

AP&P Minutes

Thursday, February 13, 2020
BE 320
3:00 pm – 5:30 pm

Type of Meeting: *Regular*

Note Taker: *Cheyenne Odenthal*

Please Review/Bring: The past minutes for accuracy.

Committee Members:

*Dr. Les Uhazy, Co-chair**

*Kathryn Mitchell, Co-chair**

*Jeffrie Ahmad, Faculty Division Rep **

*Dr. Ronald Chapman, Faculty Division Rep**

*Dr. Jessica Eaton, Articulation Officer**

*Luis Echeverria, Faculty Division Rep**

*Dr. Ibrahim Ganley, Faculty Division Rep**

*Gabrielle Poorman, Adjunct Rep**

*Dr. Richie Neil Hao, Faculty Division Rep**

*Michael Hutchison, Faculty Division Rep**

*Dr. Scott Lee, Faculty Division Rep/Librarian/DE Liaison**

*Cynthia Littlefield, Faculty Division Rep**

*Dr. Mark McGovern, Faculty Division Rep**

*Richard Biritwum, Faculty Division Rep**

*LaDonna Trimble, Student Services Dean**

*James Dorn, Faculty Division Rep**

*Dr. Ariel Tumbaga – proxy for Terry Rezek **

Committee Members not in attendance:

Riley Dwyer, Academic Dean

Timothy Sturm, Faculty Division Rep

Peachie Kilayko, Faculty Division Rep

Items	Person	Action
I. Opening comments from the Co-chair	<i>Kathryn Mitchell</i>	Kathryn made a motion to amend the Agenda by adding the Outcomes procedure to the action items
II. Minutes 12/03/19	<i>All</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u> Motion made to approve minutes from 12/3/2019 Motion seconded Motion carried</p> <p><u>Follow Up Items:</u></p>
III. Informational Item - Meeting schedule: 2/27/20, 3/12/20, 3/26/20, 4/9/20, 4/23/20, 5/14/20 - Fall 2020 Course/Program Revision List	<i>Kathryn Mitchell</i>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u> The Fall 2020 revision list needs to be reviewed by AP&P reps and their divisions to confirm that the list is</p>

<ul style="list-style-type: none"> - eLumen Timeline 		<p>accurate. This item will be moved to report on February 27, 2020 meeting.</p> <p>eLumen training will be conducted throughout the semester. An elumen trianing will be conducted for the AP&P during a scheduled meeting.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> - Handbook Revision Work Groups - BPs/APs - New Outcomes procedure 	<p><i>Kathryn Mitchell</i></p>	<p><u>Issues Discussed:</u> Handbook revisions work groups will be reviewing the pages assigned to the individual groups.</p> <p>Committee Group 1: Dr. Ronald Chapman, Dr. Scott lee, Dr. Mark McGovern Committee Group 2: Micheal Hutchinson, Dr. Jessica Eaton, Luis <i>Echeverria</i>, Gabrielle Poorman Committee Group 3: James Dorn and Cynthia Littlefield Committee Group 4: Dr. Ibrahim Ganley and Joe Owens</p> <p>BPs/Aps If there are no questions or concerns regarding these, they will be moved as an action item for the February 27 2020 meeting.</p> <p>New Outcomes procedure: Kathryn proposed to the Outcomes committee, that the membership of the AP&P committee be changed by adding to representatives from the Outcomes Committee. These positions would be similar to the role of Tech Review Committee. The only items that will go to the entire Outcomes Committee will be new program developments and new course developments. If this item is approved a memo will be sent to the Academic senate reflecting this proposal.</p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>V. Report</p> <ul style="list-style-type: none"> - Courses and programs approved by AP&P in Fall 2019 	<p><i>Cheyenne Odenthal</i></p>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u></p>

		<u>Follow Up Items:</u>
<p>VI. Action</p> <p><i>Corporate and Community Education</i> CCBA Certification Training – Online Certified Credit Counselor – Online Certified Global Business Professional – Online Financial Literacy – renewal of previously approved course How to design, Mass Produce & Manufacture Tiny housing in Steel for the Low Income middle and Homeless Populations Physical Therapy Aide Program Veterinary Assistant Program</p> <p><i>Non Substantial Course Revision:</i> ABDY 112 Basic Auto Body Repair ABDY 113 Basic Auto Body Repair ABDY 115 Basic Auto Body Repair ABDY 122 Basic Automotive Refinishing ABDY 123 Automotive Refinishing ABDY 125 Basic Automotive Refinishing ABDY 213 Advanced Automotive Collision ABDY 215 Advanced Automotive Collision ABDY 222 Advanced Automotive Refinishing I ABDY 223 Advanced Automotive Refinishing II ABDY 225 Advanced Automotive Refinishing ACRV 112 Basic Refrigeration Systems ACRV 113 Basic Refrigeration Controls ACRV 115 Basic Refrigeration Systems and Controls AGRI 102 Plant Pest Control KINF 150 beginning Soccer KINF 151 Intermediate Soccer PHIL 108 Philosophy of Religion</p> <p><i>New Course Development:</i></p>	<p><i>Kathryn Mitchell</i></p>	<p><u>Issues Discussed:</u></p> <p><u>Action Taken:</u> Motion to approve Corporate and Community Motion to approve Non Substantial course revisions Motion to approve Substantial Course revisions Motion to approve New Course developments Motion seconded ACRV 102 Refrigeration System Fundamentals tabled due to not being attached to program ACRV 198A tabled due to not being attached to program BIP 110 approved BIP 112 approved BIP 113 approved BIP 114 approved BIP 115 approved BIP 123 approved BIP 124 approved BIP 126 approved BIP 127 approved BIP 130 approved BIP 132 approved BIP 133 approved BIP 150 approved pending the change to prerequisites WELD 261 tabled until the revision of the program WELD 262 tabled until the revision of the program</p> <p>Motion to approved substantial course revisions Motion seconded AJ 203 approved OT 102 approved WELD 101 approved</p> <p>Motion to approve non substantial program revisions Motion seconded Motion AS-T Geology approved pending the addition of area D</p>

<p>ACRV 102 Refrigeration System Fundamentals ACRV 198A Ice machines BIP 110 Keyboarding I BIP 112 MS Excel I BIP 113 MS Access I BIP 114 MS PowerPoint I BIP 115 Practical Math for Business and Consumers BIP 123 MS Access II BIP 124 MS PowerPoint II BIP 126 Workplace Communication BIP 127 Introduction to Accounting BIP 130 Keyboarding III BIP 132 MS Excel III BIP 133 MS Access III BIP 150 Business Information Professional WELD 261 Pipe Welding I WELD 262 Pipe Welding II</p> <p><i>Substantial Course Revision:</i> AJ 203 Narcotics Control OT 102 Keyboarding II WELD 101 Welding Fundamentals</p> <p><i>Course Deactivation:</i> None</p> <p><i>Non Substantial Program Revision:</i> AS-T Geology AS Business Computer Information Science</p> <p><i>Substantial Program Revision:</i> AA-T History AA Commercial Music Cert Commercial Music Level I Cert Commercial Music Level II Cert Interpreter Training AS Interpreter Training AS Respiratory Care/Therapy</p>		<p>AS Business Computer Information Science</p> <p>Motion approve substantial program revisions Motion Seconded AA-T History approved AA Commercial Music approved Cert Commercial Music Level I approved pending completion of criteria B Cert Commercial Music Level II approved pending completion of criteria B Cert Interpreter Training tabled due to missing criteria B areas missing AS Interpreter Training tabled due to missing criteria B and general education AS Respiratory Care/Therapy approved</p> <p>Motion to approve the new Outcomes Procedure Motion Seconded Motion Approved</p> <p><u>Follow Up Items:</u></p>
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<p><i>New Program Development:</i> None</p> <p><i>Program Deactivation:</i> None</p> <p>New Outcomes Procedure</p>		
<p>NEXT MEETING DATE: 2/27/20</p>		