



AP&P Minutes Draft

Thursday, February 8, 2024

3:00 pm – 4:00 pm T600-J

Type of Meeting: *Regular*

Note Taker: [Debbie Lindsey](#)

Please Review/Bring: The past minutes for accuracy.

Committee Members:

Dr. Scott Lee, Co-chair
Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs
*Dr. Jessica Eaton, Articulation Officer**
Tim Atkerson, AKIN Representative
*Travis Lee, CTE Representative**
*Dr. Wendy Stout, CTE Representative**
James Dorn, MSE Representative
Dr. Jonathan Compton, MSE Representative
Heidi Williams, LACA Representative Proxy-Wendy Rider*
Dr. Ariel Tumbaga, LACA Representative
Gabby Poorman, SBS Representative/Tech Review
*David Harrison, SBS Representative**

*Cynthia Littlefield, AHUM Representative**
Lisa Karlstein, AHUM Representative
Vacant, Library Rep, Librarian
Tamira Palmetto, Student Services, Counseling
Tanya McGinnis, Student Services, Counseling
*Larry Veres, Adjunct Representative**
Greg Bormann, Administrative Position
*Kathryn Mitchell, Administrative Position**
*LaDonna Trimble, Administrative Position**
Proxy-Dr. Rashitta Brown-Elize
Dr. Cindy Hendrix, Tech Review
*Alan Fillion, Student Representative**
*Bobby Bennett, Student Representative**

**Absent*

Items	Person	Action
I. Opening comments from the Co-chairs	<i>Scott Lee/Kathy Bakhit</i>	<p>The meeting was called to order at 3:06pm. Dr. Lee reported that we approved 509 courses and 106 programs. He reported that we started meeting with faculty who will have revisions this spring to balance out the workflows. Workflows should be opening March 1, 2024. However, we are currently having issues with eLumen, which they are working on to fix. If you know faculty that want to develop new programs or courses, please have them speak with Dr. Lee. It is helpful to have a conversation before they get started working in eLumen.</p> <p>Greg Bormann inquired about the process of going back to the warehouse to look at old catalogs. They want to bring back an old auto class. Dr. Lee said to talk with him first.</p>



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<p>II. Minutes 01/25/2024</p>	<p><i>All</i></p>	<p>Action: Motion to approve Minutes for 01/25/24 Abstentions: Tamira Palmetto, James Dorn, and Scott Lee Motion second Motion approved</p>
<p>III. Informational Item</p> <ul style="list-style-type: none"> – Meeting schedule: 2/22/24, 3/14/24, 3/28/24, 4/11/24, 4/25/24 	<p><i>Scott Lee/Kathy Bakhit</i></p>	<p>Informational Item: Next meeting is 2/22/24</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> – Reviewing the Course Change Report during meetings – Curriculum Review Checklist – Course Development Style Guide – Work experience repeatability 	<p><i>Scott Lee/Kathy Bakhit</i></p>	<p>Discussion: Reviewing the Course Change Report during meetings: There were no workflows available to pull up in the elumen Dashboard to provide an example. Dr. Lee explained that this is a report that shows the changes made in the revision process. If we spread out the courses reviewed, we will have time to review these reports in the meeting.</p> <p>Curriculum Review Checklist: This is a guide for the group to use as a tool while going through curriculum. The goal is to have a better idea of what to look for in the review process. This will also benefit faculty while reviewing their programs and courses. Dr. Lee would like to have more in-depth training for reviewers. If we have a slower process and improved communication, we can be more efficient with our reviews.</p> <p>Development Style Guide: Dr. Lee has been working on this guide, which can be used as people are writing courses. This will provide uniformity in standard information, such as titles. Some titles have the degree name at the end, some do not. Another example is to number course objectives. It is not controlling content or outcomes. It is to make it easier in the review process.</p>



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		<p>Dr. Lee will be asking for a couple of volunteers to work with him on this. Gabby Poorman volunteered. Someone suggested in fall to have a mid-term handbook. Dr. Lee thinks that the current handbook is too big.</p> <p>Robyn Serrano suggested looking at the Technical Manual. Robyn asked about voting on the Checklist at the next meeting if people are not here today to hear the discussion. Dr. Lee said that we can send it out for review.</p> <p>Work experience repeatability: In fall, we started working on work experience and had to get rid of repeatability. On December 20, 2024, the Chancellor's Office said repeatability is an option. Faculty will need to decide if they want repeatability. Will it require a revision, or can it be approved by the committee for a list of courses? James Dorn asked if it was going to be like the AB705 mandate? Will it be a blanket change or a full revision? Dr. Lee is leaning toward not doing it as a revision. People would need to identify what they would want it to be. This may not be effective for fall. Some schools stopped everything until it was clarified. Dr. Lee recommended checking with the Chancellor's Office. The changes could be made in their next revision. This is for all Work Experience 199 courses. Dr. Lee asked everyone to discuss this with faculty in their area and make sure that they are aware they can have repeatability. Have them contact him if they want it. This is something that needs to be discussed.</p>
<p>V. Reports – Revision List</p>	<p><i>Scott Lee</i></p>	<p>NA</p>
<p>VI. Catalog – Addendum format</p>	<p><i>Debbie</i></p>	<p>Catalog: Addendum format Debbie updated everyone on the Addendum for the 2023-2024 Catalog. There will be a tab created in the digital catalog that will appear at the beginning and will have a list of corrections/modifications. The</p>



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		<p>workgroup is currently working on a timeline to complete the courses and programs for EduNav so they can have the information to update EduNav in time for enrollment.</p>
<p>VII. Action</p> <ul style="list-style-type: none"> – Noncredit Workgroup <p>New Program</p> <p>AVC Tutor Certificate (Noncredit)</p>	<p><i>Scott Lee</i></p>	<p>Action:</p> <p>Motion to approve: Noncredit Workgroup</p> <p>We would develop a group of leaders and reviewers to review non-credit courses separately because they have different characteristics and features. This will help speed up the process. The Curriculum Specialist and Articulation Officer, along with administrators, can sit in on the meetings to approve them faster and more efficiently. This would be a separate Tech Review group. This is more common in other schools. Noncredit will grow significantly in the next couple of years. This will be great for intersession and students can complete a certificate during this time.</p> <p>Question: Tamira Palmetto asked if it is for workflows, the amount, or why we want to separate it out. It is already a big load for both groups.</p> <p>Dr. Lee said that he would like Van Rider to be on the committee, as he is deeply knowledgeable in this area. Looking at both credit and noncredit together can be confusing.</p> <p>Comment: Jonathan Compton asked if it can be separated by having it at different times instead of two separate committees?</p> <p>Robyn said that she thought we discussed having one meeting that will be for noncredit.</p> <p>Dr. Lee said that it is difficult to coordinate with faculty to separate it.</p> <p>Comment: Wendy Rider asked how big the current group is.</p> <p>Approximately 6 members.</p> <p>Dr. Bakhit said that the key for this group is to build the expertise concentrated in a deeper dive for this type of curriculum. What she observed was that we do not have this. Focusing on a few people will help to build this.</p> <p>Comment: Wendy Rider said that she appreciates having a group that can help with noncredit because it was new to her and she had many questions.</p>

	<p>Dr. Bakhit said that we can experiment with the format and see if it works. If not, we can dissolve it. She thinks it can work; we just need to find a few people that have the skill and knowledge in this area. Comment: Jonathan Compton said that it sounds like it would be like the outcome committee.</p> <p>Dr. Bakhit said that it becomes a regular workflow. Everything needs to go through Tech Review. She said that we can look at the workload to determine what is needed.</p> <p>Dr. Lee said that the issue we run into is that faculty thinks its non-substantial when it often turns into substantial. Noncredit is different than outcomes because it is a whole curriculum. It needs more focus, and it is projected to grow.</p> <p>Dr. Bakhit said that this committee will be busy with AB 911. She would like to propose that when we look at courses, we take the time to look at the change report too. The state is entrusting us with curriculum, and we need to have a robust discussion for changes, such as changing units, prerequisites, etc. This will leave less time for noncredit proposals. Tech Review is for articulation, change in title, etc. But the major discussion of content should happen in AP&P. She said that Tech Review is finding technical mistakes, and we do not want it to take over the role of the AP&P Committee.</p> <p>Dr. Lee said that in the past we spent time in AP&P cleaning up the technical mistakes. This committee needs to spend more time on the major stuff.</p> <p>Motion second Motion approved</p> <p>New Program Motion to approve: AVC Tutor Certificate (Noncredit) Correction: TOP Code and CIP Code did not align with CDCP eligibility, which was originally <i>Workforce Preparation</i>. However, at the last meeting, the CDCP eligibility for the LAC courses was changed to <i>Short Term Vocational</i>. Therefore, the CDCP eligibility needs to be changed in the program from <i>Workforce Preparation</i> to <i>Short Term Vocational</i>. The TOP/CIP Code 0801.00 needs to be changed to 0802.00 (same</p>
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		<p>change as courses). The CIP needs to change from 13.0101 to 13.1501 to align with the changes to courses. Motion second Motion approved</p>
<p>VIII. Closing Comments</p>	<p><i>Scott Lee/Kathy Bakhit</i></p>	<p>Dr. Lee will look at another meeting time to improve attendance. However, we have had this day and time for years. Motion to adjourn at 4:14pm. Motion approved</p>
<p>NEXT MEETING DATE: February 22, 2024</p>		