



Academic Policies & Procedures

	<p>Comment: Wendy Stout asked about new programs and course revisions. Dr. Lee recommended getting started early, but to plan for them to be reviewed in November.</p> <p>On behalf of Dr. Eaton, Luis Echevierra said that she has not received the final results for the transferability process. She is waiting for the CSU's to provide a list and she will share the results once she receives them. Faculty will need to let her know if they want to appeal the courses that are denied.</p> <p><u>New Committee Member - Tamira Palmetto Despain</u></p> <p>Luis Echevierra will be retiring and Tamira Palmetto Despain will be taking over his place in AP&P. Everyone wished Luis well.</p> <p>Dr. Lee said that Luis will be missed, but we will be in good shape in the fall with a great counseling team.</p> <p><u>Learning- Aligned Employment Program (LAEP)</u></p> <p>LaDonna Trimble was in a learning conference and all community colleges signed up to do the work. AVC was awarded \$4,000,000 that can be used for students to gain employment based on market value (accounting majors, photography, and business majors). The funds we receive will reimburse the employer 50% within 30 days. If the district decides to hire a student, we need to be sure it doesn't impact the Collective Bargaining Unit.</p> <p>On campus, there is a research component required in the student's employment. We have to provide the name of the person supervising the research.</p> <p>Off campus employment, the requirement is that they have an opportunity for a student to be a full time employee. LaDonna used a photographer as an example; an employer that doesn't have the means to hire someone, would have an opportunity to possibly hire a student photographer.</p> <p>This program is designed to close the equity gap for students that are underprivileged. We have put together an easy way for the Job Placement</p>
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		<p>Center to identify students that walk in and know if they are eligible for the program. We believe it's a great opportunity to help employ students and we need the help of faculty who have connections within the district and community to help identify opportunities for students. Business services have made it clear that we are not supposed to self-serve, so we are doing all we can to get the word out to the community and involve people. Faculty know students that may be good employees, based on where they are in their programs and their performance. LaDonna will provide the CSAP Student Aid Commission link. She, as well as the Job Placement Center, can answer questions. The program will run until 2031.</p> <p>The organizers have not put a limit on the number of students. Since COVID, we have not onboarded the number of students we have in the past. LaDonna will provide everyone with access to the manual and she will provide the code and website to the program. She will send it to curriculum@avc.edu to pass on. She is hoping it will start this summer or fall.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none">- Catalog Amend Workflow Parameters- Vocational Nursing Certificate	<p><i>Scott Lee</i></p>	<p>Discussion</p> <p>Catalog Amend Workflow Parameters</p> <p>We have revisions that are large processes. Small changes can be done through the amend workflow. A normal revision needs to go through the regular process. Amend is a faster process. The amend workflow is primarily a way to keep the same term. A new revision goes into the next term. The Amend workflow still requires approval.</p> <p>Sam Darby explained that the catalog workflow is for grammatical corrections and TMC language only. Any change to context must go through the regular revision process and will not be approved until Fall 2024.</p> <p>There are courses that have been deactivated. We have provided the impact reports. Some programs have courses that are showing up because they did not get revised. These will have to go through the revision process. Revisions are closed for the year.</p> <p>The catalog Amend workflow can be done because it doesn't need to be approved.</p>



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		<p>Items that are still in workflows are not reflected in the catalog yet.</p> <p>Vocational Nursing Certificate Robyn Serrano explained that there were significant changes in the units and the hours were adjusted for two courses. It used to be 51 units and it is now 50.75. It's in the best interest of the students to rename the title. The title correction is: Licensed Vocational Nursing, per Wendy Stout.</p>
<p>V. Reports</p>		<p>N/A</p>
<p>VI. Action</p> <ul style="list-style-type: none"> - AP&P Standards & Practices Handbook - WE 199 and WE 197 <p>New Course Developments SOC 101H Introduction to Sociology - Honors</p> <p>New Course Developments-Noncredit MUSC 170NC Marching Ensemble (non-credit) NS 300L Skills Lab 300L</p> <p>Substantial Course Revisions ENGL 090 Writing Support WE 199 Occupational Work Experience</p> <p>Course Amend PHTC 201 Advanced Black and White Photography PHTC 298 Special Studies in Photography</p> <p>Course Deactivations LAC 100 Introduction to Tutoring LAC 200 Advanced Tutoring LAC 299 Master Tutoring</p> <p>New Program Developments Communication Studies AA-T 2.0</p> <p>New Program Developments-Noncredit College Readiness - Reading and Writing</p> <p>Program Revisions All Automotive Systems AS</p>	<p><i>Scott Lee</i></p>	<p>Action Taken Motion to approve: AP&P Standards & Practices Handbook Motion second Motion approved</p> <p>Motion to approve changes to: WE 199 and WE 197 We discussed having WE 199 phased out in the fall and deactivated. WE 197 is being phased out now. This is moving to discipline specific WE 199. Comment: Wendy said that her WE 199 was approved. They are in eLumen. Sam said that they were denied because there was no decision made on how the WE courses would move forward.</p> <p>Motion to approve: The removal of WE 199 in fall and the deactivation of WE 197 immediately Comment: Will it have an effect in summer? Dr. Lee said no. In the fall you will need a specific WE 199 for your division. Motion approved</p> <p>New Course Developments Motion to approve: SOC 101H Motion second Comment: (Debbie) This was tabled for clarification on C-ID information entered, which has been corrected to "request articulation." 1 abstention - Greg Langer</p>



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Program Deactivations

Bus Computer Info Sci Cert
Business Computer Information Science AS
Computer Software Dev Cert
Engine and Drive Trains AS
Engine and Drive Trains Cert

Motion approved

New Course Developments-Noncredit

Motion to approve:

MUSC 170NC

Motion second

Comment: (Robyn) Is the non-credit category-course for older adults and classification code-non enhanced funding correct?

Is this course going to be part of a program?

This was corrected by changing the category to Short Term Vocational and the classification code to non-credit enhanced funding with Gary Heaton-Smith's permission. It will be assigned to a program.

Numbering has still not been decided. If we change it to the basic skills numbering, it would confuse everyone.

The common course numbering is going to change everything so we will wait until fall to decide. This will be a topic for discussion.

Motion to table

Motion second

Motion approved

Motion to approve:

NS 300L

Motion second

Comment: This course was tabled at the last meeting for changes: It was missing objective 3 in the methods of evaluation. The Summer 2023 Start Date was changed to Fall 2023. The course objectives, SLOs and curriculum map were added.

No DE was confirmed. Added Limitation on Enrollment: Formal enrollment in the Associate Degree Nursing Program and Prerequisite: Completion of NS 102A and NS 103A. All changes were made with Casey's permission. This was changed to enhanced funding (with Casey's permission) and it was confirmed that it will be part of a program.

Comment: It's not tied to a program yet. The program and course need to be done together. It cannot be scheduled until the program is revised. Kathryn said that faculty need to realize that non-credit courses are to be treated the same as a regular course.



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	<p>Motion to table Motion second Motion approved</p> <p>Course Deactivations Motion to approve: LAC 100 Introduction to Tutoring LAC 200 Advanced Tutoring LAC 299 Master Tutoring Motion second Abstained:- Greg Langer Motion approved</p> <p>New Program Developments Motion to approve: Communication Studies AA-T 2.0 Comment: (Debbie) The Chancellor's Office requested minor corrections, which were made with permission from Richie Hao, adding the "2.0" throughout the Catalog Description and Goals and Objectives to be reflected on the POR. It was resubmitted with corrections and approved. Motion second Abstained: Greg Langer Motion approved</p> <p>New Program Developments-Noncredit Motion to approve: College Readiness - Reading and Writing Motion second Motion approved</p> <p>Program Revisions Motion to approve: All Automotive Systems AS Comment: The Chancellor's Office requested a program requirements table to be added to the Narrative, reflecting the course requirements and sequencing, and to show how the total number of units (70-71) will be achieved. There was also a minor change to the RPS, correcting a duplicate course (COMM 107) in Area D2 and Area E. Area D2 was changed to PHIL 101. Motion second Abstained: Greg Langer</p>
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		<p>Motion approved</p> <p>Program Deactivations Motion to approve: Bus Computer Info Sci Cert Business Computer Information Science AS Computer Software Dev Cert Engine and Drive Trains AS Engine and Drive Trains Cert Motion second Abstained: Greg Langer Motion approved</p> <p>Substantial Course Revisions Motion to approve: ENGL 090 Comment: (Robyn) The non-credit category was changed from workforce preparation to elementary and secondary basic skills and the classification code was changed from workforce preparation enhanced funding to non-credit enhanced funding with permission from Wendy Rider and Heidi Williams. Comment: Wendy Stout said that the program it's connected to is different, but they are both non-credit. Dr. Lee said it should be fine. Motion second Motion approved</p> <p>Motion to approve WE 199 This will be used as a model for each discipline, which has been updated as a model. This will be discontinued in the fall. Motion second Abstained: Greg Langer Motion approved</p> <p>Course Amend Motion to approve PHTC 201 Comment: full distance education approval Motion second Abstained: Greg Langer Motion approved</p>
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		<p>Motion to approve Photography PHTC 298 Comment: full distance education approval Motion second Abstained: Greg Langer Motion approved</p>
<p>VII. Closing Comments</p>	<p><i>Scott Lee</i></p>	<p>Dr Lee has high hopes for the fall. He thanked everyone for their work. Dr. Davis thanked the Academic Affairs team for all of their work in fulfilling the curriculum needs. Kathryn Mitchell and the committee said thank you to Dr. Davis, as it's his last AP&P meeting. Motion to adjourn at 4:12p.m. Motion second Motion approved</p>
<p>NEXT MEETING DATE: August 24, 2023</p>		