



Academic Policies & Procedures

AP&P Minutes	Thursday, March 26, 2026 3:00 pm – 5:30 pm CH 302
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Type of Meeting: *Regular*

Note Taker: Jamie MacMillan

Please Review/Bring: The past minutes for accuracy.

Committee Members:

Dr. Jonathan Compton, Co-chair
Kathryn Mitchell, Co-chair, Interim Vice President of Academic Affairs
Dr. Jessica Eaton, Articulation Officer
Tim Atkerson, AKIN Representative
*Travis Lee, IAAT Representative**
Alfred Brubaker, IAAT Representative
Darren Watters, HSS Representative
Vacant, HSS Representative
James Dorn, MSE Representative
Dr. Zia Nisani, MSE Representative
Heidi Williams, LACA Representative
Rhea Vichot, LACA Representative

Gabby Fenn, SBS Representative
Yadira Arellano, SBS Representative
Cynthia Littlefield, AHUM Representative
Carla Corona, AHUM Representative
Stephanie Orellana, Library Rep, Librarian
Tamira Palmetto, Student Services, Counseling
Tanya McGinnis, Student Services, Counseling
Amaka Donn, Adjunct Representative
Dr. Wendy Stout, Administrative Position
Nate Dillon, Administrative Position
*Dr. Windy Franklin-Martinez, Administrative Position**

*Armando De La Torre, Student Representative**

**Absent*

Guests: Lisa O’Leary

Items	Person	Action
I. Call to Order	<i>Dr. Jonathan Compton/ Kathryn Mitchell</i>	The meeting was called to order at 3:03pm
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>	Action Taken Motion to Approve: Motion Second Motion Approved
V. Approval of the Minutes – 3/12/26	<i>All</i>	Action Taken Motion to Approve: Minutes for 3/12/26



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		<p>Motion Second Abstentions: James Dorn, Cynthia Littlefield, Stephanie Orellana Motion Approved</p>
<p>VI. Informational Items – TOP to CIP Updates</p>	<p><i>Dr. Jonathan Compton</i></p>	<p>Jonathan shared the crosswalk with the committee. He encouraged them to use this tool when changing/verifying their CIP codes.</p> <p>TOP codes will remain until they are ready to transition from them for reporting purposes. End date projection: Fall.</p> <p>Count of Colleges column can help determine patterns to help check accuracy.</p>
<p>VII. Training –</p>	<p><i>Dr. Jonathan Compton</i></p>	
<p>VIII. Action</p> <p>Course Amends</p> <p>PHYS 110 General Physics</p> <p>PHYS 120 General Physics</p> <p>PHYS 211 General Physics</p> <p>Program Amends</p> <p>Aeronautical Non-Destructive Inspection Cert</p>	<p><i>Dr. Jonathan Compton/ Kathryn Mitchell</i></p>	<p>Course Amends</p> <p>Motion to Approve: PHYS 110 General Physics Motion Second Comments: Changed units back to 4 Motion Approved</p> <p>Motion to Approve: PHYS 120 General Physics Motion Second Comments: Changed units back to 4 Motion Approved</p> <p>Motion to Approve: PHYS 211 General Physics Motion Second Comments: Changed units back to 5 Motion Approved</p> <p>Program Amends</p> <p>Motion to Approve: Aeronautical Non-Destructive Inspection Cert Motion Second Comments: Added language for VA requirements Motion Approved</p>



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<p>Aircraft Airframe Cert</p>		<p>Motion to Approve: Aircraft Airframe Cert Motion Second Comments: Added language for VA requirements Motion Approved</p>
<p>Aircraft Powerplant Cert</p>		<p>Motion to Approve: Aircraft Powerplant Cert Motion Second Comments: Added language for VA requirements Motion Approved</p>
<p>Biology AS-T</p>		<p>Motion to Approve: Biology AS-T Motion Second Comments: Due to PHYS unit changes Motion Approved</p>
<p>BIP Level I - Business Information Professional Quick Start Certificate of Achievement</p>		<p>Motion to Approve: BIP Level I - Business Information Professional Quick Start Certificate of Achievement Motion Second Comments: Added language for VA requirements Motion Approved</p>
<p>BIP Level II - Business Information Professional Two Certificate of Achievement</p>	<p><i>Dr. Jonathan Compton/ Kathryn Mitchell</i></p>	<p>Motion to Approve: BIP Level II - Business Information Professional Two Certificate of Achievement Motion Second Comments: Added language for VA requirements Motion Approved</p>
<p>BIP Level III - Business Information Professional Three Certificate of Achievement</p>		<p>Motion to Approve: BIP Level III - Business Information Professional Three Certificate of Achievement Motion Second Comments: Added language for VA requirements Motion Approved</p>
<p>Cal-GETC Cert</p>		<p>Motion to Approve: Cal-GETC Cert Motion Second Comments: Due to PHYS unit changes Motion Approved</p>



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Chemistry AS		Motion to Approve: Chemistry AS Motion Second Comments: Due to PHYS unit changes Motion Approved
Computer Engineering AS		Motion to Approve: Computer Engineering AS Motion Second Comments: Due to PHYS unit changes Motion Approved
Computer Networking Cert		Motion to Approve: Computer Networking Cert Motion Second Comments: Added language for VA requirements Motion Approved
Computer Networking Multi-Platform Cert		Motion to Approve: Computer Networking Multi-Platform Cert Motion Second Comments: Added language for VA requirements Motion Approved
Computer Science AS	<i>Dr. Jonathan Compton/ Kathryn Mitchell</i>	Motion to Approve: Computer Science AS Motion Second Comments: Due to PHYS unit changes Motion Approved
Computer Science AS-T		Motion to Approve: Computer Science AS-T Motion Second Comments: Due to PHYS unit changes Motion Approved
Electrical Engineering AS		Motion to Approve: Electrical Engineering AS Motion Second Comments: Due to PHYS unit changes Motion Approved
Engineering Fundamentals Cert		Motion to Approve: Engineering Fundamentals Cert



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<p>General Aircraft Maintenance Cert</p>		<p>Motion Second Comments: Due to PHYS unit changes Motion Approved</p>
<p>General Engineering AS</p>		<p>Motion to Approve: General Aircraft Maintenance Cert Motion Second Comments: Added language for VA requirements Motion Approved</p>
<p>General Engineering AS</p>		<p>Motion to Approve: General Engineering AS Motion Second Comments: Due to PHYS unit changes Motion Approved</p>
<p>Geographic Information Systems Cert</p>	<p><i>Dr. Jonathan Compton/ Kathryn Mitchell</i></p>	<p>Motion to Approve: Geographic Information Systems Cert Motion Second Comments: Added language for VA requirements Motion Approved</p>
<p>Math and Science - Option I AA</p>		<p>Motion to Approve: Math and Science - Option I AA Motion Second Comments: Due to PHYS unit changes Motion Approved</p>
<p>Mathematics 2.0 AS-T</p>		<p>Motion to Approve: Mathematics 2.0 AS-T Motion Second Comments: Due to PHYS unit changes Motion Approved</p>
<p>Mechanical Engineering AS</p>		<p>Motion to Approve: Mechanical Engineering AS Motion Second Comments: Due to PHYS unit changes Motion Approved</p>
<p>Physics 2.0 AS-T</p>		<p>Motion to Approve: Physics 2.0 AS-T Motion Second Comments: Due to PHYS unit changes Motion Approved</p>

<p>Program Revisions</p> <p>Site Supervisor I Cert</p> <p>Site Supervisor II Cert</p> <p>Software Development Essentials Cert</p> <p>Video Design and Production Cert</p>		<p>Program Revisions</p> <p>Motion to Approve: Site Supervisor I Cert Motion Second Comments: Added language for VA requirements Motion Approved</p> <p>Motion to Approve: Site Supervisor II Cert Motion Second Comments: Added language for VA requirements Motion Approved</p> <p>Motion to Approve: Software Development Essentials Cert Motion Second Comments: Added language for VA requirements Motion Approved</p> <p>Motion to Approve: Video Design and Production Cert Motion Second Comments: Added language for VA requirements Motion Approved</p>
<p>IX. Discussion</p> <ul style="list-style-type: none"> - Update "How to Write an Effective Syllabus" document (draft rewrite provided) - Finish 4 yr cycle roadmap 	<p><i>Dr. Jonathan Compton/ Nate Dillon</i></p>	<p>Update "How to Write an Effective Syllabus" document (draft rewrite provided): A "How to Write an Effective Syllabus" draft was distributed. The committee was asked to review and make any necessary changes/additions. Will be brought back to the committee for a vote. Jonathan also displayed the "Guidelines for Creating an Effective Syllabus"</p> <p>VP Mitchell requested that it would be great to remind faculty not to give out personal information (i.e. personal phone numbers, social media, etc.)</p> <p>Finish 4 yr cycle roadmap: Email sent with a link to the Master List - 4 Year Revision Cycle. Jonathan asked the committee to check the spreadsheet for accuracy. Jonathan would like this to be completed before the CourseDog rollout. Warning: First four years will be</p>



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		bumpy due to the incorporation of CourseDog, this may require back-to-back reviews of courses. Jonathan requested that the members not share this out with "All Faculty". He'll do so.
X. Reports –	<i>Dr. Jonathan Compton</i>	
XI. Catalog –	<i>Robyn Serrano</i>	
XII. Date of Next Meeting – 4/23/26, 5/14/26, 5/28/26		
XIII. Adjournment	<i>Dr. Jonathan Compton/ Kathryn Mitchell</i>	Motion to Adjourn: Motion Second Motion Approved The meeting concluded at 4:02pm
NEXT MEETING DATE: April 23, 2026		