

AP&P Minutes

Thursday, October 22, 2020
Via Zoom
3:00 pm – 5:30 pm

Type of Meeting: *Regular*

Note Taker: *Cheyenne Odenthal*

Please Review/Bring: The past minutes for accuracy.

Committee Members:

Kathryn Mitchell, Co-chair

Dr. Jessica Eaton, Articulation Officer

Timothy Sturm, CTE Representative

Kent Moser, CTE Representative

Michael Hutchinson, HSS Representative

James Dorn, MSE Representative

Richard Biritwum, MSE Representative

Jeffrie Ahmad, R&L Representative

Dr. Richie Hao, R&L Representative

Dr. Ronald Chapman, SBS Representative

Dr. Ibrahim Ganley, SBS Representative

Cynthia Littlefield, A&H Representative

Dr. Ariel Tumbaga, A&H Representative

Dr. Scott Lee, Library Rep, Librarian, DE Liaison

Luis Echeverria, Student Services, Counseling

Gabrielle Poorman, Adjunct Representative

Greg Borman, Administrative Position

Riley Dwyer, Administrative Position

LaDonna Trimble, Administrative Position

Cindy Hendrix, Outcomes Representative

Ronda Nogales, Outcomes Representative

Committee Members not in attendance:

Ed Knudson, Co-chair

Maria Kilayko, HSS Representative

Mariano Eguizaba, Student Representative

Guests in Attendance:

Elinda Parkinson

Cole McCandless

Dr. Darcy Weiwall

Stacy Adams

Lisa Karlstein

Items	Person	Action
I. Opening comments from the Co-chair	<i>Kathryn Mitchell</i>	Kathryn called the meeting to order at 3:04pm. There will be an off schedule meeting on 11/19/2020.
II. Minutes 10/8/20	<i>All</i>	<p><u>Issues Discussed:</u> Motion to approved minutes from 10/8/2020 Motioned seconded Motioned approved Luis Echeverria abstained</p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
III. Informational Item - Meeting schedule: 11/12	<i>Kathryn Mitchell</i>	<p><u>Issues Discussed:</u> The next meeting will take place on 11/12/20</p>

<p>- Course Approval Update</p>		<p>Course Approval update: 507 courses going through a revision (substantial, non substantial or Emergency DE) 17 programs going through a revision 16 course deactivations Arts and Humanities Division has 191 revisions Health and Safety Sciences Division has 79 revisions Library Sciences has 1 revision Math Science and Engineering has 61 revisions Rhetoric and Literacy Division has 37 revisions Social and Behavioral Sciences Division has 60 revisions Career and Technical Education Division has 77 revisions</p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>IV. Discussion - Textbook rationale</p>	<p><i>Kathryn Mitchell</i></p>	<p><u>Issues Discussed:</u> There are quite a few courses that do not have textbook rationales because there are not sure where to put it or unclear on when it is necessary to put a rationale. Textbook rationales will always be required is a textbook is older than five years. Faculty can place the rationale in the same area as the IBSN number, even if there ISBN number is being used. The reason for the rationales on all textbooks older than five years, and not just one textbook older than five years, is because transfer schools require rationales on all textbooks that are older than five years. The AP&P handbook also states that for a textbook older than five years please provide a rationale. There is specific guideline on only providing a rationale for one textbook that is older than five years. These textbooks are only recommendations but if you choose to list it on the COR the rationales are required.</p> <p><u>Action Taken:</u></p>

		<p><u>Follow Up Items:</u></p>
<p>V. Reports</p> <ul style="list-style-type: none"> - Upper Division Units as Substitution for AD-T Major Requirements - CPL Subgroup 		<p>Cindy Hendrix reported that the Math department does not mind either way.</p> <p>CPL subgroup has already created a BP and AP. LaDonna Trimble stated key point within the policy such as, the course must be in the catalog, the requirements that the student has to meet in order for the student to be <i>considered</i> (because it is up to the faculty to determine if the credit for prior learning may be approved). The point of contact will be the Vice President of Academic Affairs. The point of contact was determined based on creating consistency across the disciplines with a neutral party.</p>
<p>VI. Action</p> <ul style="list-style-type: none"> - Change in Approval Process, Librarian <p><i>Emergency Distance Education</i></p> <p>ACCT199 Occupational Work Experience AERO120 Aircraft General I AERO121 Aircraft General II AERO230 Aircraft Airframe I AERO231 Aircraft Airframe II AERO240 Aircraft Powerplant I AERO241 Aircraft Powerplant II BIOL103 Introduction to Botany BUS199 Occupational Work Experience CA199 Work Experience COMM101 Intro to Public Speaking COMM103 Process of Communication COMM107 Intro to Interpersonal Comm COMM109 Small Group Communication COMM112 Oral Interpretation COMM114 Art of Storytelling COMM116 Forensics COMM199 Work Experience COMM217 Gender and Communication COMM219 Intro to Intercultural Communic ED140 Introduction to Education JOUR123 Newspaper Production KINF180 Beginning Volleyball LAC20 Managing Writing Anxiety</p>	<p><i>Kathryn Mitchell</i></p>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p>Motion to approve the Change in Approval Process for Librarian Motion seconded Motion Approved</p> <p>Motion to approved the DE component to: ACCT 199 Motion Seconded Motion Approved</p> <p>Motion to approved the DE component to: AERO120 Aircraft General I AERO121 Aircraft General II AERO230 Aircraft Airframe I AERO231 Aircraft Airframe II AERO240 Aircraft Powerplant I AERO241 Aircraft Powerplant II Motion Seconded Motion Approved</p> <p>Motion to approved the DE component to: BIOL103 Introduction to Botany Motion Seconded Motion Approved</p> <p>Motion to approved the DE component to:</p>

LAC299	Master Tutoring	CA199	Work Experience
MGT199	Work Experience		Motion Seconded
MKTG199	Occupational Work Experience		Motion Approved
NF150	Food and Culture		
NS202A	Medical Surgical Nursing II		Motion to approved the DE component to:
OT199	Work Experience	COMM101	Intro to Public Speaking
PSCI302	Intro to Quantitative Atmosphere	COMM103	Process of Communication
PSY236	Developmental Psychology	COMM107	Intro to Interpersonal Comm
RCP101	Fund of Respiratory Care	COMM109	Small Group Communication
RCP102	Clinical Prep for Resp Care	COMM112	Oral Interpretation
RCP103	Concepts in Respiratory Care	COMM114	Art of Storytelling
RCP104	Resp Care Pharmacology	COMM116	Forensics
RCP105	Fund of Clinical Resp Care	COMM199	Work Experience
RCP201	Neonatal and Ped Resp Care	COMM217	Gender and Communication
RCP202	Fund of Intensive Resp Care	COMM219	Into to Intercultural Communic
RCP203	Sem and Prac in Resp Care I		Motion Seconded
RCP204	Sem and Prac in Resp Care II		Motion Approved
RE199	Work Experience		
WELD101	Welding Fundamentals		Motion to approved the DE component to:
WELD110	Oxyacetylene Weld,Cut,Brazing	ED140	Introduction to Education
WELD120	Basic Shielded Metal Arc Weld		Motion Seconded
WELD130	Adv Shielded Metal Arc Welding		Motion Approved
WELD212	Perf Weld-Arc Welding Proc		
WELD230	Weld Symbols and Print Read		Motion to approved the DE component to:
WELD240	Welding Layout	JOUR123	Newspaper Production
WELD260	Cert Weld-L.A. City Build Code		Motion Seconded
			Motion Approved
<i>Substantial course Revisions</i>			
ACCT111	Bookkeeping		Motion to approved the DE component to:
ACCT113	Bookkeeping II	KINF180	Beginning Volleyball
AGRI100	Fruit and Nut Production		Motion Seconded
AGRI130	Environmental Gardening		Motion Approved
ANTH101	Intro Biological Anthropology		
MOA101	Beginning Medical Terminology		Motion to approved the DE component to:
MOA102	Advanced Medical Terminology	LAC20	Managing Writing Anxiety
MOA110	Beg Medical Office Assisting		Motion Seconded
MOA111	Adv Medical Office Assisting		Motion Approved
RADT101	Intro to Radiologic Tech		
SOC111	Issues Concepts in Aging		Motion to approved the DE component to:
VN109	Fundamentals of Patient Care for VNs	MGT199	Work Experience
VN110	Self Care-Fundamentals,Pharmacolog		Motion Seconded
	Vocational Nursing in the Child-Bearin		Motion Approved
VN111	Patient		
VN112	Medical-Surgical Nursing for the Adult		Motion to approved the DE component to:
VN113	Nursing Leadership and Medical-Surg	MKTG199	Occupational Work Experience
			Motion Seconded

<p><i>Non-substantial course revisions</i> None</p> <p><i>Course Deactivations</i> None</p> <p><i>Substantial program revisions</i> None</p> <p><i>Non-substantial Program revisions</i> None</p>	<p>Motion Approved</p> <p>Motion to approved the DE component to: NF150 Food and Culture</p> <p>Motion Seconded Motion Approved</p> <p>Motion to approved the DE component to: NS202A Medical Surgical Nursing II</p> <p>Motion Seconded Motion Approved</p> <p>Motion to approved the DE component to: OT199 Work Experience</p> <p>Motion Seconded Motion Approved</p> <p>Motion to approved the DE component to: PSCI302 Intro to Quantitative Atmosphere</p> <p>Motion Seconded Motion Approved</p> <p>Motion to approved the DE component to: PSY236 Developmental Psychology</p> <p>Motion Seconded Motion Approved</p> <p>Motion to approved the DE component to: RCP101 Fund of Respiratory Care RCP102 Clinical Prep for Resp Care RCP103 Concepts in Respiratory Care RCP104 Resp Care Pharmacology RCP105 Fund of Clinical Resp Care RCP201 Neonatal and Ped Resp Care RCP202 Fund of Intensive Resp Care RCP203 Sem and Prac in Resp Care I RCP204 Sem and Prac in Resp Care II</p> <p>Motion Seconded Motion Approved</p> <p>Motion to approved the DE component to: WELD101 Welding Fundamentals WELD110 Oxyacetylene Weld,Cut,Brazing WELD120 Basic Shielded Metal Arc Weld WELD130 Adv Shielded Metal Arc Welding</p>
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WELD212 Perf Weld-Arc Welding Proc
 WELD230 Weld Symbols and Print Read
 WELD240 Welding Layout
 WELD260 Cert Weld-L.A. City Build Code

Motion Seconded
 Motion Approved

Motion to approve the substantial revision of:

ACCT 111
 ACCT 113

Motion seconded
 Motion approved

Motion to approve substantial revision of:

AGRI100 Fruit and Nut Production
 AGRI130 Environmental Gardening

Motion seconded
 Motion approved

Motion to approve substantial revision of:

ANTH101 Intro Biological Anthropology

Motion seconded
 Motion approved

Motion to approve substantial revision of:

MOA101 Beginning Medical Terminology (TABLED)
 MOA102 Advanced Medical Terminology
 MOA110 Beg Medical Office Assisting
 MOA111 Adv Medical Office Assisting

Motion seconded
 Motion approved

Motion to approve substantial revision of:

RADT101 Intro to Radiologic Tech

Motion seconded
 Motion approved

Motion to approve substantial revision of:

SOC111 Issues Concepts in Aging

Motion seconded
 Motion approved

Motion to approve substantial revision of:

VN109 Fundamentals of Patient Care for VNs
 VN110 Self Care-Fundamentals, Pharmacology



		Vocational Nursing in the Child-Bearing Family and VN111 Patient VN112 Medical-Surgical Nursing for the Adult and Child VN113 Nursing Leadership and Medical-Surgical Nursing Motion seconded Motion approved <u>Follow Up Items:</u>
VII. Closing Comments	<i>Kathryn Mitchell</i>	Kathryn created a Google spreadsheets, that the Chairs requested to have.
NEXT MEETING DATE: 11/12/2020		Kathryn adjourned the meeting at 4:45pm