



AP&P Minutes

Thursday, September 24, 2015
BE 324
3:00 – 5:30pm

Type of Meeting: *Regular*
Note Taker: *Melissa Jauregui, Academic Affairs Specialist*
Please Review/Bring: The past minutes for accuracy.

Committee Members:

- Jeffrie Ahmad, Faculty Division Rep, present
- Luis Echeverria, Faculty Division Rep, present
- Ibrahim Ganley, Faculty Division Rep, present
- Tooraj Gordi, Faculty Division Rep, present
- Lee Grishman, Articulation Officer, present
- Lisa Karlstein, Faculty Division Rep, present
- Scott Lee, Faculty Division Rep/Librarian/DE Liaison, present
- Cynthia Lehman, Faculty Division Rep, proxy present Matthew Jaffe
- Cynthia Littlefield, Faculty Division Rep, present
- Mark McGovern, Faculty Division Rep, present
- Rick Motawakel, Faculty Division Rep, present
- Tom O’Neil, Technical Education Dean, present
- Tim Sturm, Faculty Division Rep, present
- Bonnie Suderman, Co-chair, present
- Deborah Sullivan-Ford, Faculty Division Rep, present
- Mary Rose Toll, Faculty Division Rep, absent
- LaDonna Trimble , Student Services Dean, present
- Les Uhazy, Academic Dean, present
- Darcy Wiewall, Co-chair, present

Guests Present:

- Maria Clinton
- Susan Lowry
- Cathy Overdorf
- Berkeley Price

Items	Person	Action
I. Opening Comments from the Co-chair	<i>Darcy/ Bonnie</i>	Dr. Darcy Wiewall welcomed the committee to the second meeting of the academic year.
II. Approval of Previous Minutes of 9/10/2015	All	<u>Issues Discussed:</u> Dr. Darcy Wiewall requested a motion to approve the 9/10/2015 meeting minutes. <u>Action Taken:</u> A motion was made and seconded to approve the minutes as presented. All members present approved with one abstention: Luis Echeverria as he was not present at that meeting. <u>Follow Up Items:</u> None
III. Informational Item	<i>Darcy</i>	<u>Issues Discussed:</u>



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		<p>Dr. Darcy Wiewall reviewed the agenda addendum. She reviewed those courses that are due this fall term for approval, those that need to be updated due to C-ID, and the status the TMCs. She reminded the committee members that they must send an email to her and Melissa Jauregui identifying their proxy even if it is the same person as last year.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> Division representatives were asked to continue to review courses moving though CurricUNET. Many courses are awaiting review and revision from the faculty, please have faculty make necessary edits and resubmit the courses.</p>
IV. Report – Approval Process	<i>Deborah</i>	<p><u>Issues Discussed:</u> Deborah Sullivan-Ford was present and reviewed the recommendations from the taskforce for the approval process. The taskforce felt it was necessary to remove any duplicate steps between the consultation phase and the approval step that followed. It was also suggested that the consultation phase be one week instead of two to shorten the approval process.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> This item will return to the next agenda for a formal approval</p>
V. Discussion Item – Distance Education form	<i>Darcy</i>	<p><u>Issues Discussed:</u> Dr. Darcy Wiewall indicated that an online form was created to collect the necessary information pertaining to our current and upcoming distance education (DE) course offerings. Melissa Jauregui created the form and will identify those courses that must be reviewed this fall since they are either being offered now or will be offered in spring. Once that list is known, it will be sent to all representatives so they may work with faculty in their area to complete the new DE form.</p> <p><u>Action Taken:</u> None.</p> <p><u>Follow Up Items:</u> A list of all courses that must be reviewed through this process will be provided to committee members by the next AP&P meeting.</p>
VI. Action Item – Committee Structure -Add Adjunct Position -Add Research Position -Make Articulation Officer a Voting Member	<i>All</i>	<p><u>Issues Discussed:</u> No additional discussion took place.</p> <p><u>Action Taken:</u> A motion was made and seconded to approve the changes to the committee structure. All members present approved the change.</p> <p><u>Follow Up Items:</u> None.</p>



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<p>VII. Action Item – Credit by Examination List</p>	<p>All</p>	<p>Issues Discussed: Representatives present were asked to report their division concerns with the credit by examination list. Several members indicated they were not able to discuss with faculty as a division meeting has not be held.</p> <p>Action Taken: None.</p> <p>Follow Up Items: This item will return to the next agenda for further review and approval. Once approved the credit by examination list will be sent to Dean Trimble and Dean Roggenstein for implementation.</p>
<p>VIII. Action Item – College Board AP Exams</p> <ul style="list-style-type: none"> • Environmental Science – BIOL 104 • Human Geography – GEOG 105 • Studio Art: 2-Dimensional Design, 3-Dimensional Design, and Drawing – ART 145 / 150 • Chinese Language and Culture – CHIN 101 / 102 	<p>All</p>	<p>Issues Discussed: Dr. Lee Grishman reminded the committee members of the list that appears in the current catalog and approving to add to that list will only help our students.</p> <p>Action Taken: A motion was made and seconded to approve the AP exams for Environmental Science and Human Geography. All members present approved the addition of these two AP exams.</p> <p>Follow Up Items: Studio Art and Chinese Language will appear on the next agenda for formal approval.</p>
<p>IX. Action Item – Mission Statement</p>	<p>All</p>	<p>Issues Discussed: No additional discussion took place.</p> <p>Action Taken: A motion was made and seconded to approve the changes to the mission statement. All members present approved the change.</p> <p>Follow Up Items: None.</p>
<p>X. Action Item – Course Approvals</p>	<p>All</p>	<p>Issues Discussed: The following courses were reviewed and discussed by the AP&P committee:</p> <ul style="list-style-type: none"> • New Course Development <ol style="list-style-type: none"> 1. MUS 105 (Online Only) • Non Substantial Course Revisions <ol style="list-style-type: none"> 1. AJ 205, Criminal Investigation 2. CA 132, Oracle SQL Database Management 3. CA 153, Windows Installation and System Support 4. CA 175, Administering Windows Server 5. DRFT 150, Intermediate 2-D AutoCAD 6. ELTE 101, Survey of Electronics 7. ELTE 110, Electronic Mathematics 8. ELTE 252, Introduction to Avionics 9. ELTE 254, Radio Telephone License 10. MOA 102, Advanced Medical Terminology 11. RADT 101, Introduction to RadiologicTechnology • Substantial course Revision <ol style="list-style-type: none"> 1. CFE 211, Health, Safety and Nutrition for the Young Child



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		<p>Action Taken: A motion was made and seconded to approve the courses listed above. All members present approved the courses.</p> <p>Follow Up Items: None.</p>
NEXT MEETING DATE: 10/8/2015		