



Academic Policies & Procedures

AP&P Minutes	Thursday, March 23, 2023 3:00 pm – 5:30 pm T600-J
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Type of Meeting: *Regular*

Note Taker: *Robyn Serrano*

Please Review/Bring: The past minutes for accuracy.

Committee Members:

<p><i>Dr. Scott Lee, Co-chair</i></p> <p><i>Dr. Howard Davis, Co-chair, Vice President of Academic Affairs (Z)</i></p> <p><i>Dr. Jessica Eaton, Articulation Officer</i></p> <p><i>Tim Atkerson, AKIN Representative*, Proxy-Barry Green</i></p> <p><i>Travis Lee, CTE Representative</i></p> <p><i>Wendy Stout, CTE Representative</i></p> <p><i>James Dorn, MSE Representative</i></p> <p><i>Richard Biritwum, MSE Representative</i></p> <p><i>Heidi Williams, LACA Representative</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</i></p>	<p><i>Cynthia Littlefield, AHUM Representative</i></p> <p><i>Lisa Karlstein, AHUM Representative</i></p> <p><i>Vacant, Library Rep, Librarian</i></p> <p><i>Luis Echeverria, 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 (Z)</i></p> <p><i>LaDonna Trimble, Administrative Position</i></p> <p><i>Cindy Hendrix, Tech Review (Z)</i></p> <p><i>Vacant, Outcomes Representative</i></p> <p><i>Ronda Nogales, Outcomes Representative (Z)</i></p> <p><i>Vacant, Student Representative</i></p>
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Guests: Nate Dillon, Denise Smith

**Absent*

(Z)-attended via Zoom

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee/Howard Davis</i>	Meeting called to order at 3:03pm Changes to the review process are still pending, more information coming at the next meeting. Howard mentioned that the 8th edition of the PCAH is available now in the calendar invite and on the AP&P resources webpage.
II. Minutes 2/23/2023	<i>All</i>	Action Taken: Motion to approve 2/23/2023 Minutes Motion seconded Amend the minutes Jessica would like the second sentence from her comments about AB 1111 removed from the minutes Motion approved
III. Informational Item - Meeting schedule: 4/13/23, 4/27/23 - Upgrades to eLumen	<i>Scott Lee Sam</i>	Issue Discussed: Upgrades to eLumen- 1. enhanced assessment library, more user friendly with a search box 2. new assessment inbox has a "to do" list and a quick search box-available on the test site now to



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		<p>train but it won't be available on the production site until June 20th unless you request it sooner</p> <ol style="list-style-type: none">3. enhanced curriculum inbox<ul style="list-style-type: none">-flagged with term-ordered by days and stage-links to COR/POR, change report-ability to check progress on own proposals4. improved navigation<ul style="list-style-type: none">-set default role in "account settings"-ability to go back to where you were by clicking the back button-search box in the curriculum dashboard-the toolbar in the curriculum library remains accessible when scrolling5. Ability to print the catalog6. Labor Market tab in program <p>workflows-automatically built in and the data will be available in the catalog, we haven't confirmed with the Chancellor's Office yet if this will replace the CTE requirements for labor market information</p> <p>When we go to our online catalog, you will see everything exactly how the data was entered on the course and program side. We may run into some issues with the specific language in the TMC and what was entered in the course blocks. We may need to get an agreement from the committee to say that we, the curriculum specialists, have permission to go in and match it exactly.</p> <p>Follow up: We'll show an example of a TMC and the course blocks at the next meeting.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none">- Discipline list	<p><i>Scott Lee</i></p>	<p>Issue Discussed:</p> <p>The issue we're looking at with the disciplines list is, in some cases when a course is being developed and it's in a new area, people are inventing new disciplines which haven't been recognized by the state. The Disciplines List comes from the Chancellor's Office and it's made up of minimum qualifications. We have had that happen with a few courses so technically no one is qualified to teach it because there are no minimum qualifications defined. We need to make sure we are double checking this in the workflow to verify the correct discipline is being selected.</p>



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<p>V. Reports</p>		
<p>VI. Action</p> <p><i>New Course Developments</i> BUS 090 How to Start Your Business BUS 099 Map for Workplace Success BUS 201H Business Law Honors CA 098 Computers, Application Software, and Technology for Beginners ENGL 102H Critical Thinking and Literature Honors ENGL 253H African-American Literature Honors HIST 108H U.S History from 1865 Honors</p> <p><i>Amended Course</i> MATH 135 Plane Trigonometry</p> <p><i>New Program Developments</i> Computer and Workplace Fundamentals Personal Business Ownership</p>	<p>Scott Lee</p>	<p><u>Action Taken:</u> <i>New Course Developments</i> Motion to Approve BUS 090 Motion seconded The period was moved from the end of the course description to after (EIN) and deleted (AVC). Question was brought up if (AVC) should be at the end of noncredit course descriptions. Luis Echiverra mentioned the catalog references the rules on page 49. LaDonna Trimble mentioned needing a list of noncredit courses having enhanced funding so they can be included in our 320 report. Greater discussion ensued regarding noncredit and the requirements. Nursing Skills Certificate needs to be reviewed (needs to be below 100 level according to language on transcript.) Motion approved</p> <p>Motion to Approve BUS 099 Deleted (AVC) at the end of course description. Motion seconded Motion approved</p> <p>Motion to Approve BUS 201H Motion seconded Motion approved</p> <p>Motion to Approve CA 098 Deleted (AVC) at the end of course description. Motion seconded Motion approved</p> <p>Motion to Approve ENGL 102H Motion seconded</p>



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		<p>Motion approved</p> <p>Motion to Approve ENGL 253H Motion seconded Motion approved</p> <p>Motion to Approve HIST 108H Motion seconded Motion approved</p> <p><i>Amended Course</i> Motion to Approve MATH 135 Motion seconded Comment (Robyn): The prerequisite was changed from Math 131 to “completion of Intermediate Algebra or higher or placement by multiple measures” Motion approved</p> <p><i>New Program Developments</i> Motion to Approve Computer and Workplace Fundamentals Motion seconded Motion approved</p> <p>Motion to Approve Personal Business Ownership Motion seconded Motion approved</p>
VII. Closing Comments	<i>Scott Lee</i>	<p>This will be our meeting room for the next two meetings and probably in Fall. Nate thanked everyone for getting the noncredit programs moving forward. Motion to adjourn at 4:08pm Motion seconded Motion approved</p>
NEXT MEETING DATE: April 13, 2023		