



Academic Policies & Procedures

AP&P Minutes	Thursday, March 24, 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:

<p><i>Dr. Scott Lee, Co-chair</i> <i>Kathryn Mitchell, Co-chair*</i> <i>Dr. Howard Davis, 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>Wendy Stout, 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>Dr. Ariel Tumbaga, R&H Representative</i> <i>Guest: Gary Heaton-Smith, Co Chair Outcomes Committee</i></p>	<p><i>Gabby Poorman, SBS Representative</i> <i>Kent Moser, SBS Representative, DE Liaison</i> <i>Cynthia Littlefield, A&H Representative*</i> <i>Glenn Knowles, A&H Representative</i> <i>Van Rider, Library Rep, Librarian</i> <i>Luis Echeverria, Student Services, Counseling</i> <i>Tanya McGinnis, Student Services, Counseling*</i> <i>Larry Veres, Adjunct Representative</i> <i>Greg Bormann, 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></p>	<i>*Absent</i>
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Items	Person	Action
I. Opening comments from the Co-chair	<i>Dr. Scott Lee</i>	<p>Meeting called to order at: 3:04p.m. Dr. Lee reported that Kathryn Mitchell is out on medical leave and asked to keep her in your thoughts. Focus on honors courses and be sure to check the eLumen workflows so that they are approved at the committee level, to come to the agenda. There are approximately 30 remaining courses in the workflows. Many of them are still in the faculty stage and need to be submitted.</p> <p>Motion to amend agenda: Remove from discussion item IV:</p> <ul style="list-style-type: none"> - Communication System for Programs - Math 102 - Prerequisite Language <p>These were already listed as action items and don't need to be listed as discussion items. Motion seconded Motion approved</p> <p>Motion to amend agenda: Remove under action items:</p>



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		<ul style="list-style-type: none"> - Process for changing prerequisites affected by AB705 <p>This does not need to be addressed at this time Motion seconded Motion approved</p>
a. Minutes 02/24/2022	<i>All</i>	<p>Motion to approve Minutes 02/24/2022 Changes: Add Wendy Stout as HSS Representative Motion second Abstentions: Dr. Davis, Maria Angela Kilayko Motion approved</p>
II. Informational Item <ul style="list-style-type: none"> - Meeting schedule: 4/14/22, 4/28/22 	<i>Dr. Scott Lee</i>	N/A
III. Discussion <ul style="list-style-type: none"> - Local GE - Membership Status (Heidi Williams and Dr. Richie Hao) - Outcomes Mapping 	<i>Dr. Scott Lee & Dr. Jessica Eaton Dr. Scott Lee</i> <i>Dr. Scott Lee & Gary Heaton-Smith</i>	<p><u>Issues Discussed:</u> <u>Local GE:</u> Dr. Lee shared the Proposed <i>GE Policy Language</i>. There is a process currently in place for Transfer GE approvals, which Luis Echeverria and Dr. Eaton explained. These are submitted by Dr. Eaton and the approvals are received by the end of summer. The problem is that the Local GE courses have not been updated. This is a disadvantage to our students. If courses are approved for transfer to general education, they should automatically be approved for AVC Local GE. Courses that are denied may still be approved for AVC Local GE through the AP&P Committee. Language in Title 5 allows consideration of Transfer GE to be part of the Local GE. Having a process in place will automatically reduce the workload, as it would be an automatic decision. If courses are denied through the CSU or IGETC transfer, there is still an option within the curriculum committee to approve it as a Local GE option in the fall.</p> <p>Area F for CSU GE or AVC Local GE is the exception, as there are still pending decisions at this stage. This will need to be examined on a case by case basis.</p> <p>Please share this information with faculty.</p> <p><u>Follow up item:</u> Dr. Lee will send out a copy of the language to everyone by Monday. This will be an action item to vote on at our next meeting.</p> <p><u>Membership Status:</u> (Heidi Williams and Dr. Richie Hao)</p>



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		<p>Dr. Hao would like to remain on the committee through the rest of the semester. This will put Rhetoric & Literacy (now Language and Communication Arts) at three members. It will be limited to two votes per division. Dr. Hao will abstain from voting. Heidi Williams and Dr. Ariel Tumbaga will be the voting delegates.</p> <p><u>Outcomes Mapping:</u> Gary Heaton-Smith provided an overview of Outcomes Mapping and the Curriculum Mapping System in eLumen. In 2020, Department Chairs were instructed to complete the assessment mapping of eLumen. However, because the curriculum side feeds into the assessment side of eLumen, the curriculum mapping data was accidentally erased during this process. There is now a curriculum map prompt.</p> <p>Dr. Lee explained further that this mapping process allows you to identify SLOs that connect to PLOs. All SLOs should connect to an ILO. We are in the process of identifying which ILO the SLO feeds into. This mapping is currently optional.</p> <p>This proposal is to make this mapping process a requirement. It's a simple procedure of checking a box. The Outcomes Committee will provide faculty with some technical support, as well as support on best practices.</p> <p><u>Follow up item:</u> This proposal will be an action item in the next meeting.</p>
IV. Reports N/A		
VI. Action <ul style="list-style-type: none"> - Communication System for Programs - Math 102 Prerequisite Language 	Dr. Scott Lee	Motion to approve: Communication System for Programs When a reviewer of a program sends a program back for creation or revision, they need to send a notification email to the authors of record for that program, specifically informing them that a program has been sent back and to review the notes. Motion seconded



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	<p>Motion approved</p> <p>Motion to approve: Math 102 Prerequisite Language Dr. Eaton presented two options of language to choose from:</p> <p style="padding-left: 40px;"><i>Completion of Intermediate Algebra or higher or placement by multiple measures or</i> <i>Completion of Intermediate Algebra or higher</i></p> <p>This will be a blanket change to all courses that are impacted.</p> <p>Discussion took place regarding these options.</p> <p>Comment: there were concerns that were discussed on programs that may need some different language than the one chosen. It was agreed that these courses will be addressed through the committee on an individual basis through the course revision process, effective Fall 2023.</p> <p>Comment: Dr. Davis said that ideally, the discipline faculty will come up with the best math course that suits their discipline. Intermediate Algebra needs to be removed as soon as possible, with the understanding that it will take some time to complete this.</p> <p>Comment: Dr. Eaton asked what solution we can come up with that will address all students who need completion of Intermediate Algebra as a UC requirement, noting that a prerequisite change is a substantial change to the classes. Dr. Lee researched PCAH and Title 5. He didn't find anything to indicate that we could not do a blanket change because it is not technically changing the prerequisite. It is changing the language, but the prerequisite is the same, while adding a new aspect that is dictated by law.</p> <p>Dr. Eaton said that if we can do this blanket change across the board, we will no longer need Math 102 in the catalog. If something more specific is needed, faculty will need to do a revision to meet that specific need.</p> <p>Debbie Lindsey will make the blanket change to all prerequisites and advisories of Math 102, with the new language in the 2022-2023 catalog, to be compliant with AB 705.</p> <p>Comment: Dean Trimble asked who would be responsible for reviewing and confirming that nothing has been missed, due to the potential risk of losing eligibility of transferable classes?</p>
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	<p>Dr. Eaton confirmed that she will review the Math 102 impact list and review each of the classes that will be impacted by this change. Once Debbie confirms that the prerequisite language has been changed in the catalog, Dr. Eaton will submit each of the classes for transferability, adding a note that due to the AB 705 mandate, no content has been changed, only prerequisites have been changed.</p> <p>Comment: Debbie Lindsey confirmed that the blanket change would be done in the catalog first to meet the publishing deadline. The changes that need to be done in eLumen will follow, as it will take time to go into each course to make the update.</p> <p>Comment: Luis Echiverra noted that GEOG 101 needs to be reviewed because it has a prerequisite in eLumen, COCI, and the catalog, but not in the schedule or Banner.</p> <p>Dr. Lee motioned to move to a vote on the language 0 opposed, 0 abstentions. The committee agreed to go with the language; <i>Completion of Intermediate Algebra or higher or placement by multiple measures</i> as a blanket change. Motion seconded Motion approved</p> <p><u>Follow up items:</u> Check eLumen to see if a placeholder needs to be created to provide Intermediate Algebra as a prerequisite.</p> <p>Debbie Lindey will update 2022-23 Catalog with the blanket language replacing the Math 102 prerequisites and advisories. She will inform Dr Eaton when it is completed.</p> <p>Dr. Eaton will review the courses that are impacted and submit the prerequisite changes for transferability.</p> <p>GEOG 101 will need to be reviewed in the schedule and Banner to be sure that it is in line with eLumen, COCI, and the catalog.</p>
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<p><i>New Course Developments</i> None</p> <p><i>Course Deactivations</i> None</p> <p><i>Non-substantial course revisions</i> None</p> <p><i>Substantial course revisions</i> None</p> <p><i>Program revisions</i> None</p> <p><i>Non-substantial Program revisions</i> *Effective 5/2019 all program revisions will be substantial.</p> <p><i>New Program Development</i> None</p> <p><i>Program Discontinuance</i> None</p>	Dr. Scott Lee	N/A
<p>V. Closing Comments</p>	Dr. Scott Lee	<p>Dr. Lee reminded everyone to talk with faculty that are working on honors courses for our next meeting. He is concerned that they have not made it to the agenda level yet. Be sure to check your inboxes and complete approvals.</p> <p>Dr. Davis reminded everyone that AB1111 - Common Course Numbering has passed. Take back to your disciplines that courses coming up for review should be using the new C-ID numbers now, as it is state law, effective 7/1/24. We will need to work with eLumen to do the conversion. The Vice Chancellor is currently working on duplicate numbers, which need to be addressed.</p> <p>Motion to adjourn at 4:46p.m. Motion second Motion approved</p>
<p>NEXT MEETING DATE: April 14, 2022</p>		