



Academic Policies & Procedures

AP&P Agenda		Thursday, October 13, 2022 3:00 pm – 5:30 pm via Zoom		
Type of Meeting: <i>Regular</i> Note Taker: <i>Debbie Lindsey</i> Please Review/Bring: The past minutes for accuracy.				
<i>Committee Members:</i>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <i>Dr. Scott Lee, Co-chair</i> <i>Dr. Howard Davis, Co-chair, 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>Wendy Stout, CTE Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Heidi Williams, LACA Representative</i> <i>Dr. Ariel Tumbaga, LACA Representative</i> <i>Gabby Poorman, SBS Representative</i> <i>David Harrison, SBS Representative</i> </td> <td style="width: 50%; border: none; vertical-align: top;"> <i>Cynthia Littlefield, AHUM Representative</i> <i>Glen Knowles, AHUM 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>Kathryn Mitchell, Administrative Position</i> <i>LaDonna Trimble, Administrative Position</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Oswaldo Gavidia, Student Representative</i> </td> </tr> </table>			<i>Dr. Scott Lee, Co-chair</i> <i>Dr. Howard Davis, Co-chair, 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>Wendy Stout, CTE Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Heidi Williams, LACA Representative</i> <i>Dr. Ariel Tumbaga, LACA Representative</i> <i>Gabby Poorman, SBS Representative</i> <i>David Harrison, SBS Representative</i>	<i>Cynthia Littlefield, AHUM Representative</i> <i>Glen Knowles, AHUM 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>Kathryn Mitchell, Administrative Position</i> <i>LaDonna Trimble, Administrative Position</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Oswaldo Gavidia, Student Representative</i>
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<i>*Absent</i>				
Items	Person	Action		
I. Opening comments from the Co-chair	<i>Scott Lee</i>			
II. Minutes 09/22/2022	<i>All</i>			
III. Informational Item - Meeting schedule: 10/27/22, 11/10/22, 1/26/23, 2/9/23, 2/23/23, 3/23/23, 4/13/23, 4/27/23	<i>Scott Lee</i>			
IV. Discussion - Credit for Prior Learning - Honors Courses - Math 102 Deactivation impact - Faculty Communication e-Newsletter	<i>Scott Lee</i> <i>Sam Darby</i>			
V. Reports				
VI. Action - ADT Guide - SLO requirement	<i>Scott Lee</i>			



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<p><i>New Course Developments</i></p> <p>ETHN 101 Introduction to Ethnic Studies MATH 030 Support Course for MATH 130 VN 122 Vocational Nursing in the Child-Bearing Family and Pediatric Patient</p> <p><i>Substantial course revisions</i></p> <p>BIOL 110 General Molecular Cell Biology BIOL 120 General Organismal, Ecological and Evolutionary Biology MOA 110 Beginning Medical Office Assisting MOA 111 Advanced Medical Office Assisting MUSC 133 Studio Music Production I MUSC 134 Studio Music Production II NS 205A Transition to Professional Nursing PHIL 101 Fundamental Reasoning Skills PHIL 108 Philosophy of Religion PSY 201 Introduction to Physiological Psychology PSY 244 Introduction to Counseling</p> <p><i>Non-substantial course revisions</i></p> <p>ELEC 140 Commercial & Industrial Wiring & Cabling ELEC 160 Fundamentals of Motor Control ELEC 250 Electricians Journeyman Review HE 101 Health Education HE 120 Stress Management IATH 102 Pre-Season Sport Conditioning MUSC 102 History of Jazz MUSC 103 History of Rock 'n Roll MUSC 112 Commercial Music Theory MUSC 113 Popular Song Writing MUSC 141 Concert Management MUSC 142 Musical Theatre Workshop MUSC 143A Live Sound I MUSC 143B Live Sound II RADT 101 Introduction to Radiologic Technology RADT 102 Patient Care in Radiology RADT 103 Radiographic Positioning and Procedures I RADT 107 Radiographic Positioning and Procedures II RADT 108 Advanced Principles of Exposure RADT 109 Radiation Physics RADT 201 Radiographic Clinical Practicum III RADT 204 Principles and Applications of Cross-Sectional Anatomy in Imaging RADT 207 Advanced Radiographic Procedures RADT 208 Radiographic Certification Preparation</p>	<p>Scott Lee</p>	
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<p><i>Course Deactivations</i></p> <p>CIS 101 Introduction to Computer Information Science CIS 111 Introduction to Programming & Algorithms CIS 113 Data Structures CIS 121 Computer Mathematics CIS 123 Assembly Language and Computer Architecture CIS 161 Introduction to C Programming CIS 173 Introduction to C++ Programming CIS 174 Introduction to C# Programming CIS 175 Advanced Java Programming CIS 177 Introduction to Python Programming CIS 199 Work Experience ENGR 115 Basic Engineering Drawing ENGR 215 Dynamics OT 150 Basic Principles of Coding for the Medical Office OT 152 Beginning Medical Insurance OT 205 Medical Office Procedures</p> <p><i>New Program Development</i></p> <p>None</p> <p><i>Program revisions</i></p> <p>None</p> <p><i>Program Deactivations</i></p> <p>Communication Studies AA-T Engineering Technology AS Engineering Technology Cert</p>		
VI. Closing Comments	<i>Scott Lee</i>	
NEXT MEETING DATE: October 27, 2022		



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AP&P Minutes	Thursday, September 22, 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>Dr. Howard Davis, Co-chair, 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>Wendy Stout, CTE Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Heidi Williams, LACA Representative</i> <i>Dr. Ariel Tumbaga, LACA Representative</i> <i>Gabby Poorman, SBS Representative</i> <i>David Harrison, SBS Representative</i></p>	<p><i>Cynthia Littlefield, AHUM Representative/proxy-Jonet Leighton</i> <i>Glen Knowles, AHUM 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>Kathryn Mitchell, Administrative Position</i> <i>LaDonna Trimble, Administrative Position</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Oswaldo Gavidia, Student Representative</i></p>
<p><i>Guests: Nate Dillon, Rashitta Brown-Elize, Richard Biritwum</i></p>	

**Absent*

Items	Person	Action
<p>I. Opening comments from the Co-chair</p>	<p><i>Dr. Scott Lee</i></p>	<p>The meeting was called to order at 3:02 p.m. Dr. Lee will continue to send reminders out to the committee for workflows at Stage 4 - Tech Review. He reminded everyone to promptly review their inbox and approve/send back as appropriate to move the workflows forward for the agenda.</p> <p>Howard Davis recognized the work of the Tech Review Committee. They had their first meeting last week. Having the Tech Review team meet together to look at the curriculum is a more effective, robust review. He thanked everyone for their work.</p> <p>In accordance with the Brown Act, Dr. Lee opened the meeting up for comments:</p> <p>Dr. Eaton shared the <i>Assist.org</i> website and showed courses that were approved and denied transferability. Those denied will receive an email from Dr. Eaton.</p> <p>She and Darcy Weiwall will be happy to meet with faculty to improve the application process for the honors program and are willing to resubmit them.</p>



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		<p>Those denied approval cannot be submitted this December. At this point, there is no possibility for IGETC in the GE Path for 2023. Any updates will go through the cycle. They will need to be re-submitted by the final date, which is by the last AP&P meeting in the Spring.</p> <p>Honors content was not delineated as required for approval. In order to avoid confusing students, the courses that were denied will not be added to the catalog. However, the Honors TAP Certified Program, which is recognized by UCLA, will continue as status quo.</p> <p>LaDonna Trimble asked if credit will apply for students taking honors classes that don't want to go through TAP if they are submitted by May? Dr. Eaton responded that right now, the denied courses do not have approval to count for honors credit and will not have it by May 2023.</p> <p>Dr. Lee recommended that faculty reach out to Dr. Eaton with questions.</p>
<p>II. Minutes 09/08/2022</p>	<p><i>All</i></p>	<p>Motion to approve 9/08/22 Minutes Motion seconded Motion approved. Abstained: Jonet Leighton</p>
<p>III. Informational Item</p> <ul style="list-style-type: none"> - Meeting schedule: 10/13/22, 10/27/22, 11/10/22, 1/26/23, 2/9/23, 2/23/23, 3/23/23, 4/13/23, 4/27/23 	<p><i>Dr. Scott Lee</i></p>	<p>The next meeting is on 10/13/22. There will be three weeks between meetings.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> - Goals <ul style="list-style-type: none"> - Work Experience - ADT Guide - SLO approval <ul style="list-style-type: none"> - Requirement for all courses and labs to have SLOs 	<p><i>Dr. Scott Lee</i></p>	<p><u>Issues Discussed</u></p>



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		<p>Goals: <u>Work Experience</u> LaDonna Trimble commented that they are in the process right now of building a program to support employment for students with occupational work experience. Students need to be employed in that field of study or major. There will be more to come from the academic side of the house regarding this topic.</p> <p>Sam Darby commented that we need to work on how to set up the courses. She suggested having one course for work experience and to set the standard for all disciplines.</p> <p>Dr. Eaton said that when work experience comes to transfer (and it says in the catalog that it is transferable, but it's not in Assist.org), how will it be transcribed? AD-Ts don't require work experience units, so it seems best to keep it as an in-house AVC only course.</p> <p>A workgroup was formed to address these issues, which will include Dr. Eaton, Kathryn Mitchell, LaDonna Trimble, Travis Lee, and Nate Dillon.</p> <p><u>ADT Guide</u> This guide was completed by Sam Darby. She will distribute it to the departments for review and is asking for feedback.</p> <p><u>Follow up Item:</u> This will be an action item at the 10/13 meeting.</p> <p>SLO approval: Requirement for all courses and labs to have SLOs. Dr. Lee shared a statement sent by the Outcomes Committee. He requested that the committee share the recommendation and get feedback to see if it should become an official rule.</p> <p><u>Follow up item:</u> This will be an action item at the next meeting on 10/13/22.</p>
<p>V. Reports - Last Term Offered</p>		<p>Sam Darby shared a report on Last Term Offered. She is planning on sharing this document every fall. Anything that hasn't been taught in over two</p>



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		<p>years needs to be reviewed to see if it's time to discontinue or deactivate the course. She is happy to share this document upon request.</p> <p>Kathryn Mitchell commented that if it hasn't been offered in three years, we are supposed to remove the course through the deactivation process.</p> <p>Blanks highlighted in yellow are courses that were not active, were dropped, or taught in Independent Study only.</p>
<p>VI. Action</p> <ul style="list-style-type: none"> - Credit By Exam list 	<p>Dr. Scott Lee</p>	<p><u>Credit by Exam</u></p> <p>Request to add courses to the Credit by Exam List</p> <p>Motion to approve changes to this list</p> <p>Motion second</p> <p>Courses in yellow are requesting to be added to the credit by exam list for the Music Department.</p> <p>Motion approved</p>
<p><i>New Course Developments</i></p> <p>BIP 151 Basic Principles of Coding for the Medical Office</p> <p>BIP 152 Beginning Medical Insurance</p> <p>BIP 205 Medical Office Procedures</p> <p>DA 101H Dance Appreciation Honors</p> <p>ETHN 102 Introduction to Latinx/Chicanx Studies</p> <p>KINF 170 Beginning Walking for Fitness</p> <p>KINF 171 Intermediate Walking for Fitness</p> <p>KINF 172 Beginning Jogging for Fitness</p> <p><i>Course Deactivations</i></p> <p>ENGR 220 Strength of Materials</p> <p>MUSC 160A Marching Arts Pedagogy & Design I: Organization</p> <p>MUSC 160B Marching Arts Pedagogy & Design II: Instrumental</p> <p>MUSC 170B Marching Percussion Sectional</p> <p><i>Non-substantial course revisions</i></p> <p>KINF 100 Adaptive Physical Education</p> <p>KINF 116 Intermediate Fast-Pitch Softball</p> <p>KINF 130 Physical Conditioning</p> <p>KINF 151 Intermediate Soccer</p> <p>KINF 160 Beginning Tennis</p> <p>KINF 190 Beginning Swimming for Non-swimmers</p> <p>KINF 194 Intermediate Water Aerobics</p> <p>KINF 195 Beginning Fitness Swimming</p> <p>KINF 196 Intermediate Fitness Swimming</p> <p>KINF 215 Advanced Fast-Pitch Softball</p>	<p>Dr. Scott Lee</p>	<p><i>New Course Developments</i></p> <p>Motion to approve:</p> <p>BIP 151</p> <p>Motion second</p> <p>Abstained: Ariel Tumbaga</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>BIP 152 Motion second</p> <p>Motion second</p> <p>Abstained: Ariel Tumbaga</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>BIP 205</p> <p>Motion second</p> <p>Robyn Serrano questioned the transferability status. It is CSU in the catalog description, but under the course development options it says non transferable.</p> <p>Dr. Eaton approved the change to transferable CSU only.</p> <p>Abstained: Ariel Tumbaga</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>DA 101H</p> <p>Robyn Serrano commented that the description says only CSU, AVC. It is pending transferability for UC, which will be added to catalog description upon approval.</p>



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<p>KINF 240 Advanced Golf KINF 260 Advanced Tennis KINF 293 Advanced Water Aerobics KINT 103 Officiating - Baseball, Softball, Track and Field KINT 104 Sports Appreciation MUS 153B Musicianship II MUSC 173 Beginning Jazz Ensemble MUSC 175A Rock Band A MUSC 175B Rock Band B MUSC 175C Rock Band C MUSC 220A Commercial Music Ensemble A MUSC 220B Commercial Music Ensemble B MUSC 220C Commercial Music Ensemble C MUSC 225 Commercial Music Ensemble: Special Project MUSC 233 Studio Music Production III MUSC 273 Intermediate Jazz Ensemble MUSC 274 Advanced Jazz Ensemble PHYS 102 Introductory Physics RADT 104 Radiographic Principles I RADT 202 Radiographic Pathology RADT 203 Fluoroscopic Imaging and Radiation Protection RADT 210 Principles of Venipuncture for Radiology</p>		<p>Motion second Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: ETHN 102 Kathryn Mitchell recommended a change of the advisory from ENGL 101C to ENGL 101. Nate Dillon approved the change. Robyn Serrano commented that it is pending transferability for UC & CSU, which will be added to the catalog description upon approval. Motion second Abstained: Ariel Tumbaga Motion approved pending completion of Curriculum Map.</p> <p>Motion to approve: KINF 170 Motion second Robyn Serrano questioned if it is okay to not have a textbook? It was confirmed to be okay as it is a Lab. Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: KINF 171 Motion second Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: KINF 172 Motion second Abstained: Ariel Tumbaga Motion approved</p> <p>Course Deactivations Motion to approve: ENGR 220 MUSC 160A MUSC 160B MUSC 170B Abstained: Ariel Tumbaga Motion approved</p>
<p><i>Substantial course revisions</i> MOA 110 Beginning Medical Office Assisting MOA 111 Advanced Medical Office Assisting MUS 153A Musicianship I PSY 212 Human Sexuality PSY 301 Organizational Behavioral Psychology RCP 101 Fundamentals of Respiratory Care RCP 103 Concepts in Respiratory Care THA 102 Introduction to Stagecraft</p> <p><i>Program revisions</i> Alcohol and Other Drug Studies (AODS)</p> <p><i>New Program Development</i> Engineering Fundamentals Human Services</p> <p><i>Program Deactivations</i></p>		



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Clinical Medical Assist Cert
Clinical Medical Assistant AS
Computer Science AS-T
Computer Software Developer AS

Non-substantial course revisions

Motion to approve:

KINF 100

KINF 116

KINF 130

KINF 151

KINF 160

KINF 190

KINF 194

KINF 195

KINF 196

KINF 215

KINF 240

KINF 260

KINF 293

KINT 103

KINT 104

MUS 153B

MUSC 173

MUSC 175A

MUSC 175B

MUSC 175C

MUSC 220A

MUSC 220B

MUSC 220C

MUSC 225

MUSC 233

MUSC 273

MUSC 274

PHYS 102

RADT 104

RADT 202

RADT 203

RADT 210

Motion Second

Abstained: Ariel Tumbaga

Motion approved

Substantial course revisions

Motion to approve:

MOA 110

Motion Second

Abstained: Ariel Tumbaga



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	<p>Robyn Serrano questioned: Is this Emergency Distance Ed only? Wendy Stout was not available to comment.</p> <p>Motion Tabled <i>Wendy Stout later confirmed this to be correct.</i></p> <p>Motion to approve: MOA 111 Motion Second Abstained: Ariel Tumbaga Kyle Jacobson had questions on units and hours. Are they supposed to be 180 hours? It says 160 on the COR. Robyn Serrano questioned if this is Emergency Distance Ed only? Wendy Stout was not available to confirm. Approval withdrawn Motion tabled <i>Wendy Stout later confirmed that Emergency Distance Ed Only is correct. She will review units and hours with Kyle Jacobson for accuracy.</i></p> <p>Motion to approve: MUS 153A Motion Second Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: PSY 212 Motion Second Robyn Serrano commented that C-ID is in the catalog description, but not in the course development. Dr. Eaton confirmed that the C-ID is correct. It was added to the course development. Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: PSY 301 Motion Second Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: RCP 101 Motion Second</p>
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	<p>Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: RCP 103 Motion Second Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: THA 102 Motion Second Robyn Serrano questioned if this is Emergency DE only? It was confirmed by Jonet Leighton as correct. Abstained: Ariel Tumbaga Motion approved</p> <p>Program revisions Motion to approve: Alcohol and Other Drug Studies (AODS) Motion Second Abstained: Ariel Tumbaga Motion approved</p> <p>New Program Development Motion to approve: Engineering Fundamentals The credit range was blank on the cover. It was corrected to 25-28 units. Motion Second Abstained: Ariel Tumbaga Motion approved</p> <p>Motion to approve: Human Services It was reviewed in eLumen in June. The TMC was not completed. Can this be completed after the meeting to submit to COCI? Sam Darby reminded everyone that the AVC website, AP&P Resources page has a link to the TMC form. Motion Second Abstained: Ariel Tumbaga Comment: Program is pending completion of the approved TMC. Gabby Poorman will work with Duane Rumsey and Counseling to complete it.</p>
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		<p>Motion Tabled</p> <p><i>Program Deactivations</i> Motion to approve: Clinical Medical Assist Cert Clinical Medical Assistant AS Computer Science AS-T Computer Software Developer AS Motion Second Comment: The only program going through is Computer Science AS-T. It is updating from CIS to CS and will be brought back for approval with updated courses. Abstained: Ariel Tumbaga Motion approved</p>
VI. Closing Comments	<i>Dr. Scott Lee</i>	<p>James Dorn volunteered for the DE Liaison role. This role is responsible for approving the DE addendums on the CORS and is the communications point between AP&P and DETC. Dr. Lee reminded everyone to communicate to faculty that the deadline to submit workflows is 9/30/22. Please be sure all faculty are aware. Motion to adjourn meeting at 4:25 p.m. Motion seconded Motion approved</p>
NEXT MEETING DATE: October 13, 2022		



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Associate Degree for Transfer Guide

Step 1:

Faculty need to visit the Chancellor's Office [site](#) for any updated Transfer Model Curriculum Templates (TMC).

Step 2:

Complete the TMC, review accuracy with a Counselor.

Step 3:

Submit eLumen workflow to include the required language per the PCAH (below), and to match the courses precisely the TMC.

All courses must have an articulation agreement (CI-D, Assist documentation, etc.)

The Recommended Plan of Study cannot exceed 60 units.

Step 4:

Request for approval submitted to the AP&P, Senate, and Board. After Board approval, all the documentation is submitted to the Chancellor's office for approval. The review window is approximately 60+ days. Final approval does not occur until the Chancellor's office approves.

Required Template:

The Associate in _____ degree meets the requirements of SB 1440 for Associate Degrees for Transfer (ADT). These degrees are intended to make it easier for students to transfer to California State University campuses but do not exclude admittance to other colleges or universities.

To earn an Associate in _____ degree a student must complete the following:

(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental GE Transfer Curriculum (IGETC) or the California State University GE-Breadth Requirements (CSU GE-Breadth).

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0.

ADTs include both Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer



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(AS-T) degrees. The law authorizing these degrees also requires that students must earn a “C” or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is also an acceptable grade for courses in the major if the course is taken on a Pass/No Pass basis.

Chancellor’s Office Program and Course Approval Handbook (PCAH)

Criteria for Approval

ADTs must meet the following criteria for approval:

- Submission includes all required documentation:
 - Program Narrative,
 - Completed Chancellor’s Office Template,
 - C-ID or ASSIST Articulation Information, as required by the TMC, and
 - COR for all courses included in major or area of emphasis.
- Degree meets all standards as listed above. Verification of meeting these standards is conducted through review of required documentation.
- Degree is submitted with program goal of “Transfer.”

Program Narrative

Only the Program Goals and Objectives and Catalog Description items are required for the Narrative. The catalog description must reflect the following:

- Completion of 60 semester units or 90 quarter units of degree-applicable courses,
- Minimum overall grade point average of 2.0,
- Minimum grade of “C” (or “P”) for each course in the major, and
- Completion of IGETC and/or CSU GE-Breadth.

Submission of a COR is required for each course specified in the major. All ADT degrees are submitted with “Transfer” as the program goal.

For additional information, see the **Chancellor’s Office Program and Course Approval Handbook (PCAH), 7th Edition, October 2019**

Tuesday, September 13, 2022

Dear AP&P Committee:

On Monday, September 12, 2022, the Outcomes Committee voted and approved a recommendation to AP&P that all courses and labs are required to have SLOs for approval. We recognize that Work Experience classes have been an exception to this practice; the committee will work diligently to provide proper SLO language and training to faculty who need to revise/write these courses so they are in compliance with the new recommendation (pending your approval) and/or the new Work Experience format as being discussed by your committee. Thank you for time and consideration!

Gary Heaton-Smith
Outcomes Committee Faculty Co-Chair