



Academic Policies & Procedures

AP&P Minutes		Thursday, September 26, 2024 3:00 pm – 5:30 pm T600-J
<p>Type of Meeting: <i>Regular</i></p> <p>Note Taker: Debbie Salazar</p> <p>Please Review/Bring: 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: Lisa O’Leary</i></p>		<p><i>Gabby Poorman, SBS Representative</i></p> <p><i>Balbir Arora, 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*Proxy-</i></p> <p><i>Dr. Scott Lee</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. Jonathan Compton/Dr. Kathy Bakhit</i>	The meeting was called to order at 3:10
II. Attendance – Roll Call	<i>Dr. Jonathan Compton</i>	
III. Opening Comments from the Public (3 minutes maximum)		Common Course numbering is a challenge. Issues with Banner are being addressed and it is a work in progress. There is funding for this work, including paying Faculty for their work on these courses and hiring more curriculum specialists.
IV. Approval of the Agenda	<i>All</i>	<p>Action Taken</p> <p>Motion to approve: Agenda for 09/26/2024 Motion Second Motion Approved</p>



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<p>V. Approval of the Minutes</p> <ul style="list-style-type: none"> - 09/12/2024 	<p><i>All</i></p>	<p>Action Taken</p> <p>Motion to approve: Minutes for 09/12/2024 Abstentions: Dr. Scott Lee Motion Second Motion Approved</p> <p>*Corrections for 9.12.24 AP&P minutes from Dr. Eaton given to Debbie to be made.</p>
<p>VI. Informational Items</p> <ul style="list-style-type: none"> - Mandatory Revisions Still Pending Submission <ul style="list-style-type: none"> - 91 courses - 20 programs - Oct. 10th Meeting Room Change (YH163) - CCN Phase II Faculty Surveys <ul style="list-style-type: none"> - History - English - Economics - Art History - Active Workflow Count <ul style="list-style-type: none"> - Courses – 342 - Programs - 115 	<p><i>Dr. Jonathan Compton/Roby Serrano</i></p>	<p>Mandatory Revisions Still Pending Submission:</p> <p>58 in Stage One 119 in Stage Two</p> <p>*If your course is not submitted, it will be in danger of being deactivated.</p> <p>Oct. 10th Meeting Room Change (YH163): Dr. Compton will send an email reminder.</p> <p>CCN Phase II Faculty Surveys: Please provide input for these courses. Only 12 people for each of these divisions will be selected to represent all of the CA community colleges.</p> <p>Active Workflow Count: 371 - Course workflows 132 - Program workflows These numbers are current as of today, but it is growing.</p>
<p>VII. Training</p> <ul style="list-style-type: none"> - AP&P Stage Review Training for Deactivations 	<p><i>Dr. Jonathan Compton/Roby Serrano</i></p>	<p>Currently, programs only need one person to approve at the AP&P stage. There is no way to fix this issue, it is an eLumen problem.</p> <p>No one will be able to approve programs unless physically in the AP&P meetings, this should help with the issues occurring.</p> <p>Regarding deactivations: There must be a justification/purpose for courses to be deactivated, when reviewing make sure the justification/purpose is ethical.</p> <p>Training/demonstration by Dr. Compton to approve deactivated courses.</p>



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		<p>*Faculty are currently logging into eLumen to approve deactivated courses together. (in the AP&P Committee Stage). Began: 3:37 pm - Finished: 4:11</p> <p>*Program Revisions/Deactivation will be the next AP&P Meeting's project. An informative email will be sent out to the committee members.</p>
<p>VIII. Action – AO (voting member)</p> <p>Course Deactivations</p> <p>AUTO101 Basic Automotive Practicum AUTO102 Basic Automotive Practicum AUTO111 Automotive Engine Rebuilding (Lower End) AUTO112 Automotive Engine Rebuilding (Upper End) AUTO113 Advanced Engine Rebuilding AUTO125 Automotive Chassis AUTO151 Automotive Chassis and Body Electrical Systems AUTO152 Automotive Ignition Systems AUTO153 Auto Starting and Charging Systems AUTO175 Automotive Fuel, Emissions Systems, and California Clean Air Care Course AUTO176 Automotive Carburetor Fuel Systems AUTO177 Electronic Fuel Injection AUTO198H Advanced Emissions Diagnostics Training Seminar (BAR "20" HOUR UPDATE) AUTO231 General Motors Automatic Transmission AUTO232 Automatic Transmissions (Ford and Chrysler) AUTO276 Engine Performance Emissions AUTO277 Electronic Engine Controls- General Motors Systems AUTO278 Electronic Engine Controls- Ford/Chrysler Systems CS123 Programming and Algorithms in C# DM133 Digital Printing I HIST101 Western Civilization, Ancient-1750 HIST102 Western Civilization, 1750 - Present</p>	<p><i>Dr. Jonathan Compton</i></p>	<p>Action Items</p> <p>Motion to approve: AO (voting member) Motion second Motion Approved</p> <p>Motion to approve: All Course Deactivations Motion second Motion Approved</p> <p>*All of the courses listed here as deactivations were discussed and validated before the "motion to approve".</p>



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<p>MUS167 Orchestra B MUS185 Concert Choir MUS260 Concert Band MUS266 Orchestra C MUS291 Applied Music MUSC112 Commercial Music Theory MUSC124B Jazz Improvisation B MUSC124C Jazz Improvisation C MUSC133 Studio Music Production I MUSC143B Live Sound II MUSC175A Rock Band A MUSC175B Rock Band B MUSC175C Rock Band C MUSC220B Commercial Music Ensemble B MUSC220C Commercial Music Ensemble C MUSC225 Commercial Music Ensemble: Special Project MUSC274 Advanced Jazz Ensemble</p>		
<p>IX. Discussion</p> <ul style="list-style-type: none"> – Tech Review Committee <ul style="list-style-type: none"> – Members – Assigned tasks – Cyclical Review <ul style="list-style-type: none"> – Credit by Examination list – AP – CLEP – IB 	<p><i>Dr. Jonathan Compton/Dr. Jessica Eaton</i></p>	<p>Tech Review Committee: Reminder that every AP&P member is part of the Tech Review Committee. Committee members get 15 Hours of FLEX.</p> <p>Cyclical Review: Dr. Eaton will give everyone another week to request adding/removing any courses to/from these lists.</p> <p>Next AP&P meeting a clean list will be given to members to go over with faculty to confirm/approve/disapprove the adding/removing of courses.</p> <p>Many “Credit by Exam” courses have been removed from the list.</p> <p>Goal: to make sure the new catalog is up to date and correct.</p>
<p>X. Reports</p> <ul style="list-style-type: none"> – 	<p><i>Dr. Jonathan Compton</i></p>	<p>N/A</p>
<p>XI. Catalog</p> <ul style="list-style-type: none"> – 	<p><i>Robyn Serrano</i></p>	<p>N/A</p>



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XII. Date of Next Meeting – 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		*REMEMBER: Yoshida Hall 163
XIII. Adjournment	<i>Dr. Jonathan Compton/Dr. Kathy Bakhit</i>	Motion to adjourn: Motion Approved The meeting concluded at 4:26 pm
NEXT MEETING DATE: October 10, 2024		*REMEMBER: Yoshida Hall 163