



AP&P Minutes Draft	Thursday, November 9, 2023 3:00 pm – 5:30 pm T600-J
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Type of Meeting: *Regular*

Note Taker: [Debbie Lindsey](#)

Please Review/Bring: The past minutes for accuracy.

Committee Members:

<p><i>Dr. Scott Lee, Co-chair</i> <i>Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Tim Atkerson, AKIN Representative</i> <i>Travis Lee, CTE Representative</i> <i>Dr. Wendy Stout, CTE Representative</i> <i>James Dorn, MSE Representative (Z)</i> <i>Dr. Jonathan Compton, MSE Representative</i> <i>Heidi Williams, LACA Representative</i> <i>Dr. Ariel Tumbaga, LACA Representative</i> <i>Gabby Poorman, SBS Representative/Tech Review</i> <i>David Harrison, SBS Representative * Proxy-Carlos Pinho</i></p> <p><i>Guests: Wendy Rider, Francisco Fuentes, Alberto Mendoza, Hal Huntsman, Jessica Harper, Hank Price, Darcy Wiewall (Z)</i></p>	<p><i>Cynthia Littlefield, AHUM Representative</i> <i>Lisa Karlstein, AHUM Representative *</i> <i>Vacant, Library Rep, Librarian</i> <i>Tamira Palmetto, Student Services, Counseling</i> <i>Tanya McGinnis, Student Services, Counseling</i> <i>Larry Veres, Adjunct Representative</i> <i>Greg Bormann, Administrative Position</i> <i>Kathryn Mitchell, Administrative Position</i> <i>LaDonna Trimble, Administrative Position *</i> <i>Proxy-Dr. Rashitta Brown-Elize</i> <i>Dr. Cindy Hendrix, Tech Review (Z)</i> <i>Alan Fillion, Student Representative *</i> <i>Bobby Bennett, Student Representative *</i></p> <p style="text-align: right;"><i>*Absent</i></p>
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Items	Person	Action
I. Opening comments from the Co-chairs	<i>Scott Lee/Kathy Bakhit</i>	<p>The meeting was called to order at 3:06pm. Dr. Lee welcomed everyone and said that we will need to have an additional meeting on 11/30/23. One large group we are working on is the Work Experience courses. It has gotten complicated from the state. Let's see where we are next week.</p> <p>Question: "Isn't there any way to speed the meeting up?"</p> <p>Dr. Lee replied that we have to go through the agenda course by course. It's law.</p> <p>Question: "Is it possible to speed up going through it one at a time?"</p> <p>Dr. Lee said, "No." It's the law to go one at a time for substantial courses and programs.</p> <p>Comment: Can the committee split?</p> <p>Dr. Lee replied that we have to meet quorum. There is little room for flexibility.</p>



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		<p>Gabby Poorman is a member of the Tech Review Workgroup and will be removing herself for the Spring. We are looking to see if anyone is interested in filling her spot for the spring semester. You will get another 15 LHE. Please send an email to Dr. Lee, if interested.</p>
<p>II. Minutes 10/26/2023</p>	<p>All</p>	<p>Action Taken Motion to approve: Minutes for 10/26/23 Correction to Minutes: Change from: <i>There are eight total positions in recreation and five more are coming.</i> To: <i>There are eight total classes in the certificate and five of those classes are on the way.</i> Motion to approve revision to 10/26/23 Minutes Motion second Motion approved 1 Abstention: Jessica Eaton 1 Abstention: Tamira Palmetto</p>
<p>III. Informational Item</p> <ul style="list-style-type: none"> – Meeting schedule: 11/16/23, 1/25/24, 2/8/24, 2/22/24, 3/14/24, 3/28/24, 4/11/24, 4/25/24 – Work Experience – Courses/Programs reviewed by Tech Review Workgroup – Meeting Modality 	<p>Scott Lee</p>	<p>Informational Items Work Experience: Dr. Lee said that the work experience courses are all at Stage 2, with the intention that it would be easier to look at them in this stage. There are currently some matters up in the air with the Chancellor's Office. They are supposed to send further guidance on repeatability. However, they were referencing the wrong part of the law.</p> <p>Dr. Bakhit said that they referenced part of Title 5 that had been deleted. She will update everyone as she receives more information.</p> <p>Dr. Lee said that we currently have 38 work experience courses, and we need to do something now. There has been no official discussion yet. He is leaning towards removing repeatability because it is the safest move. If you want repeatability, you will need to redo the course next year.</p>

		<p>Dr. Bakhit recommended holding off until January. Comment: Robyn Serrano said that these are all substantial changes that will affect Banner and scheduling. Comment: Katheryn Mitchell asked how it will affect it. Comment: Robyn said that if we don't bring it back until January and Senate goes to February, it will bring it into March. Comment: Katheryn Mitchell said that we have approved things for spring in the fall before. It shouldn't be a problem. Dr. Bakhit asked if it is a substantial change. Comment: "Yes, it is substantial." Dr. Lee recommends removing repeatability now and changing it next year.</p> <p>Meeting Modality: Dr. Lee said that we need to meet quorums in the room. This law has a time limit of three months. The ability to meet online has to stop after this semester. The question is for people visiting, if they will also have to be in the room.</p>
<p>IV. Discussion – Submission Timeline</p>	<p><i>Scott Lee</i></p>	<p>Discussion Submission Timeline: Dr. Bakhit explained that we have reviewed a lot of workflows (referring to the agenda). To have it all done in the fall is becoming stressful and impossible. One strategy that was recommended and has been considered, is what would come for review in fall 2024 may shift into spring 2024. We are open to ideas on how to tackle this. Some faculty may be willing to do it early and volunteer. Another approach would be to look at which programs have substantial changes and prioritize them that way. Dr. Lee said that it will require hitting deadlines in the spring; like March, April, and May. Comment: Wendy Stout asked if it will be for 2026. Dr. Lee said it will be in 2025. Dr. Bakhit said that it depends on the types of changes. Hypothetically, if they are done by May, maybe we can do an addendum for the catalog.</p>



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		<p>Staff have been working overtime to ensure that everything is getting done. To spread out the workload, we can do it through spring. We can come up with a list of items to see what should be moved to spring.</p> <p>Dr. Lee said we would like to start in spring of 2024. It should make it easier.</p> <p>Comment: Kathryn Mitchell asked if this is moving toward the schedule plan to review by discipline? Dr. Lee said yes, it is moving toward that plan. We are currently doing everything in October and November.</p> <p>Dr. Bakhit said that if everyone agrees, we will provide an update.</p>
V. Reports		
VI. Catalog – PDF		<p>Catalog PDF:</p> <p>Dr. Bakhit provided an update on the printed catalog. The printing process takes three weeks. The Academic Affairs team worked together to get this done. It's not the same printed catalog as you are used to. It is just to get us through. We were supposed to move to the electronic format, but we wanted people to have something to work with. There is a limited number that will be available and not everyone will receive one.</p> <p>There are a lot of new courses, and more are coming. With non-credit, we will see a lot more coming through in programs. We are getting bigger and have to adjust to the changes.</p>
VII. Action	Scott Lee	
<p>New Course Developments:</p> <p>ETHN 104 Introduction to Native American Studies</p> <p>ETHN 106 Racism in U.S. History</p> <p>ETHN 110 Chicana and Chicano History: Pre-Cauhtémoc to U.S.-Mexico War</p> <p>ETHN 111 Chicana and Chicano History: Post U.S.-Mexico War to the Present</p>		<p>New Course Developments:</p> <p>Motion to approve:</p> <p>ETHN 104</p> <p>Question: Francisco Fuentes asked about the terms of enrollment max.</p> <p>Dr. Lee explained that we are running into an issue with eLumen not having the ability to keep track of</p>



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<p>ETHN 112 Introduction to Chicanas and Latinas in U.S. Society</p> <p>ETHN 113 Introduction to the Central American Experience</p> <p>IATH 295 Intercollegiate Beach Volleyball</p> <p>KINT 113 Sport Psychology</p> <p>KINT 114 Athletic and Fitness Organization and Administration</p> <p>KINT 115 Foundation For Fitness And Wellness</p> <p>KINT 120 Introduction to esports</p> <p>MATH 040S Support Course for Math 140</p> <p>MATH 050S Support Course for Math 150</p> <p>MUS 106 African American Music</p> <p>MUS 107 Music of Latin America</p> <p>MUS 120 Music Theory I</p> <p>MUS 291A Private Lessons: Voice, Guitar, and Piano</p> <p>MUS 291B Private Lessons: Winds, Brass, and Percussion</p> <p>MUS 291C Private Lessons: Bowed Strings</p> <p>MUS 291D Private Lessons: Popular Music, Composition, and Non-Transfer</p> <p>MUSC 150C Music Notation & Composition: Sibelius Fundamentals</p> <p>PHIL 300 Bioethics</p> <p>THA 105 Introduction to Theatre Design</p> <p>THA 115C Rehearsal & Performance: Drama</p> <p>THA 116C Rehearsal and Performance: Comedy</p> <p>THA 117C Rehearsal and Performance: Musical Theatre</p> <p>THA 118C Rehearsal and Performance: Theatre for Young Audiences</p> <p>THA 119C Rehearsal and Performance: New Works, One Acts, or Small Venue Performance</p> <p>THA 121C Technical Theatre Production</p>		<p>classroom maximums. It was an option available when eLumen was installed that was not taken. We have no process for tracking maximum capacity, so we are entering it into the Minutes. This is an issue to tackle in the Spring.</p> <p>Classroom capacity: 30</p> <p>Dr. Bakhit asked what the maximum is for History. Comment: 35-40 is the average for History. Comment: Sociology is anywhere from 30-40 maximum.</p> <p>Dr. Bakhit asked if there is any reason why we wouldn't go for 35 classroom maximum, based on the average.</p> <p>Comment: Francisco said that he can see how it would be appropriate for those courses with an introductory. But for those that don't have it, he would ask for a maximum of 30. ETHN 106, 110, 111 should have 30.</p> <p>Dr. Bakhit said that we need to be able to uphold this for other disciplines. She recognizes the process here and it needs to be part of a bigger conversation.</p> <p>Comment: Wendy Stout said that she agrees that there is a lot of grading involved.</p> <p>Comment: Hal Huntsman said that the issue of caps, as a whole, is a big issue that AP&P has a voice in, but not the last word on. It's appropriate to bring it up and record it for the Senate. This is a bigger discussion that needs to continue. We need to have a pedagogical discussion and consider the financial consequences involved as well.</p> <p>Dr. Lee said that the Administration, Senate, and Union all need to all be part of this conversation. Right now, we need to have a method to record it. Kathy Bakhit said that she is new to the campus, and she is trying to be thoughtful in her approach. She is prioritizing. She recognizes that she needs to prioritize, work through the issues, and make progress. It needs to be collaborative, and everyone has an opportunity to provide input. Curriculum is the core of the campus. There are limited funds to spread out for everything that needs to be done. She asks everyone to please be patient as we go through this.</p>
<p>Substantial Course Revisions</p> <p>ABDY 112 Basic Auto Body Repair</p> <p>ABDY 113 Basic Auto Body Repair</p> <p>ABDY 115 Basic Auto Body Repair</p> <p>ABDY 123 Automotive Refinishing</p> <p>ABDY 125 Basic Automotive Refinishing</p> <p>ABDY 213 Advanced Auto Collision Repair II</p> <p>ABDY 215 Advanced Auto Collision Repair</p>		



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ABDY 222	Advanced Automotive Refinishing I	<p>Classroom Capacity: 35</p> <p>Comment: Francisco said that he is okay with a 35 classroom maximum. He wants to be sure that adjuncts feel supported.</p> <p>Comment: Jonathan Compton said that the option for enrollment capacity has been in eLumen since 2021, but we were not aware of it.</p> <p>Motion second</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>ETHN 106</p> <p>Motion second</p> <p>Comment: Francisco said that this is not an introductory course, so the desire is to have 30 classroom maximum.</p> <p>Comment: Heidi Williams said that In English there is a word count minimum. She asked if that exists in Ethnic Studies?</p> <p>Comment: Francisco replied that there is not a minimum word count.</p> <p>Classroom Capacity: 30</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>ETHN 110</p> <p>Motion second</p> <p>Classroom Capacity: 30</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>ETHN 111</p> <p>Motion second</p> <p>Classroom Capacity: 30</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>ETHN 112</p> <p>Motion second</p> <p>Classroom Capacity: 30</p> <p>Comment: Dr. Eaton asked to confirm that it is not cross listed.</p>
ABDY 223	Advanced Automotive Refinishing II	
ABDY 225	Advanced Automotive Refinishing	
ACCT 201	Financial Accounting	
ANTH 110	Latin American & Caribbean Cultures	
BIP 105	Computer Literacy	
BIP 106	MS Outlook	
BIP 110	Keyboarding I	
BIP 111	MS Word I	
BIP 113	MS Access I	
BIP 114	MS PowerPoint I	
BIP 125	Adobe Acrobat	
BIP 127	Introduction to Accounting	
BUS 101	Introduction to Business	
BUS 105	Business Mathematics	
BUS 111	Business English	
BUS 113	Business Communications	
BUS 121	Fundamentals of Investment and Personal Finance	
BUS 201	Business Law	
BUS 212	Women and Minorities in Business	
BUS 990	How to Start Your Business	
BUS 999	Map for Workplace Success	
DM 113	Photoshop I	
ED 140	Introduction to Education	
ED 141	Introduction to Special Education	
ED 145	Understanding and Educating the Learning Disabled	
ENGL 101	College Reading and Composition	
ETHN 101	Introduction to Ethnic Studies	
ETHN 102	Introduction to Chicana and Chicano Studies	
ETHN 103	Introduction to African American Studies	
HIST 107	U.S. History, 1607-1877	
HIST 108	U.S. History from 1865	
HIST 114	History of California	
IATH 215	Intercollegiate Women's Softball	
IATH 230	Intercollegiate Men's Cross Country	
IATH 240	Intercollegiate Men's Golf	
IATH 245	Intercollegiate Women's Golf	
IATH 250	Intercollegiate Men's Soccer	
IATH 255	Intercollegiate Women's Soccer	



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MATH 148	Calculus for Business and Economics		Comment: Robyn Serrano confirmed that it's been removed.
MUS 111	Fundamentals of Music		
MUS 121	Voice		Motion approved
MUS 126	Guitar		
MUS 151	Music Theory II		Motion to approve:
MUS 153A	Musicianship I		ETHN 113
MUS 153B	Musicianship II		Motion second
MUS 166	Orchestra		Classroom maximum: 35
MUS 251A	Music Theory III		Motion approved
MUS 251B	Music Theory IV		
MUS 253A	Musicianship III		Motion to approve:
MUS 253B	Musicianship IV		IATH 295
MUSC 109	History of Motown Music		Change: Title changed to Intercollegiate Women's Beach Volleyball. Top code was added.
MUSC 113	Songwriting		Motion second
MUSC 124A	Improvisation		Motion approved
MUSC 134	Music Production I		
MUSC 136	Media Scoring		
MUSC 143A	Live Sound		Motion to approve:
MUSC 170A	Marching Marauders		KINT 113
MUSC 173	Jazz Ensemble B (Beginning)		Motion second
MUSC 220A	Popular Music Ensemble (Test Flight)		Motion approved
MUSC 233	Music Production II		
MUSC 273	Jazz Ensemble A (Advanced)		Motion to approve:
NF 102	Nutrition and Food for Children		KINT 114
RE 101	Real Estate Principles		Comment: Tim Atkerson said that the next two classes are part of the Recreation and Leisure program being created. There will be more coming.
RE 105	Real Estate Practices		Motion second
RE 111	Real Estate Finance		Motion approved
RE 121	Legal Aspects of Real Estate		
RE 131	Real Estate Appraisal		
RE 141	Escrow Principles		
RE 161	Property Management		Motion to approve:
THA 102	Introduction to Stagecraft		KINT 115
THA 103	Introduction to Stage Lighting		Motion second
THA 104	Introduction to Stage Costume		Motion approved
THA 115B	Rehearsal & Performance: Drama		
THA 117A	Rehearsal and Performance: Musical Theatre		Motion to approve:
THA 117B	Rehearsal and Performance: Musical Theatre		KINT 120
THA 118A	Rehearsal and Performance: Theatre for Young Audiences		Motion second
			Question: Larry Verez asked, "What are E sports?" Comment: Tim Atkerson explained that it is gaming, and that it is a historical class.

<p>THA 118B Rehearsal and Performance: Theatre for Young Audiences</p> <p>THA 119A Rehearsal and Performance: New Works, One Acts, or Small Venue Performance</p> <p>THA 119B Rehearsal and Performance: New Works, One Acts, or Small Venue Performance</p> <p>THA 121A Technical Theatre Production</p> <p>THA 121B Technical Theatre Production</p> <p>THA 133 Makeup for the Stage</p> <p>WELD 212 Performance Welding-Arc Welding Processes</p> <p>WELD 230 Welding Symbols and Print Reading</p> <p>WELD 240 Welding Layout</p> <p>WELD 260 Certification Welding-L.A. City Building Code</p>		<p>Question: Dr. Bakhit asked, “How much of the course concept is going to intersect with coding and programming?”</p> <p>Comment: Tim said that this is something new.</p> <p>Comment: Katheryn Mitchell explained that it’s a competition. It’s not the coding portion. It is going into all of the colleges and universities and there are professional leagues. It’s huge.</p> <p>Motion approved</p> <p>Motion to approve: MATH 040S</p> <p>Motion second</p> <p>Question: “How do you identify which are support courses?”</p> <p>Comment: James Dorn replied that it’s those set forth by the Chancellor’s Office.</p> <p>Question: Tanya McGinnis asked what the purpose of the “S” in the title is for.</p> <p>Comment: James said that 040 was already used, so he added an “S” at the end for support.</p> <p>Motion approved</p> <p>Motion to approve: MATH 050S</p> <p>Motion second</p> <p>Motion approved</p> <p>Motion to approve: MUS 106</p> <p>Comment: Robyn Serrano said that the structure of the outline looks funky. She asked if there was anything missing.</p> <p>Comment: Gary Heaton-Smith said that it’s just a formatting thing. It should be A, B, & C. It is part of the Commercial Music program and hopefully will be approved for GE as well.</p> <p>Motion second</p> <p>Motion approved</p> <p>Motion to approve: MUS 107</p> <p>Motion second</p>
<p>Substantial Course Revisions Noncredit</p> <p>ENGL 901 Writing Practice</p> <p>LAC 920 Managing Writing Anxiety</p> <p>LAC 922 Math Study Strategies</p> <p>LAC 923 Managing Math Anxiety</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>Non-substantial Course Revisions</p> <p>ACCT 111 Bookkeeping</p> <p>ACCT 113 Bookkeeping II</p> <p>ACCT 115 Payroll Bookkeeping</p> <p>ACCT 121 Computerized Accounting</p> <p>ACCT 131 Introduction to Income Tax</p> <p>ACCT 205 Managerial Accounting</p> <p>BIP 100 Introduction to Business Information Professional</p> <p>BIP 112 MS Excel I</p> <p>BIP 115 Practical Math for Business and Consumers</p> <p>BIP 120 Keyboarding II</p> <p>BIP 121 MS Word II</p> <p>BIP 122 MS Excel II</p> <p>BIP 123 MS Access II</p> <p>BIP 124 MS PowerPoint II</p> <p>BIP 126 Workplace Communication</p>		



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<p>BIP 130 Keyboarding III BIP 131 MS Word III BIP 132 MS Excel III BIP 133 MS Access III BIP 150 Business Information Professional BIP 151 Basic Principles of Coding for the Medical Office BIP 152 Beginning Medical Insurance BIP 205 Medical Office Procedures NF 103 Principles of Food Preparation</p> <p><i>New Program Developments</i> Chemistry AS Chicana and Chicano Studies Elementary Teacher Education</p> <p><i>New Program Developments - Noncredit</i> AVC Tutor Certificate (Noncredit)</p> <p><i>Program Revisions</i> Aircraft Fabrication & Assembly Technician AS Anthropology AA-T Automotive Collision Repair and Refinishing Specialist AS Automotive Collision Repair and Refinishing Specialist Cert BIP Business Information Professional AS BIP Level I - Business Information Professional Quick Start Certificate of Achievement BIP Level II - Business Information Professional Two Certificate of Achievement BIP Level III - Business Information Professional Three Certificate of Achievement Business Administration 2.0 AS-T Chemistry AS-T College Readiness - Reading and Writing (Noncredit) Commercial Music AA Commercial Music: Level I Certificate Computer Applications AS Computer Applications Cert Computer Networking Multi-Platform AS General Business AS General Business Cert Music AA-T</p>	<p>Comment: Dr. Eaton said that we will need a new number. It was used in 2007-2008, so it needs to be changed. This will have to be searched in Banner. Comment: Robyn will remove the textbook rationale. Motion tabled to find a number</p> <p>Motion to approve: MUS 120 Comment: Robyn said that the C-ID is missing from catalog description. She will change it to MUS 110 in the catalog description. She will remove the textbook rationale. Question: Tamira Palmetto asked if it is replacing 111. Comment: Gary said that it is not replacing 111. Comment: Tamira said that music majors will confuse the names with MUSC 111. Comment: Gary confirmed that it's also being changed. Motion second Motion approved</p> <p>Motion to change the agenda and move to new programs: Motion second Motion approved</p> <p><i>New Program Developments</i> Motion to approve: Chemistry AS Motion second This is replacing the Chemistry AS-T degree. Motion approved</p> <p>Motion to approve: Chicana and Chicano Studies Motion second Comment: Francisco Fuentes said that they still don't have a C-ID. In the meantime, he created a local degree. It's just one of four that they plan on</p>
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<p>Professional Bookkeeping AS Professional Bookkeeping Cert Real Estate Broker's Cert Real Estate Salesperson Cert</p>		<p>introducing as local degrees. He hopes to have one for each of the four ethnic study groups. With the AA-T programs, it allows students to double major and transfer with a double major. Motion approved</p> <p>Motion to approve: Elementary Teacher Education Motion second Comment: Tamira Palmetto said that this is supposed to feather into the liberal studies transfer requirement. Comment: Nate Dillion said that a lot of the courses in this are from other areas in the campus. Motion approved</p> <p><i>New Program Developments - Noncredit</i> Motion to approve: AVC Tutor Certificate (Noncredit) Motion second Question: Is this for the Learning Center? Comment: Heidi Williams said, "Yes, it is. If they take all three, they get a certification and local certificate." Motion approved</p> <p><i>New Course Developments Continued:</i> Motion to approve: MUS 291A Motion second Change: Robyn added (R3) in the catalog description. Motion approved</p> <p>Motion to approve: MUS 291B Motion second Motion approved</p> <p>Motion to approve: MUS 291C Motion second</p>
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	<p>Question: Larry Veres: "Who teaches private lessons?" Comment: Gary responded, "Faculty." Motion approved</p> <p>Motion to approve: MUS 291D Motion second Motion approved</p> <p>Motion to approve: MUSC 150C Motion second Motion approved</p> <p>Motion to approve: PHIL 300 Comment: Alberto Mendoza said that this is part of the degree with Respiratory Care Bachelor's Degree program. Motion second Motion approved</p> <p>Motion to approve: THA 105 Classroom maximum: 30 Comment: 30 is higher than lower ones. Comment: Robyn said that it is missing course objectives in Methods of Evaluation. She will add them. Motion second Motion approved</p> <p>Motion to approve: THA 115C Motion second Classroom maximum: 20 Comment: It currently has a maximum of 25. Motion approved</p> <p>Motion to approve: THA 116C Motion second</p>
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		<p>Classroom maximum: 20 Motion approved</p> <p>Motion to approve: THA 117C Motion second</p> <p>Classroom maximum: 20 Comment: Katheryn Mitchell said that Carla is trying to make them uniform and follow contract hours. Motion approved</p> <p>Motion to approve: THA 118C Classroom maximum: 20 Comment: It is for Children's Theatre Motion second Motion approved</p> <p>Motion to approve: THA 119C Classroom maximum: 20 Motion second Motion approved</p> <p>Motion to approve: THA 121C Classroom maximum of 20 Motion second Motion approved</p> <p>Substantial Course Revisions Motion to approve: ABDY 112 Motion second Comment: Robyn asked for permission to correct the equivalency; there are 2 courses equal to 1 course. Motion approved</p> <p>Motion to approve: ABDY 113 Motion second</p>
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		<p>Comment: Robyn asked for permission to correct the equivalency; there are 2 courses equal to 1 course. Motion approved</p> <p>Motion to approve: ABDY 115 Motion second Comment: Robyn asked for permission to correct the equivalency; there are 2 courses equal to 1 course. Motion approved</p> <p>Motion to approve: ABDY 123 Motion second Comment: Robyn asked for permission to correct the equivalency; there are 2 courses equal to 1 course. Motion approved</p> <p>Motion to approve: ABDY 125 Motion second Comment: Robyn asked for permission to correct the equivalency; there are 2 courses equal to 1 course. Motion approved</p> <p>Motion to approve: ABDY 213 Comment: Robyn asked for permission to correct the equivalency; there are 2 courses equal to 1 course. Motion second Motion approved</p> <p>Motion to approve: ABDY 215 Motion second Comment: Robyn asked for permission to correct the equivalency; there are 2 courses equal to 1 course. Motion approved</p>
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	<p>Motion to approve: ABDY 222 Motion second Comment: Robyn asked for permission to correct the equivalency; there are 2 courses equal to 1 course. Motion approved</p> <p>Motion to approve: ABDY 223 Motion second Comment: Robyn asked for permission to correct the Equivalency: There are 2 courses equal to 1 course. Motion approved</p> <p>Motion to approve: ABDY 225 Motion second Comment: Robyn asked for permission to correct the Equivalency: There are 2 courses equal to 1 course. Motion approved</p> <p>Motion to approve: ACCT 201 Motion second Changes: Distance Education form completed, Math 115 advisory language (removed eligibility and changed to completion). Transferability, updated course description. Comment: Hal Huntsman said that in MATH 115, it's descriptive data, statistics, hypothesis test. Looking at data and interpreting data. Comment: Dr. Eaton said that nothing has changed Motion approved</p> <p>Motion to approve: ANTH 110 Motion second Changes: Darcy Wiewall said that the title changed. "Caribbean" was added to the title. Eligible for local diversity. Objectives changed. Motion approved</p>
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		<p>Motion to amend the agenda and approve BIP 105 – 127 with Distance Education to be the only change: Motion to approve: BIP 105 BIP 106 BIP 110 BIP 111 BIP 113 BIP 114 BIP 125 BIP 127 Motion second Motion approved</p> <p>Motion to approve: BUS 101 Motion second Changes: Updated Distance Education form, C-ID, and the order of the transferability in the catalog description from (CSU) to (UC, CSU). Motion approved</p> <p>Motion to approve: BUS 105 Motion second Changes: Curriculum map, SLOs, methods of evaluation, course objectives and course outline updated. Motion approved</p> <p>Motion to approve: BUS 111 Motion second Changes: Curriculum map and textbook Motion approved</p> <p>Motion to approve: BUS 113 Motion second Changes: Updated SLO, curriculum map, homework assignments section, methods of evaluation. Advisory changed from prerequisite for ENGL 101.</p>
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		<p>It was brought up by faculty, to include ENGL 101 in certificates and it was decided to do an advisory instead.</p> <p>Dr. Bakhit said to track success rates after the change to provide documentation to support students' success.</p> <p>Motion approved</p> <p>Motion to approve: BUS 121 Motion second Changes: Added advisory, updated textbook Motion approved</p> <p>Motion to approve: BUS 201 Motion second Changes: updated course objectives, textbook, Distance Education form. Motion approved</p> <p>Motion to approve: BUS 212 Changes: Updated course description, objectives, and Distance Education form. Motion second Motion approved</p> <p>Motion to approve: BUS 990 Motion second Changes: Course numbering, Distance Education form, and curriculum map. Motion approved</p> <p>Motion to approve: BUS 999 Motion second Changes: Course number changed, curriculum map, and course objectives. Motion approved</p> <p>Motion to approve:</p>
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		<p>DM 113 Motion second Changes: Removal of prerequisite. Rationale; students don't need it. It is offered in high school. Comment: Dr. Bakhit said to watch success rates Motion approved</p> <p>Motion to approve: ED 140 Motion second Summary: This is part of elementary transfer credential and part of transfer degree. Students get introduced to what education is and credentialing. Changes: Hours changed to 45 hours in the field. Course description was updated, aim for C-ID for approval. Motion approved</p> <p>Motion to approve: ED 141 Motion second Changes: Updated the textbooks. Motion approved</p> <p>Motion to approve: ED 145 Motion second Changes: Updated the textbooks. Motion approved</p> <p>Motion to approve: ENGL 101 Motion second Changes: Course content and textbooks, to increase success rates. Motion approved</p> <p>Motion to approve: ETHN 101 Motion second Changes: Everything was revised to meet new rubrics for CSUs. (New class.) Classroom Capacity: 35</p>
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		<p>Motion approved</p> <p>Motion to approve: ETHN 102 Motion second Changes: Total revamp to meet state standards for Ethic Studies approval. Classroom Capacity: 35 Motion approved</p> <p>Motion to approve: ETHN 103 Motion second Changes: Total revamp to meet state standards for Ethic Studies approval Classroom Capacity: 35 Motion approved</p> <p>Motion to approve: HIST 107 Changes: Updated C-ID, DE Motion second Motion approved</p> <p>Motion to approve: HIST 108 Changes: Updated C-ID, DE Motion second Motion approved</p> <p>Motion to approve: HIST 114 Updated C-ID, Distance Education form, textbook rationale. Motion second Motion approved</p> <p>Motion to amend and approve IATH 215 – IATH 255 with same changes: All of these increase hours from 165 to 175, and repeatability. Motion to approve: IATH 215 IATH 230</p>
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		<p>IATH 240 IATH 245 IATH 250 IATH 255 Motion approved</p> <p>Motion to approve: MATH 148 Motion second Changes: Due to AB705 compliance and mandatory changes. Prerequisite changed to multiple measures. Motion approved</p> <p>Motion to approve: MUS 111 Motion second Changes: Dropped Music Theory 1 title to not overlap with another course. Motion approved</p> <p>Motion to approve: MUS 121 Motion second Changes: Audition requirement. Motion approved</p> <p>Motion to approve: MUS 126 Motion second Changes: Designed for new students. Motion approved</p> <p>Motion to approve: MUS 151 Motion second Changes: Changed prerequisite and changed advisory to corequisite. Motion approved</p> <p>Motion to approve: MUS 153A</p>
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		<p>Motion second Change: Removed advisory. Motion approved</p> <p>Motion to approve: MUS 153B Change: Removed advisory. Motion second Motion approved</p> <p>Motion to approve: MUS 166 Motion second Changes: Renamed to align with noncredit class. Also changed audition language. Motion approved</p> <p>Motion to amend and approve together MUS 251A – MUS 253B with the following change: Added co-requisite; needed to stay in sequence: Motion to approve MUS 251A MUS 251B MUS 253A MUS 253B Motion second Motion approved</p> <p>Motion to approve: MUSC 109 Changes: Requested for transferability, changed (CSU, AVC) to (UC, CSU, AVC) in course description, updated course objectives, SLOs, and course content. Motion second Motion approved</p> <p>Motion to approve: MUSC 113 Motion second Change: Added prerequisite with MUS 120 Motion approved</p>
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		<p>Motion to approve: MUSC 124A Motion second Changes: Renamed to align with noncredit class and draw more students in. Motion approved</p> <p>Motion to approve: MUSC 134 Motion second Change: Added Music Tech, changed prerequisite. Motion approved</p> <p>Motion to approve: MUSC 136 Motion second Changed advisory to prerequisite for MUS 120. Motion approved</p> <p>Motion to approve: MUSC 143A Motion second Change: Added prerequisite MUS 100. Motion approved</p> <p>Motion to approve: MUSC 170A Motion second Change: Change in title. Renamed for students. Motion approved</p> <p>Motion to approve: MUSC 173 Motion second Changes: Change in title. Renamed to align with upcoming noncredit classes. Motion approved</p> <p>Motion to approve: MUSC 220A Motion second</p>
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		<p>Change: Changed title to better advertise. Units changed from 2 to 1 unit. Motion approved</p> <p>Motion to approve: MUSC 233 Motion second Changes: Objectives and outcomes. Motion approved</p> <p>Motion to approve: MUSC 273 Motion second Change: Renamed to align with noncredit Distance Education forms. Motion approved</p> <p>Motion to approve: NF 102 Motion second Changes: Updated SLOs. Motion approved</p> <p>Motion to approve: RE 101 Motion second Changes: Updated curriculum map, Distance Education form. Motion approved</p> <p>Motion to approve: RE 105 Changes: To comply with SB1495, for students to get licenses, curriculum has to have fair housing. Motion second Motion approved</p> <p>Motion to amend and approve RE 131, 141, and 161 with the following changes: Distance Education form, numbered objectives, and curriculum map. Motion to approve: RE 131 RE 141</p>
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		<p>RE 161 Motion second Motion approved</p> <p>Motion to approve: RE 111 Changes: Updated textbook, Distance Education form. Motion second Motion approved</p> <p>Motion to approve: RE 121 Motion second Changes: Updated curriculum map and objectives. Motion approved</p> <p>Motion to amend and approve: THA 102, 103, 104 with the following changes: Changing to make it into a Certificate. Production Stage Craft is going to be a certificate, so classes are changing to reflect this change. Classroom Capacity: 25 Motion to approve: THA 102 THA 103 THA 104 Motion second Motion approved</p> <p>Motion to amend and approve: THA 115B, 117A, 117B, 118A, 118B, 119A, 119B, 121A, 121B With the following changes: These are revisions that match up with C. They are being revised to match up with each other and the hours were changed. Classroom Capacity: 20 Motion to approve: THA 115B THA 117A THA 117B THA 118A THA 118B</p>
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		<p>THA 119A THA 119B THA 121A THA 121B Motion second Motion approved</p> <p>Motion to approve: THA 133 Motion second Classroom Capacity: 25 Changes: To match up with new certificate. Motion approved</p> <p>Motion to approve: WELD 212 Motion second Change: CSU transferable Motion approved</p> <p>Motion to approve: WELD 230 Motion second Changes: Modified SLOS and changed objectives, incorporated CAD software. Motion approved</p> <p>Motion to approve: WELD 240 Motion second Changes: Updated SLOs, CSU transferable Motion approved</p> <p>Motion to approve: WELD 260 Motion second Changes: CSU transferable, objectives, CSU transferability. Motion approved</p> <p>Substantial Course Revisions Noncredit Motion to approve:</p>
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		<p>ENGL 901 Motion second Changes: Changed to noncredit and equitable learning. Used to be ENGL 90. Motion approved</p> <p>Motion to amend and approve LAC 920, 922, 923 with the following changes: Added 901 to certificate and changed to 900 noncredit number system. Motion to approve: LAC 920 LAC 922 LAC 923 Motion second Motion approved</p> <p>Motion to amend and approve: LAC 931, 932, 933 with the following changes: Changed to noncredit and to certificate. Motion second LAC 931 LAC 932 LAC 933 Motion second Motion approved</p> <p><i>Non-substantial Course Revisions</i> Motion to approve: ACCT 111 ACCT 113 ACCT 115 ACCT 121 ACCT 131 ACCT 205 BIP 100 BIP 112 BIP 115 BIP 120 BIP 121 BIP 122 BIP 123 BIP 124</p>
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		<p>BIP 126 BIP 130 BIP 131 BIP 132 BIP 133 BIP 150 BIP 151 BIP 152 BIP 205 NF 103 Motion second Motion approved</p> <p>Program Revisions Motion to approve: Aircraft Fabrication & Assembly Technician AS Motion second No changes, mandatory revisions, Motion approved</p> <p>Motion to approve: Anthropology AA-T Motion second Changes: Added work experience, new revision on RPS. Motion approved</p> <p>Motion to approve: Automotive Collision Repair and Refinishing Specialist AS Motion second Changes: Robyn Serrano fixed course blocks; put all Option 1 in one box and Option 2 in another box. Motion approved</p> <p>Motion to approve: Automotive Collision Repair and Refinishing Specialist Cert Motion second Changes: Robyn fixed course blocks; put all Option 1 in one box and Option 2 in another box. Motion approved</p>
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	<p>Motion to approve: BIP Business Information Professional AS Motion second Changes: RPS, program narrative, added LMI, Advisory notes. Motion approved</p> <p>Motion to approve all three certificates with the following changes: Filled out program narrative, RPS, added Advisory Minutes, LMI. Motion to approve: BIP Level I - Business Information Professional Quick Start Certificate of Achievement Motion second Motion approved</p> <p>Motion to approve: BIP Level II - Business Information Professional Two Certificate of Achievement Motion second Motion approved</p> <p>Motion to approve: BIP Level III - Business Information Professional Three Certificate of Achievement Motion second Motion approved</p> <p>Motion to approve: Business Administration 2.0 AS-T Motion second Changes RPS, TMC, attached to narrative, Advisory Minutes, LMI, program narrative. Motion approved</p> <p>Motion to remove from Agenda: Chemistry AS-T Motion second Motion approved</p> <p>Motion to approve College Readiness - Reading and Writing (Noncredit) Motion second</p>
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		<p>Changes: Added ENGL 901 corequisite to certificate as an option. Motion approved</p> <p>Motion to approve: Commercial Music AA Motion second Changes: Added MUS 120, MUSC 100, MUSC 150C, MUSC 291D, and removed elective from classes. Uploaded Consortium Minutes. Comment: Robyn said that the course blocks do not add up. Should be 26 units. Removed 124B. Robyn changed to "All of the following." Comment: Not including African American Music in that area until next revision cycle. Motion approved</p> <p>Motion to approve: Commercial Music: Level I Certificate Changes: Added 120, removed 124B, removed elective class as part of electives. Motion second Motion approved</p> <p>Motion to approve: Computer Applications AS Motion second Changes: RPS, program review, Advisory Minutes, LMI. Motion approved</p> <p>Motion to approve: Computer Applications Cert Changes: RPS, program review, Advisory Minutes, LMI. Motion approved</p> <p>Motion to approve: Computer Networking Multi-Platform AS Motion second Changes: Mistake in number of units, RPS, program narrative, Advisory Minutes attached and LMI. Motion approved</p>
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		<p>Motion to approve: General Business AS Motion second Changes: More options for 3rd class to take MKT 101, and choice provided, same with MGT courses, having more options. RPS, narrative, LMI and Advisory Minutes. Motion approved</p> <p>Motion to approve: General Business Cert Motion second Changes: More options for 3rd class to take Mkt 101, and choice provided, same with mgt courses, having more options. RPS, narrative, LMI and Advisory Minutes. Motion approved</p> <p>Motion to approve: Music AA-T Motion second Change: Split 291 into 4 separate courses Comment: Robyn said the TMC should have 21-22 to match course blocks. Elective units from 5 to 6. Motion approved</p> <p>Motion to approve: Professional Bookkeeping AS Changes: Mandatory revision. Motion second Motion approved</p> <p>Motion to approve: Professional Bookkeeping Cert Motion second Changes: Mandatory revision. Motion approved</p> <p>Motion to approve: Real Estate Broker's Cert Motion second</p>
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		<p>Changes: Previous advisory notes suggested a marketing class. Added DM130 and included new class, RE 180 to refresh students on what they have learned and challenge them to assess their learning. Changed program electives. Work exp 199 was also added. 6 units of electives.</p> <p>Motion approved</p> <p>Motion to approve: Real Estate Salesperson Cert</p> <p>Motion second</p> <p>Changes: Added more electives to choose from. More options provided. RE 180 added, included DM130. Narrative, Advisory Minutes, and LMI.</p> <p>Motion approved</p>
VIII. Closing Comments	<i>Scott Lee</i>	<p>Dr. Bahkit said that she was grateful for everyone's work. It's wonderful how adaptable everyone is.</p> <p>The meeting concluded at 6:07pm</p>
NEXT MEETING DATE: November 16, 2023		