



Academic Policies & Procedures

AP&P Minutes		Thursday, February 9, 2023 3:00 pm – 5:30 pm via Zoom
Type of Meeting: <i>Regular</i> Note Taker: <i>Debbie Lindsey</i> Please Review/Bring: The past minutes for accuracy.		
<i>Committee Members:</i>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><i>Dr. Scott Lee, Co-chair</i></p> <p><i>Dr. Howard Davis, Co-chair, Vice President of Academic Affairs</i></p> <p><i>Dr. Jessica Eaton, Articulation Officer</i></p> <p><i>Tim Atkerson, AKIN Representative</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> </div> <div style="width: 45%;"> <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</i></p> <p><i>LaDonna Trimble, Administrative Position</i></p> <p><i>Cindy Hendrix, Tech Review</i></p> <p><i>Vacant, Outcomes Representative</i></p> <p><i>Ronda Nogales, Outcomes Representative</i></p> <p><i>Vacant, Student Representative</i></p> </div> </div> <p><i>Guest: Carina Giorgi, Amy Andrada</i> <i>*Absent</i></p>		
Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee/Howard Davis</i>	This meeting was called to order at 3:01p.m. Dr. Lee thanked the committee for handling the last meeting without him. He was sick with COVID, but he is feeling much better now. Honors courses are moving through, so keep an eye on them as they come through the queue. Dr. Davis thanked Kathryn Mitchell for leading the last meeting during his and Dr. Lee's absence.
II. Minutes 1/26/2023	<i>All</i>	Motion to approve: Minutes for 1/26/23 Motion second Comment: Debbie said that attendance was revised and Dr. Davis' Designee for the last meeting was Kathyn Mitchell. Abstained: Dr. Howard Davis and Dr. Scott Lee Motion approved
III. Informational Item - Meeting schedule: 2/23/23, 3/23/23, 4/13/23, 4/27/23	<i>Scott Lee</i>	Please be aware the next meeting is on 2/23/23. There will be only one meeting in March due to Spring Break.



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<p>IV. Discussion</p> <ul style="list-style-type: none">- Adding a Second Faculty Co-Chair- Forming a Committee Size Workgroup- Changing Course/Program Approval Process- Certificate of Proficiency<ul style="list-style-type: none">- only programs with less than 8 units	<p><i>Scott Lee</i></p>	<p>Discussion:</p> <p><u>Adding a Second Faculty Co-Chair</u></p> <p>There are currently two co-chairs, one faculty and one administrator. Some schools use a tri-chair system; two faculty co-chairs and one administrator. There would be great value in adding a second faculty co-chair. This is usually a counselor.</p> <p>Dr. Lee spoke with Dr. Jessica Eaton, who is interested in serving as the other faculty co-chair. He asked for everyone's thoughts on adding a second faculty co-chair.</p> <p>Dr. Davis said that it should be a position, as opposed to a person. So, if we decide to proceed, we need to decide if it will be counseling faculty or designated as the Articulation Officer, or how we will designate that position.</p> <p>Dr. Lee said if it is the Articulation Officer, it will then need to be approved through the Articulation Officer and the Union.</p> <p>Comment: Cindy Hendrix asked if there would be any release time for the person. Dr. Lee replied that it will need to be worked out between the Senate and Administration and then codified into the contract. This is a detail that needs to be discussed further.</p> <p>Comment: Lisa Karlstein asked if this would go out through the Senate, or what the process will be. She asked if we are creating a process or if there is already a process in place.</p> <p>Dr. Lee will check the Senate's by-laws and they will need to approve a change to the structure of leadership. The Senate will also need to approve who will do the position. If it's a counselor, the Senate will need to approve if they want counseling to decide who that person will be. If it's a new position, it will need to go through the application process.</p> <p>Dr. Davis asked Luis Echeverria and Tanya McGinnis what their thoughts were. What would counseling prefer?</p> <p>Comment: Luis Echeverria said that he would have to check with faculty, but his concession is that it would be the Articulation Officer (AO). Having the AO would provide more consistency. The knowledge of the AO is invaluable. Dr. Eaton</p>
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		<p>is at a higher level than a counselor. She was a counselor before she became an AO.</p> <p>Dr. Lee said that any future AO will have this responsibility as part of the job requirement. He reminded everyone that this is just an introduction to this topic. He requested everyone to discuss it further with their divisions and bring back feedback. This will be an action item for the next meeting on 2/23/23.</p> <p><u>Forming a Committee Size Workgroup</u></p> <p>There have been questions about expanding the number of representatives in certain areas. There is a risk of having too many representatives, making it difficult to meet quorum. There are a couple of different options to explore. Dr. Lee suggested forming a work group and asked for volunteers to get information and bring back feedback. There were no volunteers.</p> <p>Dr. Davis said that the lack of response would indicate to him that there is not a burning desire to change it.</p> <p>Dr. Lee said that due to the lack of interest, it will be put aside for now and if necessary, it can be revisited.</p> <p><u>Changing Course/Program Approval Process</u></p> <p>There has been difficulty approving the large number of courses that become due for approval in the fall. Dr. Lee would like to discuss and explore a change to the approval process. There are two large aspects:</p> <ol style="list-style-type: none"> 1. Some other schools have a more structured process that has specific periods of time per division/discipline to review and submit programs and courses. The advantage is that it provides a more holistic view of the discipline being reviewed. Dealing with one area at a time will simplify the review process. This allows a more strategic approach. 2. We currently have a Tech Review group. Moorpark College has a Tech Review Committee that meets with the instructor and addresses issues that are dealt with in one meeting, rather than catching items and addressing them at different
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		<p>times. Having a separate sub-committee will follow the Brown Act, including agendas and minutes. This will be helpful for the AP&P Committee meeting.</p> <p>These two changes would add more structure and predictability to the process. The committee struggles through the review process every Fall and this is a way to move towards a more efficient process.</p> <p>Dr. Davis added that the last piece would be a yearly schedule and 5 year schedule.</p> <p>Dr. Lee Informed everyone that some courses and programs would have to be revised earlier to bring it all together to see what is coming due in the next five years. We hope to have it ready for the next meeting.</p> <p>Comment: Lisa Karlstein said that she thought it would be a really good thing and not so overwhelming for the committee. It can serve as workgroups for each discipline during the revision process.</p> <p>Comment: James Dorn shared a Program Review and Assessment Cycle. Over the course of two years, the program review, SLO, and PLO dictate and drive program review.</p> <p>Dr. Lee said there are a number of different approaches that can be taken. The main thing is providing predictability so everyone can plan for their programs and courses.</p> <p>Wendy Stout asked about the CTE division and how we would figure out these changes. She said that for her division, the accreditation board could say that they need to make an immediate change and they would have to make that change.</p> <p>Dr. Lee said that in the Fall, workflows trickle in and then everything comes in at one time. When it's a predictable flow, it's easier to respond.</p> <p>Comment: Luis Echeverria asked how it would differ with a possible Tech Review Sub Committee.</p> <p>Dr. Lee said that if we are doing a specific discipline in a specific month (if it's small enough) it will be more efficient. Some larger divisions may have to be split up.</p>
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Comment: Luis Echeverria asked if this model will allow us to continue workflows through the counseling stage and the Tech Committee?

Dr. Lee and Dr. Davis said that it would be both. Moorpark has a counselor, chair, and another person in their Tech Committee.

We may find that we need fewer stages in the workflow process. While it's not the plan at this moment, it may be a discussion at a later time. Workflow stages are staying the same right now. The Tech Committee will be able to meet with faculty and fix problems in the meeting before it goes to AP&P.

Comment: Ronda Nogales said that after reviewing courses, she caught something in one workflow and realized that she had to go back and check other courses. It would allow the committee to address things all at one time. It will condense everything.

This will come back as another discussion item and he hopes to have the 5 year plan available for discussion. He will talk with the Senate after we have more discussion.

Certificate of Proficiency

This applies to programs with less than 8 units and was discussed back in November.

Dr. Davis said that there is no legal requirement. However, anything above 8 units should be converted to a Certificate of Achievement, which is recognized at the state level. If there are certificates below 8 units, Dr. Davis suggests adding additional units to convert them to a Certificate of Achievement, which allows students to receive financial aid. Local certificates are not eligible to receive financial aid.

Dr. Davis said that AB928 has language that we should have a singular degree. If there is a local degree and an AD-T, we need to have one degree. He will research this further and we will need to use only one.

Comment: Kathryn Mitchell said If there is an AD-T available, that is the degree that we need to keep. We will eventually need to replace the local degrees with AD-Ts.

Dr. Lee said that we need to prepare for it.

Dr. Davis said that we will need to deactivate the



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		<p>local degrees if there is an AD-T. He will need to check on the due date.</p> <p>Dr. Lee said that these changes will be coming up from Sacramento.</p> <p>Comment: Luis Echeverria said that some local degrees have different aims than the AD-Ts. This will need to be looked at closer.</p>
<p>V. Reports</p>		
<p>VI. Action - Determine Meeting Modality for Semester</p>	<p>Scott Lee</p>	<p><u>Action Item:</u> Determine Meeting Modality for Semester</p> <p>Dr. Lee said that we are currently operating under the Emergency order to have online meetings, which will end this month. The Brown Act will allow hybrid meetings, but the quorum needs to be met in person. This means that we risk not meeting quorum and being able to hold the meeting.</p> <p>When do we start; February or March?</p> <p>Dr. Davis said that if we go to a hybrid model, we need to find out who will be there in person. We will need an RSVP system for being there in person to confirm the number that will be present in person.</p> <p>Dr. Lee asked, "How does everyone feel about going back to all in person?"</p> <p>Comment: Greg Bormann asked if there will be a room available for hybrid?</p> <p>Comment: Lisa Karlstein said that she thinks she knows of a room in Yoshida Hall that has the technology needed for hybrid. Dr. Lee asked her to send the room number.</p> <p>Comment: Kathryn Mitchell said it will depend on scheduling. It's open this semester.</p> <p>Comment: Greg Bormann said that we can rearrange DL-111 to meet the needs of the committee.</p> <p>Dr. Lee said at the end of 2024, the Brown Act comes back in full. This means it will have to be all in-person by January 2025. Otherwise someone can challenge the legitimacy of the meeting.</p>



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		<p>Comment: Gabby Poorman suggested going back to live now, since it will be required in the future.</p> <p>Motion to approve: Move AP&P meeting back to in-person by March 23, 2023.</p> <p>Motion second</p> <p>Comments: Heidi Williams asked about those who will no longer be able to attend the meeting. Dr. Lee said they will probably have to be replaced.</p> <p>Comment: Ronda Nogales would not be able to participate.</p> <p>Comment: Wendy Stout said she'll figure out her schedule.</p> <p>Dr. Davis said it would make sense to allow Ronda to high-flex into the meeting. He suggested taking names when sending out the agenda. He asked Robyn Serrano to see how many will need to be hybrid.</p> <p>Comment: Heidi Williams said that there is a computer lab that is limited.</p> <p>There are three more meetings this semester. Dr. Lee asked Ronda if she would be able to arrange her schedule for Fall.</p> <p>Motion to amend the last motion approved: Motion to move back to in person meetings, allowing members to attend online only with advanced notice. We will need to limit Zoom for RSVP.</p> <p>Motion second Motion approved</p>
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<p>Program Revisions Biology AS-T Geography AA-T Sociology AA-T</p>	<p>Scott Lee</p>	<p>Program Revisions: Motion to approve: Biology AS-T Motion second Comment: Biol 105 & Geol 102 are missing AAMs for both courses on TMC. They were missing from the course block. Dr. Eaton will send out a request for AAM for BIOL 205 and Geology 102. Motion tabled</p> <p>Motion to approve: Geography AA-T Motion second Comment: Robyn emailed Mike Pesses, uploaded the TMC, moved GEOG 110 from Required Electives A in course blocks, changed the units for GEOG 201 from 3 to 4 on the TMC, updated the credit range from 0-0 to 60-60 and added verbiage to transfer applicability in the Program Narrative tab. All changes were approved by Mike Pesses. Motion approved</p> <p>Motion to approve: Sociology AA-T Motion second Comment: Robyn said that she contacted Amy Andrada and with her permission, she moved a couple of courses in the course blocks to match the TMC. SOC 200 was moved from required to List A and SOC 116 was moved from List B to List A. Motion approved</p>
<p>VI. Closing Comments</p>	<p>Scott Lee</p>	<p>Closing comments: Dr. Lee said there is a lot happening and it's vital to have a large campus conversation. Dr. Davis thanked everyone. Motion to adjourn meeting at 4:25 p.m. Motion seconded Motion approved</p>
<p>NEXT MEETING DATE: February 23, 2023</p>		