



# Academic Policies & Procedures

<b>AP&amp;P Minutes</b>		Thursday, February 27, 2025 3:00 pm – 5:30 pm T600-J
<p><b>Type of Meeting:</b> <i>Regular</i></p> <p><b>Note Taker:</b> Robyn Serrano</p> <p><b>Please Review/Bring:</b> The past minutes for accuracy.</p>		
<i>Committee Members:</i>		
<p><i>Dr. Jonathan Compton, Co-chair*</i></p> <p><i>Dr. Kathy Bakhit, 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, IAAT Representative</i></p> <p><i>Alfred Brubaker, IAAT Representative</i></p> <p><i>Darren Watters, HSS Representative*</i></p> <p><i>Vacant, HSS Representative</i></p> <p><i>James Dorn, MSE Representative</i></p> <p><i>Dr. Zia Nisani, MSE Representative</i></p> <p><i>Heidi Williams, LACA Representative</i></p> <p><i>Vacant, LACA Representative</i></p> <p><i>Guests: Kelly Brogan, Esperanza Perez</i></p>		<p><i>Gabby Poorman, SBS Representative</i></p> <p><i>Yadira Arellano, SBS Representative</i></p> <p><i>Cynthia Littlefield, AHUM Representative</i></p> <p><i>Jillian Bentley, AHUM Representative</i></p> <p><i>Stephanie Orellana, Library Rep, Librarian</i></p> <p><i>Tamira Palmetto, Student Services, Counseling</i></p> <p><i>Tanya McGinnis, Student Services, Counseling</i></p> <p><i>Amaka Donn, Adjunct Representative</i></p> <p><i>Greg Bormann, Administrative Position</i></p> <p><i>Kathryn Mitchell, Administrative Position</i></p> <p><i>Dr. Windy Franklin-Martinez, Administrative Position*</i></p> <p><i>John Cariaga, Student Representative*</i></p> <p style="text-align: right;"><i>*Absent</i></p>
Items	Person	Action
I. Call to Order	<i>Dr. Kathy Bakhit</i>	The meeting was called to order at 3:05pm.
II. Attendance – Roll Call	<i>Dr. Kathy Bakhit</i>	
III. Opening Comments from the Public (3 minutes maximum)		Dr. Eaton: AP 4100 must be updated. We will be moving forward to update the catalog to reflect all of the changes to GE that will be effective Fall 2025.
IV. Approval of the Agenda	<i>All</i>	<p><b><u>Action Taken</u></b></p> <p>Motion to approve: Agenda Motion Second Motion Approved</p>
V. Approval of the Minutes – 2/13/2025	<i>All</i>	<p><b><u>Action Taken</u></b></p> <p>Motion to approve: Minutes for 2/13/2025</p>



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		<p>Abstentions: Heidi Williams, Dr. Jessica Eaton, Stephanie Orellana          Motion Second          Motion Approved</p>
<p>VI. Informational Items</p> <ul style="list-style-type: none"> <li>- AFMT &amp; BSRC</li> <li>- Acceptance of non-traditional credit</li> <li>- CCN Update             <ul style="list-style-type: none"> <li>- Phase II and III Update</li> </ul> </li> </ul>	<p><i>Dr. Jessica Eaton</i></p>	<p><b>AFMT &amp; BSRC:</b>          Dr. Eaton: Both bachelor's degrees programs will now incorporate non-traditional credit in partial fulfillment of their respective degree requirements. will now be accepting non-traditional courses.</p> <p><b>AFMT:</b> UCLA Extension Coursework, Maximum Credit Granted: 6 units</p> <p>Note: After successful completion of the AFAB or AERO associates degree coursework, credit may be accepted as approved substitutions for AFAB 320 using UCLA Extension's MECH&amp;AE X428.72 and MECH&amp;AE X 428.75; and AFAB 330 using UCLA Extension's MECH &amp;AE X 428.63 and MECH&amp;AE X428.71.</p> <p><b>BSRC:</b> RRT Credential and COARC-Accredited Program Completion, Maximum Credit Granted: 48 units</p> <p>Note: The combination of an RRT Credential and completion of a COARC-Accredited Respiratory Care program equivalent to an Associate in Science (AS) degree grants credit for several courses. For the BS Respiratory Care, credit will be granted for RCP 101, RCP 102, RCP 103, RCP 104, RCP 201, RCP 202, RCP 203, RCP 204, BIOL 201, AND BIOL 202.</p> <p><b>CCN Update:</b></p>



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		Dr. Bakhit shared the list of courses for Phase III
VII. Training –		
VIII. Action  <b>Substantial Course Revisions</b> ENGL 111 Creative Writing PHIL 130 History of Ancient and Medieval Philosophy PHIL 140 History of Modern Philosophy	<i>Dr. Kathy Bakhit</i>	<b>Action Taken</b>  <b>Substantial Course Revisions</b> Motion to approve: ENGL 111 Creative Writing Comments: combined two courses, was only conditionally approved, this will need to be a new course Motion Second Motion tabled  Motion to approve: PHIL 130 History of Ancient and Medieval Philosophy Motion Second Comments: updates to get C-ID approval Motion Approved  Motion to approve: PHIL 140 History of Modern Philosophy Motion Second Comments: updates to get C-ID approval Motion Approved
IX. Discussion – Cyclical Review – Credit by Examination list – AP – CLEP – IB	<i>Dr. Jessica Eaton</i>	<b>Cyclical Review:</b> This is the last chance to make changes to these lists, please have faculty review for additions and deletions and send an email to Dr. Eaton, Dr. Compton, or Robyn with your recommendations by next Thursday. The final lists will be an action item at the next meeting.
X. Reports –		
XI. Catalog –	<i>Robyn Serrano</i>	
XII. Date of Next Meeting – 3/13/25, 3/27/25, 4/10/25, 4/24/25, 5/8/25, 5/22/25		



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XIII. Adjournment	<i>Dr. Kathy Bakhit</i>	Motion to adjourn: Motion The meeting concluded at 3:37pm
<b>NEXT MEETING DATE: March 13, 2025</b>		