

Academic Policy & Planning Committee Agenda
Thursday Nov 4, 2021 at 2:00 PM
ZOOM: 988 4121 2092 (Passcode: 4y745g)

VOTING MEMBERS (15)

Applied Behavioral Sciences – Christine Bisson	Academic/Student Affairs – Trev Passage
Business – Brent Darwin	Languages & Communication – Andria Keiser
Counseling – Antonio Ramirez	Life and Physical Sciences – Wendy Hadley
English – Chad Kelly	Mathematics Sciences – Derek Mitchem
Fine Arts – Shane Anderson	Public Safety – Susan Roehl
Kinesiology, Rec & Athletics – Sheri Bates	Social & Behavioral Sciences – Tom VanderMolen
Health Sciences – Mary Pat Nelson	Student Representative – Kristy Soriano
Industrial Technology – John Gerrity	

NON-VOTING MEMBERS

Chair – Larry Manalo Jr.
 Vice chair/TRC/ Articulation - David DeGroot
 VP, Academic Affairs – Robert Curry
 Admissions & Records – Josie Cabanas and Stephen Bernardo
 Community Education – vacant
 Part-Time Faculty Union – Jim Houlis
 Curriculum Specialist – Rebecca Andres and Ashleigh Valero

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau	Dean, Extended Campus – Rick Rantz
Dean, Academic Affairs – Sean Abel	Associate Dean/ Public Safety Director – Mitch McCann
Dean, Academic Affairs – Mary Patrick	Associate Dean/Athletic Director – Kim Ensing
Dean, Matriculation/Counseling – Yvonne Teniente	Associate Dean/PCPA Director – Mark Booher
Dean, Academic Affairs – Sofia Ramirez Gelpi	Senate President – Alberto Restrepo

Guests

Schedule – Ricardo Lopez

I. Approval of Minutes: Oct 21, 2021

II. Approval of the Agenda

III. Chair Comments:

- Next AP&P Meeting: 11/4/2021
- Next TRC Meeting: 11/11/2021
- Review of Summary Report: 11/4/2021. Senate: 11-16-2021. BOT: 12-07-2021.
- AP&P Retreat & Orientation: Jan 19, 2022. Wed. 9 AM – 12 Noon and 1 PM - 4 PM (PD: 6 hours)
- CDH 2021 – available.

IV. Agenda Item: Consent

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Corrections	CA 120	Principles of Foods 1 Justification: Modifying requisites. Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal.	4.000
Corrections	CA 121	Basic Baking and Pastry Justification: Clarifying requisites Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal.	3.000

Corrections	FSN 134	Food/Nutrition/Customs/Culture Justification: Clarifying requisites Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal. Advisories: CA 120 and ENGL 100	4.000
These noncredit courses are sunset due to low enrollment and/or unsuccessful offering.			
Course Drop	HOEC 7001	Old World Gingerbread Course and Program Impact: None.	CW Paid
	HOEC 7101A	Clothing Construction 2 Course and Program Impact: <ul style="list-style-type: none"> • New Noncredit Program-Certificate of Competency *Active* Clothing Alterations Management • New Noncredit Program-Certificate of Competency *Active* Clothing Construction 	60-68 h
	HOEC 7101B	Int Clothing Construction Course and Program Impact: None.	24-27 h
	HOEC 7103A	Clothing Alterations Course and Program Impact: <ul style="list-style-type: none"> • New Noncredit Program-Certificate of Competency *Active* Clothing Alterations Management • New Noncredit Program-Certificate of Competency *Active* Clothing Construction 	60-68 h
	HOEC 7103B	Clothing Alterations Course and Program Impact: None.	60-68 h
	HOEC 7105A	Sewing with Special Fabrics Course and Program Impact: <ul style="list-style-type: none"> • New Noncredit Program-Certificate of Competency *Active* Clothing Alterations Management • New Noncredit Program-Certificate of Competency *Active* Clothing Construction 	60-68 h
	HOEC 7105B	Sewing with Special Fabrics Course and Program Impact: None.	32-36 h
	HOEC 7108A	Sewing with Sergers Course and Program Impact: <ul style="list-style-type: none"> • New Noncredit Program-Certificate of Competency *Active* Clothing Alterations Management • New Noncredit Program-Certificate of Competency *Active* Clothing Construction 	45-51 h
	HOEC 7108B	Sewing with Sergers Course and Program Impact: None.	24-27 h
	HOEC 7110A	Embroidery Machine Basics Program Impact: <ul style="list-style-type: none"> • New Noncredit Program-Certificate of Competency *Active* Clothing Alterations Management 	45-51 h
	HOEC 7110B	Embroidery Machine Basics Course and Program Impact: None.	24-27 h

	HOEC 7111A	Creative Sewing Program Impact: New Noncredit Program-Certificate of Competency *Active* Clothing Alterations Management	45-51 h
	HOEC 7111B	Creative Sewing Course and Program Impact: None.	24-27 h
	HOEC 7112A	Clothing Construction 3 Program Impact: New Noncredit Program-Certificate of Competency *Active* Clothing Alterations Management	60-68 h
	HOEC 7112B	Advanced Clothing Construction Course and Program Impact: None.	32-36 h
	HOEC 7115A	Fitting & Pattern Alterations Course and Program Impact: <ul style="list-style-type: none"> • New Noncredit Program-Certificate of Competency *Active* Clothing Alterations Management • New Noncredit Program-Certificate of Competency *Active* Clothing Construction 	60.68 h
	HOEC 7115B	Fitting & Pattern Alterations Course and Program Impact: None.	24-27 h
	HOEC 7162A	Creative Oriental Bunka Art Justification: Course is being sunset due to: (1) has not been offered in five years, and (2) no immediate plans to offer course in the future due to lack of instructors in this area. Course and Program Impact: None.	48-51 h

V. **Agenda Item:** First Readings

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	ECS 123	Achieving Social Justice, Diversity, Equity, and Inclusion in the Classroom Justification: Course is needed to support AHC and the ECS Justice, Diversity, Equity and Inclusion Resolution and meet the needs of the Early Care and Education/TK-3 grade workforce, as well as being considered as a possible ES course. To meet ECS Program Review action plan that aligns both with the Educational Master Plan and AHC Institution goals. Prerequisite: ECS 116 Program: Multiple listing in ECS programs.	3.0
New Course	GEOL 111	Historical Geology Justification: To offer a transfer degree in Geology, this course needs to be included in the Geology TMC curriculum. In addition, this course is aligned with the C-ID GEOL 111 course descriptor (see C-ID GEOL 111 course descriptor in Attach Files screen). The course is submitted for AHC GE Category 1 Natural Science CSU GE B1 Physical Science /B3 Laboratory Activity IGETC 5A Physical Science	4.000

		Advisories: ENGL 100 or ENGL 101 or ENGL 110 or MATH 309 Course in Programs: Geology - Associate in Science for Transfer (In Review)	
New Course	PE 118	Indoor Cycling Justification: This new course replaces the experimental course, PE 179E, Indoor Cycling. As a result of informal student surveys in a variety of physical activity courses over previous terms indicating a desire for, not only greater opportunities regarding activity courses, but more specifically an indoor spin/cycling course, the department would like to expand the range of activity course offerings to provide greater opportunities for students. Note: PE 179E was previously approved for ERT delivery. Note: PE 179E was previously approved for Health & Wellness Area 1, Physical Fitness ; Graduation Requirement.	1.000
New Noncredit Course	HLTH 7113	Think Like a Registered Nurse Justification: New support course for RN students to promote clinical reasoning and clinical judgment. Students have requested a support course to help with developing plans of care.	16-36 h
New Noncredit Course	HLTH 7114	Think Like a Vocational Nurse Justification: New support course for VN students to promote clinical reasoning and clinical judgment. Students have requested a support course to help with developing plans of care.	16-36 h
Course Review	ACCT 131	Financial Accounting 1 Justification: All Accounting courses are reviewed as part of the Program Review process. This course is being updated to meet the C-ID ACCT 110 standard. See C-ID Recommendations for Approval attachment in the Attached Files screen.	3.000
Course Review	ACCT 132	Financial Accounting 2 Justification: All Accounting courses are reviewed as part of the Program Review process. This course is being updated to meet the C-ID ACCT 110 standard. See C-ID Recommendations for Final Approval in the Attached Files screen.	3.000
Course Review	BIOL 150	Cellular Biology Justification: Completion of course review as part of comprehensive program review. Updated methods of evaluation, materials used (websites, etc.), and maintaining CHEM 150 pre-requisite.	5.000
Course Review	FCS 120	Principles of Foods 1 Justification: Align with cross-listed course, CA 120. Add DE, modify requisites, add to the AS program. Remove College Now. Update text. Prerequisite: CA 124 or Corequisite: CA 124 or	4.000

		Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal.	
Major Modification/ Agency Mandate	NURS 300	CNA/Acute Care Aide Modification: Modify number of units from 14 to 12 units.	12.000
New Credit Program	Life & Physical Sciences	Geology Associate in Science for Transfer	26
	Fine Arts	Media Arts: Graphic Design for Transfer Associate in Science	24-25
	Fine Arts	Music, Associate in Arts for Transfer Associate in Arts for Transfer	22
	Public Safety	Paramedic Certificate of Achievement – 16 units or more semester units.	32-33

VI. Public Remarks

The section of the agenda is intended for members of the public to address the committee on items involving curriculum development and approval. Time limits and procedures to address the committee apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under this section as well. When public remarks are completed regarding a specific agenda item, discussion is then confined to committee members only. This practice is in accordance with the Brown Act.

VII. Agenda Item: Second Readings (Oct 21, 2021)

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Topic/ New Course	LE 390	Driver Awareness Instructor	1.000
New Topic/ New Course	LE 391	Driver Training Instructor	2.000
Major Modification	DANC 110	Modern Dance I (OLD: Beginning Modern Dance)	2.000
	DANC 111	Modern Dance II (OLD: Intermediate Modern Dance)	2.000
	DANC 115	Modern Dance III (OLD: Advanced Modern Dance)	3.000
	DANC 120	Ballet Dance I (OLD: Beginning Ballet)	2.000
	DANC 121	Ballet Dance II	2.000
	DANC 125	Ballet Dance III (OLD: Advanced Ballet)	3.000
	DANC 130	Jazz Dance I (OLD: Beginning Jazz)	2.000
	DANC 131	Jazz Dance II (OLD: Intermediate Jazz)	2.000
	DANC 133	Hip Hop Dance I (OLD: Hip Hop Dance)	2.000
	DANC 135	Jazz Dance III (OLD: Advanced Jazz)	3.000

	DANC 138	Hip Hop Dance II (OLD: Intermediate Hip Hop)	2.000
	DANC 152	Tap Dance I (OLD: Beginning Tap)	2.000
	DANC 153	Tap Dance II (OLD: Intermediate Tap)	2.000
	DANC 154	Clinic in Dance Partnering (OLD: Clinic in Partnering)	1.000
	DANC 156	Techniques for Stretch & Wellness (OLD: Techniques for Stretch)	1.000
	DANC 171	Dance Composition/Choreography I (OLD: Dance Composition/Choreography)	3.000
	DANC 188	Dance Composition/Choreography II (OLD: Intermediate Dance Composition/Choreography)	3.000
	EMSP 343	Paramedic Clinical Practicum	5.0
	EMSP 353	Paramedic Field Internship	10.000 to 11.000
	FASH 101	Fashion Industry and Marketing	3.000
	FASH 102	Fashion Design Analysis	3.000
	FASH 103	Textiles	3.000
	FASH 104	Historic Fashion/Costume	3.000
	FASH 110	Apparel Construction 1	3.000
	GRPH 112	Digital Imagery	3.000
	GRPH 117	Typography	3.000
	GRPH 129	Digital Tools for Visual Media	3.000
	GRPH 130	3D Modeling for Production	3.000
	INTD 170	Interior Design	3.000
	INTD 171	Interior Design Materials	3.000
Course Review	CHEM 120	Introductory Chemistry	4.000
	CHEM 140	Intro Organic Chemistry	4.000
	CHEM 150	General Chemistry 1	5.000
	CHEM 151	General Chemistry 2	5.000
	CHEM 180	Organic Chemistry 1	5.000
	CHEM 181	Organic Chemistry 2	5.000
	GEOG 105	Geography of California	3.000
Major Program Modification	Life & Physical Sciences	Agricultural Plant Science Associate in Science for Transfer	53-55

VIII. Agenda Item: Second Readings (Nov 4, 2021) for inclusion in the summary report.

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	ECS 123	Achieving Social Justice, Diversity, Equity, and Inclusion in the Classroom	3.0
New Course	GEOL 111	Historical Geology	4.000
New Course	PE 118	Indoor Cycling	1.000

New Noncredit Course	HLTH 7113	Think Like a Registered Nurse	16-36 h
New Noncredit Course	HLTH 7114	Think Like a Vocational Nurse	16-36 h
Course Review	ACCT 131	Financial Accounting 1	3.000
Course Review	ACCT 132	Financial Accounting 2	3.000
Course Review	BIOL 150	Cellular Biology Justification: Completion of course review as part of comprehensive program review. Updated methods of evaluation, materials used (websites, etc.), and maintaining CHEM 150 pre-requisite.	5.000
Course Review	FCS 120	Principles of Foods 1	4.000
Major Modification/ Agency Mandate	NURS 300	CNA/Acute Care Aide	12.000
New Credit Program	Life & Physical Sciences	Geology Associate in Science for Transfer	26
	Fine Arts	Media Arts: Graphic Design for Transfer Associate in Science	24-25
	Fine Arts	Music, Associate in Arts for Transfer Associate in Arts for Transfer	22
	Public Safety	Paramedic Certificate of Achievement – 16 units or more semester units.	32-33

IX. Agenda Item: New and Modified Requisites

Prefix & Number	Course Title	Requisites
CA 120/FCS 120	Principles of Foods 1	Clarify requisites on Food Safety. Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal.
CA 121	Basic Baking and Pastry	Clarify requisites on Food Safety. Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal.
CHEM 120	Introductory Chemistry	Remove: Prerequisite: MATH 313 and MATH 314 Prerequisite: MATH 311 or MATH 309
CHEM 150	General Chemistry 1	Prerequisite: MATH 309
DANC 110	Modern Dance I	Remove ENGL 514 advisory

	(OLD: Beginning Modern Dance)	
DANC 111	Modern Dance II (OLD: Intermediate Modern Dance)	Remove ENGL 513 advisory
DANC 120	Ballet Dance I (OLD: Beginning Ballet)	Remove ENGL 514 advisory
DANC 121	Ballet Dance II	Remove ENGL 543 advisory
DANC 125	Ballet Dance III (OLD: Advanced Ballet)	Remove ENGL 514 advisory
DANC 130	Jazz Dance I (OLD: Beginning Jazz)	Remove ENGL 514 advisory
DANC 131	Jazz Dance II (OLD: Intermediate Jazz)	Remove ENGL 514 advisory
DANC 133	Hip Hop Dance I (OLD: Hip Hop Dance)	Remove ENGL 514 advisory
DANC 135	Jazz Dance III (OLD: Advanced Jazz)	Remove ENGL 514 advisory
DANC 138	Hip Hop Dance II (OLD: Intermediate Hip Hop)	Remove ENGL 514 advisory
DANC 152	Tap Dance I (OLD: Beginning Tap)	Remove ENGL 514 advisory
DANC 153	Tap Dance II (OLD: Intermediate Tap)	Remove ENGL 514 advisory
DANC 156	Techniques for Stretch & Wellness (OLD: Techniques for Stretch)	Remove ENGL 514 advisory
ECS 123	Achieving Social Justice, Diversity, Equity, and Inclusion in the Classroom	Prerequisite: ECS 116
FASH 102	Fashion Design Analysis	Clarify advisory: Remove "eligibility for" ENGL 101. Retain ENGL 101.
FASH 103	Textiles	Advisory: ENGL 100
FSN 134	Food/Nutrition/Customs/Culture	Clarify requisites on Food Safety. Prerequisite: CA 124 or Corequisite: CA 124 or Prerequisite: Food Safety Manager Certification (current or expired) or California Food Handler Card (current). Before registering for this course, contact the Counseling Department for a prerequisite appeal.
GEOL 111	Historical Geology	Advisories: ENGL 100 or ENGL 101 or ENGL 110 or MATH 309
LE 390	Driver Awareness Instructor	Advisories: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. Limitations on Enrollment: Students must 1) Be free of felony convictions; 2) possess a valid California

		Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of 18 years of age; 5) be a United States high school graduate; pass the GED, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; and 6) complete a medical suitability examination.
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X. Agenda Item: Request for Distance Education (Includes ERT, DE, and DE sync only)

DE Type	Prefix & Number	Course Title
DE	FASH 101	Fashion Industry and Marketing
DE	FASH 102	Fashion Design Analysis
DE	FASH 103	Textiles
DE sync	GRPH 112	Digital Imagery
DE sync	GRPH 117	Typography
DE sync	GRPH 129	Digital Tools for Visual Media
DE sync	GRPH 130	3D Modeling for Production
DE	INTD 170	Interior Design
DE	INTD 171	Interior Design Materials

XI. Agenda Item: Request for Graduation Requirements and/or CSU/UC Transfer

Prefix & Number	Course Title	Graduation Requirements
GEOL 111	Historical Geology	AHC GE Category 1 Natural Science CSU GE B1 Physical Science /B3 Laboratory Activity IGETC 5A Physical Science
PE 118	Indoor Cycling	Health & Wellness Area 1: Physical Fitness
FASH 104	Historic Fashion/Costume	AHC GE Category 3 Humanities IGETC Area 3B Humanities AHC Multicultural/Gender Studies

XII. Agenda Item: AP 4022 Course Approval

XIII. Reports

- a. AP&P Representatives
- b. AP&P Vice Chair / TRC Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. CurriQunet & Support

XIV. Call for Future Agenda Items.

XV. Call to Adjourn

Title: Paramedic

Award Type: Certificate of Achievement 16 or more semester units

This Paramedic Certificate of Achievement program prepares the students to take and pass the National Registry Emergency Medical Technician – Paramedic (NREMT-P) examination allowing them to become a Licensed Paramedic in the state of California. Upon licensure, the graduate can gain employment as a paramedic on ambulances, as a firefighter paramedic that serves the community, as advanced life support 9-1-1 pre-hospital health providers, and as a member of the acute care settings.

The graduate of the Certificate of Achievement 16 or more semester units in Paramedic will:

- Demonstrate integration of pathophysiologic principles of trauma and medical illnesses and analyze assessment findings to formulate a field impression and implement the treatment plan for the wide variety of patients such as neonatal, pediatric and geriatric patients.
 - Examine and analyze the nature and seriousness of the patient's condition or extent of injuries. Determine the need for emergency medical care, perform appropriate medical care based on assessment findings.
 - Demonstrate the roles and responsibilities of a paramedic within an EMS system.
 - Apply the concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients.
 - Properly and accurately administer medications.
 - Demonstrate effective communication with patients, peers, and healthcare professionals.
 - Demonstrate effective airway management and maintenance.
 - Integrate pathophysiology of trauma and medical illnesses. Analyze assessment findings to formulate a field impression and implement the treatment plan for the wide variety of patients such as neonatal, pediatric and geriatric patients.
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Program Requirements

The Paramedic Certificate of Achievement requires completion of a total of 32-33 units.

Fall Semester

Units: 17

EMSP323

Paramedic Theory 1

6

EMSP324	Paramedic Laboratory 1	2
EMSP333	Paramedic Theory 2	4
EMSP334	Paramedic Laboratory 2	2
EMS322	Pediatric Advanced Life Support	1
EMS409	Prehospital Trauma Life Support (PHTLS) Refresher	1
EMS321	Advanced Cardiac Life Support	1

Spring Semester

Units: 15 - 16

EMSP343	Paramedic Clinical Practicum	5
EMSP353	Paramedic Field Internship	10 - 11

Total Program Units
32.00 - 33.00



AP 4022

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4022 **COURSE AND PROGRAM APPROVAL APPROVAL**

For curricular purposes, a course shall be defined as “an organized pattern of instruction on a specified subject offered by a community college” and an educational program shall be defined as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” (Title 5 Section §58050).

The procedure for course and program approval includes: ~~Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the State Chancellor’s Office shall include the following:~~

- The discipline faculty creates a ~~creation of a~~ course or program ~~proposal~~ that meets the ~~by discipline faculty which states~~ development criteria; ~~for the proposed course,~~ including: (1) appropriateness to the mission of the college; (2) demonstrated need for the ~~course~~ within the college community; (3) adherence to Title 5 curriculum standards; (4) provision of adequate resources to realistically maintain and sustain the program or course at the level of quality described in the proposal; and (5) guarantee that the course is designed so as to not conflict with any law, including state and federal laws, both statutes and regulations.

The technical review committee reviews the course proposal and the academic dean/s ascertains feasibility of the course/program ~~An initial review of a co~~proposal.

~~ur~~se ~~pr~~The course/ program proposal is then reviewed and/or approved by the discipline faculty, department and department chair. ~~oposal(s) takes place which includes:~~library/distance education/adaptive media specialist, counseling and articulation.
~~the discipline faculty,~~

- ~~• coordinator and/or department chair,~~
- ~~• dean,~~
- ~~• articulation officer,~~
- ~~• library/Learning Resources,~~
- ~~• Technical Review~~
- ~~• adaptive technology Internet access specialist and DL coordinator for DL proposals,when the course is being proposed as a distance learning course~~

~~Then,~~The Academic Policy and Planning (AP&P) Committee ~~formally~~ reviews and acts on course and program proposals. The committee periodically submits a summary report to the Academic Senate for review and action. The Academic Senate forwards the summary report to the college superintendent/president and the Board of Trustees for final approval and implementation.

The Office of Vice President of Academic Affairs submits the course and program proposals to the California Community Colleges (CCC) Chancellor's Office Curriculum Inventory (COCI) for chaptering and/or review and approval.

The AP&P Committee regularly conducts orientation and training for all faculty and staff that review and approve curriculum.

~~-courseproposal(s). The review includes two readings by AP&P. After this level of review has~~

~~been completed, all course proposals are recommended by AP&P to the Academic Senate for ratification and are then forwarded to the Board of Trustees for approval. After this approval has been granted, the Academic Affairs Office submits the course proposal(s) to the State Chancellor's Office Curriculum Inventory for statewide review and final approval.~~

~~Effective fall 2007, and until December 31, 2013, the Academic Policy and Planning Committee and the Governing Board also approved non-degree applicable credit courses and degree applicable credit courses that were not part of a state approved educational program (aka "stand-alone" courses). Additional requirements for these types of courses included:~~

- ~~• The AP&P Committee received annual training provided for in Title 5 Section 55100 regarding local approval of stand-alone courses. This training occurred within the first three weeks of each fall semester in compliance with Title 5 Section 55100.~~
- ~~• If a stand-alone course was denied approval by the State Chancellor's Office, the reason for denial was reviewed by the course initiator in collaboration with the AP&P Committee Chair. At that time, a determination was made as to whether to resolve the issue causing the course denial, or to pull the course from the State Chancellor's Office approval process. No course shall be offered at the college, credit or non-credit, unless it has approval from the State Chancellor's Office.~~
- ~~• Students may count no more than 18 units of stand-alone semester units toward satisfying the requirements for a certificate or completion of an associate degree.~~
- ~~• When 18 or more semester units of non-degree applicable courses in the same TOP code are linked to each other via prerequisites or co-requisites, such courses are submitted to the State Chancellor's Office for approval as a program. The AP&P Committee will observe regulatory limits on the number of stand-alone courses that may be linked to one another by prerequisites or co-requisites.~~

~~Effective January 1, 2013, the Board of Trustees, upon the recommendations of the AP&P Committee and the Academic Senate, shall separately submit for approval by the Chancellor all non-degree applicable credit courses and individual degree applicable credit courses which are not part of any approved educational program.~~

~~All approved courses will be reported to the State Chancellor's Office Curriculum Inventory.~~

Noncredit Courses

~~All noncredit courses are submitted to the Board of Trustees according to the following procedure:~~

- ~~I. Courses and their affiliated student learning outcomes are proposed by faculty.~~
- ~~II. Courses are reviewed by the appropriate credit department chair when applicable, noncredit support supervisor, and dean of Community Education.~~
- ~~III. Courses are evaluated, reviewed for compliance with local and state standards, and approved by AP&P.~~
- ~~IV. All courses approved by AP&P are recommended to the Academic Senate for ratification and are then forwarded to the Board of Trustees for approval.~~

Reference: Title 5 Section §55100

Approved: 12/13/16