



Academic Policies & Procedures

AP&P Minutes	Thursday, January 27, 2022 3:00 pm – 5:30 pm via Zoom
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Type of Meeting: *Regular*
Note Taker: *Debbie Lindsey*
Please Review/Bring: The past minutes for accuracy.

Committee Members:

<i>Dr. Scott Lee, Co-chair</i> <i>Kathryn Mitchell, Co-chair</i> <i>Ed Knudson, Vice President of Academic Affairs*</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Tim Atkerson, AKIN Representative</i> <i>Travis Lee, CTE Representative</i> <i>Alfred Brubaker, CTE Representative</i> <i>Maria Angela Kilayko, HSS Representative</i> <i>Vacant, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative*</i> <i>Heidi Williams, R&L Representative</i> <i>Dr. Richie Hao, R&L Representative</i>	<i>Gabby Poorman, SBS Representative</i> <i>Kent Moser, SBS Representative, DE Liaison</i> <i>Cynthia Littlefield, A&H Representative</i> <i>Dr. Ariel Tumbaga, R&L Representative</i> <i>Van Rider, Library Rep, Librarian</i> <i>Luis Echeverria, Student Services, Counseling</i> <i>Larry Veres, Adjunct Representative</i> <i>Greg Borman, Administrative Position</i> <i>Riley Dwyer, Administrative Position</i> <i>LaDonna Trimble, Administrative Position</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Marleen Lopez, Student Representative</i>	<i>Absent*</i>
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Guests:
Jim Bowen, Dr. Maria Clinton, Richard Fleishman, Elinda Parkenson, Joseph Ownes, Wendy Stout

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee</i>	Meeting called to order at 3:01p.m. Scott informed the committee of training with eLumen at our next two meetings, which will be extremely valuable and necessary. Please be prepared. Scott reminded everyone that any workflows that haven't been developed will be deleted. New course development will begin on 3/1/22. Workflows are now disabled with the exception of Honors course revisions only. Due to changes in regulations from Sacramento, Honors courses will now require separate CORs.
II. Minutes 11/18/2021	<i>All</i>	Motion to approve 11/18/21 Minutes Motion seconded Request for correction; Dr. Ariel Tubanga was present. Motion approved. Abstain - 1 (Maria Kilayko)
III. Informational Item - Meeting schedule: 02/10/22, 02/24/22, 3/24/22, 04/14/22, 04/28/22	<i>Scott Lee</i>	Training approval from eLumen was rescheduled by the trainer for 2/10/22 and 2/24/22. We may schedule further training and will keep everyone informed.



Academic Policies & Procedures

<p>IV. Discussion</p> <ul style="list-style-type: none"> - eLumen Training- Courses - GE Approval <ul style="list-style-type: none"> - ASTR 101 - ECON 101 	<p><i>Scott Lee & Jessica Eaton</i></p>	<p>Issues Discussed:</p> <p>Jessica Eaton discussed GE approval from the Chancellor’s Office. The Math 102/Intermediate Algebra requirements are a concern. We don’t want to lose C-ID approval, which would impact our degrees and programmatic changes. C-ID states that the prerequisite is Intermediate Algebra or replacement of multiple measures verbiage. This could impact degrees when submitted.</p> <p>Kathryn Mitchell explained that this is stemming from AB705, which has been fully implemented. The state is making changes on basic skills and what is allowed. We need to figure out what to do with Math 102. If it must be eliminated, we need to emphasize that we are using a higher course with language such as, “replacement of multiple measures” or a statement that shows that we are falling in line with requirements for transferability.</p> <p>Jessica Eaton will bring recommended language at the next meeting to be reviewed by the committee and will identify the classes that have prerequisite completion of Math 102.</p> <p>Sam Darby suggested that we create a math placeholder, such as “Math 000” and have it linked in eLumen with Intermediate Algebra “or higher” language. If “or higher” is added, it will show up on the impact report. This issue will be an agenda item at the next meeting with proposed language and a list of courses that will be affected.</p> <p>Several of the programs listed on the agenda were on the 11/18/22 agenda. They were approved on a contingent basis and brought back because required corrections were not completed by the deadline.</p>
<p>V. Reports</p>		
<p>VI. Action</p>	<p>Scott Lee</p>	<p>Scott requested approval to make a change to the agenda: move the order of Vocational Nursing Cert. program to the beginning of the agenda to accommodate a faculty member’s class schedule.</p> <p>Motion to make change to the agenda Motion seconded Motion approved</p>



Academic Policies & Procedures

<p><i>Revised Program:</i> Vocations Nursing</p> <p><i>New Course Developments</i> ALM 110 Leadership and Administration ALM 115 Manufacturing Processes and Controls ALM 120 Lean Manufacturing ALM 130 Total Quality Management ANDI 110 Non Destructive Inspection: Visual Inspection, Liquid Penetrant, and Magnetic Particle ANDI 115 Non Destructive Inspection: Eddy Current and Ultrasound Inspection CS 110 Introduction to Programming Concepts and Methodologies CS 120 Programming and Algorithms in C/C++ CS 121 Programming and Algorithms in Java CS 122 Programming and Algorithms in Python CS 123 Programming and Algorithms in C# CS 130 Data Structures using C++ CS 131 Data Structures using Java CS 132 Data Structures using Python CS 140 Assembly Language and Computer Architecture CS 150 Discrete Structures CS 230 Advanced Programming and Algorithms in C++ CS 231 Advanced Programming and Algorithms in Java ENGL 10 Composition Strategies LAC 022 Managing Math Anxiety LAC 023 Math Study Strategy MSAM 110 Fundamentals of Dimensional Metrology MSAM 115 Metrology Systems and Application MUSC 109 The History of Motown Music</p> <p><i>Course Deactivations</i> MATH 20 Managing Math Anxiety MATH 21 Math Study Strategy</p> <p><i>Non-substantial course revisions</i> BIO L110 General Molecular Cell Biology FTV 244 Production and Post-Production of the Short Film GEOG 102L Physical Geography Lab: Earth's Weather & Climate GEOG 299 Special Topics-Field Geography HD 105 Personal Development</p>	<p>Scott Lee</p>	<p><i>Revised Program</i> Motion to approve Vocational Nursing Cert. Motion seconded Motion approved</p> <p><i>New Course Developments</i> Motion to approve ALM 110 Change made to ISBN to provide rationale of Industry Standard Motion seconded Motion approved</p> <p>Motion to approve ALM 115 Motion seconded Motion approved</p> <p>Motion to approve ALM 120 Motion seconded Motion approved</p> <p>Motion to approve ALM 130 Motion seconded Motion approved</p> <p>Motion to approve ANDI 110 Changed textbook rational to the ISBN area Motion seconded Motion approved</p> <p>Motion to approve ANDI 115 Changed textbook rational to the ISBN area, correct units and hours were confirmed as correct. Motion seconded Motion approved</p> <p>Motion to approve CS 110 Motion seconded Motion approved</p>
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<p>IATH 225 Intercollegiate Women's Basketball IATH 230 Intercollegiate Cross Country IATH 255 Intercollegiate Women's Soccer KINF 108 Intermediate Weight Lifting KINT 100 Introduction to Kinesiology KINT 242 Yoga Teacher Training Pedagogy: The Art and Science of Teaching KINT 243 Yoga Teacher Training: Social Applications of Yoga MATH 001 Individualized Self-Study Math MKTG 101 Principles of Marketing RE 141 Escrow Principles THA 102 Introduction to Stagecraft THA 103 Introduction to Stage Lighting WDTO 120 Water Treatment I</p> <p><i>Substantial course revisions</i> BIP 122 MS Excel II CFE 113 Inclusive Early Childhood Education-Introduction to Children with Special Needs CFE 120 Infant/ Toddler Development COMM 101 Introduction to Public Speaking COMM 217 Gender and Communication COMM 219 Introduction to Intercultural Communication ED 140 Introduction to Education LIB 110 Introduction to Internet Research GER 201 Intermediate German 1 GER 202 Intermediate German 2</p> <p><i>Program revisions</i> Air Conditioning & Refrigeration Specialist AS Air Conditioning & Refrigeration Specialist Cert Air Conditioning Specialist AS Air Conditioning Specialist Cert Aircraft Airframe AS Aircraft Airframe Cert Aircraft Fabrication & Assembly AS Aircraft Powerplant AS Aircraft Powerplant Cert Airframe Manufacturing Tech BS Arts and Humanities Option III Auto Collision Repair Specialist Cert Auto Refinishing Specialist AS Automotive Collision Repair and Refinishing Specialist AS</p>		<p>Motion to approve CS 120 Comment: LaDonna Trimble said that we cannot offer a course that the student pays for and not provide credit for it. There wasn't anyone in the meeting that could speak to this. Motion to table Motion seconded Motion approved</p> <p>Motion to approve CS 121 Motion seconded Motion approved</p> <p>Motion to approve CS 122 Motion seconded Motion approved</p> <p>Comment: Jessica Eaton spoke with Jonathon Compton about CS 120. He is okay with removing the language regarding that the student cannot receive credit.</p> <p>Motion to reopen and approve CS 120 Motion seconded Motion approved pending removal of the language regarding students not receiving credit. Language was removed. Motion approved</p> <p>Motion to approve CS 123 Motion seconded Motion approved</p> <p>Motion to reopen CS120 Motion seconded Motion approved</p> <p>Motion to approve CS 130 Motion seconded Motion approved</p>
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<p>Automotive Collision Repair and Refinishing Specialist Cert Business Computer Information Science AS Business Computer Information Science Cert Computer Applications AS Computer Applications Cert Computer Networking Core Cert Computer Networking Multiplatform AS Computer Networking Multiplatform Cert Computer Software Developer AS Electronics Technology AS General Aircraft Maintenance AS General Aircraft Maintenance Cert IT Cybersecurity AS IT Cybersecurity Cert Real Estate AS Refrigeration Specialist AS Refrigeration Specialist Cert Theatre Arts AA-T Vocational Nursing Cert Welding AS Welding Cert</p> <p><i>Non-substantial Program revisions</i> <i>*Effective 5/2019 all program revisions will be substantial.</i></p> <p><i>New Program Development</i> Aeronautical Non-Destructive Inspection Aerospace Leadership and Management Computer Science AS-T Metrology Sciences for Aerospace Manufacturing</p> <p><i>Program Discontinuance</i> None</p>		<p>Motion to approve CS 131 Motion seconded Motion approved</p> <p>Motion to approve CS 132 Motion seconded Motion approved</p> <p>Motion to approve CS 140 Motion seconded Motion approved</p> <p>Motion to approve CS 150 Motion seconded Motion approved</p> <p>Motion to approve CS 230 Motion seconded Motion approved</p> <p>Motion to approve CS 231 Motion seconded Motion approved</p> <p>Motion to approve ENGL 10 Motion seconded Motion approved pending confirmation of numbering sequence. <i>Note: Course name was corrected to ENGL 101C after the meeting.</i></p> <p>Motion to approve LAC 022 Motion seconded Motion approved</p> <p>Motion to approve LAC 023 Motion seconded Motion approved</p>
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		<p>Motion to approve MSAM 110 Motion seconded Motion approved</p> <p>Motion to approve MSAM 115 Motion seconded Comment: Homework hours were over 6 hours. Removed 2 hours from writing, 3 hours from Math Computational, and 1 hour from other homework assignments. Motion approved</p> <p>Motion to approve MUSC 109 Motion seconded Motion approved</p> <p><i>Course Deactivations</i> Motion to approve MATH 20 MATH 21 Motion seconded Motion approved</p> <p><i>Non-substantial course revisions</i> Motion to approve BIOL 110 Motion seconded Motion approved</p> <p>Motion to approve FTV 244 Motion seconded Motion approved</p> <p>Motion to approve GEOG 102L GEOG 299 Motion seconded Motion approved</p> <p>Motion to approve Motion seconded Motion approved</p>
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		<p>Motion to approve HD 105 Motion seconded Motion approved</p> <p>Motion to approve IATH 225 IATH 230 IATH 255 Motion seconded Motion approved</p> <p>Motion to approve KINF 108 KINT 100 KINT 242 KINT 243 Motion seconded Motion approved</p> <p>Motion to approve MATH 001 Motion seconded Motion approved</p> <p>Motion to approve MKTG 101 Motion seconded Motion approved</p> <p>Motion to approve RE 141 Motion seconded Motion approved</p> <p>Motion to approve THA 102 Motion seconded Motion approved</p> <p>Motion to approve THA 103 Motion seconded Motion approved</p>
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		<p>Motion to approve WDTO 120 Motion seconded Motion approved</p> <p><i>Substantial course revisions</i> Motion to approve BIP 122 Motion seconded Motion approved</p> <p>Motion to approve CFE 113 Motion seconded Motion approved</p> <p>Motion to approve CFE 120 Motion seconded Motion approved</p> <p>Motion to approve COMM 101 Motion seconded Motion approved</p> <p>Motion to approve COMM 217 Motion seconded Motion approved</p> <p>Motion to approve COMM 219 Motion seconded Motion approved</p> <p>Motion to approve ED 140 Motion seconded Motion approved</p> <p>Motion to approve LIB 110 Motion seconded Motion approved</p> <p>Motion to approve</p>
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Academic Policies & Procedures

	<p>GER 201 Motion seconded Motion approved</p> <p>Motion to approve GER 202 Motion seconded Motion approved</p> <p><i>Program revisions</i> Scott reminded everyone that most of these programs were all agendized on the 11/18/22 meeting. They were approved on a contingent basis of corrections made by the 12/3/22 deadline, with the exception of Real Estate and newly developed programs.</p> <p>Motion to approve Air Conditioning & Refrigeration Specialist AS Motion seconded Motion approved</p> <p>Motion to approve Air Conditioning & Refrigeration Specialist Cert Motion seconded Motion approved pending corrections to missing PLOs for refrigeration and completion of recommended plan of study. Corrections due by 1/28/22 at 11:30am</p> <p>LaDonna Trimble asked what needs to be done to make a commitment of finalizing these programs. This would be detrimental to students because they will not get their degrees in these areas.</p> <p>Scott Lee informed everyone that any incomplete items will be cleaned out in eLumen. If courses/programs are not submitted properly to the Chancellor's Office, they will not be approved for the programs and we will not be able to offer them in the Fall 2022.</p> <p>LaDonna Trimble recommended a workgroup to get these programs done by tomorrow at 11:30am.</p> <p>Scott reiterated that these programs were supposed to be done by the November deadline, which was already extended to 12/3/22. They have been brought back again as incomplete.</p>
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Academic Policies & Procedures

	<p>Maria Clinton expressed that there was a lack of training and problems with eLumen, which has caused frustration with CTE faculty. She explained that this was an anomaly because they always have their course and programs prepared on time.</p> <p>Kathryn Mitchell expressed that when faculty, in general, doesn't do their job to get these things done, it builds up and affects everyone, causing a high level of frustration. She suggested that the deadline be extended until 1/28/22 by 11:30am. If it is not corrected by tomorrow, we will be out of time.</p> <p>Sam Darby explained that the Curriculum Specialists would have to send the programs back because there are approximately 12 programs that need to be corrected and it would be impossible to make the corrections for everyone and turn them around in time.</p> <p>Scott Lee will set up a Zoom meeting time to help faculty on continuous problems by 1/28/22 from 8:00 - 11:30am. If it is not corrected by tomorrow, we have run out of time. The contingent approvals will have a final deadline of 1/28/22 at 11:30am. If they do not go through, they can be rebuilt for Spring of 2023.</p> <p>LaDonna Trimble expressed the importance of continuity of these programs for the benefit of the students.</p> <p>Everyone agreed that eLumen has been a large source of these issues.</p> <p>Sam Darby is currently sending back programs as they are being reviewed for corrections.</p> <p>Motion to approve Air Conditioning Specialist AS Motion seconded Motion approved pending Program Narrative and missing rule groups in the recommended sequence by 1/28/22 at 11:30am. Corrections were made by the deadline</p> <p>Motion to approve Air Conditioning Specialist Cert Motion seconded</p>
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Academic Policies & Procedures

	<p>Motion approved pending Program Narrative, which has empty fields, number of units are short by 5, recommended sequence is missing a course. Corrections are due by 1/28/22 at 11:30am. Corrections were made by the deadline</p> <p>Motion to approve Aircraft Airframe AS Motion seconded Motion approved</p> <p>Motion to approve Aircraft Airframe Cert Motion seconded Motion approved</p> <p>Motion to approve Aircraft Fabrication & Assembly AS Motion seconded Motion approved pending corrections to recommended plan of sequence. The patterns are mixed with IGETC and CSU. It is a local degree. Corrections need to be completed by 1/28/22 at 11:30am. Corrections were made by the deadline.</p> <p>Motion to approve Aircraft Powerplant AS Motion seconded Motion approved</p> <p>Motion to approve Aircraft Powerplant Cert Motion seconded Motion approved</p> <p>Motion to approve Airframe Manufacturing Tech BS Motion seconded Motion approved</p> <p>Motion to approve Arts and Humanities Option III Recommended plan of sequence is missing items. Motion approved pending corrections by 1/28/22 at 11:30am Motion seconded Motion approved Corrections were made by the deadline</p>
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Academic Policies & Procedures

	<p>Motion to approve Auto Collision Repair Specialist Cert Motion seconded Motion approved pending completion of missing catalog description by 1/28/22 at 11:30am. Corrections were made by the deadline.</p> <p>Motion to approve Auto Refinishing Specialist AS Motion seconded Motion approved pending corrections to recommended sequence is missing GE pattern for C, E, and F, selections need to be made within term sections, electives need to be entered, and need to finalize terms 3 and 4, by 1/28/22 at 11:30am. Corrections were completed by the deadline</p> <p>Motion to approve Automotive Collision Repair and Refinishing Specialist AS Motion seconded Motion approved pending corrections made to the recommended plan of study with missing term 4, missing area C and F, and short on units in the recommended plan of study by 1/28/22 at 11:30am. Corrections were completed by the deadline</p> <p>Motion to approve Automotive Collision Repair and Refinishing Specialist Cert Motion seconded Motion approved pending corrections to be made to the recommended plan of study, which is missing selections in all 3 terms and short on units. Corrections to be made by 1/28/22 at 11:30am.</p> <p>Motion to approve Business Computer Information Science AS Motion seconded Motion approved pending missing recommended plan of study and program narrative criteria by 1/28/22 at 11:30am. Sam Darby commented that there was no proposal for this program to transition from CIS to CS. We need everything within the discipline to be proposed within the courses. This piece is required to finalize the transition. It was</p>
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Academic Policies & Procedures

		<p>discussed that new program proposals would be submitted, which was necessary to complete the transition. Therefore, It will remain as CIS for Fall 2022. The changes were not met by the deadline.</p> <p>Motion to approve Business Computer Information Science Cert Motion seconded Motion approved pending completion of missing recommended plan of study, missing program narrative, course blocks are not linked. This program will remain as CIS for Fall 2022 for the same reasons indicated for the AS degree. These corrections need to be completed by 1/28/22 at 11:30am. These changes were not completed by the deadline.</p> <p>Motion to approve Computer Applications AS Motion seconded Motion approved</p> <p>Motion to approve Computer Applications Cert Motion seconded Motion approved</p> <p>Motion to approve Computer Networking Core Cert Motion seconded Motion approved</p> <p>Motion to approve Computer Networking Multiplatform AS Motion seconded Motion approved</p> <p>Motion to approve Computer Networking Multiplatform Cert Motion seconded Motion approved</p> <p>Motion to approve Computer Software Developer AS Motion seconded Motion approved</p>
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Academic Policies & Procedures

		<p>Motion to approve Electronics Technology AS Motion seconded Motion approved</p> <p>Motion to approve General Aircraft Maintenance AS Motion seconded Motion approved</p> <p>Motion to approve General Aircraft Maintenance Cert Motion seconded Motion approved</p> <p>Motion to approve IT Cybersecurity AS Motion seconded Motion approved</p> <p>Motion to approve IT Cybersecurity Cert Motion seconded Motion approved</p> <p>Motion to approve Real Estate AS Motion seconded Motion approved pending corrections to recommended sequence, which is missing selections and using CSU GE pattern for local degree, which needs to be corrected by 1/28/22 at 11:30am. These corrections were made by the deadline</p> <p>Motion to approve Refrigeration Specialist AS Motion seconded Motion approved</p> <p>Motion to approve Refrigeration Specialist Cert Motion seconded Motion approved</p> <p>Motion to approve Theatre Arts AA-T Motion seconded</p>
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Academic Policies & Procedures

		<p>Motion approved</p> <p>Vocational Nursing Cert (moved to beginning of agenda)</p> <p>Motion to approve Welding AS Motion seconded Motion approved</p> <p>Motion to approve Welding Cert Motion seconded Motion approved</p> <p><i>New Program Development</i> Motion to approve Aeronautical Non-Destructive Inspection Motion seconded Motion approved</p> <p>Motion to approve Aerospace Leadership and Management Motion seconded Motion approved</p> <p>Motion to approve Computer Science AS-T Motion seconded Motion approved pending course approvals, which will begin in Fall 2023. Motion approved</p> <p>Motion to approve Metrology Sciences for Aerospace Manufacturing Motion seconded Motion approved</p>
<p>VI. Closing Comments</p>	<p><i>Scott Lee</i></p>	<p>Scott will send a link for a Zoom meeting to anyone that needs help with their corrections. He thanked everyone for their continued dedication. Motion to adjourn meeting Motion seconded Meeting adjourned at 6:02pm</p>
<p>NEXT MEETING DATE: February 10, 2022</p>		