

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

VOTING MEMBERS (15)

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

NON-VOTING MEMBERS

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

STANDING INVITEES

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

Guests

Jana Dimick
Joan Bergstrom-Smith

I. Approval of Minutes: Mar 3, 2022.

A motion was made to approve the minutes of the March 3, 2022 meeting. (M/S/P T. VanderMolen /D. Mitchem) Yes: C. Bisson, B. Darwin, B. Souza, C. Kelly, S. Anderson, M.P. Nelson, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: S. Bates

II. Approval of the Agenda

A motion was made to approve the agenda with correction. (M/S/P D. Mitchem/S. Bates) Yes: C. Bisson, B. Darwin, B. Souza, C. Kelly, S. Anderson, S. Bates, M.P. Nelson, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0

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.

DISCUSSION: The AP&P committee reviewed the effects of implementing AB 705 on pre-transfer level MATH requisites.

- Currently, the MATH department plans on no longer offering pre-transfer level courses. This impacts courses that have pre-transfer level MATH requisites.
- For MATH advisories, the discipline faculty reevaluates the need for the MATH advisory and has the option to (1) remove the advisory and integrate specific math concepts in the course or (2) use the language “math pre-transfer level or equivalent or higher or placement based on college processes”.
- For MATH pre-transfer level prerequisites and corequisites, there is a need for more robust discussion and collaboration to determine the MATH pre/corequisite requirements for transfer to CSU or UC. Consider keeping the prerequisite if truly needed for transfer and add “equivalent or higher or placement based on college processes.”
- The AP&P committee will continue to review the pre-transfer level MATH and ENGL requisites in the course proposals.

COMMITTEE ACTION: None.

V. Agenda Item: BP/AP 4900 Transfer of Credit and Course Waiver.
 DISCUSSION: David DG presented changes to the BP/AP 4900 for review. The changes will streamline the process for transfer of credit for C-ID-approved courses.
 COMMITTEE ACTION: A motion was made to recommend the BP/AP 4900 policy changes. (M/S/P D. Mitchem/S. Bates). Yes: C. Bisson, B. Darwin, B. Souza, C. Kelly, S. Anderson, S. Bates, M.P. Nelson, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0

VI. Agenda Item: College Now – AP&P Representatives need to review and update.
 A CurriQunet report showing all courses marked for College Now has been distributed. Department review is being requested. AP&P reps should forward any changes to the list (adding or removing courses) by March 31, 2022 via email to the Curriculum Specialist or AP&P Chair.

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
COMMITTEE RECOMMENDATIONS	Remove math advisory course since the course will no longer be offered.		
COMMITTEE ACTION	A motion was made to recommend consent agenda for adoption. (M/S/P D. Mitchem / S. Bates) Yes: C. Bisson, B. Darwin, B. Souza, C. Kelly, S. Anderson, S. Bates, M.P. Nelson, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem. No: 0. Abstain: 0		

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. Justification: This course is needed for transfer into third-year university-level architecture programs including Cal Poly SLO. 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 SLO. 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 College. We urgently need to retain students and offer them what they need at our campus.	3.000
Course Review	ACCT 105	Introduction to Accounting No changes since last review.	3.000
	ACCT 140	Managerial Accounting Prerequisite: ACCT 130 or ACCT 131 and ACCT 132 Max Course Enrollment number added and DE updated.	3.000

	ACCT 150	Intro to Acct Info Systems Prerequisite: ACCT 131 and ACCT 132 or ACCT 317 and ACC 318. Updated SLOs by removing 2 SLOs.	3.000
	ACCT 160	Intro Fin Statement Analysis Prerequisite: ACCT 131 and ACCT 132 or ACCT 317 and ACCT 318 Textbook update.	3.000
	ACCT 170	Introduction to Tax Accounting Textbook update.	3.000
	ACCT 317	Bookkeeping 1 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	3.000
	ACCT 318	Bookkeeping 2 Prerequisite: ACCT 317	3.000
	ACCT 327	Payroll Accounting Prerequisite: ACCT 317	3.000
Major Modifications	AJ 101	Intro to Criminal Justice Advisory: ENGL 514 Modification: conversion from ERT to DE.	3.000
	AJ 102	Criminal Procedures Modification: conversion from ERT to DE, updated text. Advisory: ENGL 514	3.000
	AJ 103	Concepts of Criminal Law Modifications: conversion from ERT to DE, update text. Advisory: ENGL 514	3.000
	AJ 104	Legal Aspects of Evidence Modifications: conversion from ERT to DE, updated text.	3.000
	AJ 105	Community Relations Modifications: Conversion from ERT to DE, updated text. Advisory: ENGL 514	3.000
	AJ 111	Criminal Investigation Modifications: Conversion from ERT to DE, updated text, Advisory: ENGL 514	3.000
	AJ 120	Juvenile Law and Procedures Modifications: Conversion from ERT to DE, updated text. Advisory: ENGL 514	3.000
	AJ 130	Intro to Corrections Modifications: Conversion from ERT to DE, added text. Advisory: ENGL 514	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	20 - 23.5

		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).	
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, there are fewer restrictions on the faculty who are qualified to teach the class. Modifications: added discipline placement language to course outline, updated DE section, usually offered in person but could be DE synchronous only.	56.000-64.000 H
Modify Noncredit Program		Commercial Truck Driving, Certificate of Competency Justification: Change program description to match the change made to course VOCE 7800B. Modifications: Remove references to hazardous materials. This pertains to an optional endorsement, which is not required for the basic Class A license.	131-149 H
COMMITTEE RECOMMENDATIONS	AJ courses: Remove ENGL 514 advisory course since the course will not be offered. (or complete content review and add entrance skills where ENGL 514 is retained as an advisory) ARCH 107: Verify outside assignments and DE contact types. VOCE 7800B: A work order to Governet is needed so that added language in discipline placement appears on the course outline.		
COMMITTEE ACTION	A motion was made to recommend 1 st readings for consideration. (M/S/P D. Mitchem / S. Bates) Yes: C. Bisson, B. Darwin, B. Souza, C. Kelly, S. Anderson, S. Bates, M.P. Nelson, J. Gerrity, T. Passage, A. Keiser, B. Youngblood, D. Mitchem, T. VanderMolen. No: 0. Abstain: 0.		

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

The committee reviewed a proposed CurriQunet workflow to address issues in the review of noncredit proposals.

- Discipline expert review – the proposed workflow allows noncredit proposals to be reviewed by both credit and noncredit faculty who are assigned to teach in the discipline.
- Noncredit proposals stalled in the review process – new positions are proposed in the workflow that will keep noncredit proposals moving forward automatically.

Feedback is being requested from departments through AP&P reps:

- Which noncredit courses/subjects (or a related subject) are also offered as credit?
- Who should review new noncredit courses? Modified courses?
- How should students find noncredit courses in the catalog? Do the noncredit courses follow the related credit courses? Should the noncredit courses be listed in a separate section in the catalog?

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
 - There is new GE pattern being discussed that would be like the IGETC pattern. It will replace multiple GE transfer patterns.
 - Ethnic Studies and Multi-culture Gender Studies – There is a need to discuss the need to review these requirements. There are no guidelines currently although the planned implementation date is fall 2024.
- h. CurriQunet & Support
 - A change has been implemented in CurriQunet course proposals that allows users to include the frequency of when courses are offered: every year, even years, or odd years.
 - The catalog committee is reviewing the CurriQunet catalog module to improve online catalog publication processes.

XI. Call for Future Agenda Items.

None

XII. Call to Adjourn

The meeting was adjourned at 4:00 pm

Approval Workflow Builder






























































Process Title: **New Noncredit Course Workflow** 

Version Title: **1st Draft** 

[Activate Workflow](#)

[Delete Draft](#)

Design Surface

Level 01 (Originator)		 	
Originator			
Level 02	Level Name <input type="text"/> Select a position <input type="text"/>	   	
LRC Staff	 	Learning Resources C ...  	
Level 03	Level Name <input type="text"/> Select a position <input type="text"/>	   	
Noncredit Dean	 		
Level 04	Level Name <input type="text"/> Select a position <input type="text"/>	   	
TRC Member	 	APP Committee Co-Cha ...  	Noncredit Rep  
Level 05	Level Name <input type="text"/> Select a position <input type="text"/>	   	
Discipline Faculty	 	Discipline Chair  	Noncredit Coordinato ...  
Level 06	Level Name <input type="text"/> Select a position <input type="text"/>	   	
Noncredit Dean	 	Academic Dean  	
Level 07	Level Name <input type="text"/> Select a position <input type="text"/>	   	
APP Committee Chair	 	APP Committee Member  	VP Academic Affairs  
Level 08	Level Name <input type="text"/> Select a position <input type="text"/>	   	
Curriculum Specialis ...	 		

Properties

Level: 01

Position: Originator

Required

Organization Binding: Standard

Conditional Step Configuration:

Not A Conditonal Step

Reminder (Days): 0

0 actions