



Academic Policies & Procedures

AP&P Agenda

Thursday, September 08, 2022

3:00 pm – 5:30 pm via [Zoom](#)

Type of Meeting: *Regular*

Note Taker: *Robyn Serrano*

Please Review/Bring: The past minutes for accuracy.

Committee Members:

Dr. Scott Lee, Co-chair

Dr. Howard Davis, Co-chair, Vice President of Academic Affairs

Dr. Jessica Eaton, Articulation Officer

Tim Atkerson, AKIN Representative

Travis Lee, CTE Representative

Wendy Stout, CTE Representative

James Dorn, MSE Representative

Richard Biritwum, MSE Representative

Heidi Williams, LACA Representative

Dr. Ariel Tumbaga, LACA Representative

Gabby Poorman, SBS Representative

Vacant, SBS Representative, DE Liaison

Cynthia Littlefield, AHUM Representative

Glen Knowles, AHUM Representative

Van Rider, Library Rep, Librarian

Luis Echeverria, Student Services, Counseling

Tanya McGinnis, Student Services, Counseling

Larry Veres, Adjunct Representative

Greg Bormann, Administrative Position

Kathryn Mitchell, Administrative Position

LaDonna Trimble, Administrative Position

Cindy Hendrix, Outcomes Representative

Ronda Nogales, Outcomes Representative

Vacant, Student Representative

**Absent*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee</i>	
II. Minutes 08/25/2022	<i>All</i>	
III. Informational Item - Meeting schedule: 9/22/22, 10/13/22, 10/27/22, 11/10/22, 1/26/23, 2/9/23, 2/23/23, 3/23/23, 4/13/23, 4/27/23	<i>Scott Lee</i>	
IV. Discussion - eLumen Training - Best Practices - AP&P Committee Member responsibilities	<i>Scott Lee & Sam Darby</i>	
V. Reports		
VI. Action - Goals - Meeting modality	<i>Scott Lee</i>	



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<p><i>New Course Developments</i> AJ 206H Criminology Honors HIST 108H U.S History from 1865 Honors</p> <p><i>Course Deactivations</i> AGRI 100 Fruit and Nut Production AGRI 102 Plant Pest Control AGRI 104 Nursery Practices AGRI 110 Basic Landscape Designing AGRI 112 Plant and Landscape Maintenance AGRI 130 Environmental Gardening AGRI 132 Turf and Landscape Maintenance AGRI 134 Plant Identification I AGRI 153 Landscape Construction - Concrete and Masonry AGRI 155 Landscape Construction - Wood and Lighting AGRI 199 Occupational Work Experience AGRI 210 Advanced Landscape Design AGRI 212 Interior Plantscape AGRI 220 Landscape Irrigation AGRI 230 Soils and Plant Nutrition AGRI 234 Plant Identification II AGRI 250 Landscape Management OT 101 Beginning Computer Keyboarding OT 102 Keyboarding II OT 103 Keyboarding III OT 113 Advanced Microsoft Word OT 121 Spreadsheets for the Office OT 199 Occupational Work Experience OT 201 Administrative Office Procedures OT 207 Legal Office Procedures</p> <p><i>Non-substantial course revisions</i> ELTE 125 Direct Current and Alternating Current Principles ELTE 135 Analog Circuit Analysis ELTE 180 Microprocessor Systems HE 201 Women's Health Issues IATH 220 Intercollegiate Men's Basketball KINF 107 Beginning Weight Lifting KINF 132 Aerobic Conditioning KINF 144 Hatha Yoga KINF 191 Beginning Swimming KINF 192 Intermediate Swimming</p> <p><i>Substantial course revisions</i> ENGL 257 Native American Studies in Literature ENGR 110 Introduction to Engineering ENGR 125 Programming and Problem-Solving in MATLAB</p>	Scott Lee	
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<p>ENGR 130 Materials Science ENGR 140 Engineering 3D Graphics ENGR 210 Statics ENGR 230 Circuit Analysis PSY 234 Abnormal Psychology</p> <p><i>Program revisions</i> Aeronautical Non-Destructive Inspection (system approved program 4/22)</p> <p><i>New Program Development</i> None</p> <p><i>Program Discontinuance</i> None</p>		
VI. Closing Comments	<i>Scott Lee</i>	
NEXT MEETING DATE: September 22, 2022		



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AP&P Minutes	Thursday, August 25, 2022 3:00 pm – 5:30 pm T600 J
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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>Dr. Howard Davis, Co-chair-Vice President of Academic Affairs</i> <i>Dr. Jessica Eaton, Articulation Officer*/proxy-Audrey Moore</i> <i>Tim Atkerson, AKIN Representative</i> <i>Travis Lee, CTE Representative</i> <i>Wendy Stout, CTE Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Heidi Williams, LACA Representative*</i> <i>Dr. Ariel Tumbaga, LACA Representative</i> <i>Gabby Poorman, SBS Representative</i> <i>Kent Moser, SBS Representative, DE Liaison</i></p>	<p><i>Cynthia Littlefield, AHUM Representative*/proxy-Jonet Leighton</i> <i>Glen Knowles, AHUM 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>Kathryn Mitchell, 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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Guests: Casey Scudmore, Nate Dillon **Absent*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee</i>	Meeting called to order at 3:05 p.m. Announced that changes to current system are coming.
II. Minutes 04/28/2022	<i>All</i>	Action Taken: Motion to approve 4/28/22 Minutes Motion seconded Jonet Leighton abstained Audrey Moore abstained Motion approved
III. Informational Item <ul style="list-style-type: none"> - AP&P Representative Duties - Proxies for representatives - AP&P Annual Training, Canvas - Website Updates - Meeting schedule: 9/8/22, 9/22/22, 10/13/22, 10/27/22, 11/10/22, 1/26/23, 2/9/23, 2/23/23, 3/23/23, 4/13/23, 4/27/23 	<i>Scott Lee</i>	Issues Discussed: Brief review of the representative duties. Review of Canvas training. Access granted to new members. Name of proxies should be emailed to curriculum@avc.edu . Website and training videos have been updated with resources. Suggestion: faculty should add AP&P representative as an author to workflows.



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<p>IV. Discussion</p> <ul style="list-style-type: none"> - Committee Goals - Meeting Format 	<p>Scott Lee</p>	<p>Issues Discussed:</p> <p>Goal #1-Approve courses, programs and certificates needing review and/or revisions. We accomplish this each year.</p> <p>Goal #2-Review and update the AP&P Standards and Practices Handbook for the 2022-2023 academic year. Wasn't able to update over the summer so will work on it this semester.</p> <p>Goal #3-Create and publish development guides for: Noncredit & ADT programs.</p> <p>Goal #4 Review the Occupational & General Work Experience rules in the Standards and Practices Handbook and implement changes as recommended.</p> <p>Goal #5-Develop and implement AP&P curriculum operational changes.</p> <p>Follow up: Goals will be voted on at next meeting.</p> <p>Issues Discussed: Meeting Format-Brown Act? We have a few options: all meetings in person, all meetings online, all meetings hybrid, or a combination of in person and online. General consensus is to meet online with the exception of trainings.</p> <p>Follow up: Modality will be voted on at next meeting. Chair to find out more information. The next meeting may be on Zoom.</p>
<p>V. Reports</p> <ul style="list-style-type: none"> - C-ID Courses - UC TCA Courses - Local GE approved courses 2022-23 - Addendum- Revision List 		
<p>VI. Action</p> <ul style="list-style-type: none"> - 	<p>Scott Lee</p>	



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<p><i>New Course Developments</i> None</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> Kinesiology AA-T</p> <p><i>New Program Development</i> None</p> <p><i>Program Discontinuance</i> None</p> <p>General Education approvals Area C: MUSC 109</p> <p>Area D2: CS 120 CS 121 CS 122 CS 123</p>	<p>Scott Lee</p>	<p>Action Taken: Motion to Approve Kinesiology AA-T Motion seconded Jonet Leighton abstained Audrey Moore abstained Motion approved</p> <p>Motion to Approve General Education Area C: MUSC 109 Area D2: CS 120, CS 121, CS 122, CS 123 Motion seconded Jonet Leighton abstained Audrey Moore abstained Motion approved</p>
<p>VI. Closing Comments</p>	<p>Scott Lee</p>	<p>An email will be sent to all Faculty with the submission deadlines.</p>
<p>NEXT MEETING DATE: September 8, 2022</p>		<p>Scott adjourned the meeting at 4:25pm Motion to approve Motion seconded Motion approved</p>

Faculty Representative's: Duties and Responsibilities

1. Keeping his/her division informed of all AP&P matters, guidelines, and timelines.
2. Meeting often with faculty who are in the process of course or program development/revision.
3. Conduct at least one two-hour training session per semester on the use of eLumen for program and course revision and development.
4. Ensuring that discipline/division faculty review and discuss the Course Impact Report, Course Proposal/Content Review and the Course Outline of Record before they are submitted to the AP&P committee; the faculty representative's signature ensures approval at the division level.
5. Completing a technical review of all forms, whether electronic or paper, making sure that all information is complete and accurate, in line with the AVC mission, goals of the college, and free from excessive grammatical or typographical errors that would result in the material being pulled from the agenda.
6. Ensuring that the instructor developing the course has communicated with 1) the Articulation Officer for review of transfer courses and the potential impact on courses and programs across the district curriculum; and 2) a librarian for a review of support material for each course, both new and revised.
7. Ensuring that all vocational courses are approved by an advisory committee before being submitted for committee review.
8. Representing his/her division when courses are up for review by committee.
9. Signing forms or electronically approve where necessary, along with instructor who developed the course and the division dean.
10. Assisting his/her division faculty with revisions based upon committee's suggestions or directions.
11. Assisting his/her division with development of certificate/degree programs and locally approved certificates.
12. Assisting his/her division with the implementation and use of the eLumen Software.
13. Reviewing all agenda items prior to meeting and coming prepared to discuss material.
14. Representing his/her division on all curriculum/academic matters referred to the division for discussion and implementation.
15. Senate Constitution: Article VII - Tenure of Senate Representative
 - 1a. Upon the representative's third consecutive absence without proxy from a meeting of the Senate, the President will notify the division faculty members. The division then has the option to choose a new Senate representative. Thus, as a subcommittee of the Academic Senate, AP&P Representatives are required to adhere to this policy.



AP&P Committee Goals 2022-23

Goal #1: Approve courses, programs and certificates needed review and/or revision as per Title 5 requirements during the fall 2022 semester in order to remain in good standing and inclusion in the 2022-2023 school catalog.

Goal #2: Review and update the AP&P Standards and Practices Handbook for the 2021 - 2022 academic year.

Goal #3: Create and publish development guides for: Noncredit & ADT programs

Goal #4: Review the Occupational & General Work Experience rules in the Standards and Practices Handbook and implement changes as recommended.

Goal #5: Develop and implement AP&P curriculum operational changes.

DRAFT