

# AP&P Minutes

Thursday, April 11, 2019  
BE 324  
3:00 pm – 5:30 pm

**Type of Meeting:** *Regular*

**Note Taker:** *Cheyenne Odenthal*

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

**Committee Members:**

*Dr. Darcy Wiewall, Co-chair*  
*Jeffrie Ahmad, Faculty Division Rep*  
*Dr. Ronald Chapman, Faculty Division Rep*  
*Dr. Maria Clinton, Faculty Division Rep*  
*Greg Bormann, Academic Dean*  
*Luis Echeverria, Faculty Division Rep*  
*Dr. Ibrahim Ganley, Faculty Division Rep*  
*Tooraj Gordi, Faculty Division Rep*  
*Dr. Richie Neil Hao, Faculty Division Rep*  
*Michael Hutchison, Faculty Division Rep*  
*Dr. Scott Lee, Faculty Division Rep/Librarian/DE Liaison*  
*Dr. Mark McGovern, Faculty Division Rep*  
*Alberto Mendoza, Adjunct Rep*  
*Terry Rezek, Faculty Division Rep*  
*Dr. Deborah Sullivan-Ford, Faculty Division Rep*  
*LaDonna Trimble, Student Services Dean*  
*Dr. Les Uhazy, Technical Education Dean*  
*Nathan Dillon, proxy for Cynthia Littlefield*  
*Tamira Palmetto Despain, Proxy for Dr. Jessica Eaton*

**Committee Members Absent**

*Cynthia Littlefield, Faculty Division Rep*  
*Riley Dwyer, Co-chair*  
*Dr. Jessica Eaton, Articulation Officer*

**Guests in Attendance:**

*Kathryn Mitchell*

Items	Person	Action
I. Opening comments from the Co-chair	Darcy	Dr. Wiewall called the meeting to order at 3:10pm
II. Minutes 2/28/19, 3/28/2019	All	<p><b>Issues Discussed:</b> Minutes for 2/28/2019 – Tabled</p> <p><b>Action Taken:</b> Minutes for 3/28/2019 – Approved pending changes</p> <p><b>Follow Up Items:</b> Return the 2/28/2019 minutes to the 4/25/2019 meeting</p>
III. Informational Item <ul style="list-style-type: none"> <li>- 2018-2019 Meeting schedule: 4/25/19, 5/9/19</li> <li>- CurricUNET workshops</li> <li>- Proxies for representatives</li> <li>- Credit for Prior Learning (CPL)</li> </ul>	Darcy	<p><b>Issues Discussed:</b> Terms that are expiring There is a position that is open for Health and Safety Sciences Tooraj Gordi – Term is up at the end of June Luis Echeverria – Term is up at the end of June</p>

<p>Course deactivation DM 105L Interactive Media Lab DM 206L Video Design and Production II Lab ENGL 099, Composition Portfolio B PHTC 201L, Advanced Black&amp;White Photography Lab</p>		<p>Alberto Mendoza – Term is up in June LaDonna Trimble – is a standing member Debra Sullivan Ford – Richard Biritwum will be replacing, even though she has one year left of her three year term.</p> <p>Credit for Prior Learning – LaDonna Trimble created a form for students to petition to receive credit for Prior learning. There will be an advisory committee formed to review these forms. There will be a fee for the student to pay for the petition for prior learning. Recency will be evaluated by the discipline faculty. Safety, licensing and security will be reviewed because of what the student might do with this credit if it is granted to them</p> <p>Course Deactivations could not be deactivated until the program has been properly revised</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b> AP&amp;P members that terms are expiring need to have their divisions vote on who will be the new AP&amp;P Rep. If a committee member wishes to remain on the committee or the vote determined a new Rep, a memo including the Dean and Division Rep needs to be sent to Dr. Wiewall and Cheyenne Odenthal regarding this.</p> <p>A draft of the Credit for prior learning form will be sent out at a later date, for the committee to review.</p>
<p>IV. Report</p> <ul style="list-style-type: none"> <li>- Credit by Exam Review</li> <li>- Courses not taught in 2 years</li> <li>- Courses never taught</li> <li>- eLumen descriptors for Methods of Evaluation and Methods of Instruction</li> </ul>	<p><i>Darcy</i></p>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
<p>V. Discussion</p>	<p><i>Darcy</i></p>	<p><b><u>Issues Discussed:</u></b></p>

<ul style="list-style-type: none"> <li>- 2018-2019 Outstanding Program and Course revisions (see addendum)</li> <li>- eLumen Descriptors: Methods of Instruction &amp; Methods of Evaluation (see addendum)</li> </ul> <p><i>2018-2019 AP&amp;P Goals - Volunteers</i></p> <ul style="list-style-type: none"> <li>• BP 4020/AP 4021 Review &amp; Revision Recommendations</li> <li>• Develop a training and implementation of eLumen for AP&amp;P Committee members and faculty</li> <li>• Revise the AP&amp;P Handbook</li> </ul>		<p>After an in depth discussion the committee narrowed down the Methods of Instruction to 10.</p> <ol style="list-style-type: none"> <li>1. Lecture</li> <li>2. Lab</li> <li>3. Individualized instruction</li> <li>4. Field Trip/Experience</li> <li>5. Demonstrations</li> <li>6. Oral/Visual Communication</li> <li>7. Written communication</li> <li>8. Projects</li> <li>9. Multimedia Presentations</li> <li>10. Group Activities</li> </ol> <p>After an in depth discussion the committee narrowed down the Methods of Evaluation to 9.</p> <ol style="list-style-type: none"> <li>1. In-class exercises</li> <li>2. Demonstration/Performances</li> <li>3. Homework</li> <li>4. Examinations</li> <li>5. Projects</li> <li>6. Discussion &amp; engagement</li> <li>7. Writing assignments</li> <li>8. Presentations /Debates</li> <li>9. Case Study Analysis</li> </ol> <p>Committee Reps will take this list back to the respective divisions to discuss, and will report back at the next APP Committee meeting on 4/25/2019.</p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>
<p>VI. Action <i>Community &amp; Corporate Education</i> None</p> <p><i>Non Substantial Course Revision:</i> FTV 155 Film Festival Analysis PHIL 110 Introduction to Logic PHOT 107 History of Photography</p> <p><i>New Course Development:</i> None</p> <p><i>Substantial Course Revision:</i> None</p>	<p><i>Darcy</i></p>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b> A motion was made and seconded to approve the courses listed under Non Substantial Course revision. Motion carried</p> <p>A motion was made and seconded to approve Auto Drivability, Emissions, and Electrical A.S. Degree Auto Drivability, Emissions, and Electrical Cert of Achievement 18+, with the notation made by Dr. Wiewall in Curricunet</p>

<p><i>Non Substantial Program Revision:</i> Auto Drivability, Emissions, and Electrical A.S. Degree Auto Driveabilty, Emissions, and Electrical Cert of Achievement 18+ CFE: School-Aged Child Care AS-T CFE: School-Aged Child Care Certificate of Achievement 18+ units</p> <p><i>Substantial Program Revision:</i> None</p> <p><i>New Program Development:</i> None</p> <p><i>Course Deactivation:</i> DM 101L Digital Media Arts Lab DM 103L Graphic Design I Lab DM 106L Video Design and Production I Lab DM 110L Motion Graphics Lab DM 112L Experimental Digital Video Lab DM 115L Graphic Communications I Lab DM 127L Web Design and Production I Lab DM 128L Web Design and Production II Lab DM 133L Digital Printing I Lab DM 143L Computer 2-D Animation Lab DM 145L Computer 3-D Animation Lab DM 203L Graphic Design II Lab DM 205L Digital Illustration Lab DM 213L Photoshop II Lab DM 215L Graphic Communications II Lab DM 233L Digital Printing II Lab DM 246L Portfolio and Job Search Lab DM 298L Special Studies in Digital Media Lab ENGL 095, Composition Skills ENGL 097, Composition Portfolio A ENGL 113, Creative Writing: Nonfiction ENGL 236, Shakespeare: Comedies, Romances, and Sonnets ENGL 240, Studies in Poetry ENGL 246, Studies in Drama ENGL 250, Cross-Cultural Literature in America ENGL 299, Special Topics in Literature ESL 099, Advanced Composition</p>		<ul style="list-style-type: none"> <li>Criteria A, B, C, D and E narratives will need to be submitted to be consider complete in the upgrade to eLUMEN this upcoming Fall 2019.</li> </ul> <p>Motion carried with revisions as listed above.</p> <p>A motion was made and seconded to approved CFE: School-Aged Child Care AS-T, pending Outcomes Motion carried</p> <p>A motion was made and seconded to approved CFE: School-Aged Child Care Certificate of Achievement 18+ units, pending Outcomes Motion carried</p> <p>A motion was made and seconded to approve the courses listed under Course Deactivation. Motion carried</p> <p><b><u>Follow Up Items:</u></b></p>
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<p>MUSC 124 Jazz Improvisation  MUSC 133L Studio Music Production Lab I  MUSC 134L Studio Music Production II Lab  MUSC 233L Studio Mus Production III Lab  MUSC 234L Studio Music Production IV Lab  PHOT 213L, Life Photography Lab  PHTC 101L, Beginning Black&amp;White Photography Lab  PHTC 125L, Beginning Digital Photography Lab  PHTC 150L, Beginning Color Photography Lab  PHTC 203L, Cameras &amp; Composition Lab  PHTC 205L, Documentary &amp; Photojournalism Lab  PHTC 211L, Wedding, Portrait and Event Photography Lab  PHTC 215L, Photography Studio Practices Lab  PHTC 275L, Advanced Digital Photo Lab  PHTC 298L, Special Studies in Photography Lab  PHTC 125L, Beginning Digital Photography Lab  PHTC 150L, Beginning Color Photography Lab  PHTC 201L, Advanced Black&amp;White Photography Lab  PHTC 203L, Cameras &amp; Composition Lab  PHTC 205L, Documentary &amp; Photojournalism Lab  PHTC 211L, Wedding, Portrait and Event Photography Lab  PHTC 215L, Photography Studio Practices Lab  PHTC 275L, Advanced Digital Photo Lab  PHTC 298L, Special Studies in Photography Lab  VN 101 Self Care-Fundamentals,Pharmac  VN 101A Fund of Patient Care for VNs  VN 101CL Self Care - Fund, Phar Clinic  VN 102 Self Care-Adult, Child-Bearing  VN 102CL Self Care-Adult, Child-Bear CL  VN 103 Self Care-Adult, Child, Depend  VN 103CL Self Care-Adult, Child-Dep CL</p> <p><i>Program Deactivation:</i>  None</p>		
<p><b>NEXT MEETING DATE: April 25, 2019</b></p>		<p>Dr. Wiewall thanked the committee for their time and adjourned the meeting at 5:04pm.</p>