



# Academic Policies & Procedures

<b>AP&amp;P Minutes</b>		<b>Thursday, February 26, 2026 3:00 pm – 5:30 pm CH 302</b>
<p><b>Type of Meeting:</b> <i>Regular</i></p> <p><b>Note Taker:</b> Jamie MacMillan</p> <p><b>Please Review/Bring:</b> The past minutes for accuracy.</p>		
<i>Committee Members:</i>		
<p><i>Dr. Jonathan Compton, Co-chair</i>  <i>Kathryn Mitchell, Co-chair, Interim Vice President of Academic Affairs</i>  <i>Dr. Jessica Eaton, Articulation Officer</i>  <i>Tim Atkerson, AKIN Representative</i>  <i>Travis Lee, IAAT Representative</i>  <i>Alfred Brubaker, IAAT Representative</i>  <i>Darren Watters, HSS Representative</i>  <i>Vacant, HSS Representative</i>  <i>James Dorn, MSE Representative</i>  <i>Dr. Zia Nisani, MSE Representative</i>  <i>Heidi Williams, LACA Representative</i>  <i>Rhea Vichot, LACA Representative</i></p> <p><i>Guests: Lisa O’Leary, Ashley Chavez, Alberto Mendoza Gonzalez Larreynaga, Ashley Hawkins</i></p>		<p><i>Gabby Fenn, SBS Representative</i>  <i>Yadira Arellano, SBS Representative</i>  <i>Cynthia Littlefield, AHUM Representative</i>  <i>Carla Corona, AHUM Representative</i>  <i>Stephanie Orellana, Library Rep, Librarian</i>  <i>Tamira Palmetto, Student Services, Counseling</i>  <i>Tanya McGinnis, Student Services, Counseling*</i>  <i>Amaka Donn, Adjunct Representative</i>  <i>Dr. Wendy Stout, Administrative Position</i>  <i>Nate Dillon, Administrative Position</i>  <i>Dr. Windy Franklin-Martinez, Administrative Position</i>  <i>Vacant, Student Representative</i></p> <p style="text-align: right;"><i>*Absent</i></p>
Items	Person	Action
I. Call to Order	<i>Dr. Jonathan Compton/ Kathryn Mitchell</i>	The meeting was called to order at 3:10pm
II. Attendance – Roll Call	<i>Dr. Jonathan Compton/ Kathryn Mitchell</i>	
III. Opening Comments from the Public (3 minutes maximum)		
IV. Approval of the Agenda	<i>All</i>	<p><b><u>Action Taken</u></b>            Motion to Approve:            Amending Agenda to add 10/9/25 minutes and Medical Assisting AS            Motion Second            Motion Approved</p>





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<ul style="list-style-type: none"> <li>– Medical Assistant AS</li> </ul>		<p>Medical Assistant Certificate Motion Second Comments: Updated catalog description and recommended sequence Motion Approved</p> <p>Motion to Approve: Medical Assistant AS Motion Second Comments: Updated catalog description and recommended sequence Motion Approved</p>
<p>IX. Discussion</p> <ul style="list-style-type: none"> <li>– <a href="#">IDEAA in the COR</a></li> <li>– <a href="#">TOP to CIP transition</a> <ul style="list-style-type: none"> <li>○ CTE</li> <li>○ Noncredit</li> </ul> </li> <li>– Certificate – Veterans Aid</li> </ul>	<p><i>Dr. Jonathan Compton/ Kathryn Mitchell/ Dr. Norma Jones</i></p>	<p><b>IDEAA in the COR</b> – Norma Jones shared a “COR Checker” to aid in identifying IDEAA language in courses and programs. This tool is a pilot application. Only a small group will be asked to test it.</p> <p><b>TOP to CIP transition - CTE &amp; Noncredit:</b> Jonathan discussed the transition from TOP to CIP codes for CTE and Noncredit courses. These changes will need to be completed by December 31, 2026. Faculty will be contacted if changes need to be made to reflect any new CIP codes.</p> <p><b>Certificate – Veterans Aid:</b> Ashley Chavez shared a list of programs/certificates that will not be funded by the VA. To guarantee Veterans receive benefits while working toward their degrees, additional language will need to be added to catalog descriptions to comply with VA standards.</p>
<p>X. Reports</p> <ul style="list-style-type: none"> <li>–</li> </ul>	<p><i>Dr. Jonathan Compton</i></p>	
<p>XI. Catalog</p> <ul style="list-style-type: none"> <li>– Addendum</li> </ul>	<p><i>Robyn Serrano</i></p>	<p>The Spring addendum is almost ready to be published.</p>
<p>XII. Date of Next Meeting</p> <ul style="list-style-type: none"> <li>– 3/12/26, 3/26/26, 4/23/26, 5/14/26, 5/28/26</li> </ul>		
<p>XIII. Adjournment</p>	<p><i>Dr. Jonathan Compton/ Kathryn Mitchell</i></p>	<p>Motion to Adjourn: Motion Approved The meeting concluded at 4:18pm</p>
<p><b>NEXT MEETING DATE: March 12, 2026</b></p>		