



<b>AP&amp;P Minutes</b>	<b>Thursday, November 30, 2023</b> <b>3:00 pm – 4:00 pm T600-J</b>
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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 (Z)</i>  <i>Travis Lee, CTE Representative*</i>  <i>Dr. Wendy Stout, CTE Representative</i>  <i>James Dorn, MSE Representative*</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>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 (Z)</i>  <i>Kathryn Mitchell, Administrative Position</i>  <i>LaDonna Trimble, Administrative Position</i>  <i>Dr. Cindy Hendrix, Tech Review</i>  <i>Alan Fillion, Student Representative*</i>  <i>Bobby Bennett, Student Representative*</i></p>
<i>*Absent</i>	

Items	Person	Action
I. Opening comments from the Co-chairs	<i>Scott Lee/Kathy Bakhit</i>	The meeting was called to order at 3:10p.m.  <b>Action:</b> Motion to amend the agenda: Move ACRV 122, ACRV 123 and NS 202A up to beginning of course revisions. Motion approved
II. Minutes 11/16/2023	<i>All</i>	<b>Action:</b> Motion to approve: Minutes for 11/16/2023 Motion second Motion approved
III. Informational Item – Meeting schedule: 1/25/24, 2/8/24, 2/22/24, 3/14/24, 3/28/24, 4/11/24, 4/25/24	<i>Scott Lee</i>	



# Academic Policies & Procedures

IV. Discussion –	Scott Lee	N/A
V. Reports		
VI. Catalog –		
VII. Action  <b>Substantial Course Revisions</b> ACCT 199 Work Experience Education ACRV 122 Residential Air Conditioning Systems ACRV 123 Residential Air Conditioning Controls AERO 199 Work Experience Education AJ 199 Work Experience Education ANTH 199 Work Experience Education BIP 199 Work Experience Education BUS 199 Work Experience Education CA 199 Work Experience Education CFE 199 Work Experience Education COMM 199 Work Experience Education DA 199 Work Experience Education DFST 199 Work Experience Education DM 199 Work Experience Education ED 199 Work Experience Education ELTE 199 Work Experience Education FTEC 199 Work Experience Education FTV 199 Work Experience Education HIST 199 Work Experience Education INT 199 Work Experience Education JOUR 199 Work Experience Education LIB 199 Work Experience Education MGT 199 Work Experience Education MKTG 199 Work Experience Education MUSC 199 Work Experience Education NS 202A Medical Surgical Nursing II POLS 199 Work Experience Education THA 199 Work Experience Education	Scott Lee	<b>Action:</b> <b>Substantial Course Revisions</b>  Motion to approve: ACRV 122 Motion second Changes: This was submitted as non-substantial at the last meeting. It was brought back due to a change in SLOs (removal of one). Motion approved  Motion to approve: ACRV 123 Motion second Changes: This was submitted as non-substantial at the last meeting. It was brought back due to a change in SLOs (removal of three). Motion approved  Motion to approve: NS 202A Motion second Changes: Change in course content. Limitation of Enrollment was added to prerequisite tab. Motion approved  Motion to approve all of the following Work Experience courses: ACCT 199, AERO 199, AJ 199, ANTH 199, BIP 199, BUS 199, CA 199, CFE 199, COMM 199, DA 199, DFST 199, DM 199, ED 199, ELTE 199, FTEC 199, FTV 199, HIST 199, INT 199, JOUR 199, LIB 199, MGT 199, MKTG 199, MUSC 199, NS 202A, POLS 199, THA 199 Motion second ACCT 199



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	<p>Changes: Updated course description, removed repeatability, Faculty requirements were changed to discipline specific, removed other instruction materials, updated lab outline. Removed last “yes” from DE form.</p> <p>AERO 199</p> <p>Changes: Title, updated course description removed repeatability, updated Limitation of Enrollment, added discipline faculty requirement, selected variable credit course and add 3-24 hours, updated Methods of Instruction, removed Time commitment, removed Assignments, removed Other Instruction Materials, updated course objectives and lab outline.</p> <p>AJ 199</p> <p>Changes: Updated course description, removed repeatability, changed weekly student hours to 1-9, capped units at 3, removed time commitment, removed (CSU, AVC) from Limitations on Enrollment, removed Assignments, Textbook and Other Instruction Materials sections, updated course objectives, SLOs, and updated outline.</p> <p>ANTH 199</p> <p>Changes: Removed repeatability and retakes, updated course description language, changed proposal start date, removed Other Instruction Materials section, updated course objectives and lab outline.</p> <p>BIP 199</p> <p>Changes: Title, removed repeatability and retakes, added (CSU, AVC). Added transferability to CSU, changed the students’ hours 3-24, numbered course objectives, updated lab outline.</p> <p>BUS 199</p> <p>Changes: Updated course description, changed faculty requirement to master's in business, removed repeatability and retakes, updated course objectives, updated lab outline.</p> <p>CA 199</p> <p>Changes: Updated course description, removed repeatability and retakes, changed faculty requirements to Computer Service Technology, removed Other Instructional Materials, updated course objectives, updated lab outline.</p>
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	<p>CFE 199 Changes: Updated course description, removed repeatability and retakes, removed Other Instructional Materials, updated course objectives, adjusted Methods of Evaluation to cover all course objectives, updated lab outline.</p> <p>COMM 199 Changes: Updated course description, removed repeatability and retakes, changed prerequisite to Limitation of Enrollment, changed the units, removed the time commitment note, added Methods of Evaluation, course objectives, learning outcomes, curriculum map, and lab outline.</p> <p>DA 199 Changes: Updated course description, removed repeatability and retakes, changed the Limitation of Enrollment language, added lab hours of 3-24, removed time commitment note, removed Assignments section, changed Methods of Evaluation, added course objectives, added percents to the SLOs, completed the curriculum map, and updated the lab outline.</p> <p>DFST 199 Changes: Changed title, updated course description, removed DE, removed repeatability and retakes, changed lab hours to 3-24, removed time commitment note, changed Methods of Instruction and Methods of Evaluation, updated course objectives, removed Assignments and Other Instructional Materials, changed SLO and completed curriculum map, updated lab outline.</p> <p>DM 199 Changes: Updated course description, removed repeatability and retakes, added Faculty Requirements, added Mandatory Submission to rationale, added lab hours of 3-24. Removed the time commitment notes and Other Instructional Materials section. Added Methods of Instruction, course objectives, and Methods of Evaluation. Changed SLOs and added percentage, completed the curriculum map and updated lab outline.</p> <p>ED 199</p>
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	<p>Changes: Title, updated course description, course objectives and Methods of Evaluation and lab outline.</p> <p>ELTE 199</p> <p>Changes: Updated course description, removed repeatability and retakes, added faculty requirements, added lab hours, removed time commitment notes and other instructional materials, updated methods of instruction course objectives, and lab outline.</p> <p>FTEC 199</p> <p>Changes: Updated course description, removed repeatability and retakes, added faculty requirements, removed time commitment notes, added course objectives and methods of evaluation, added 70% to SLOs, updated curriculum map and lab outline.</p> <p>FTV 199</p> <p>Changes: Updated course description, removed repeatability and retakes, removed time commitment notes. Corrected course duration from 8 to 18, removed Assignments section, Other Instructional Materials, updated course objectives, methods of evaluation, SLOs, curriculum map, and lab outline.</p> <p>HIST 199</p> <p>Changes: Updated course description, removed repeatability and retakes, removed other instructional materials, updated course objectives and applied to Methods of Evaluation, updated lab outline.</p> <p>INT 199</p> <p>Changes: Changes: Updated course description, removed repeatability and retakes, lab hours to 3-24 in class hours, removed time commitment notes, removed other instructional materials, update Methods of Instruction and Methods of Evaluation, added SLOs, complete curriculum map, and updated lab outline.</p> <p>JOUR 199</p> <p>Changes: Updated course description, removed repeatability and retakes, replaced prerequisite with Limitation on Enrollment, removed Equivalency, changed lab hours to 3-24 in class hours, removed</p>
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## Academic Policies & Procedures

	<p>time commitment notes, updated course objectives, methods of evaluation, SLO was added, and curriculum map completed. Updated lab outline.</p> <p><b>LIB 199</b></p> <p>Changes: Updated course description. Selected Cooperative Work Experience Status box, updated Methods of Evaluation and course objectives, updated SLO, curriculum map, and added DE.</p> <p><b>MGT 199</b></p> <p>Changes: Updated course description, removed repeatability and retakes, changed total student hours to 54-432, removed time commitment notes, removed other instruction materials, changed methods of evaluation showing course objectives, completed curriculum map and updated the lab outline.</p> <p><b>MKTG 199</b></p> <p>Changes: Updated course description, removed repeatability and retakes, changed total student hours to 54-432, removed time commitment notes, removed other instructional materials, changed methods of evaluation showing course objectives, updated lab outline.</p> <p><b>MUSC 199</b></p> <p>Changes: Updated course description, removed repeatability and retakes, request transferability to CSU, changed weekly student hours to 3-24 in class lab hours, updated course objectives, methods of evaluation, updated lab outline.</p> <p><b>POLS 199</b></p> <p>Changes: Updated course description, removed repeatability and retakes, removed time commitment notes, updated course objectives and methods of evaluation. Added SLO and curriculum map. Updated the lab outline.</p> <p><b>THA 199</b></p> <p>Changes: Updated course description, removed repeatability and retakes, removed time commitment notes, combined Limitation on Enrollment into one statement, added course objectives, changed methods of evaluation showing course objectives, changed SLO, complete curriculum map, updated lab outline, and removed entry in the last question of DE form.</p>
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**Academic Policies  
& Procedures**

		Motion approved
VIII. Closing Comments	<i>Scott Lee</i>	<p><b>Closing comments:</b></p> <p>Dr. Lee thanked everyone. He said that everyone earned their FPD and looks forward to seeing everyone in January.</p> <p>Cindy Hendrix is retiring in the spring and Gabby Poorman will be leaving Tech Review. We will be looking for two Tech Review committee members.</p> <p>Dr. Lee thanked the Curriculum Specialists for their work and wished everyone a great break.</p> <p>Motion to adjourn the meeting at 3:23p.m.          Motion second          Motion approved</p>
<b>NEXT MEETING DATE: January 25, 2024</b>		