



# Academic Policies & Procedures

## AP&P Agenda

Thursday, April 11, 2024

3:00 pm – 5:30 pm T600-J

**Type of Meeting:** *Regular*

**Note Taker:** [Debbie Lindsey](#)

**Please Review/Bring:** The past minutes for accuracy.

### Committee Members:

*Dr. Scott Lee, Co-chair*  
*Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs*  
*Dr. Jessica Eaton, Articulation Officer*  
*Tim Atkerson, AKIN Representative*  
*Travis Lee, CTE Representative*  
*Dr. Wendy Stout, CTE Representative*  
*James Dorn, MSE Representative*  
*Dr. Jonathan Compton, MSE Representative*  
*Heidi Williams, LACA Representative*  
*Dr. Ariel Tumbaga, LACA Representative*  
*Gabby Poorman, SBS Representative*  
*David Harrison, SBS Representative*

*Cynthia Littlefield, AHUM Representative*  
*Lisa Karlstein, AHUM Representative*  
*Vacant, Library Rep, Librarian*  
*Tamira Palmetto, Student Services, Counseling*  
*Tanya McGinnis, Student Services, Counseling*  
*Larry Veres, Adjunct Representative*  
*Greg Bormann, Administrative Position*  
*Kathryn Mitchell, Administrative Position*  
*LaDonna Trimble, Administrative Position*  
*Dr. Cindy Hendrix, Tech Review*  
*Alan Fillion, Student Representative*  
*Bobby Bennett, Student Representative*

*\*Absent*

Items	Person	Action
I. Opening comments from the Co-chairs	<i>Jonathan Compton</i>	
II. Minutes 03/28/2024	<i>All</i>	
III. Informational Item <ul style="list-style-type: none"> <li>– Meeting Schedule: 4/25/24</li> <li>– Current workflows in eLumen</li> <li>– AP&amp;P reps (retiring/expiring term)</li> <li>– Removal of GE verbiage in course catalog description</li> </ul>	<i>Jonathan Compton</i>	
IV. Discussion <ul style="list-style-type: none"> <li>– Working meeting</li> </ul>	<i>Jonathan Compton</i>	
V. Catalog <ul style="list-style-type: none"> <li>–</li> </ul>	<i>Debbie Lindsey</i>	



## Academic Policies & Procedures

VI. Action	<i>Jonathan Compton</i>	
<b>New Course Development</b> IATH221 Intercollegiate Men's Basketball - Spring IATH226 Intercollegiate Women's Basketball - Spring		
<b>Substantial Course Revisions</b> IATH220 Intercollegiate Men's Basketball - Fall IATH225 Intercollegiate Women's Basketball - Fall		
VII. Closing Comments	<i>Jonathan Compton</i>	
<b>NEXT MEETING DATE: April 25, 2024</b>		



<b>AP&amp;P Minutes Draft</b>		Thursday, March 28, 2024 3:00 pm – 4:00 pm T600-J
<p><b>Type of Meeting:</b> <i>Regular</i></p> <p><b>Note Taker:</b> <a href="#">Debbie Lindsey</a></p> <p><b>Please Review/Bring:</b> The past minutes for accuracy.</p>		
<i>Committee Members:</i>		
<p><i>Dr. Scott Lee, Co-chair</i></p> <p><i>Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs</i></p> <p><i>Dr. Jessica Eaton, Articulation Officer*Proxy-Audrey Moore</i></p> <p><i>Tim Atkerson, AKIN Representative</i></p> <p><i>Travis Lee, CTE Representative</i></p> <p><i>Dr. Wendy Stout, CTE Representative* Proxy - Darren Watters</i></p> <p><i>James Dorn, MSE Representative</i></p> <p><i>Dr. Jonathan Compton, MSE Representative</i></p> <p><i>Heidi Williams, LACA Representative*Proxy-Harish Rao</i></p> <p><i>Dr. Ariel Tumbaga, LACA Representative</i></p> <p><i>Gabby Poorman, SBS Representative/Tech Review</i></p> <p><i>David Harrison, SBS Representative*Proxy- Balbir Arora</i></p> <p><i>Guests: Debbie Salazar</i></p>		<p><i>Cynthia Littlefield, AHUM Representative</i></p> <p><i>Lisa Karlstein, AHUM Representative*Proxy-Tim Meyer</i></p> <p><i>Vacant, Library Rep, Librarian</i></p> <p><i>Tamira Palmetto, Student Services, Counseling</i></p> <p><i>Tanya McGinnis, Student Services, Counseling*</i></p> <p><i>Larry Veres, Adjunct Representative</i></p> <p><i>Greg Bormann, Administrative Position</i></p> <p><i>Kathryn Mitchell, Administrative Position</i></p> <p><i>LaDonna Trimble, Administrative Position</i></p> <p><i>Dr. Cindy Hendrix, Tech Review</i></p> <p><i>Alan Fillion, Student Representative</i></p> <p><i>Bobby Bennett, Student Representative</i></p> <p style="text-align: right;"><i>*Absent</i></p>
Items	Person	Action
I. Opening comments from the Co-chairs	<i>Scott Lee/Kathy Bakhit</i>	The meeting was called to order at 3:02pm. Dr. Bakhit welcomed everyone to the meeting. She thanked everyone for being here, as we are wrapping up the semester.
II. Minutes 03/14/2024	<i>All</i>	<p><b>Action:</b></p> <p>Motion to approve Minutes for 3/14/24</p> <p>Motion Second</p> <p>Abstentions: Harish Rao, Audry Moore, Darren Watters, Tim Atkerson</p> <p>Motion Approved</p>



# Academic Policies & Procedures

<p>III. Informational Item</p> <ul style="list-style-type: none"> <li>– Meeting Schedule: 4/11/24, 4/25/24</li> <li>– Workflow Status</li> <li>– Training Requirements for AP&amp;P Reps</li> <li>– AB 1111</li> <li>– Example AD-T Submission Presentation</li> <li>– GE Cal-GETC Pattern</li> </ul>	<p><i>Scott Lee/Kathy Bakhit</i></p> <p><i>Jessica Eaton Jonathon Compton Debbie Lindsey</i></p>	<p><b><u>Workflow Status</u></b></p> <p>Workflows are open. We need to get as many of the transfer degrees done this semester as possible. This will make fall easier.</p> <p>We have placeholders set for the local patterns. Be sure to select from the Cal-GETC or Local GE patterns, effective fall 2025.</p> <p><b><u>Training Requirements –</u></b></p> <p>Dr. Bakhit reminded everyone that training will be required by the Chancellor’s Office.</p> <p>All representatives need to meet the requirements of providing a minimum of 2.0 hours of training each semester, as outlined in the AP&amp;P Handbook.</p> <p>Dr. Bakhit announced that Dr. Jonathon Compton will be the new Co-Chair moving forward. Everyone thanked Dr Lee for his service.</p> <p><b><u>AB1111</u></b></p> <p>While full implementation is being pushed back to 2027, there is a list of courses that will need to be done this fall:</p> <p>C-IDs:</p> <ul style="list-style-type: none"> <li>ENGL 100 College Composition</li> <li>ENGL 105 Argumentative Writing and Critical Thinking</li> <li>COMM110 Public Speaking</li> <li>MATH 110</li> <li>POLS 100</li> <li>PSY 110</li> </ul> <p><b><u>Example AD-T Submission Presentation</u></b></p> <p>Dr. Compton shared a PowerPoint presentation on creating a revision for all to review.</p> <p>He reminded everyone to be sure to add Cal-GETC for Fall 2025 (Remove IGETC or CSU). Select the appropriate checkbox from each group. Do not select “Choose Any.” This has created problems.</p> <p>Be sure to cover the minimum units required, remove the old GE Block and replace it with the Cal-GETC pattern. Be sure to work with a counselor. Examples were provided.</p>
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## Academic Policies & Procedures

		<p>Program Narratives are missing in eLumen. They will need to be re-created. Dr. Bakhit said that the required language will be coming from the Chancellor's Office.</p> <p>The program description has highlighted requirements, which can be copied and pasted.</p> <p>If there are questions on double counting, discuss it with a counselor. The CCCCCO website also explains double counting: <a href="https://www.cccco.edu/-/media/CCCCCO-Website/docs/curriculum/Double-Count-Sample.pdf">https://www.cccco.edu/-/media/CCCCCO-Website/docs/curriculum/Double-Count-Sample.pdf</a></p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> <li>– Recommended Update to AP 4104</li> </ul>	<p><i>Scott Lee</i></p>	<p><b><u>Recommended Update to AP 4104</u></b></p> <p>Dr. Lee explained that we need to have AP-4104 reflected and it will feed into the handbook. The last update was 2006. Dr Lee provided an example of where he removed language and updated it with the required language. He will send the document to everyone for their review. This will be sent as a recommendation to the Senate. If they approve, it will be sent to CCC for approval.</p> <p>This will be an action item to vote for at the next 4/11 meeting.</p>
<p>V. Reports</p> <ul style="list-style-type: none"> <li>– Academic Senate Discussion of Changes to GE</li> </ul>	<p><i>Scott Lee &amp; Jessica Eaton</i></p>	<p><u>Academic Senate Discussion of Changes to GE</u></p>
<p>VI. Catalog</p> <ul style="list-style-type: none"> <li>–</li> </ul>	<p><i>Debbie Lindsey</i></p>	<p>Catalog</p> <p>The digital catalog is ready for Edunav to begin their scribing process. There are 10 programs still pending approval, which will need to be finalized before they are available. The print catalog is underway. The estimated time for completion of the final draft is mid-May.</p>
<p>VII. Action</p> <ul style="list-style-type: none"> <li>– Recommendation to the Senate on Local GE Pattern</li> </ul>	<p><i>Scott Lee</i></p>	<p><u>Action</u></p> <p>Motion to approve:</p> <p><b>Recommendation to the Senate on the Local GE Pattern</b></p> <p>Dr. Lee summarized that we have settled the pattern for CalGETC. We are still in the process of the local degrees. The Senate must approve it. If approved today, the Senate will have it in time for a discussion item. If we do not make the deadline, we will go into</p>



# Academic Policies & Procedures

		<p>the summer with an undefined Local GE Pattern. We need to conclude today to provide it to the Senate. Tamira Palmetto explained that the courses in blue font are approved CSU courses. The courses in black font are IGETC courses that have rolled over to Cal-GETC. The blue is questionable. These provide students with more breadth. It also provides flexibility if they do not plan to transfer.</p> <p>Question: Dr. Bakhit asked about COMM.</p> <p>Tamira Palmetto said that it's not Cal-GETC approved yet. Dr. Eaton is working on it.</p> <p>Question: Dr. Bakhit asked if we are voting, what are we voting on for COMM.</p> <p>Tamira said that it's blue (CSU), so we should add the number COMM 101 in blue, for a vote.</p> <p>Dr. Bakhit recommended that the representatives reach out to their departments to have a conversation, so it does not miss the deadline.</p> <p>Comment: We need to add SPAN 101 and 102 in blue. BIOL 101 has a corequisite 101L. The lab needs to be added with an asterisk and noted at the bottom of the box: BIOL 101/L* (Note: must be taken together with BIOL lab (BIOL 101L).</p> <p>Comment: Audrey Moore said that she will check with Dr. Eaton on the languages.</p> <p>Dr. Lee had the current CSU pattern pulled up for review on the projector. It was agreed to add COMM 101, SPAN 101 and 102, and LATN 101, all in blue. They can be removed later, if needed.</p> <p>Abstention: Harish Rao</p> <p>Motion second</p> <p>Motion approved</p>
VIII. Closing Comments	<p><i>Scott Lee/Kathy Bakhit</i></p>	<p>Dr. Bakhit reminded everyone to please reach out to faculty for transfer degrees to get them done as soon as possible.</p> <p>Motion to adjourn at 3:50pm</p> <p>Motion second</p> <p>Motion approved</p>
<p><b>NEXT MEETING DATE: April 11, 2024</b></p>		



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