



Academic Policies & Procedures

AP&P Minutes		Thursday, April 11, 2024 3:00 pm – 5:30 pm T600-J
<p>Type of Meeting: <i>Regular</i></p> <p>Note Taker: Debbie Lindsey</p> <p>Please Review/Bring: The past minutes for accuracy.</p>		
<i>Committee Members:</i>		
<p><i>Dr. Scott Lee, 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, CTE Representative</i></p> <p><i>Dr. Wendy Stout, CTE Representative</i></p> <p><i>James Dorn, MSE Representative</i></p> <p><i>Dr. Jonathan Compton, MSE Representative</i></p> <p><i>Heidi Williams, LACA Representative</i></p> <p><i>Dr. Ariel Tumbaga, LACA Representative</i></p> <p><i>Gabby Poorman, SBS Representative</i></p> <p><i>David Harrison, SBS Representative *Proxy- Balbir Arora</i></p> <p><i>Guests: Perry Jehlicka, Cole Wolf, Alfred Brubaker</i></p>		<p><i>Cynthia Littlefield, AHUM Representative</i></p> <p><i>Lisa Karlstein, AHUM Representative</i></p> <p><i>Vacant, Library Rep, Librarian</i></p> <p><i>Tamira Palmetto, Student Services, Counseling*Proxy-Mike Rios</i></p> <p><i>Tanya McGinnis, Student Services, Counseling</i></p> <p><i>Larry Veres, Adjunct Representative</i></p> <p><i>Greg Bormann, Administrative Position*</i></p> <p><i>Kathryn Mitchell, Administrative Position</i></p> <p><i>LaDonna Trimble, Administrative Position</i></p> <p><i>Dr. Cindy Hendrix, Tech Review</i></p> <p><i>Alan Fillion, Student Representative*</i></p> <p><i>Bobby Bennett, Student Representative*</i></p> <p style="text-align: right;"><i>*Absent</i></p>
Items	Person	Action
I. Opening comments from the Co-chairs	<i>Jonathan Compton</i>	The meeting was called to order at 3:11pm. Motion to amend the Agenda: Motion second IATH 220 - change from Substantial to Amend IATH 225 - change from Substantial to Amend Motion approved
II. Minutes 03/28/2024	<i>All</i>	<u>Action:</u> Motion to approve Minutes 03/28/2024 Motion second Abstentions: Wendy Stout, Jessica Eaton, Mike Rios Motion approved a



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<p>III. Informational Item</p> <ul style="list-style-type: none"> – Meeting Schedule: 4/25/24 – Current workflows in eLumen – AP&P reps (retiring/expiring term) – Removal of GE verbiage in course catalog description 	<p><i>Jonathan Compton</i></p>	<p><u>Current workflows in eLumen:</u> Some faculty have submitted their AD-Ts. There will be a working session for this. All AD-Ts need to be completed by the end of September. All AD-Ts should be on the agenda by that time for approval. Comment: Robyn Serrano said that there are still two programs pending approval: Respiratory BS and Human Resources Professional I. The Human Resources Professional is expected to be approved today, as pending information was submitted. The workflow status in eLumen is as follows: 40 course workflows, 19 have been submitted. 26 program workflows, 5 have been submitted. The Chemistry AS-T is currently on hold. It will not be published in the 2024-2025 Catalog.</p> <p><u>AP&P Reps (retiring/expiring term)</u> Please be sure to work with your deans on your replacement.</p> <p><u>Removal of GE verbiage in course catalog description</u> This information at the end of the course descriptions will be removed from the workflows.</p> <p>Comment: Robyn said that everyone should have a link to the 2024-2025 Catalog. Please be sure to look it over. It will be an action item for approval at the next meeting. Comment: LaDonna Trimble asked that everyone carefully review their departments. Be sure to look at the numbers and requirements to be sure they align. She gave an example of the unit value. This is important information for graduation. Everything needs to align. If not, it negatively affects students. Dr. Compton said that this has been an issue we have had in previous catalogs. Any static information needs to be removed from the text boxes. Comment: Dr. Eaton said that any updates in prerequisites need to match in Banner.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> – Working meeting 	<p><i>Jonathan Compton</i></p>	



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<p>V. Catalog –</p>	<p><i>Debbie Lindsey</i></p>	
<p>VI. Action</p> <p><i>New Course Development</i> IATH221 Intercollegiate Men’s Basketball - Spring IATH226 Intercollegiate Women's Basketball - Spring</p> <p><i>Substantial Course Revisions</i></p> <p><i>Course Amend</i> IATH220 Intercollegiate Men's Basketball - Fall IATH225 Intercollegiate Women's Basketball - Fall</p>	<p><i>Jonathan Compton</i></p>	<p><u>New Course Development</u> Motion to approve: IATH221 These are duplicates of the Fall courses for Spring Motion second Motion approved</p> <p>Motion to approve: IATH226 These are duplicates of the Fall courses for Spring Motion second Motion approved</p> <p><u>Course Amend</u> Motion to approve: IATH220 Changes: Added Fall to the title. The GE information at the end of the course description has been removed. Start date is 2024. Motion second Motion approved</p> <p>Motion to approve IATH225: Changes: Added Fall to the title. Removed GE information at the end of the course description. Corrections were made for differences in Methods of Instruction and copied over what was in IATH 220. Assignments changed to show “Lab Course.” Added textbook. Start date is 2024. Motion second Motion approved</p> <p>The rest of the meeting will be a working session on AD-Ts. Dr. Compton demonstrated how to do a revision in eLumen.</p>



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		<p>Note: Transferability (for CSU only) remains in the cover information.</p> <p>For standard language to be included in the program description, see the PowerPoint slides previously provided.</p>
VII. Closing Comments	<i>Jonathan Compton</i>	<p>Motion to adjourn meeting at 4:43pm</p> <p>Motion approved.</p>
NEXT MEETING DATE: April 25, 2024		