**Academic Policies
& Procedures**

AP&P Minutes	Thursday, August 29, 2024 3:00 pm – 5:30 pm T600-J

Type of Meeting: *Regular*

Note Taker: Mayke Darby

Please Review/Bring: The past minutes for accuracy.

Committee Members:	
Dr. Jonathan Compton, Co-chair *Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs* *Dr. Jessica Eaton, Articulation Officer*Proxy-Mike Rios* *Tim Atkerson, AKIN Representative* *Travis Lee, CTE Representative* *Darren Watters, CTE Representative*Proxy-Lori Gilroy* *James Dorn, MSE Representative* *Dr. Zia Nisani, MSE Representative* *Heidi Williams, LACA Representative* *Dr. Ariel Tumbaga, LACA Representative** *Gabby Poorman, SBS Representative* *Balbir Arora, SBS Representative* *Guests: Francisco Fuentes, Lisa O'Leary*	*Cynthia Littlefield, AHUM Representative* *Jillian Bentley, AHUM Representative* *Stephanie Orellana, Library Rep, Librarian* *Tamira Palmetto, Student Services, Counseling* *Tanya McGinnis, Student Services, Counseling* *Vacant, Adjunct Representative* *Greg Bormann, Administrative Position* *Kathryn Mitchell, Administrative Position** *LaDonna Trimble, Administrative Position** *Vacant, Tech Review* *Alan Filion, Student Representative** *Bobby Bennett, Student Representative** **Absent*

Items	Person	Action
I. Opening comments from the Co-chairs	*Dr. Jonathan Compton/Dr. Kathy Bakhit*	The meeting was called to order at 3:09pm. Dr. Bakhit & Dr. Compton expressed gratitude for the work that has been done.
II. Minutes 04/25/2024	*All*	**Action Taken** Motion to approve: Minutes for 04/25/2024 Motion Second Motion approved

III.   Informational Item
– Meeting Schedule: 9/12/24, 9/26/24, 10/10/24, 10/24/24, *10/31/24, 11/14/24, 2/13/25, 2/27/25, 3/13/25, 3/27/25, 4/10/25, 4/24/25, 5/8/25, 5/22/25
– Goals for AP&P
– AP&P Members & Proxies
– AP&P Representative Duties
	Dr. Jonathan Compton	**Goals for AP&P:**
		Revamp of AP&P
		   – Tech Review
		   – Training for Rep & Faculty (Question posed about CCCO training slides)
		   – Updating Handbook and converting to a Canvas shell
		   – Workflows timelines, longer availability
		AP&P Members & Proxies:

− AP&P Annual Training (Canvas) − Training Schedule (host 2hrs) − Style Guide − Addendum – Revision List		Sharing of documents and discussion of faculty reps and proxies needed for HSS and IAAT. Additionally, we require a replacement for an Administrative Position (Retirement of Dean of Enrollment Services) and an adjunct position. Discussion from Dr. Bakhit regarding FPD hours **AP&P Representative Duties:** − Training available in Canvas − 2 hour per semester requirement for faculty reps to host a training **Style Guide:** Course and Program guide for formatting. Gabby Poorman working on guide. **Addendum – Revision List:** See list attached to agenda packet. Anything in the Revision List is still **outstanding.**
IV. Discussion − Commitee Goals − Tech Review	*Dr. Jonathan Compton*	**Commitee Goals:** − Update the non-traditional credit guideline (Credit for Prior Learning). Dr. Bakhit shared updated from CCCO. − Tech review process. − Curriculum related AP/BPs reviewed and updated if needed. Dr. Bakhit discussed the process for reviewing AP/BP. Invitation for committee to contribute to goals: − Recruit & implement noncredit workgroup − <mark>IDEAA review on curriculum</mark> Will be on the agenda next week as an action item. **Tech Review:** - Revision of current process so responsibility doesn't fall on a group of folx. - Assign section of the COR/POR - Discussion about send back functionalities, comments, process, etc. - Define the purpose of tech review versus committee
V. Catalog − Print catalog-delivered	*Robyn*	The print catalog has been delivered and Robyn will put them in the mailboxes for those who requested them.

VI. Reports –		
VII. Action ***Program Revisions*** Administration of Justice AS-T Anthropology AA-T Biology AS-T Business Administration 2.0 AS-T Communication Studies AA-T 2.0 Computer Science AS-T Early Childhood Education AS-T Economics AA-T English AA-T Film, Television, and Electronic Media AS-T Geology AS-T History AA-T Kinesiology AA-T Law, Public Policy, and Society AA-T Mathematics AS-T Philosophy AA-T Physics AS-T Political Science AA-T Psychology AA-T Sociology AA-T Spanish AA-T Theatre Arts AA-T	*Dr. Jonathan Compton*	**Action Items** ***Program Revisions*** Motion to approve: Administration of Justice AS-T **Modified:** Transferability to UC & CSU Motion second Motion Approved Motion to approve: Anthropology AA-T Pending approval from Outcomes Motion second Motion Approved Motion to approve: Biology AS-T Motion second Motion Approved Motion to approve: Business Administration 2.0 AS-T Motion second Motion Approved Motion to approve: Communication Studies AA-T 2.0 Motion second Motion Approved Motion to approve: Computer Science AS-T Motion second Motion Approved Motion to approve: Early Childhood Education AS-T Motion second Motion Approved

		Motion to approve:
		Economics AA-T
		Motion second
		Motion Approved
		Motion to approve:
		English AA-T
		Motion second
		Motion Approved
		Motion to approve:
		Film, Television, and Electronic Media AS-T
		Motion second
		Motion Approved
		Motion to approve:
		Geology AS-T
		Motion second
		Motion Approved
		Motion to approve:
		History AA-T
		Motion second
		Motion Approved
		Motion to approve:
		Kinesiology AA-T
		PENDING HONORS COURSES
		Motion second
		Motion Approved
		Motion to approve:
		Law, Public Policy, and Society AA-T
		Motion second
		Motion Approved
		Motion to approve:
		Mathematics AS-T
		Pending transferability change
		Motion second
		Motion Approved
		Motion to approve:
		Philosophy AA-T

		Pending transferability change Motion second Motion Approved Motion to approve: Physics AS-T Pending transferability change Motion second Motion Approved Motion to approve: Political Science AA-T Motion second Motion Approved Motion to approve: Psychology AA-T Motion second Motion Approved Motion to approve: Sociology AA-T Motion second Motion Approved Motion to approve: Spanish AA-T Motion second Motion Approved Motion to approve: Theatre Arts AA-T Motion second Motion Approved
VIII. Closing Comments	*Dr. Jonathan Compton/Dr. Kathy Bakhit*	Motion to adjourn: Motion approved The meeting concluded at 5:00 pm
NEXT MEETING DATE: September 12, 2024		