



Academic Policies & Procedures

AP&P Minutes	Thursday, February 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></p>	<p><i>Dr. Ariel Tumbaga, R&H Representative</i> <i>Gabby Poorman, SBS Representative</i> <i>Kent Moser, SBS Representative, DE Liaison</i> <i>Cynthia Littlefield, A&H Representative</i> <i>Van Rider, Library Rep, Librarian</i> <i>Luis Echeverria, 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>
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**Absent*

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee</i>	<p>Scott reminded everyone that workflows will open on 3/1/22. He asked the committee to encourage faculty to begin working on their proposals and revisions early. This will reduce bottlenecks in the fall. There will be support available to help over the summer.</p> <p>Kent Moser will be leaving AP&P next year. Scott asked for volunteers to fill the two positions that Kent currently holds; Gabby Poorman volunteered as Distance Education Liaison and Ronda Nogales volunteered as the Tech Review Committee position. Glenn Knowles has volunteered for the Arts & Humanities Representative position.</p>
II. Minutes 02/10/2022	<i>All</i>	<p>Motion to approve</p> <p>Motion seconded</p> <p>Dr. Ariel Tumbaga abstained</p> <p>Motion approved</p>
III. Informational Item - Meeting schedule: 3/24/22, 4/14/22, 4/28/22	<i>Scott Lee</i>	



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<p>IV. Discussion</p> <ul style="list-style-type: none"> - Communication System for Programs - Math 102 - Language - eLumen Training-Programs (3:30 p.m.) 	<p><i>Scott Lee & Jessica Eaton Scott Lee</i></p>	<p>Discussion Math 102 - Language Dr. Jessica Eaton reported that the push to remove Math 102 is a problem because it is a requirement for the UC School System. We need to consider how we are going to do revisions for all courses affected and determine if we can do a blanket change adding recommended language for all of the courses at one time. This has not been done before and may require some feedback from the Chancellor’s Office on the process. Scott will find out if this can be done all at once. Jessica will provide some suggested language to review at the next committee meeting and to take a vote. This will be an action item at the next meeting.</p> <p>Discussion Communication System for Programs The person sending something back will send an email notification to faculty to check their inbox for the send back. This process will be an action item for the next meeting.</p> <p>Discussion eLumen Training-Programs (3:30 p.m.) Program training was provided by Megan Belvins of eLumen. This training was recorded and will be posted on the AP&P web page, under training.</p>
<p>V. Reports</p> <ul style="list-style-type: none"> - Addendum - Fall 2023 Revision Cycle - Training Schedule 		<p>Reports: Addendum - Fall 2023 Revision Cycle The Addendum was provided in the packet and posted on the website. It includes courses and programs that are due for revision in Fall 2023. It is about 85% complete as there are still programs in the process of being reconciled.</p> <p>Training Schedule: Representatives are required to provide at least 2 hours of training per semester as stated in the AP&P Handbook, pg. 8, “...on the use of eLumen for program and course revision and development.” The proposed training schedule is included with the Addendum link and in the packet.</p>



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<p>VI. Action</p> <ul style="list-style-type: none"> - eLumen Workflows - adding new stage for counselor's review - Membership - officially adding up to two representatives/division 	<p>Scott Lee</p>	<p>Action: eLumen Workflows - adding new stage for counselor's review Motion to approve Motion seconded Motion Approved</p> <p>Membership - officially adding up to two representatives/division Motion to approve Motion seconded Question - this may affect representation with changes that are coming up. Every division has at least 2 representatives with the exception of Athletics and Kinesiology. We may need to revisit this in the fall. Heidi Williams is willing to remain on the committee for spring and fall. Dr. Richie Hao and Heidi will confirm their status at the next meeting. Motion approved.</p>
<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> <i>*Effective 5/2019 all program revisions will be substantial.</i></p> <p><i>New Program Development</i> None</p> <p><i>Program Discontinuance</i> None</p>	<p>Scott Lee</p>	<p>N/A</p>
<p>VI. Closing Comments</p>	<p>Scott Lee</p>	<p>Workflows will be open on 3/1/22. Please let your faculty know. Contact Debbie Lindsey to schedule a time to provide training/support to faculty who need help.</p>



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		Motion to adjourn at 4:48pm Motion seconded Motion approved
NEXT MEETING DATE: March 24, 2022		