



Academic Policies & Procedures

AP&P Minutes		Thursday, April 23, 2026 3:00 pm – 5:30 pm CH 302
<p>Type of Meeting: <i>Regular</i></p> <p>Note Taker: Jamie MacMillan</p> <p>Please Review/Bring: The past minutes for accuracy.</p>		
<i>Committee Members:</i>		
<p><i>Dr. Jonathan Compton, Co-chair*</i></p> <p><i>Kathryn Mitchell, Co-chair, Interim Vice President of Academic Affairs</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, IAAT Representative</i></p> <p><i>Alfred Brubaker, IAAT Representative</i></p> <p><i>Darren Watters, HSS Representative*</i></p> <p><i>Vacant, HSS Representative</i></p> <p><i>James Dorn, MSE Representative</i></p> <p><i>Dr. Zia Nisani, MSE Representative</i></p> <p><i>Heidi Williams, LACA Representative</i></p> <p><i>Rhea Vichot, LACA Representative</i></p> <p><i>Guests:</i></p>		<p><i>Gabby Fenn, SBS Representative</i></p> <p><i>Yadira Arellano, SBS Representative*Proxy-Balbir Arora</i></p> <p><i>Cynthia Littlefield, AHUM Representative</i></p> <p><i>Carla Corona, AHUM Representative</i></p> <p><i>Stephanie Orellana, Library Rep, Librarian</i></p> <p><i>Tamira Palmetto, Student Services, Counseling</i></p> <p><i>Tanya McGinnis, Student Services, Counseling</i></p> <p><i>Amaka Donn, Adjunct Representative</i></p> <p><i>Dr. Wendy Stout, Administrative Position*Proxy-</i></p> <p><i>Dr. Jedidiah Lobos</i></p> <p><i>Nate Dillon, Administrative Position</i></p> <p><i>Dr. Windy Franklin-Martinez, Administrative Position</i></p> <p><i>Armando De La Torre, Student Representative</i></p> <p style="text-align: right;"><i>*Absent</i></p>
Items	Person	Action
I. Call to Order	<i>Kathryn Mitchell</i>	The meeting was called to order at 3:07pm
II. Attendance – Roll Call	<i>Kathryn Mitchell</i>	
III. Opening Comments from the Public (3 minutes maximum)		
IV. Approval of the Agenda	<i>All</i>	<u>Action Taken</u> Motion to Approve: Motion Second Motion Approved
V. Approval of the Minutes – 3/26/26	<i>All</i>	<u>Action Taken</u> Motion to Approve: Minutes for 3/26/26 Motion Second Abstentions: Jedidiah Lobos, Audrey Moore Motion Approved



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<p>VI. Informational Items</p> <ul style="list-style-type: none"> – TOP to CIP Updates – 4-year cycle (emails sent to reps, chairs, and deans) 	<p><i>Kathryn Mitchell</i></p>	<p>TOP to CIP Updates: Crosswalk closes May 15th. Once the crosswalk is closed, we can enter necessary changes. This will most likely happen in September.</p> <p>4-year cycle: Emails were sent to committee reps, department chairs and department deans with the new 4-year cycle. Please check your email and send questions to Jonathan or the Curriculum Specialist email address.</p>
<p>VII. Training</p> <ul style="list-style-type: none"> – 	<p><i>Kathryn Mitchell</i></p>	
<p>VIII. Action</p> <p><i>Substantial Course Revisions</i></p> <p>LAC 900 Supervised Tutoring</p> <p>LAC 901 Supervised Learning Assistance</p> <p>LAC 920 Managing Writing Anxiety</p> <p>LAC 922 Math Study Strategies</p> <p>LAC 923 Managing Math Anxiety</p>	<p><i>Kathryn Mitchell</i></p>	<p><u>Action Taken</u></p> <p><i>Substantial Course Revisions</i> Motion to Approve: LAC 900 Supervised Tutoring Motion Second Comments: CIP code updated Motion Approved</p> <p>Motion to Approve: LAC 901 Supervised Learning Assistance Motion Second Comments: TOP code/ CIP code updated Motion Approved</p> <p>Motion to Approve: LAC 920 Managing Writing Anxiety Motion Second Comments: TOP code/CIP code updated Motion Approved</p> <p>Motion to Approve: LAC 922 Math Study Strategies Motion Second Comments: TOP code/CIP code updated Motion Approved</p> <p>Motion to Approve:</p>



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<p>LAC 931 Level 1 Tutor Certification</p> <p>LAC 932 Level 2 Tutor Certification</p> <p>LAC 933 Level 3 Tutor Certification</p> <p>LAC 950 AI Essentials</p> <p>Programs Revisions</p> <p>College Readiness - Reading and Writing Cert (Noncredit)</p> <p>Program Amends</p> <p>AVC Tutor Certificate (Noncredit)</p>	<p><i>Kathryn Mitchell</i></p>	<p>LAC 923 Managing Math Anxiety Motion Second Comments: TOP code/CIP code updated Motion Approved</p> <p>Motion to Approve: LAC 931 Level 1 Tutor Certification Motion Second Comments: CIP code updated Motion Approved</p> <p>Motion to Approve: LAC 932 Level 2 Tutor Certification Motion Second Comments: CIP code updated Motion Approved</p> <p>Motion to Approve: LAC 933 Level 3 Tutor Certification Motion Second Comments: CIP code updated Motion Approved</p> <p>Motion to Approve: LAC 950 AI Essentials Motion Second Comments: TOP code/CIP code updated Abstentions: Rhea Vichot Motion Approved</p> <p>Programs Revisions</p> <p>Motion to Approve: College Readiness - Reading and Writing Cert (Noncredit) Motion Second Comments: CIP code updated Motion Approved</p> <p>Program Amends</p> <p>Motion to Approve: AVC Tutor Certificate (Noncredit) Motion Second</p>
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		Comments: CIP code updated Motion Approved
IX. Discussion – Class max protocol	<i>Kathryn Mitchell</i>	Class max protocol: Right now, class max is all over the place. The purpose of this procedure is to establish a process for setting class max. A robust conversation followed. Suggested Additions/Changes: Throughout document - add “California Community” to “Comparable Colleges” so it reads “Comparable California Community Colleges”
X. Reports –	<i>Kathryn Mitchell</i>	
XI. Catalog – Draft (2 nd review)	<i>Robyn Serrano</i>	The last day to submit comments for any changes to the catalog is May 4 th .
XII. Date of Next Meeting – 5/14/26, 5/28/26		
XIII. Adjournment	<i>Kathryn Mitchell</i>	Motion to Adjourn: Motion Second Motion Approved The meeting concluded at 3:55pm
NEXT MEETING DATE: May 14, 2026		