

**Academic Policy & Planning Committee Agenda**  
**Thursday Mar 17, 2022 at 2:00 PM**  
**ZOOM ID: 988 4121 2092 Passcode: 4y745g**

**VOTING MEMBERS (15)**

Applied Behavioral Sciences – Christine Bisson  
 Business – Brent Darwin  
 Counseling – Brooke Souza  
 English – Chad Kelly  
 Fine Arts – Shane Anderson  
 Kinesiology, Rec & Athletics – Sheri Bates  
 Health Sciences – Mary Pat Nelson  
 Industrial Technology – John Gerrity

Academic/Student Affairs – Trev Passage  
 Languages & Communication – Andria Keiser  
 Life and Physical Sciences – Brian Youngblood  
 Mathematics Sciences – Derek Mitchem  
 Public Safety – Susan Roehl  
 Social & Behavioral Sciences – Tom VanderMolen  
 Student Representative –

**NON-VOTING MEMBERS**

Chair – Larry Manalo Jr.  
 Vice chair/TRC/ Articulation - David DeGroot  
 VP, Academic Affairs – Robert Curry  
 Admissions & Records – Josie Cabanas and Eunice Barcenas  
 Community Education – Andria Keiser  
 Part-Time Faculty Union – Joan Bergstrom Smith  
 Curriculum Specialist – Rebecca Andres

**STANDING INVITEES**

Dean, Academic Affairs – Margaret Lau  
 Dean, Academic Affairs – Sean Abel  
 Dean, Academic Affairs – Mary Patrick  
 Dean, Matriculation/Counseling – Yvonne Teniente  
 Dean, Academic Affairs – Sofia Ramirez Gelpi

Dean, Extended Campus – Rick Rantz  
 Associate Dean/ Public Safety Director – Mitch McCann  
 Associate Dean/Athletic Director – Kim Ensing  
 Associate Dean/PCPA Director – Mark Booher  
 Senate President – Alberto Restrepo

**Guests**

Schedule – Ricardo Lopez

**I. Approval of Minutes:** Mar 3, 2022.

**II. Approval of the Agenda**

**III. Chair Comments:**

- Next AP&P Meeting: 04-07-2022.
- Last AP&P Meeting: 05-12-2022.
- Next TRC Meeting: 03-31-2022
- Review of Summary Report: May 5, 2022. Senate: May 17, 2022. BOT: June 14, 2022.

**IV. Agenda Item:** AB 705: Next Steps.

**V. Agenda Item:** BP/AP 4900 Transfer of Credit and Course Waiver.

**VI. Agenda Item:** College Now – AP&P Representatives need to review and update.

**VII. Agenda Item:** Consent

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Textbook Change	GEOL 111	Historical Geology Advisories: ENGL 100, ENGL 101, or ENGL 110 Advisories: MATH 309 or MATH 311	4.000

**VIII. Agenda Item:** First Readings

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	ARCH 107	Sustainable Design Methods & Technology DE Sync only.	3.000

		<p>Justification: This course is needed for transfer into third-year university-level architecture programs including Cal Poly SLO.</p> <p>Need: The course covers sustainable architectural design methods and technology. Knowledge of relevant topics is required in the second-year curriculum at several universities including Cal Poly S.L.O. A similar course is currently offered at Cuesta College. Due to the lack of such a course at AHC, several students have left our program to complete second-year work at Cuesta. We urgently need to retain students and offer them what they need at our campus.</p>	
Course Review	ACCT 105	<p>Introduction to Accounting</p> <p>Justification: Course Review for program review. No changes since last review.</p>	3.000
	ACCT 140	<p>Managerial Accounting</p> <p>Justification: Course review for program review. Max Course Enrollment number added and DE updated.</p>	3.000
	ACCT 150	<p>Intro to Acct Info Systems</p> <p>Justification: Course review for program review: updated SLOs by removing 2 SLOs.</p>	3.000
	ACCT 160	<p>Intro Fin Statement Analysis</p> <p>Justification: Course Review for program review; textbook update.</p>	3.000
	ACCT 170	<p>Introduction to Tax Accounting</p> <p>Justification: Course review for program review; update textbook.</p>	3.000
	ACCT 317	<p>Bookkeeping 1</p> <p>Justification: For CTE programs, we see the trend of students working full time employment who want to improve their job skills and qualifications for promotion. As work and family demands continue to increase, especially during the Covid-19 pandemic, the availability of this course as a distance education course improves our ability to meet the needs of our students and community. Changes in this course review include: Student Learning Outcomes which provide major milestones in the course; Course Objectives that reflect the scope of the course and not chapter headings specific to one textbook. Textbook version update. DE offering inclusion.</p>	3.000
	ACCT 318	<p>Bookkeeping 2</p> <p>Justification: same as ACCT 317.</p>	3.000
	ACCT 327	<p>Payroll Accounting</p> <p>Justification: Same as ACCT 317.</p>	3.000
Major Modification	AJ 101	<p>Intro to Criminal Justice</p> <p>Justification: Change from <b>ERT to DE status</b>.  <a href="#">Advisory: ENGL 514</a></p>	3.000
	AJ 102	<p>Criminal Procedures</p>	3.000

		Justification: Change from <b>ERT to DE status</b> and updated text. <b>Advisory: ENGL 514</b>	
	AJ 103	Concepts of Criminal Law Justification: Convert <b>ERT to DE</b> and update text. <b>Advisory: ENGL 514</b>	3.000
	AJ 104	Legal Aspects of Evidence Justification: Convert <b>ERT to DE</b> and updated text.	3.000
	AJ 105	Community Relations Justification: Convert <b>ERT to DE</b> and updated text. <b>Advisory: ENGL 514</b>	3.000
	AJ 111	Criminal Investigation Justification: Convert <b>ERT to DE</b> <b>Advisory: ENGL 514</b>	3.000
	AJ 120	Juvenile Law and Procedures Justification: <b>ERT to DE</b> Conversion <b>Advisory: ENGL 514</b>	3.000
	AJ 130	Intro to Corrections Justification: Convert <b>ERT to DE</b> and added text. <b>Advisory: ENGL 514</b>	3.000
Minor Program Modification	Public Safety	Basic Law Enforcement Academy Certificate of Achievement Justification: This proposal is being submitted to make a correction per dean of public safety. This is a correction to the original new program proposal, to include the word "and" in the list of program courses. Supporting documents attached. (program correction and email string, corrected narrative).	20.23.5
Modify Noncredit Course	VOCE 7800B	Commercial Truck Driving: Preparation for Learner's Permit Justification: Course was updated to reflect ELDT requirements (effective Fall 2021). This revision is a refinement to the scope of the course contents. By removing the optional endorsements and limiting the focus to just the basic requirements for the CDL, we have fewer restrictions on the faculty who are qualified to teach the class. Updated DL section. This class was updated during the ERT push, it was designated "Internet" which is no longer a valid option. Used the current valid options. Usually offered in person but could be DE synchronous only.	56.000-64.000 H
Modify Noncredit Program		Commercial Truck Driving Certificate of Completion Justification: Change program description to match the change made to course VOCE 7800B. Remove references to hazardous materials. This pertains to an optional endorsement, which is not required for the basic Class A license.	131-149 H

**IX. 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.

**X. Agenda Item: Noncredit (Community Education) Approval Process**

**XI. 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

**XII. Call for Future Agenda Items.**

**XIII. Call to Adjourn**