



Academic Policies & Procedures

AP&P Minutes	Thursday, February 10, 2022 3:00 pm – 5:30 pm via Zoom
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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>Kathryn Mitchell, Co-chair</i> <i>Dr. Howard Davis, Interim 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>Alfred Brubaker, CTE Representative*</i> <i>Maria Angela Kilayko, HSS Representative</i> <i>Vacant, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Heidi Williams, R&L Representative</i> <i>Dr. Richie Hao, R&L Representative</i></p>	<p><i>Gabby Poorman, SBS Representative</i> <i>Kent Moser, SBS Representative, DE Liaison</i> <i>Cynthia Littlefield, A&H Representative</i> <i>Dr. Ariel Tumbaga, R&L Representative*</i> <i>Van Rider, Library Rep, Librarian*</i> <i>Luis Echeverria, Student Services, Counseling</i> <i>Larry Veres, Adjunct Representative*</i> <i>Greg Bormann, Administrative Position</i> <i>Riley Dwyer, Administrative Position</i> <i>LaDonna Trimble, Administrative Position</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative*</i> <i>Marleen Lopez, Student Representative</i></p>	<i>*Absent</i>
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Guest: Robert Zemlin, eLumen Trainer

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee</i>	Scott requested and received permission from the committee to record this meeting/training. It will be posted on the AP&P webpage for future reference. Scott welcomed guest Robert Zemlin, eLumen Trainer and introduced Dr. Howard Davis, Interim Vice President of Academic Affairs. Dr. Davis is looking forward to working with everyone to help streamline processes moving forward.
II. Minutes 01/27/2022	<i>All</i>	Motion to approve 1/27/22 Minutes Motion seconded Motion approved. Abstain - 1 (Luis Echeverria)
III. Informational Item - Meeting schedule: 2/24/22, 3/24/22, 4/14/22, 4/28/22	<i>Scott Lee</i>	
IV. Discussion - eLumen Training- Courses - Program Workflows - Adding Counselor Stage - Communication Methods - Math Language - Membership	<i>Scott Lee & Jessica Eaton</i>	Scott explained why we are doing eLumen training now. It was previously set up in April 2021, with the expectation of providing additional training during the summer to prepare for fall. However, it did not work out as planned and may have contributed to the difficulty everyone experienced throughout the fall with eLumen workflows.



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New elumen training was provided to Scott Lee, Kathryn Mitchell, Sam Darby, and Debbie Lindsey, which offered new information on workflows and communication that will be helpful moving forward. This will be discussed further with the committee in our next meeting following eLumen training on programs.

Robert Zemlin provided eLumen training on course workflows for the committee. He highlighted that email notifications are sent for courses directly from eLumen. However, notifications are **not** sent from eLumen for programs. Robert recommended coming up with our own communication system for programs. He will provide additional information at our next meeting. He will also follow up with Sam Darby on outstanding ticket items.

Scott explained to the committee that changes need to take place in workflows. It will be beneficial to have a new stage for counselors to review the workflows before they are approved for tech review. This will reduce review time spent during the committee meetings and allow approvals to move more efficiently during the meeting. This will be an action item for the next meeting.

Scott encouraged everyone to start thinking of a communication system for programs. Various ideas were shared, such as; sending an email notification to the author and contributors when there is a send back, creating a Google spreadsheet to track communication so everyone can see the issues, and developing a communication method for the counselor's stage, since faculty will be going through counselors for approval. Sam Darby suggested contacting faculty and the next person in the review process. The dashboard provides a snapshot of the current status. Kathryn Mitchell reminded the committee that faculty need to check their inboxes and AP&P Representatives need to follow up with their divisions on the status of their courses/programs. Scott encouraged everyone to think about this and to send any additional ideas to him. This will be a discussion item for the next meeting.

Math 102 language will be discussed at the next meeting. Jessica Eaton is pending confirmation from the UC Office of the President that Intermediate Algebra is still going to be a prerequisite. This will come back to the committee.



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		Membership was discussed. Historically, we have had two representatives designated for each area. This is not codified in the handbook. Does the committee want to have official approval to have up to two members per division? This will be an action item for the next meeting.
V. Reports		N/A
VI. Action	Scott Lee	N/A
<i>New Course Developments</i> None <i>Course Deactivations</i> None <i>Non-substantial course revisions</i> None <i>Substantial course revisions</i> None <i>Program revisions</i> None <i>Non-substantial Program revisions</i> <i>*Effective 5/2019 all program revisions will be substantial.</i> <i>New Program Development</i> None <i>Program Discontinuance</i> None	Scott Lee	N/A
VI. Closing Comments	Scott Lee	<p>Sam Darby reminded everyone that revised AD-Ts are being reviewed by the Chancellor's Office and emails are being sent out on the status. Please address any corrections that need to be made. Debbie Lindsey is currently working on updating the catalog. The first draft has been sent out for review. Any corrections or comments need to be sent to her. Scott reminded everyone that workflows will open on 3/1/22.</p> <p>Motion to adjourn meeting Motion seconded Meeting adjourned at 4:48pm</p>
NEXT MEETING DATE: February 24, 2022		