



# Academic Policies & Procedures

<b>AP&amp;P Minutes</b>		Thursday, January 26, 2023 3:00 pm – 5:30 pm via <a href="#">Zoom</a>		
<b>Type of Meeting:</b> <i>Regular</i> <b>Note Taker:</b> <i>Debbie Lindsey</i> <b>Please Review/Bring:</b> The past minutes for accuracy.				
<i>Committee Members:</i>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <i>Dr. Scott Lee, Co-chair*</i>  <i>Dr. Howard Davis, 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>Wendy Stout, CTE Representative</i>  <i>James Dorn, MSE Representative</i>  <i>Richard Biritwum, MSE Representative</i>  <i>Heidi Williams, LACA Representative</i>  <i>Dr. Ariel Tumbaga, LACA Representative</i>  <i>Gabby Poorman, SBS Representative</i>  <i>David Harrison, SBS Representative</i>   <i>Guest: Rosario Gonzalez, Fredy Aviles</i> </td> <td style="width: 50%; border: none; vertical-align: top;"> <i>Cynthia Littlefield, AHUM Representative</i>  <i>Lisa Karlstein, AHUM Representative</i>  <i>Vacant, Library Rep, Librarian</i>  <i>Luis Echeverria, 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>Cindy Hendrix, Tech Review</i>  <i>Vacant, Outcomes Representative</i>  <i>Ronda Nogales, Outcomes Representative</i>  <i>Vacant, Student Representative</i> </td> </tr> </table>			<i>Dr. Scott Lee, Co-chair*</i> <i>Dr. Howard Davis, 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>Wendy Stout, CTE Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Heidi Williams, LACA Representative</i> <i>Dr. Ariel Tumbaga, LACA Representative</i> <i>Gabby Poorman, SBS Representative</i> <i>David Harrison, SBS Representative</i>  <i>Guest: Rosario Gonzalez, Fredy Aviles</i>	<i>Cynthia Littlefield, AHUM Representative</i> <i>Lisa Karlstein, AHUM Representative</i> <i>Vacant, Library Rep, Librarian</i> <i>Luis Echeverria, 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>Cindy Hendrix, Tech Review</i> <i>Vacant, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Vacant, Student Representative</i>
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<i>*Absent</i>				
Items	Person	Action		
I. Opening comments from the Co-chair	<i>Scott Lee/Howard Davis</i>	Howard Davis' designee as Chair for this meeting was Kathryn Mitchell. This meeting was called to order at 3:00 p.m. Motion to change the Agenda: Change the discussion items and meeting modality items to another meeting. Motion approved		
II. Minutes 12/01/2022	<i>All</i>	Motion to approve: Minutes for 12/1/22 Motion second Motion approved		
III. Informational Item - Meeting schedule: 2/9/23, 2/23/23, 3/23/23, 4/13/23, 4/27/23	<i>Scott Lee</i>	Next meeting will be 2/9/23.		



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<p>IV. Discussion</p> <ul style="list-style-type: none"> <li>- Adding a Second Faculty Co-Chair</li> <li>- Forming a Committee Size Workgroup</li> <li>- Changing Course/Program Approval Process</li> <li>- Certificate of Proficiency             <ul style="list-style-type: none"> <li>- only programs with less than 9 units</li> </ul> </li> </ul>	<p><i>Scott Lee</i></p>	
<p>V. Reports</p> <ul style="list-style-type: none"> <li>- Credit by Exam</li> </ul>		<p>Credit by Exam was attached to the Agenda Packet so everyone is aware and could review it. This is a report that we will provide every January. Kathryn asked if there were any changes? Everyone agreed that there were no changes.</p>
<p>VI. Action</p> <ul style="list-style-type: none"> <li>- Determine Meeting Modality for Semester</li> </ul>	<p><i>Scott Lee</i></p>	
<p><b><i>New Course Developments</i></b>          MATH 103 Math for Technical Fields - changed from MATH 100 (previously approved 11/10/22)          MKTG 132 Social Media Marketing - changed from MKTG 131 (previously approved 11/10/22)</p> <p><b><i>Program Revisions</i></b>          Arts and Humanities Option III          Blueprints &amp; Structures LCert          Commercial Photography AA          Commercial Photography Cert          Engine and Drivetrain Associate of Science          Engine and Drivetrain Certificate          Geography AA-T          Psychology AA-T          Real Estate AS          Yoga Instructor LCert</p>	<p><i>Scott Lee</i></p>	<p><b><i>New Course Developments</i></b>          Motion to approve:          Math 103          Motion second          Motion approved</p> <p>Motion to approve:          MKTG 132          Motion second          Lisa Karstein abstained.          Motion approved</p> <p><b><i>Program Revisions</i></b>          Motion to approve:          Arts and Humanities Option III          Motion second          Motion approved</p> <p>Motion to approve:          Blueprints &amp; Structures LCert          Motion second          Motion approved</p> <p>Motion to approve:          Commercial Photography AA          Motion second          Motion approved</p> <p>Motion to approve:          Commercial Photography Cert          Motion second          Motion approved</p>



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		<p>Motion to approve: Engine and Drivetrain Associate of Science Motion second Comment: At the last meeting Rosario said that they were being discontinued, but then she said that they were not sure. Greg said Rosario would reach out to Robyn. Incomplete Program Narrative <b>Motion tabled</b></p> <p>Motion to approve: Engine and Drivetrain Certificate Motion second Incomplete Program Narrative <b>Motion tabled</b></p> <p>Motion to approve: Geography AA-T Motion second Missing TMC <b>Motion Tabled</b></p> <p>Motion to approve: Psychology AA-T Comment: Robyn said that there are issues on the count and D9 is part of CSU and 4I in IGETC. Transferable units should be 11 and 13. Comment: It needs to be reviewed again. Pending corrected TMC. Gabby will need to check her computer for the files. Luis said that the Plan of Study was done. They need the correct TMC. Motion second <b>Motion approved pending updated TMC.</b></p> <p>Motion to approve: Real Estate AS Motion second Motion approved</p> <p>Motion to approve: Yoga Instructor LCert Motion second Motion approved</p>
VI. Closing Comments	Scott Lee	Kathryn shared her award from eLumen. She is the eLumineer of the Year.



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		Motion to adjourn meeting at 3:20 p.m. Motion seconded Motion approved
<b>NEXT MEETING DATE: February 9, 2023</b>		