



AP&P Agenda Draft

Thursday, January 25, 2024

3:00 pm – 4:00 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/Tech Review
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>Kathy Bakhit</i>	
II. Minutes 11/30/2023	<i>All</i>	
III. Informational Item – Meeting schedule: 2/8/24, 2/22/24, 3/14/24, 3/28/24, 4/11/24, 4/25/24 – Tech Review meetings – ADT Revisions	<i>Kathy Bakhit</i>	
IV. Discussion – Noncredit Workgroup	<i>Kathy Bakhit</i>	
V. Reports – Revision List draft	<i>Robyn</i>	
VI. Catalog – Workgroup meeting	<i>Debbie</i>	



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<p>VII. Action</p> <p>New Course Developments</p> <p>ETHN110 Chicana and Chicano History: Pre-Cuauhtémoc to U.S.-Mexico War</p> <p>ETHN111 Chicana and Chicano History: Post U.S.-Mexico War to the Present</p> <p>THA 106 Introduction to Theatre Design - previously approved as THA 105</p> <p>Substantial Course Revisions</p> <p>IATH 265 Intercollegiate Women's Tennis</p> <p>LAC 931 Level 1 Tutor Certification</p> <p>LAC 932 Level 2 Tutor Certification</p> <p>LAC 933 Level 3 Tutor Certification</p> <p>RE 199 Work Experience Education</p> <p>Program Revisions</p> <p>General Aircraft Maintenance AS</p> <p>General Aircraft Maintenance Cert</p>	<p><i>Kathy Bakhit</i></p>	
<p>VIII. Closing Comments</p>	<p><i>Kathy Bakhit</i></p>	
<p>NEXT MEETING DATE: February 8, 2024</p>		

AP&P Minutes Draft

Thursday, November 30, 2023

3:00 pm – 4:00 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 (Z)
*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/Tech Review
David Harrison, SBS Representative Proxy-Carlos Pinho*

*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 (Z)
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>Scott Lee/Kathy Bakhit</i>	The meeting was called to order at 3:10p.m. Action: Motion to amend the agenda: Move ACRV 122, ACRV 123 and NS 202A up to beginning of course revisions. Motion approved
II. Minutes 11/16/2023	<i>All</i>	Action: Motion to approve: Minutes for 11/16/2023 Motion second Motion approved
III. Informational Item – Meeting schedule: 1/25/24, 2/8/24, 2/22/24, 3/14/24, 3/28/24, 4/11/24, 4/25/24	<i>Scott Lee</i>	



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IV. Discussion –	Scott Lee	N/A
V. Reports		
VI. Catalog –		
VII. Action Substantial Course Revisions ACCT 199 Work Experience Education ACRV 122 Residential Air Conditioning Systems ACRV 123 Residential Air Conditioning Controls AERO 199 Work Experience Education AJ 199 Work Experience Education ANTH 199 Work Experience Education BIP 199 Work Experience Education BUS 199 Work Experience Education CA 199 Work Experience Education CFE 199 Work Experience Education COMM 199 Work Experience Education DA 199 Work Experience Education DFST 199 Work Experience Education DM 199 Work Experience Education ED 199 Work Experience Education ELTE 199 Work Experience Education FTEC 199 Work Experience Education FTV 199 Work Experience Education HIST 199 Work Experience Education INT 199 Work Experience Education JOUR 199 Work Experience Education LIB 199 Work Experience Education MGT 199 Work Experience Education MKTG 199 Work Experience Education MUSC 199 Work Experience Education NS 202A Medical Surgical Nursing II POLS 199 Work Experience Education THA 199 Work Experience Education	Scott Lee	Action: Substantial Course Revisions Motion to approve: ACRV 122 Motion second Changes: This was submitted as non-substantial at the last meeting. It was brought back due to a change in SLOs (removal of one). Motion approved Motion to approve: ACRV 123 Motion second Changes: This was submitted as non-substantial at the last meeting. It was brought back due to a change in SLOs (removal of three). Motion approved Motion to approve: NS 202A Motion second Changes: Change in course content. Limitation of Enrollment was added to prerequisite tab. Motion approved Motion to approve all of the following Work Experience courses: ACCT 199, AERO 199, AJ 199, ANTH 199, BIP 199, BUS 199, CA 199, CFE 199, COMM 199, DA 199, DFST 199, DM 199, ED 199, ELTE 199, FTEC 199, FTV 199, HIST 199, INT 199, JOUR 199, LIB 199, MGT 199, MKTG 199, MUSC 199, NS 202A, POLS 199, THA 199 Motion second ACCT 199



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	<p>Changes: Updated course description, removed repeatability, Faculty requirements were changed to discipline specific, removed other instruction materials, updated lab outline. Removed last “yes” from DE form.</p> <p>AERO 199</p> <p>Changes: Title, updated course description removed repeatability, updated Limitation of Enrollment, added discipline faculty requirement, selected variable credit course and add 3-24 hours, updated Methods of Instruction, removed Time commitment, removed Assignments, removed Other Instruction Materials, updated course objectives and lab outline.</p> <p>AJ 199</p> <p>Changes: Updated course description, removed repeatability, changed weekly student hours to 1-9, capped units at 3, removed time commitment, removed (CSU, AVC) from Limitations on Enrollment, removed Assignments, Textbook and Other Instruction Materials sections, updated course objectives, SLOs, and updated outline.</p> <p>ANTH 199</p> <p>Changes: Removed repeatability and retakes, updated course description language, changed proposal start date, removed Other Instruction Materials section, updated course objectives and lab outline.</p> <p>BIP 199</p> <p>Changes: Title, removed repeatability and retakes, added (CSU, AVC). Added transferability to CSU, changed the students’ hours 3-24, numbered course objectives, updated lab outline.</p> <p>BUS 199</p> <p>Changes: Updated course description, changed faculty requirement to master's in business, removed repeatability and retakes, updated course objectives, updated lab outline.</p> <p>CA 199</p> <p>Changes: Updated course description, removed repeatability and retakes, changed faculty requirements to Computer Service Technology, removed Other Instructional Materials, updated course objectives, updated lab outline.</p>
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	<p>CFE 199 Changes: Updated course description, removed repeatability and retakes, removed Other Instructional Materials, updated course objectives, adjusted Methods of Evaluation to cover all course objectives, updated lab outline.</p> <p>COMM 199 Changes: Updated course description, removed repeatability and retakes, changed prerequisite to Limitation of Enrollment, changed the units, removed the time commitment note, added Methods of Evaluation, course objectives, learning outcomes, curriculum map, and lab outline.</p> <p>DA 199 Changes: Updated course description, removed repeatability and retakes, changed the Limitation of Enrollment language, added lab hours of 3-24, removed time commitment note, removed Assignments section, changed Methods of Evaluation, added course objectives, added percents to the SLOs, completed the curriculum map, and updated the lab outline.</p> <p>DFST 199 Changes: Changed title, updated course description, removed DE, removed repeatability and retakes, changed lab hours to 3-24, removed time commitment note, changed Methods of Instruction and Methods of Evaluation, updated course objectives, removed Assignments and Other Instructional Materials, changed SLO and completed curriculum map, updated lab outline.</p> <p>DM 199 Changes: Updated course description, removed repeatability and retakes, added Faculty Requirements, added Mandatory Submission to rationale, added lab hours of 3-24. Removed the time commitment notes and Other Instructional Materials section. Added Methods of Instruction, course objectives, and Methods of Evaluation. Changed SLOs and added percentage, completed the curriculum map and updated lab outline.</p> <p>ED 199</p>
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	<p>Changes: Title, updated course description, course objectives and Methods of Evaluation and lab outline.</p> <p>ELTE 199</p> <p>Changes: Updated course description, removed repeatability and retakes, added faculty requirements, added lab hours, removed time commitment notes and other instructional materials, updated methods of instruction course objectives, and lab outline.</p> <p>FTEC 199</p> <p>Changes: Updated course description, removed repeatability and retakes, added faculty requirements, removed time commitment notes, added course objectives and methods of evaluation, added 70% to SLOs, updated curriculum map and lab outline.</p> <p>FTV 199</p> <p>Changes: Updated course description, removed repeatability and retakes, removed time commitment notes. Corrected course duration from 8 to 18, removed Assignments section, Other Instructional Materials, updated course objectives, methods of evaluation, SLOs, curriculum map, and lab outline.</p> <p>HIST 199</p> <p>Changes: Updated course description, removed repeatability and retakes, removed other instructional materials, updated course objectives and applied to Methods of Evaluation, updated lab outline.</p> <p>INT 199</p> <p>Changes: Changes: Updated course description, removed repeatability and retakes, lab hours to 3-24 in class hours, removed time commitment notes, removed other instructional materials, update Methods of Instruction and Methods of Evaluation, added SLOs, complete curriculum map, and updated lab outline.</p> <p>JOUR 199</p> <p>Changes: Updated course description, removed repeatability and retakes, replaced prerequisite with Limitation on Enrollment, removed Equivalency, changed lab hours to 3-24 in class hours, removed</p>
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	<p>time commitment notes, updated course objectives, methods of evaluation, SLO was added, and curriculum map completed. Updated lab outline.</p> <p>LIB 199 Changes: Updated course description. Selected Cooperative Work Experience Status box, updated Methods of Evaluation and course objectives, updated SLO, curriculum map, and added DE.</p> <p>MGT 199 Changes: Updated course description, removed repeatability and retakes, changed total student hours to 54-432, removed time commitment notes, removed other instruction materials, changed methods of evaluation showing course objectives, completed curriculum map and updated the lab outline.</p> <p>MKTG 199 Changes: Updated course description, removed repeatability and retakes, changed total student hours to 54-432, removed time commitment notes, removed other instructional materials, changed methods of evaluation showing course objectives, updated lab outline.</p> <p>MUSC 199 Changes: Updated course description, removed repeatability and retakes, request transferability to CSU, changed weekly student hours to 3-24 in class lab hours, updated course objectives, methods of evaluation, updated lab outline.</p> <p>POLS 199 Changes: Updated course description, removed repeatability and retakes, removed time commitment notes, updated course objectives and methods of evaluation. Added SLO and curriculum map. Updated the lab outline.</p> <p>THA 199 Changes: Updated course description, removed repeatability and retakes, removed time commitment notes, combined Limitation on Enrollment into one statement, added course objectives, changed methods of evaluation showing course objectives, changed SLO, complete curriculum map, updated lab outline, and removed entry in the last question of DE form.</p>
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& Procedures**

		Motion approved
VIII. Closing Comments	<i>Scott Lee</i>	<p>Closing comments:</p> <p>Dr. Lee thanked everyone. He said that everyone earned their FPD and looks forward to seeing everyone in January.</p> <p>Cindy Hendrix is retiring in the spring and Gabby Poorman will be leaving Tech Review. We will be looking for two Tech Review committee members.</p> <p>Dr. Lee thanked the Curriculum Specialists for their work and wished everyone a great break.</p> <p>Motion to adjourn the meeting at 3:23p.m. Motion second Motion approved</p>
NEXT MEETING DATE: January 25, 2024		

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Recommendation: Form a Noncredit Review Workgroup to support noncredit curriculum development

Purpose: The main purpose of the Noncredit Review Workgroup is to support the AP&P's efforts to support the development, review, renewal, and recommendation of noncredit curriculum, in accordance with Educational Code 84760.5 and CCR Title V § 55151, to be approved by the committee at large, the Academic Senate, and Board of Trustees.

- The workgroup reviews and provides approval recommendations for new and revised courses, new and revised non-credit certificate programs.
- The workgroup recommends non-credit curriculum policy and procedures.
- The workgroup keeps AP&P and the Academic informed of statewide noncredit curriculum issues and Title 5 regulations.

Suggested Workgroup Structure:

- AP&P Curriculum Co-Chairs
- Curriculum Specialist
- Articulation Officer/Counselor
- Dean of Workforce Development [or Academic Affairs dean assigned the area of noncredit development?]
- Faculty representative from AP&P
- Faculty representatives (2) selected by Academic Senate

Workgroup Procedures and General Guidelines

1. The workgroup meets twice a month.
2. The workgroup meets with the faculty representing the noncredit courses/program(s) within a discipline, and/or the dean over the discipline and/or the committee representative for that discipline on AP&P.
3. The goal of the workgroup is to identify and repair errors and resolve issues with course(s)/program(s) within a discipline before they are submitted to the full AP&P Committee. Corrections can be made during the Workgroup meetings.
4. Minutes from the workgroup meeting may be available to the full AP&P committee as a resource to answer questions about course(s)/program(s) being considered by the full committee.

Spring/Fall Revision List-draft

<u>Program Title</u>	<u>Faculty Listed on Program</u>	<u>Department</u>
Computer Animation AA	Cynthia Kincaid, Paul Taglianetti	Digital Media
Computer Animation Cert	Cynthia Kincaid, Paul Taglianetti	Digital Media
Graphic Design AA	Cynthia Kincaid, Paul Taglianetti	Digital Media
Graphic Design Cert	Cynthia Kincaid, Paul Taglianetti	Digital Media
Interactive Media-Web Design AA	Cynthia Kincaid, Paul Taglianetti	Digital Media
Interactive Media-Web Design Cert	Paul Taglianetti	Digital Media
Digital Photographic Imaging AA	Cynthia Kincaid, Paul Taglianetti	Digital Media
Digital Photographic Imaging Cert	Cynthia Kincaid, Paul Taglianetti	Digital Media
Digital Printing AA	Cynthia Kincaid, Paul Taglianetti	Digital Media
Digital Printing Cert	Cynthia Kincaid, Paul Taglianetti	Digital Media
Deaf Studies: Interpreter Training AA	Cole Wolf	Deaf Studies
Deaf Studies: Interpreter Training Cert	Cole Wolf	Deaf Studies
Deaf Studies: American Sign Language AA	Cole Wolf	Deaf Studies
Deaf Studies: American Sign Language Cert	Cole Wolf	Deaf Studies
Medical Assistant AS	Wendy Stout	Medical Office Assisting
Medical Assistant Cert	Wendy Stout	Medical Office Assisting
Radiologic Technology AS	Wendy Stout	Radiologic Technology
Respiratory Care/Therapy AS	Wendy Stout	Respiratory Care/Therapy
Fire Technology AS	Wendy Stout	Fire Technology
Fire Technology Cert	Wendy Stout	Fire Technology
Firefighter I Academy Cert	Mark Gilman, Wendy Stout	Fire Technology