



AP&P Minutes Draft	Thursday, September 14, 2023 3:00 pm – 5:30 pm T600-J
-------------------------------	---

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></p> <p><i>Dr. Kathy Bakhit, Co-chair, Vice President of Academic Affairs*</i></p> <p><i>Proxy-Nate Dillon (Z)</i></p> <p><i>Dr. Jessica Eaton, Articulation Officer* Proxy-Audrey Moore</i></p> <p><i>Tim Atkerson, AKIN Representative</i></p> <p><i>Travis Lee, CTE Representative</i></p> <p><i>Dr. Wendy Stout, CTE Representative</i></p> <p><i>James Dorn, MSE Representative*</i></p> <p><i>Dr. Jonathan Compton, MSE Representative</i></p> <p><i>Heidi Williams, LACA Representative</i></p> <p><i>Dr. Ariel Tumbaga, LACA Representative</i></p> <p><i>Gabby Poorman, SBS Representative/Tech Review</i></p> <p><i>David Harrison, SBS Representative</i></p> <p><i>Cynthia Littlefield, AHUM Representative</i></p> | <p><i>Lisa Karlstein, AHUM Representative*</i></p> <p><i>Vacant, Library Rep, Librarian</i></p> <p><i>Tamira Palmetto, Student Services, Counseling (Z)</i></p> <p><i>Tanya McGinnis, Student Services, Counseling</i></p> <p><i>Larry Veres, Adjunct Representative*</i></p> <p><i>Greg Bormann, Administrative Position*</i></p> <p><i>Kathryn Mitchell, Administrative Position*</i></p> <p><i>LaDonna Trimble, Administrative Position (Z)</i></p> <p><i>Dr. Cindy Hendrix, Tech Review (Z)</i></p> <p><i>Vacant, Outcomes Representative</i></p> <p><i>Vacant, Outcomes Representative</i></p> <p><i>Alan Fillion, Student Representative (Z)</i></p> <p><i>Bobby Bennett, Student Representative*</i></p> |
|--|---|

**Absent*

Guests: Carina Giorgi , Duane Rumsey , Jim Bowen, Amy Andrada, Riley Dwyer (Z)

Items	Person	Action
I. Opening comments from the Co-chairs	Scott Lee/Nate Dillon and Riley Dwyer for Kathy Bakhit	The meeting was called to order at 3:05p.m. Scott reported that the first Tech Review meeting worked out very well. He emphasized that it's important to be there for the meetings because errors can be fixed and any questions can be answered. There was a faculty member that was not at the meeting and their review was pushed back another two weeks. Scott will notify the faculty and the AP&P Representative before the meeting. Please be present. There was discussion about the time being difficult for some faculty to make. Scott will see if it can be pushed back to a later time.
II. Minutes 8/24/2023	All	Action Taken Motion to approve: Minutes for 8/24/23



Academic Policies & Procedures

		<p>Motion second Abstention: Audrey Moore Motion approved</p>
<p>III. Informational Item</p> <ul style="list-style-type: none"> - Meeting schedule: 9/28/23, 10/12/23, 10/26/23, 11/9/23, 11/30/23, 1/25/24, 2/8/24, 2/22/24, 3/14/24, 3/28/24, 4/11/24, 4/25/24 - Work Experience updates - AP&P Annual Training, Canvas - AB1111 Update - Courses/Programs reviewed by Tech Review Workgroup 	<p><i>Scott Lee</i></p>	<p>Informational Items</p> <p>Work Experience Updates: Scott said that we need people to write the Work Experience CORs, specific for their discipline. We will have to keep WE 199 because there are programs attached to it, which will not allow us to deactivate WE 199 this semester. We need to meet the requirements for legislation compliance. Everyone needs to revise their 199 courses as there are new requirements. The summary of changes were attached in the last agenda packet. For example, hours have changed; 54 hours now equal one unit. All substantial program changes for CTE now need to go through the Regional Consortium. Programs need to be revised this semester in order to be ready for Fall 2024, which will be difficult. Scott said that he is having an implementation issue to meet the deadline of September 30th. He will write something up and send it out next week regarding these changes. Please let faculty know that dramatic changes are coming.</p> <p>AP&P Annual Training, Canvas: Scott forgot to mention eLumen training in Canvas at the last meeting. Canvas has been updated to meet the changes that have taken place in eLumen. This will help everyone in AP&P to understand those changes. He encouraged everyone to review it. For additional information, they can also refer to the resource page on the website and the Technical Training section in Canvas. Please share this with other faculty. If you have questions, you can reach out to Scott or the Curriculum Specialists.</p> <p>AB1111 Update: There was a large meeting. The change is not coming in 2024. The plan is that the legislature will try to move it back to 2027, so expect that it will need to be implemented sometime between 2025 and 2027.</p>



Academic Policies & Procedures

		<p>Courses/Programs reviewed by Tech Review Workgroup: The Tech Review Workgroup met. Scott sent a memo with a list of courses and programs that were reviewed. The workgroup is now requesting and recommending that the AP&P Committee approve the courses/programs that were reviewed on the list.</p>
<p>IV. Discussion</p> <ul style="list-style-type: none"> - Committee Goals - Cyclical Review <ul style="list-style-type: none"> - Credit by Exam - AP - CLEP - IB (adding to catalog) 	<p><i>Scott Lee/ Jessica</i></p>	<p>Discussion</p> <p>Committee Goals: The goals were displayed for review: #1 is on track. #2 We need to figure out what works and what doesn't work and we will need to make changes as necessary. #3 We need to focus on Work Experience courses. This needs to be updated and is a priority. Scott asked if there was anything else to add. He will definitely change the wording on #3. Maybe goal #4 will be another handbook update will be needed based on changes from in the spring. He will send out the language to everyone and it will be an action item at the next meeting.</p> <p>Follow-up: #4 will be an action item on the next agenda.</p> <p>Cyclical Review: AP, CLEP, and IB information is attached to the agenda. Please review and discuss these with faculty to see if there is anything that needs to be removed or added. Please make this a conversation at your division meeting. This will be brought back at the next meeting.</p> <p>Follow-up: This will be an action item on the next agenda.</p>
<p>V. Reports</p> <ul style="list-style-type: none"> - C-ID Courses - UC TCA Courses - Local GE approved courses 2023-24 		<p>Reports C-ID Courses, UC TCA Courses, and Local GE approved courses for 2023-2024 have been tabled until the next meeting.</p>
<p>VI. Catalog</p> <ul style="list-style-type: none"> - 		<p>Catalog Noncredit - Robyn Serrano reported that we did a quick fix to get the catalog finalized. The quick fix was putting "Noncredit" in the title of the program. However, we are thinking about how this will be represented in the long term. Please</p>



Academic Policies & Procedures

		<p>brainstorm and discuss with faculty on ideas of how it would best be listed in the catalog. Currently, Advanced ESL shows zero hours, which is how it was done in the past. There are different solutions to consider, such as showing the hours for noncredit.</p>
--	--	--



Academic Policies & Procedures

<p>VII. Action</p> <ul style="list-style-type: none"> - Non credit course numbering - 23-24 AP&P Handbook - Outcomes Review Process <ul style="list-style-type: none"> - Add Gary Heaton-Smith and Paul Taglianetti in eLumen role - Outcomes no longer on committee - Change name of <i>Tech Review Sub-Committee</i> to <i>Tech Review Workgroup</i> <p><i>New Course Development - Noncredit</i></p> <p>MUSC 170NC Marching Ensemble (non-credit) NS 300L Skills Lab 300L</p> <p><i>Substantial Course Revision</i></p> <p>CA 103 Introduction to Computer and Digital Technology CA 107 Microcomputer Hardware and Software Support CA 131 Relational Database Management and Design CA 132 Oracle SQL Database Management CA 151 Microcomputer Operating System CA 157 Introduction to Linux CA 159 SUSE Linux Server Administration CA 165 Digital Forensics Fundamentals CA 166 Cloud Security Fundamentals CA 170 Virtualization and Cloud Essentials CA 171 Introduction to Networking CA 175 Administering Windows Server CA 176 Windows Server Networking CA 179 Cybersecurity Operations-CCNA -Cyberops CA 182 Network Security CA 183 Security Countermeasures CA 185 Network Security - Firewalls and VPNs CA 221 Computer Concepts & Applications in Business PSY 102 Introduction to Alcohol and Other Drug Studies PSY 103 The Physiology and Pharmacology of Psychoactive Drugs PSY 104 Prevention, Intervention, and Education PSY 105 Group Leadership and Process PSY 106 Case Management, Law and Ethics PSY 107 Chemical Dependency Family Counseling</p>	<p>Scott Lee</p>	<p>Action Items:</p> <p>Motion to approve: Noncredit course numbering Motion second This was discussed at the last meeting on how to approach grouping the noncredit courses. Scott recommends using 900 numbers for noncredit. The state is leaning toward four digit numbers, such as 9000. It would be an easier to transition from 900 to 9000. At some point, we will need to go through all of the courses to renumber them. Comment: Wendy Stout said that we already have some courses in place. Scott said that we will need to find out what the process will be for legacy courses. Comment: Heidi Williams said that she is currently working on a revision and asked if she can change the number now. Scott said that as long as it starts with 900, it will be fine to change now. Comment: Wendy Stout said she is currently working on a noncredit <i>Basic Life Support</i> program and she is not sure what discipline to set it up under. There is a wide variety of students that will need this. It used to be Community Ed. Scott said to be sure it's under something that you have the ability to develop courses under and not outside of your district. He said that it will not have an effect for AP&P, as long as it is within your discipline. Older course numbering will be discussed in the future. Scott will explore using "NC" after the course number. Motion approved</p> <p>Motion to approve: 2023-2024 AP&P Handbook Motion second Scott said that we will need to make additional changes in spring, as fall will have an effect on what needs to be updated. Motion approved</p> <p>Motion to approve: Outcomes Review Process Add Gary Heaton-Smith and Paul Taglianetti in the eLumen role.</p>
---	------------------	--



Academic Policies & Procedures

<p>PSY 108 Introduction to Psychological and Social Services</p> <p>PSY 109 Directed Field Experience I</p> <p>PSY 110 Directed Field Experience II</p> <p>SOC 105 The Mexican American in Contemporary Society</p> <p>SOC 112 American Social Issues: Problems and Challenges</p> <p>SOC 120 Drugs, Society and Human Behavior</p> <p><i>Non-substantial Revisions</i></p> <p>PHYS101 Introductory Physics</p> <p><i>Program Revisions</i></p> <p>Alcohol and Other Drug Studies (AODS)</p> <p>Computer Networking Cert</p> <p>Computer Networking Multi-Platform Cert</p> <p>IT Cybersecurity AS</p> <p>IT Cybersecurity Cert</p>		<p>Scott explained that the outcome reviewers will have access to eLumen to make the changes, but they will not be voting members of the AP&P Committee and will not need to attend the AP&P Committee meetings. They will just review the outcomes and either approve them or send them back for revision.</p> <p>Motion second</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>Outcomes Review Process</p> <p>Outcomes no longer on committee</p> <p>Motion second</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>Change name of <i>Tech Review Sub-Committee</i> to <i>Tech Review Workgroup</i></p> <p>This technology group works better without as much structure and more flexibility. For instance, we might be able to add somebody to the meeting the day before, if they have everything ready for review. This workgroup will not be held to the Brown Act, which is based on what they currently do at Moorpark College.</p> <p>Motion second</p> <p>Motion approved</p> <p><i>New Course Development - Noncredit</i></p> <p>Motion to approve:</p> <p>MUSC 170NC</p> <p>Motion second</p> <p>Comment: The course number will be changed to MUSC 970. Robyn made this change in eLumen.</p> <p>Motion approved</p> <p>Motion to approve:</p> <p>NS 300L</p> <p>Motion second</p> <p>Comment: The course number will be changed to NS 950L. Robyn made this change in eLumen.</p> <p>Motion approved</p> <p><i>Substantial Course Revision</i></p> <p>Motion to approve:</p> <p>CA 103</p>
---	--	---



Academic Policies & Procedures

		<p>Motion second Motion approved</p> <p>Motion to approve: CA 107 Motion second Comment: It was missing C-ID and course objectives were numbered by Robyn. Motion approved</p> <p>Motion to approve: CA 131 Motion second Course objectives were numbered Motion approved</p> <p>Motion to approve: CA 132 Motion second Motion approved</p> <p>Motion to approve: CA 151 Motion second Motion approved</p> <p>Motion to approve: CA 157 Motion second Motion approved</p> <p>Motion to approve: CA 159 Motion second Comment: Robyn added C-ID Motion approved</p> <p>Motion to approve: CA 165 Motion second Motion approved</p> <p>Motion to approve: CA 166 Motion second Motion approved</p>
--	--	---



Academic Policies & Procedures

		<p>Motion to approve: CA 170 Motion second Motion approved</p> <p>Motion to approve: CA 171 Motion second Comment: Robyn added C-ID Motion approved</p> <p>Motion to approve: CA 175 Motion second Motion approved</p> <p>Motion to approve: CA 176 Motion second Motion approved</p> <p>Motion to approve: CA 179 Motion second Motion approved</p> <p>Motion to approve: CA 182 Motion second Comment: Robyn said that the end of sentence for objective #14 was missing. She went back to Curricunet and sent it to Jimmie Bowen. It was added back by Robyn with his approval. Motion approved</p> <p>Motion to approve: CA 183 Motion second Comment: Robyn added C-ID Motion approved</p> <p>Motion to approve: CA 185 Motion second Motion approved</p>
--	--	--



Academic Policies & Procedures

		<p>Motion to approve: CA 221 Motion second Comment: Robyn added C-ID Motion approved</p> <p>Motion to approve: PSY 102 Motion second Motion approved</p> <p>Motion to approve: PSY 103 Motion second Motion approved</p> <p>Motion to approve: PSY 104 Motion second Motion approved</p> <p>Motion to approve: PSY 105 Motion second Motion approved</p> <p>Motion to approve: PSY 106 Motion second Motion approved</p> <p>Motion to approve: PSY 107 Motion second Motion approved</p> <p>Motion to approve: PSY 108 Motion second Motion approved</p> <p>Motion to approve: PSY 109 Motion second Motion approved</p>
--	--	--



Academic Policies & Procedures

	<p>Motion to approve: PSY 110 Motion second Motion approved</p> <p>Motion to approve: SOC 105 Motion second Motion approved</p> <p>Motion to approve: SOC 112 Motion second Motion approved</p> <p>Motion to approve: SOC 120 Motion second Motion approved</p> <p>Non-substantial Revisions Motion to approve non substantial courses: PHYS101 Motion second Motion approved</p> <p>Program Revisions Motion to approve: Alcohol and Other Drug Studies (AODS) Motion second Motion approved</p> <p>Scott and Duane thanked Gabby Poorman for all her work on the substantial revisions.</p> <p>Motion to approve: Computer Networking Cert Motion second Motion approved</p> <p>Motion to approve: Computer Networking Multi-Platform Cert Motion second Motion approved</p> <p>Motion to approve: IT Cybersecurity AS</p>
--	--



Academic Policies & Procedures

		<p>Motion second Comment: Wendy Stout asked if the abbreviation, "IT" is okay or if it needs to be written out in the title? Scott said that "IT" is an accepted abbreviation, so it is fine. Motion approved</p> <p>Motion to approve: IT Cybersecurity Cert Motion second Motion approved</p>
VIII. Closing Comments	<i>Scott Lee</i>	<p>Scott thanked everyone for their work and asked everyone to please be sure to let faculty know that there will be big changes coming through regarding Work Experience courses. Motion to adjourn: Motion approved Meeting concluded at 4:22p.m.</p>
NEXT MEETING DATE: September 28, 2023		