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| <b>AP&amp;P Minutes</b> | <b>Thursday, March 14, 2024</b><br><b>3:00 pm – 4:00 pm T600-J</b> |
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**Type of Meeting:** *Regular*  
**Note Taker:** [Robyn Serrano](#)  
**Please Review/Bring:** The past minutes for accuracy.

*Committee Members:*

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| <p><i>Dr. Scott Lee, Co-chair</i><br/> <i>Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs</i><br/> <i>Dr. Jessica Eaton, Articulation Officer</i><br/> <i>Tim Atkerson, AKIN Representative</i><br/> <i>Travis Lee, CTE Representative* Proxy Tim Sturm</i><br/> <i>Dr. Wendy Stout, CTE Representative</i><br/> <i>James Dorn, MSE Representative</i><br/> <i>Dr. Jonathan Compton, MSE Representative*</i><br/> <i>Heidi Williams, LACA Representative</i><br/> <i>Dr. Ariel Tumbaga, LACA Representative</i><br/> <i>Gabby Poorman, SBS Representative/Tech Review</i><br/> <i>David Harrison, SBS Representative</i></p> <p><i>Guests: Audrey Moore</i></p> | <p><i>Cynthia Littlefield, AHUM Representative</i><br/> <i>Lisa Karlstein, AHUM Representative*</i><br/> <i>Vacant, Library Rep, Librarian</i><br/> <i>Tamira Palmetto, Student Services, Counseling</i><br/> <i>Tanya McGinnis, Student Services, Counseling</i><br/> <i>Larry Veres, Adjunct Representative</i><br/> <i>Greg Bormann, Administrative Position</i><br/> <i>Kathryn Mitchell, Administrative Position</i><br/> <i>LaDonna Trimble, Administrative Position</i><br/> <i>Dr. Cindy Hendrix, Tech Review*</i><br/> <i>Alan Fillion, Student Representative</i><br/> <i>Bobby Bennett, Student Representative</i></p> <p style="text-align: right;"><i>*Absent</i></p> |
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| Items   | Person                        | Action   |
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| I. Opening comments from the Co-chairs  | <i>Scott Lee/Kathy Bakhit</i> | The meeting was called to order at 3:03pm. We don't have a big agenda but we will have deep conversation.  |
| II. Minutes 02/22/2024  | <i>All</i>                    | <p><b>Action:</b><br/>           Motion to approve Minutes for 2/22/24<br/>           Motion Second<br/>           Abstentions: Gabby, Kathy<br/>           Motion approved</p>  |
| III. Informational Item<br>– Meeting schedule: 3/28/24, 4/11/24, 4/25/24<br>– AP&P members (retiring/expired term)<br>– Workflow status<br>– Drafts of the local GE | <i>Scott Lee/Kathy Bakhit</i> | Scott has been discussing FPD with Kathy Osburn regarding credit for Faculty working on the workflows over the summer.<br><p><b>AP&amp;P members:</b><br/>           Those who are retiring and expiring terms was discussed. Scott asked them to reach out to the</p> |



# Academic Policies & Procedures

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|  | <p><i>Jessica Eaton</i></p>          | <p>Senate regarding their replacements. Scott believes he will be renewing his term.<br/>         We will start communicating with Faculty that the workflows are open so they can start their revisions. Scott said it would be great if we can get all our ADTs done this spring.</p> <p><b><u>Drafts of the local GE:</u></b></p> <p>Local GE: it is all changing. Some colleges are only allowing courses approved for CalGETC will be approved for local GE. It is up to Faculty to decide what courses will be added. Jessica will be presenting the local GE draft to Senate.</p> <p>CalGETC: anything approved for IGETC will move over to CalGETC. There will be Area 1C but we don't have a class for it yet. COMM 101 will be submitted for approval. Dr. Eaton is communicating with COMM Faculty to update their CORs. May need to change course number. The ADTs need to use the CalGETC pattern.</p> <p>A robust conversation continued regarding COMM 101. The UCs are saying they will not accept any COMM 101 approved prior to Fall 2025.</p> <p>Scott said to make sure to tell your Senate rep what courses you would like added.</p> |
| <p>IV. Discussion</p> <ul style="list-style-type: none"> <li>- Initial items for Style Guide</li> <li>- Course Number &amp; Title Taxonomy related to AB 1111</li> </ul> | <p><i>Scott Lee/Kathy Bakhit</i></p> | <p><b><u>Style Guide:</u></b></p> <p>Program titles need to be consistent in listing type of program, i.e. AA, Cert, etc.</p> <p>Course description- have transfer designation in a specific order (UC, CSU, AVC) or (AVC, CSU, UC)</p> <p><b><u>Course Number &amp; Title Taxonomy</u></b></p> <p>Nothing is set in stone yet. We will probably be moving to a 4 character subject code and a 4# course number ex. SUBJ ##### and possibly up to 3 letters at the end as a course specialty identifier.</p>   |
| <p>V. Reports</p> <ul style="list-style-type: none"> <li>-</li> </ul>  | <p><i>Scott Lee</i></p>              |  |
| <p>VI. Catalog</p> <ul style="list-style-type: none"> <li>-</li> </ul>   | <p><i>Debbie</i></p>                 |  |
| <p>VII. Action</p>   | <p><i>Scott Lee</i></p>              |  |



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| VIII. Closing Comments                   | <i>Scott<br/>Lee/Kathy<br/>Bakhit</i> | Scott thanked everyone. We have a lot going on, a lot on our plate. Faculty please speak to Senate.<br>Motion to adjourn at 4:10pm<br>Motion second<br>Motion approved |
| <b>NEXT MEETING DATE: March 28, 2024</b> |                                       |  |