



# Academic Policies & Procedures

<b>AP&amp;P Agenda</b>	<b>Thursday, March 23, 2023</b> <b>3:00 pm – 5:30 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. Howard Davis, Co-chair, 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>Wendy Stout, CTE Representative</i>  <i>James Dorn, MSE Representative</i>  <i>Richard Biritwum, 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</i></p>	<p><i>Cynthia Littlefield, AHUM Representative</i>  <i>Lisa Karlstein, AHUM Representative</i>  <i>Vacant, Library Rep, Librarian</i>  <i>Luis Echeverria, Student Services, Counseling</i>  <i>Tanya McGinnis, Student Services, Counseling</i>  <i>Larry Veres, Adjunct Representative</i>  <i>Greg Bormann, Administrative Position</i>  <i>Kathryn Mitchell, Administrative Position</i>  <i>LaDonna Trimble, Administrative Position</i>  <i>Cindy Hendrix, Tech Review</i>  <i>Vacant, Outcomes Representative</i>  <i>Ronda Nogales, Outcomes Representative</i>  <i>Vacant, Student Representative</i></p>
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*\*Absent*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee/Howard Davis</i>	
II. Minutes 2/23/2023	<i>All</i>	
III. Informational Item <ul style="list-style-type: none"> <li>- Meeting schedule: 4/13/23, 4/27/23</li> <li>- Upgrades to eLumen</li> </ul>	<i>Scott Lee Sam</i>	
IV. Discussion <ul style="list-style-type: none"> <li>- Discipline list</li> </ul>	<i>Scott Lee</i>	
V. Reports <ul style="list-style-type: none"> <li>-</li> </ul>		
VI. Action	<i>Scott Lee</i>	
<p><b><i>New Course Developments</i></b>            BUS 090      How to Start Your Business            BUS 099      Map for Workplace Success            BUS 201H     Business Law Honors</p>		



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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  <b>Amended Course</b> MATH 135      Plane Trigonometry  <b>New Program Developments</b> Computer and Workplace Fundamentals Personal Business Ownership		
VII.    Closing Comments	<i>Scott Lee</i>	
<b>NEXT MEETING DATE: April 13, 2023</b>		



# Academic Policies & Procedures

<b>AP&amp;P Minutes Draft</b>	<b>Thursday, February 23, 2023</b> 3:00 pm – 5:30 pm <a href="#">Zoom</a>
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**Type of Meeting:** *Regular*

**Note Taker:** *Debbie Lindsey*

**Please Review/Bring:** The past minutes for accuracy.

*Committee Members:*

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| <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</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</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> |
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*Guest: Nate Dillon*

*\*Absent*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee/Howard Davis</i>	This meeting was called to order at 3:05 p.m. Dr. Lee said that we normally have two Outcomes Committee Representatives and we only have one. We are looking for volunteers. Please reach out to Dr. Lee if you're interested and he will pass it on to Gary Heaton-Smith. We have secured a room at T600-J for the next AP&P meeting. Comment: Luis Echeverria asked if it will still be the hybrid modality. Dr. Lee confirmed, but also reminded everyone that we will need to meet quorum in the room. RSVP for Zoom will be required in advance.
II. Minutes 2/09/2023	<i>All</i>	Dr. Lee moved to discussion items until quorum was met.
III. Informational Item - Meeting schedule: 3/23/23, 4/13/23, 4/27/23 - In person T600-J	<i>Scott Lee</i>	



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<p>IV. Discussion</p> <ul style="list-style-type: none"><li>- Noncredit Programs and Courses</li><li>- Noncredit Liaison</li><li>- Catalog</li><li>- AB 1111</li><li>- AB 928</li><li>- Changing Course/Program Approval Process<ul style="list-style-type: none"><li>- 5 Year Plan - Draft</li></ul></li></ul>	<p style="text-align: center;"><i>Sam Howard</i></p>	<p><b><u>Discussion:</u></b></p> <p><b>Noncredit Programs and Courses</b></p> <p>There is an effort to develop a noncredit program. Noncredit moves faster through the review committee. It currently goes to Stage 3, which is tech review and outcomes review, then Stage 4, which the whole committee reviews, followed by Stage 5.</p> <p>Dr. Lee asked for everyone's thoughts on streamlining the process.</p> <p>Comment: Lisa Karlstein asked for a refresher on noncredit.</p> <p>Dr. Lee reminded everyone that it needs to fit in one of ten categories listed in the Noncredit Guide, which he shared on his screen. We need to develop a faster approval system for noncredit.</p> <p>Comment: Wendy Stout said that we will still require the same information as credit courses and asked why it would be different.</p> <p>Dr. Lee explained that we need to get things ready for the Chancellor's Office approval. The committee would rely on Tech Review to identify any issues. Credit courses need to be reviewed twice, which is why we have Stage 4 &amp; 5. With noncredit, it only needs to be reviewed once, requiring less time.</p> <p>Comment: James Dorn asked how many things come out during Tech Review that need fixing?</p> <p>Dr. Lee responded that there are not typically changes in Stage 4.</p> <p>Comment: Ronda Nogales said that she looks for specific things that she continues to catch during Tech Review.</p> <p>Comment: Gabby said that it will still come to the AP&amp;P Committee for review.</p> <p>Dr. Lee said that we can have another discussion if there are still questions.</p> <p>Quorum was met at 3:11 p.m.</p> <p><b><u>Minutes:</u></b></p> <p>Motion to approve: Minutes for 2/9/23 Motion second</p> <p>Comment: Sam Darby said that there is a correction to Certificate of Proficiency from a maximum of 9 units to 8 units, which can be found in the beginning of the catalog.</p>
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		<p>Motion approved</p> <p><b><u>Noncredit Liaison:</u></b> If there is someone that may be interested in representing the college to the State of CA, please have them email Dr. Lee. It's not required to be an AP&amp;P Committee member.</p> <p><b><u>Catalog:</u></b> Sam Darby shared a preview of what the catalog will look like. There will be no middle man to clean up and filter it the way it's been done in the past. The program requirements will appear the way the course blocks were built. The last part of the program will be the sequence. The content you will see is what has been approved by the committee, so we will not be able to make changes.</p> <p>Comment: Luis Echeverria asked when it will be available for review by counseling so they can update their tools for next year.</p> <p>Sam said that there are some workflows that may cause a delay because they will not go through board approval until March 2023. There are also some nuances that will need to be addressed, such as specific language that is required in the course description of the TMCs. If it is not correct in eLumen, it will need to be corrected. She is hoping to have the content populated by mid-March.</p> <p>Comment: Luis Echeverria said that he will provide her with feedback on the completed programs if he can use that information to update the tools in counseling.</p> <p>Sam said that that would be great and reminded everyone that the content that has been published was approved by the committee. Since it is a website, there may be challenges in how the information will appear and how adjustments/corrections will be made. eLumen will be sharing the printed catalog, so she hopes to have more information soon. She thanked ITS for their help in developing it.</p>
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	<p><b>AB 1111:</b> Dr. Davis said that this is the common course numbering across the state. The Chief Instruction Officers are working on an implementation plan. He has attached the first draft on how it will be implemented. These courses will have the same number of units. The prefix title and the course descriptor will be the same. Once AB 1111 gets fully implemented, the form attached to the agenda shows a hierarchy of numbering that will need to be followed. The proposal is to be implemented over two two-year phases. The first phase is using the current numbering and title for the course with an appendage of how it will be translated. The second phase will show all of the common course numbering with a note that indicates what it was formerly known as. There was robust conversation about the lengthy process. Dr. Davis said that there may be some flexibility.</p> <p>Comment: Sam Darby said that she would like this to happen as we go through the revision process. For example, with BUS 101, it will be BUS 1101. She will have to make the equivalency first. Then, in the second stage, she will build it out. We will have to treat this change as if it's a brand new course, which is very time consuming. If the 5 year plan is in place and we only have 40 to 50 courses to review per month, it will be more manageable. This will be very time consuming for Academic Affairs to manage.</p> <p>Dr. Howard asked, Will the Chancellor's Office just take the CID?"</p> <p>Comment: Dr. Eaton said that articulation doesn't work the way the legislation wants it to. The issue is that the UC system has not come to the table to accept classes as uniform with the CSU system. There are still differences that need to be resolved.</p> <p><b>AB 928:</b> Dr. Davis said that this is the CAGETC GE pattern. Constituents are fighting it. In the language it says "singular degree" which indicates that If we have both local and AD-T degrees in the same discipline, we will need to go with the AD-T.</p>
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	<p>We currently have both degrees in Administration &amp; Justice, Biology, Computer Science, and potentially Business.</p> <p><b><u>Changing Course/Program Approval Process</u></b> <b><u>5 Year Plan Draft:</u></b></p> <p>Dr. Lee said that at the last meeting, there was a discussion about moving in a direction of reviewing specific disciplines at specific times and having a certain number of programs/courses reviewed each month instead of them being scattered throughout the review cycle. The idea is to use the entire academic year for review.</p> <p>Dr. Lee reminded everyone that people will have to think ahead. If their review comes up in March, there is no guarantee that it will be approved for Fall 2024. It may not be finalized until Spring of 2025. One of the issues to consider is looking at the different disciplines and how they will be grouped throughout the year.</p> <p>Dr. Lee will be talking with different disciplines and the plan will need to be put together carefully. Some divisions may be asked to move up their revisions. Dr. Lee and the Curriculum Specialists will work through this together.</p> <p>Dr. Lee asked if anyone had a chance to discuss this for feedback.</p> <p>Comment: Cindy Hendrix said that no one complained or objected. She said that they like things in order.</p> <p>Comment: Heidi Williams said that the English department is all for it.</p> <p>Comment: Wendy Stout asked how it will work with CTE.</p> <p>Dr. Lee said that we may want to put CTE in for the fall. We are not going to say no if there is a new opportunity for a new program.</p> <p>Dr. Davis said that the transfer programs will need to go in the fall because it takes the longest to be approved.</p>
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		<p>Comment: Sam Darby said that we all have different perspectives. She would like to open it up to everyone for feedback. AD-T approvals have a 60 day minimum from the Chancellor’s Office. She is afraid that there will not be buy-in from faculty if it’s two years out. Also, the dean is part of the workflow. If all CTE is in one year, it will be very difficult to manage. She asked everyone to share their thoughts and ideas.</p> <p>Comment: Dr. Eaton said that because of AB928, in order to get everything processed, it will take two years. The UCs need to review it. AB928 CALGETC has not provided true direction. We need to think about new transfer classes that may be a two year process. If we are building from August to March, it may be an issue.</p> <p>Dr. Lee was happy to hear the feedback. It’s in the beginning stages. After spring break, he will meet with the Chairs and Deans to hear their concerns and issues. So far, everyone seems open to moving forward with it. I. It will be the biggest change in the process since Curricunet, so it needs to be done carefully.</p> <p>Comment: James Dorn said that at the last meeting, he shared a planning document. There will be things that naturally come up. We need to set aside time to discuss where things are as a campus-wide effort.</p> <p>Comment: Sam Darby agreed that we need to leave room for other things that are coming in and to look at it in a holistic way, instead of waiting for faculty to determine when they are going to work on it. We need to establish a process to build it into our schedule. We have content that hasn’t been reviewed in a very long time.</p>
<p>V. Reports</p> <ul style="list-style-type: none"> <li>- Distance Education Permanent Course Approvals</li> <li>- Revision List</li> </ul>	<p><i>Robyn</i></p>	<p><b>Reports:</b></p> <p><b>Distance Education Permanent Course Approvals:</b></p> <p>Dr. Lee said that we had two approval processes; DE approval and ER approval that came in during the COVID lockdown. The ER approvals end this month on 2/28/23. Some faculty may not be aware that they do not have permanent approval. They are fine for this semester, but in the fall they will need to have Distance Education approval. If</p>





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		<p>the course is not on the list provided, it will need to be added for fall.</p> <p>Sam Darby said that on this list, Robyn Serrano fully vetted every course and a handful were removed. This is the final list. Please review and share it with the Department Chairs. If it's not on this list, Distance Education cannot be taught in the fall.</p> <p><b>Revision List:</b></p> <p>There is a list of courses up for revision in the fall. The workflows will open next week, March 1, 2023. We will be sending out a newsletter to all faculty.</p> <p>Dr. Lee said it's always better when they hear it from multiple people. The list is on the agenda.</p> <p>Comment: Lisa Karlstein said that she was looking at the list and noticed the AP &amp; P 2020 Distance Education list. She asked how long it stands and if it gets reauthorized during regular revision when there is permanent approval.</p> <p>Dr. Davis said that they will stand until they are changed.</p> <p>Sam Darby recommended completing a substantial workflow if Distance Education needs to be added on.</p> <p>Dr. Tumbaga said that the courses listed are already approved.</p>
<p>VI. Action</p> <ul style="list-style-type: none"> <li>- Noncredit Programs and Courses</li> <li>- Adding a Second Faculty Co-Chair</li> </ul> <p><b>Program Revisions</b></p> <p>Industrial Manufacturing Technician Apprentice</p>	<p>Scott Lee</p>	<p><b>Action :</b></p> <p>Motion to approve: Noncredit Programs and Courses Process The process is to skip Outcomes Tech Review - Stage 4 and go to Stage 5 Motion approved</p>



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		<p>Motion to approve: Adding a second faculty Co-Chair that should be the Articulation Officer as a standing position. Motion second We want to look at going to a tri-chair system. The committee is open to adding another Faculty Co-Chair. This would be sent to the Senate for approval. One detail we may want to consider is if this should be a counselor, the Articulation Office (AO), or leave it open? Dr. Davis said he recommends the standing AO, but is interested in what others think. Comment: Luis Echeverria said he asked faculty both options and it was unanimously the AO to be Co-Chair. Dr. Lee supports the AO as well. Comment: Luis said that it takes years of experience. Dr. Lee confirmed that the AO is one of the most knowledgeable on this campus. Motion approved</p> <p><b><u>Program Revisions:</u></b> Motion to approve: Industrial Manufacturing Technician Apprentice Motion second Motion approved</p>
<p>VII. Closing Comments</p>	<p><i>Scott Lee</i></p>	<p><b><u>Closing comments:</u></b> Dr. Lee reminded everyone that we are in person next month. If you would like to attend via Zoom, please RSVP with Robyn Serrento, because we need to meet quorum. Dr. Lee and Dr. Davis thanked everyone for all their work. Motion to adjourn meeting at 4:11pm Motion seconded Motion approved</p>
<p><b>NEXT MEETING DATE: March 23, 2023</b></p>		