



## Academic Policies & Procedures

| <b>AP&amp;P Minutes</b>  |  | <b>Thursday, September 08, 2022</b><br>3:00 pm – 5:30 pm via <a href="#">Zoom</a>   |  |  |
|--|--|---|--|--|
| <p><b>Type of Meeting:</b> <i>Regular</i><br/> <b>Note Taker:</b> <i>Robyn Serrano</i><br/> <b>Please Review/Bring:</b> The past minutes for accuracy.</p>   |  |   |  |  |
| <i>Committee Members:</i>  |  |   |  |  |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p><i>Dr. Scott Lee, Co-chair</i><br/> <i>Dr. Howard Davis, Co-chair, Vice President of Academic Affairs</i><br/> <i>Dr. Jessica Eaton, Articulation Officer</i><br/> <i>Tim Atkerson, AKIN Representative</i><br/> <i>Travis Lee, CTE Representative</i><br/> <i>Wendy Stout, CTE Representative</i><br/> <i>James Dorn, MSE Representative</i><br/> <i>Richard Biritwum, MSE Representative*</i><br/> <i>Heidi Williams, LACA Representative</i><br/> <i>Dr. Ariel Tumbaga, LACA Representative</i><br/> <i>Gabby Poorman, SBS Representative</i><br/> <i>Vacant, SBS Representative, DE Liaison</i></p> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p><i>Cynthia Littlefield, AHUM Representative</i><br/> <i>Glen Knowles, AHUM Representative</i><br/> <i>Van Rider, Library Rep, Librarian*</i><br/> <i>Luis Echeverria, Student Services, Counseling</i><br/> <i>Tanya McGinnis, Student Services, Counseling</i><br/> <i>Larry Veres, Adjunct Representative*</i><br/> <i>Greg Bormann, Administrative Position*</i><br/> <i>Kathryn Mitchell, Administrative Position</i><br/> <i>LaDonna Trimble, Administrative Position</i><br/> <i>Cindy Hendrix, Outcomes Representative</i><br/> <i>Ronda Nogales, Outcomes Representative</i><br/> <i>Vacant, Student Representative</i></p> </td> </tr> </table> |  |   | <p><i>Dr. Scott Lee, Co-chair</i><br/> <i>Dr. Howard Davis, Co-chair, Vice President of Academic Affairs</i><br/> <i>Dr. Jessica Eaton, Articulation Officer</i><br/> <i>Tim Atkerson, AKIN Representative</i><br/> <i>Travis Lee, CTE Representative</i><br/> <i>Wendy Stout, CTE Representative</i><br/> <i>James Dorn, MSE Representative</i><br/> <i>Richard Biritwum, MSE Representative*</i><br/> <i>Heidi Williams, LACA Representative</i><br/> <i>Dr. Ariel Tumbaga, LACA Representative</i><br/> <i>Gabby Poorman, SBS Representative</i><br/> <i>Vacant, SBS Representative, DE Liaison</i></p> | <p><i>Cynthia Littlefield, AHUM Representative</i><br/> <i>Glen Knowles, AHUM Representative</i><br/> <i>Van Rider, Library Rep, Librarian*</i><br/> <i>Luis Echeverria, Student Services, Counseling</i><br/> <i>Tanya McGinnis, Student Services, Counseling</i><br/> <i>Larry Veres, Adjunct Representative*</i><br/> <i>Greg Bormann, Administrative Position*</i><br/> <i>Kathryn Mitchell, Administrative Position</i><br/> <i>LaDonna Trimble, Administrative Position</i><br/> <i>Cindy Hendrix, Outcomes Representative</i><br/> <i>Ronda Nogales, Outcomes Representative</i><br/> <i>Vacant, Student Representative</i></p> |
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| <i>*Absent</i>   |  |   |  |  |
| <i>Guests: Jonet Leighton, Professor Smith</i>   |  |   |  |  |
| Items  | Person   | Action  |  |  |
| I. Opening comments from the Co-chair  | <i>Scott Lee</i>   | Meeting called to order at 3:07pm   |  |  |
| II. Minutes 08/25/2022   | <i>All</i>   | <p><b>Action Taken:</b><br/>           Motion to approve 8/25/22 Minutes<br/>           Motion seconded<br/>           Cindy Hendrix abstained<br/>           Motion approved</p>   |  |  |
| III. Informational Item<br>- Meeting schedule: 9/22/22, 10/13/22, 10/27/22, 11/10/22, 1/26/23, 2/9/23, 2/23/23, 3/23/23, 4/13/23, 4/27/23  | <i>Scott Lee</i>   |   |  |  |
| IV. Discussion<br>- eLumen Training - Best Practices<br>- AP&P Committee Member responsibilities   | <i>Scott Lee &amp; Sam Darby</i>   | <p><b>Issues Discussed:</b><br/>           eLumen training<br/>           -the Workflow Tools (blue bar on workflow page) indicates any outstanding items. These flags need to be cleared by faculty before advancing. Failing to do so causes issues with approvals in the workflow process.*save as you go to prevent loss of information, exit workflow and go back in to make sure changes were saved<br/>           -make sure TOP code and SAM code match as far as CTE vs. non-CTE</p> |  |  |



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|   |                  | <ul style="list-style-type: none"> <li>-when adding prerequisites, press “add prerequisite” twice and make sure it’s also in the catalog description</li> <li>-proposal start date should <i>always</i> be the following Fall semester</li> <li>-units-don’t uncheck the auto calculate box</li> <li>-each course objective needs to be covered in methods of evaluation</li> <li>*suggestion- add numbers to each objective</li> <li>-anything in a workflow with an asterisk is required</li> <li>-(programs) the TOP code and CIP code can be verified with the crosswalk located on our resources page</li> <li>-quick send back vs. full send back</li> <li>-utilize the filters and dashboard to see what needs to be reviewed</li> </ul> <p>AP&amp;P committee member responsibilities:</p> <ul style="list-style-type: none"> <li>-representation</li> <li>-facilitation</li> <li>-communication</li> </ul> <p><b>Follow up:</b><br/>Ethnic Studies identifiers in systems need to be streamlined.</p> |
| <p>V. Reports</p>   |                  |  |
| <p>VI. Action</p> <ul style="list-style-type: none"> <li>- Goals</li> <li>- Meeting modality</li> </ul> | <p>Scott Lee</p> | <p><b>Action Taken:</b></p> <p>Motion to approve 22-23 AP&amp;P committee goals<br/>Motion seconded<br/>Motion approved</p> <p>Motion to approve meeting modality for Fall semester (Zoom)<br/>Motion seconded<br/>Howard Davis abstained<br/>Motion approved</p>  |



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| <p><i>New Course Developments</i><br/>           AJ 206H Criminology Honors<br/>           HIST 108H U.S History from 1865 Honors</p> <p><i>Course Deactivations</i><br/>           AGRI 100 Fruit and Nut Production<br/>           AGRI 102 Plant Pest Control<br/>           AGRI 104 Nursery Practices<br/>           AGRI 110 Basic Landscape Designing<br/>           AGRI 112 Plant and Landscape Maintenance<br/>           AGRI 130 Environmental Gardening<br/>           AGRI 132 Turf and Landscape Maintenance<br/>           AGRI 134 Plant Identification I<br/>           AGRI 153 Landscape Construction - Concrete and Masonry<br/>           AGRI 155 Landscape Construction - Wood and Lighting<br/>           AGRI 199 Occupational Work Experience<br/>           AGRI 210 Advanced Landscape Design<br/>           AGRI 212 Interior Plantscape<br/>           AGRI 220 Landscape Irrigation<br/>           AGRI 230 Soils and Plant Nutrition<br/>           AGRI 234 Plant Identification II<br/>           AGRI 250 Landscape Management<br/>           OT 101 Beginning Computer Keyboarding<br/>           OT 102 Keyboarding II<br/>           OT 103 Keyboarding III<br/>           OT 113 Advanced Microsoft Word<br/>           OT 121 Spreadsheets for the Office<br/>           OT 199 Occupational Work Experience<br/>           OT 201 Administrative Office Procedures<br/>           OT 207 Legal Office Procedures</p> <p><i>Non-substantial course revisions</i><br/>           ELTE 125 Direct Current and Alternating Current Principles<br/>           ELTE 135 Analog Circuit Analysis<br/>           ELTE 180 Microprocessor Systems<br/>           HE 201 Women's Health Issues<br/>           IATH 220 Intercollegiate Men's Basketball<br/>           KINF 107 Beginning Weight Lifting<br/>           KINF 132 Aerobic Conditioning<br/>           KINF 144 Hatha Yoga<br/>           KINF 191 Beginning Swimming<br/>           KINF 192 Intermediate Swimming</p> <p><i>Substantial course revisions</i><br/>           ENGL 257 Native American Studies in Literature<br/>           ENGR 110 Introduction to Engineering<br/>           ENGR 125 Programming and Problem-Solving in MATLAB</p> | <p>Scott Lee</p> | <p>Motion to amend<br/>           Remove AJ 206H from agenda<br/>           Motion seconded<br/>           Motion approved</p> <p>Motion to approve HIST 108H<br/>           Motion seconded<br/>           Motion approved<br/>           * UC transferable not guaranteed by Fall of 2023</p> <p>Motion to approve all course deactivations:<br/>           AGRI 100<br/>           AGRI 102<br/>           AGRI 104<br/>           AGRI 110<br/>           AGRI 112<br/>           AGRI 130<br/>           AGRI 132<br/>           AGRI 134<br/>           AGRI 153<br/>           AGRI 155<br/>           AGRI 199<br/>           AGRI 210<br/>           AGRI 212<br/>           AGRI 220<br/>           AGRI 230<br/>           AGRI 234<br/>           AGRI 250<br/>           OT 101<br/>           OT 102<br/>           OT 103<br/>           OT 113<br/>           OT 121<br/>           OT 199<br/>           OT 201<br/>           OT 207<br/>           Motion seconded<br/>           Motion approved</p> <p>Motion to approve all non-substantial course revisions:<br/>           ELTE 125<br/>           ELTE 135<br/>           ELTE 180<br/>           HE 201<br/>           IATH 220<br/>           KINF 107</p> |
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ENGR 130 Materials Science  
ENGR 140 Engineering 3D Graphics  
ENGR 210 Statics  
ENGR 230 Circuit Analysis  
PSY 234 Abnormal Psychology

*Program revisions*

Aeronautical Non-Destructive Inspection (system approved program 4/22)

*New Program Development*

None

*Program Discontinuance*

None

KINF 132  
KINF 144  
KINF 191  
KINF 192  
Motion seconded  
Motion approved

Motion to approve ENGL 257  
Motion to amend  
\*corrected title title to Ethnic Studies: Native American Studies in Literature  
Motion seconded  
Motion approved

Motion to approve ENGR 110  
Motion seconded  
Motion approved

Motion to approve ENGR 125  
Motion seconded  
Motion approved

Motion to approve ENGR 130  
Motion seconded  
Motion approved

Motion to approve ENGR 140  
Motion seconded  
Motion approved

Motion to approve ENGR 210  
Motion seconded  
Motion approved

Motion to approve ENGR 230  
Motion seconded  
Motion approved

Motion to approve PSY 234  
Motion seconded  
Motion approved

Motion to approve Aeronautical Non-Destructive Inspection  
Motion seconded  
Motion approved



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| VI. Closing Comments                         | <i>Scott Lee</i> | There are a few programs that need to be added to the Catalog addendum. These need to make it to the agenda by the next AP&P meeting in order to be in the Catalog addendum. We hope to publish by mid October.<br>Scott adjourned the meeting at 4:47pm<br>Motion to approve<br>Motion seconded<br>Motion approved |
| <b>NEXT MEETING DATE: September 22, 2022</b> |                  |   |