



# Academic Policies & Procedures

<b>AP&amp;P Minutes</b>		<b>Thursday, August 26, 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: 45%;"> <p><i>Dr. Scott Lee, Co-chair</i></p> <p><i>Kathryn Mitchell, Co-chair</i></p> <p><i>Dr. Jessica Eaton, Articulation Officer</i></p> <p><i>Mark Cruz, AKIN Representative</i></p> <p><i>Perry Jehlicka, AKIN Representative*</i></p> <p><i>Travis Lee, CTE Representative</i></p> <p><i>Vacant, 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> <p><i>Vacant, Student Representative</i></p> </div> <div style="width: 45%;"> <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</i></p> <p><i>Dr. Ariel Tumbaga, A&amp;H Representative* (proxy Jonet Leighton)</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>*ABSENT</i></p> </div> </div>		
Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee</i>	Meeting called to order at 3:03 p.m.
II. Minutes 4/22/21	<i>All</i>	Motion to approve 04/22/21 minutes Motion seconded Jonet Leighton abstained Motion approved
III. Informational Item <ul style="list-style-type: none"> <li>- AP&amp;P Representative Duties</li> <li>- AP&amp;P Annual Training, Canvas</li> <li>- Changes to eLumen</li> <li>- Changes to Committee Structure</li> <li>- Meeting schedule: 9/9/21, 9/23/21, 10/14/21, 10/28/21, 1/27/22, 2/10/22, 2/24/22, 3/24/22, 4/14/22, 4/28/22</li> </ul>	<i>Scott Lee &amp; Sam Darby</i>	<p><b><u>Issues Discussed:</u></b></p> Review of the representative duties. Review of Canvas training. Review of eLumen changes Discussion of new eLumen features. Dean Dwyer expressed concern for the Max Enrollment and whether that would be beneficial to the COR. A discussion ensued on the changes in the stages and the functionality of the “approve” button in eLumen.
IV. Discussion <ul style="list-style-type: none"> <li>- Ethnic Studies</li> <li>- Course Maximums</li> <li>- eLumen Training &amp; Working Sessions</li> <li>- 2021-22 AP&amp;P Goals</li> <li>- Addendum - Revision List</li> <li>- Work Experience</li> <li>- Credit by Examination</li> </ul>	<i>Scott Lee &amp; Kathryn Mitchell</i>	<p><b><u>Issues Discussed:</u></b></p> Ethnic Studies: Three courses were submitted for appeal and they have been denied again. Anthropology, Deaf Studies and Communication Studies disciplines are working on creating or modifying courses.



## Academic Policies & Procedures

		<p><b><u>Follow up:</u></b> Set up a workshop to learn more about Ethnic Studies requirements.</p> <p><b><u>Issues Discussed:</u></b> Review of the “Max Enrollment” language found in the handbook. Questions requesting clarification on the process of how to change max enrollment. Discussion of pedagogical rationale.</p> <p><b><u>Follow up:</u></b> The maximum enrollment language will be emailed for discussion at the division levels.</p> <p><b><u>Issues Discussed:</u></b> Training schedule available on website and on the addendum volunteers requested. Reminder that providing training is a representative duty.</p> <p><b><u>Issues Discussed:</u></b> Goals discussed: Approve courses and programs for 2021-22 Review and update AP&amp;P Handbook. AP&amp;P DE approval process CTE program development guide.</p> <p><b><u>Follow up:</u></b> Goals will be discussed at the next meeting.</p> <p><b><u>Issues Discussed:</u></b> Addendum includes courses and programs due for revisions. Check for accuracy and share with divisions.</p> <p><b><u>Issues Discussed:</u></b> The structure and continuation of offering Work experience was discussed.</p> <p><b><u>Issues Discussed:</u></b> Credit by Exam list needs to be updated.</p> <p><b><u>Follow up:</u></b> Reps to share with divisions and update the committee with changes.</p>
V. Action	Scott Lee	



## Academic Policies & Procedures

<p><i>New Course Developments</i>  PHTC 200 The Business Of Photography  THA 111 Theatre History I (previously approved as THA 113)</p> <p><i>Course Deactivations</i>  CIS 141 Intro BASIC Programming  CIS 145 Intro to Visual BASIC.NET Prog  CIS 250 Intro to Python Programming</p> <p><i>Emergency Distance Education</i>  None</p> <p><i>Non-substantial course revisions</i>  ACCT 131 Introduction to Income Tax  (System approved Fall 2020)  MUS 105 World Music  MUS 111 Fundamentals of Music (Music Theory I)</p> <p><i>Substantial course revisions</i>  MUS 101 Music Appreciation  SPAN 203 Intro to Hispanic Literature</p> <p><i>Substantial Program revisions</i>  Real Estate Broker Cert ( System approved Fall 2020)  Real Estate Salesperson Cert (System approved Fall 2020)</p> <p><i>Non-substantial Program revisions</i>  None</p> <p><i>New Program Development</i>  None</p> <p><i>Program Discontinuance</i>  None</p>		<p><b><u>Issues Discussed:</u></b></p> <p><i>New Course Developments</i>  Motion to approve  PHTC 200  Motion seconded  Motion approved</p> <p>Motion to approve  THA 111  Motion seconded  Motion approved</p> <p><i>Course Deactivations</i>  Motion to deactivate  CIS 141  CIS 145  CIS 250  Motion seconded  Motion approved</p> <p><i>Non-substantial course revisions</i>  Motion to approve  ACCT 131  Motion seconded  Motion approved</p> <p>Motion to approve  MUS 105  Motion seconded  Motion approved</p> <p>Motion to approve  MUS 111  Motion seconded  Motion approved</p> <p><i>Substantial course revisions</i>  Motion to approve  MUS 101  Motion seconded  Motion approved</p> <p>Motion to approve  SPAN 203  Review of the prerequisites  Motion seconded  Motion approved</p> <p>Motion to approve</p>
--	--	---



## Academic Policies & Procedures

		<p>Real Estate Broker Cert ( System approved Fall 2020) Courses missing and modification to units for MATH 140. Motion failed</p> <p>Motion to approve Real Estate Salesperson Cert (System approved Fall 2020) modification to units for MATH 140 Motion seconded Motion approved</p> <p><b><u>Follow up:</u></b> Real Estate Broker Cert</p> <p><b><u>Issues Discussed:</u></b> Comment for review of GE for local area.</p>
VI. Closing Comments	<i>Scott Lee</i>	Meeting adjourned 5:10
<b>NEXT MEETING DATE: September 9, 2021</b>		