program Revisions Motion to approve: Advanced Aircraft Structures Cert Motion second Changes - Mandatory revision Motion approved</p> <p>Motion to approve: Aeronautical Non-Destructive Inspection Motion second Changes: Mandatory revision Motion approved</p> <p>Motion to approve: Aerospace Leadership and Management Motion second Changes: Aerospace requested further education on management and leadership styles. Motion approved</p> <p>Motion to approve: Aircraft Airframe AS Motion second Changes: Mandatory revisions Motion approved</p> <p>Motion to approve: Aircraft Airframe Cert Motion second Changes: Mandatory revision Motion approved</p> <p>Motion to approve: Aircraft Fabrication & Assembly Technician Cert Motion second Changes: Mandatory revision Motion approved</p> <p>Motion to approve: Aircraft Powerplant AS Motion second Changes: Mandatory revision Motion second</p> <p>Motion to approve:</p>
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	<p>Aircraft Powerplant Cert Motion second Changes: Mandatory revisions Motion second</p> <p>Motion to approve: Airframe Manufacturing Technology BS Motion second Changes: Mandatory revisions Comment: Technical writing course is required Motion approved</p> <p>Motion to approve: Blueprints & Structures LCert Motion second Changes: Mandatory revisions Motion approved</p> <p>Motion to approve: Computer Aided Drafting in CATIA/3DExperience Motion second Changes: Mandatory revisions Motion approved</p> <p>Motion to approve: Computer Aided Drafting in Solidworks Motion second Changes: Mandatory revisions Motion approved</p> <p>Motion to approve: Firefighter I Academy Cert Motion second Changes: Mandatory revisions and unit change to courses attached. Overall unit count is the same. Motion approved</p> <p>Motion to approve: General Aircraft Maintenance AS Motion second Changes: Mandatory revision. Alfred thanked everyone for helping. The tech review committee was great. Dr. Lee said that there was a lot to do but got it all done. Kathy thanked everyone. Motion approved</p>
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		<p>Motion to approve: Wildland Fire Technology AS Motion second Changes: Mandatory revision Motion approved</p> <p>Motion to approve: Wildland Fire Technology Cert Motion second Changes: mandatory revisions Motion approved</p> <p>Program Deactivations Motion to approve: Vocational Nursing Cert Motion second Changes: Changed the name last year and now VN is LVN. Motion approved</p>
<p>VIII. Closing Comments</p>	<p><i>Scott Lee</i></p>	<p>Closing Comments: Dr. Lee thanked everyone for changing the AP&P meeting to 11/16. We have three meetings left. We have 400 courses and 80 programs. He will put together a spreadsheet for a potluck on 11/16. Carlos Pinho asked about noncredit. Dr. Lee said we postponed them for review. Dr. Lee thanked everyone. Dr. Bakhit thanked Dr. Lee and everyone for their work.</p> <p>Motion to adjourn: Motion approved The meeting concluded at 4:49pm.</p>
<p>NEXT MEETING DATE: October 26, 2023</p>		