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<h1>AP&amp;P Agenda</h1>	<b>Thursday, September 24, 2020</b> <b>Via Zoom</b> <b>3:00 pm – 5:30 pm</b>
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**Type of Meeting:** *Regular*  
**Note Taker:** *Cheyenne Odenthal*  
**Please Review/Bring:** The past minutes for accuracy.

<p><i>Committee Members:</i>  <i>Kathryn Mitchell, Co-chair</i>  <i>Dr. Jessica Eaton, Articulation Officer</i>  <i>Timothy Sturm, CTE Representative</i>  <i>Kent Moser, CTE Representative</i>  <i>Michael Hutchinson, HSS Representative</i>  <i>Maria Kilayko, HSS Representative</i>  <i>James Dorn, MSE Representative</i>  <i>Richard Biritwum, MSE Representative</i>  <i>Jeffrie Ahmad, R&amp;L Representative</i>  <i>Dr. Richie Hao, R&amp;L Representative</i>  <i>Dr. Ronald Chapman, SBS Representative</i>  <i>Dr. Ibrahim Ganley, SBS Representative</i>  <i>Cynthia Littlefield, A&amp;H Representative</i>  <i>Dr. Ariel Tumbaga, A&amp;H Representative</i>  <i>Dr. Scott Lee, Library Rep, Librarian, DE Liaison</i>  <i>Luis Echeverria, Student Services, Counseling</i>  <i>Gabrielle Poorman, Adjunct Representative</i>  <i>Greg Borman, 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></p>	<p><i>Committee member not in attendance:</i>  <i>Ed Knudson, Co-chair</i>  <i>Mariano Eguizaba, Student Representative</i></p>
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Items	Person	Action
I. Opening comments from the Co-chair	<i>Kathryn Mitchell</i>	Kathryn called the meeting to order at 3:06 pm
II. Minutes 9/10/20	<i>All</i>	<p><b><u>Issues Discussed:</u></b>            Motion to approve 9/10/2020 minutes            Motion seconded            Motion approved</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
III. Informational Item	<i>Kathryn Mitchell</i>	<b><u>Issues Discussed:</u></b>

<ul style="list-style-type: none"> <li>- Meeting schedule: 10/8, 10/22, 11/12</li> <li>- AP&amp;P Annual Training, Canvas</li> <li>- Handbook update</li> <li>- Distance Technical Review update</li> </ul>		<p>There are still 3 members of the committee that have not yet completed the AP&amp;P Training via canvas.</p> <p>The AP&amp;P handbook is still being worked on currently.</p> <p>The distance tech review committee volunteers (Dr. Ronald Chapman, Rhonda Nogales and Kathryn Mitchell) have been able to approve the DE workflows much quicker.</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> <li>- Change of Program Name</li> <li>- Textbook Rationale</li> <li>- AP 4021</li> </ul>	<p><i>Kathryn Mitchell /Jeffrie Ahmad and Dr. Richie Hao</i></p>	<p><b><u>Issues Discussed:</u></b></p> <p>President Knudson thought to rename the AODS program to the Dr. Irit Gat AODS program. This idea is being brought to the AP&amp;P committee for input.</p> <p>Dr. Chapman mentioned that this is unprecedented. Ladonna Trimble mentioned the idea of internally calling the program with the new name but has never seen that in a catalog.</p> <p>Kathryn Mitchell expressed concern as to what that meant when submitting the program to the Chancellor’s Office she is not sure that we can’t and we just need to do some research on this.</p> <p>Riley Dwyer mentioned a more permanent way to honor Dr. Gat. Programs change over time and some even become obsolete. The is an honor that she does deserve, however there may be something more permanent.</p> <p>Dr. Richie Hao and Jeffrie Ahmad agreeded with Riley Dwyer on lack of permanence to a program.</p> <p>Dr. Scott Lee asked if there is any other community colleges that have done this before.</p> <p>Dr. Eaton mentioned that a lot of courses have a change in units. Cheyenne Odenthal mentioned that during the data load to eLumen some courses have incorrect units and that faculty can correct those during a non substantial revision because this is not an actual change but a correction to what has already been approved.</p>

For the rationale for textbooks that are older than 5 years faculty can use the comment section or the ISBN portion because the ISBN is not required.

Dr. Richie Hao covered the changes that he and Jeffrie Ahmad made to the AP 4021.

- Adding the language of “obsolescence” is critical
- Adding “provide written notice”
- Specified Vice President of Academic Affairs
- Added that another additional resource that should be taken into consideration is hiring full time faculty. Not all programs have full time faculty which would help in the success of the program.
- In terms of the review process, currently it is stated that the program has three semesters to work on improvements. But Dr. Hao mentioned if it would be a major difference if it went from three semesters to four semesters.

Clarification was explained in regards to Dean of Occupational Education. The Dean of Occupational Education does not always refer to the Dean of CTE. The dean of CTE can give input as far as labor market data. The other factor that is considered is the TOP codes associated with the programs which make it a CTE program.

Riley Dwyer mentioned adding the verbiage of “two area deans”. Kathryn Mitchell agreed with this idea because the Dean of Occupational Education has experience in labor market but the area dean has experience in the discipline.

Kathryn mentioned another issue that the senate pointed out was the lack of guidelines on the initiation of the task force. Based on the verbiage the VPAA and Senate President would okay the start of the task force.

Dr. Clinton mentioned that sometimes with the discontinuance of a program, there is no fight from faculty or administration and everyone is in agreement.

		<p>Kathryn will be taking all of this feedback and suggestions to the Senate.</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
<p>V. Action</p> <p><i>Non substantial Course Revisions</i> None</p> <p><i>Substantial Course Revisions</i> THA 121A</p> <p><i>Non Substantial Program Revisions</i> None</p> <p><i>Substantial Program Revisions</i> None</p> <p><i>Distance Education</i> ENGL 090 Writing Support ENGL 100A Academic Strategies ENGL 115 Introduction to Technical Communications ENGL 221 American Literature 1400-1865 ENGL 222 American Literature 1865- Present EBGL 225 English Literature 800-1750 ENGL 227 English Literature 1750-Present ENGL 230 World Literature 1 ENGL 231 World Literature 2 ENGL 235 Shakespeare and Culture ENGL 242 Narrative and Culture ENGL 253 African American Literature ENGL 256 Latinx Literature ENGL 257 Native American Literature ENGL 259 gender, imagine and Rhetoric ENGL 265 Film: Text and Context</p>	<p><i>Kathryn Mitchell</i></p>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b> Motion to Approve THA 121A Motion Seconded Motion failed due to too many changes needed</p> <p>Motion to approve the courses listed under Distance Education. Motion seconded Motion Approved</p> <p><b><u>Follow Up Items:</u></b></p>



ENGL 279 Science Fiction and Dystopian Literature ENGL 315 Applied Technical Writing		
VI. Closing Comments	<i>Kathryn Mitchell</i>	
<b>NEXT MEETING DATE: 10/8/2020</b>		Kathryn Called the meeting you order at 4:10pm