

**Academic Policy & Planning Committee Agenda**  
**Thursday May 5, 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  
 DE – Fred Patrick

**I. Approval of Minutes:** Apr 21, 2022.

**II. Approval of the Agenda**

**III. Chair Comments:**

- Next AP&P Meeting: 05-12-2022.
- AP&P Fall Seminar/Retreat: 08-10-2022. PD 9:00 AM – 12:00 Noon and 1:00 PM – 4:00 PM. Request for discussion topics.
- Next TRC Meeting: 09-01-2022.
- Review of Summary Report: May 5, 2022. Senate: May 17, 2022. BOT: June 14, 2022.

**IV. Agenda Item:** MEMO: AB 705 and Updating Course and Program Outlines

Follow-up discussion on developing a process for pre-transfer level ENGL and MATH courses course requisites and program requirements. These requisite modifications will be included in the committee agenda.

**V. Agenda Item:** Meeting Modality. Face-to-face or Remote Platform (ZOOM).

**VI. Agenda Item:** AP&P Committee: 2022-23 Achievements, Challenges, and Recommendations.

**VII. Agenda Item:** Consent

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Minor Modification	ECS 112	Intro Young Child with Special Needs Justification: Modify Distance Education Criteria to remove My Virtual Child from contact hours. It was listed by mistake.	3.000

VIII. Agenda Item: First Readings.

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	EDUC 149	CWE: Occupational Justification: EDUC does not currently have a cooperative work experience course. The industry/workforce needs to be able to place students at worksites to gain experience with Transitional Kindergarten and other grades to support student retention and success. <b>New Distance Education proposal.</b>	1.000 to 8.000
Major Modification	DANC 183	Dance Ensemble Justification: Updated language to catalog description, <b>removal of ENGL 514 advisory.</b> course content, course objectives, outside assignments and text.	3.000
	ECS 117	Teach Dual Language Learners OLD: Teaching Children in a Multicultural Classroom Justification: Modify course content to meet industry standards. <b>Changed name.</b> Updated SLO's and Objectives. Updated textbook. Course in Programs: Early Childhood Studies: Elementary Education in Diversity Studies - Associate in Science ( <b>In Review</b> ) Early Childhood Studies: Elementary Education in Diversity Studies - Certificate of Achievement ( <b>In Review</b> )	3.000
Major Program Modification	Applied Behavioral Sciences	<a href="#">Early Childhood Studies: Elementary Education in Diversity Studies</a> OLD: Elementary Education with Bilingual/Bicultural Emphasis Associate in Science Justification: Updated program title to be more aligned with workforce/industry standards. Add a new ECS 123 course and add a revised <b>ECS 117</b> course. Removal of ECS/EDUC 133--which is no longer offered (sunset). Units changes to reflect a range based on selective courses 41-44 total units.	41-44
	Applied Behavioral Sciences	<a href="#">Early Childhood Studies: Elementary Education in Diversity Studies</a> OLD: Elementary Education with Bilingual/Bicultural Emphasis Certificate of Achievement Justification: Same as above.	41-44
Major Program Modification	Industrial Technology	<a href="#">Computer Networking &amp; Electronics Technology: Network Maintenance and Digital Technologies</a> OLD: Network Maintenance and Digital Technologies Associate in Science Justification: Update program. Drop EL 109. Incorporate EL 109 material to EL 108. Increase the units of EL 108.	24

		Additionally, during the 2017-2018 program review, the Electronics Technology Industry Advisory Committee and the Validation Team recommended that the program name be modified to more accurately reflect the content of the program, which includes computer networking training.	
Modify Noncredit Course	PHTO 7200	Digital Photos & the Computer Justification: DE SYNC ONLY Conversion	8.000-12.000
	PHTO 7201B	Basic Digital Photography Justification: DE SYNC conversion.	24.000-32.000
	PHTO 7202B	Digital Photo Editing & Post-Processing Justification: DE SYNC Conversion.	24.000-32.000
	PHTO 7203B	Advanced Digital Photography Justification: DE SYNC Conversion.	24.000-32.000
	PHTO 7204B	Phonetography Justification: DE SYNC ONLY Conversion.	24.000-32.000
	PHTO 7205	Photography for Online Sales Justification: DE SYNC ONLY Conversion	8.000-12.000
	PHTO 7206	Food Photography Justification: DE SYNC conversion	8.000-12.000

**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: Second Readings.**

First Reading: 04-21-2022.

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	ENGL 150/ES 150	Asian American Literature	3.000
Course Review	BIOL 132	Marine Biology	4.000
	GEOG 101	Physical Geography	3.000
Minor Modifications	CHEM 120	Introductory Chemistry	4.000
	CHEM 150	General Chemistry 1	5.000
Major Modification	CHEM 140	Introduction to Organic and Biochemistry	4.000
New Noncredit Courses	BASK 7200	Library Skills	
	HLTH 7001	Personal Care Attendant I	32.000-36.000
	HLTH 7002	Personal Care Attendant II	16.000-18.000
New Noncredit Program	Health Sciences	Patient Care Attendant Certificate of Completion	48.000-54.000
New Noncredit Courses	NESL 310	Reading Skills and Strategies	43.000-48.000

	NESL 537	Intermediate Reading for ESL	80.000-90.000
	NESL 538	Intermediate Writing for ESL	80.000-90.000
	NESL 540	Advanced Reading for ESL	80.000-90.000
	NESL 541	Advanced Writing for ESL	80.000-90.000
	NESL 543	Intermediate Conversation for ESL	48.000-54.000
	NESL 544	Advanced Conversation for ESL	48.000-54.000
	NESL 555	Pronunciation for ESL	48.000-54.000
Modify Noncredit Course	VOCE 7502	Intro to Tax Preparation	19.000
	VOCE 7503	Intro to Tax Prep Software	8.000
	VOCE 7622	Green Gardening: Beginning	25.000
	VOCE 7623	Green Gardening: Advanced	25.000
Major Noncredit Program Modification	NESL	Advanced ESL Certificate of Competency	120.000-390.000

**XI. Agenda Item: Second Readings.**

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
New Course	EDUC 149	CWE: Occupational	1.000 to 8.000
Major Modification	DANC 183	Dance Ensemble	3.000
	ECS 117	Teach Dual Language Learners	3.000
Major Program Modification	Applied Behavioral Sciences	<a href="#">Early Childhood Studies: Elementary Education in Diversity Studies</a> OLD: Elementary Education with Bilingual/Bicultural Emphasis Associate in Science	41-44
	Applied Behavioral Sciences	<a href="#">Early Childhood Studies: Elementary Education in Diversity Studies</a> OLD: Elementary Education with Bilingual/Bicultural Emphasis Certificate of Achievement	41-44
Major Program Modification	Industrial Technology	<a href="#">Computer Networking &amp; Electronics Technology: Network Maintenance and Digital Technologies</a> OLD: Network Maintenance and Digital Technologies Associate in Science	24
Modify Noncredit Course	PHTO 7200	Digital Photos & the Computer	8.000-12.000
	PHTO 7201B	Basic Digital Photography	24.000-32.000

	PHTO 7202B	Digital Photo Editing & Post-Processing	24.000-32.000
	PHTO 7203B	Advanced Digital Photography	24.000-32.000
	PHTO 7204B	Phonetography	24.000-32.000
	PHTO 7205	Photography for Online Sales	8.000-12.000
	PHTO 7206	Food Photography	8.000-12.000

**XII. Agenda Item: Request for Distance Education**

DE Type	Prefix & Number	Course Title
These proposals had first readings on 04-21-2022.		
DE	ENGL 150/ES 150	Asian American Literature
ERT	BIOL 132	Marine Biology
ERT	CHEM 120	Introductory Chemistry
ERT	CHEM 140	Introduction to Organic and Biochemistry
ERT	CHEM 150	General Chemistry 1
DE	BASK 7200	Library Skills
DE SYNC ONLY	HLTH 7001	Personal Care Attendant I
DE SYNC ONLY	HLTH 7002	Personal Care Attendant II
DE SYNC ONLY	NESL 537	Intermediate Reading for ESL
DE SYNC ONLY	NESL 538	Intermediate Writing for ESL
DE SYNC ONLY	NESL 540	Advanced Reading for ESL
DE SYNC ONLY	NESL 541	Advanced Writing for ESL
ERT	NESL 543	Intermediate Conversation for ESL
ERT	NESL 544	Advanced Conversation for ESL
ERT	NESL 555	Pronunciation for ESL
DE SYNC ONLY	VOCE 7502	Intro to Tax Preparation
DE SYNC ONLY	VOCE 7503	Intro to Tax Prep Software
DE SYNC ONLY	VOCE 7622	Green Gardening: Beginning
DE SYNC ONLY	VOCE 7623	Green Gardening: Advanced
These proposals had first readings on 05-05-2022.		
DE	EDUC 149	CWE: Occupational
DE SYNC ONLY	PHTO 7200	Digital Photos & the Computer
DE SYNC ONLY	PHTO 7201B	Basic Digital Photography
DE SYNC ONLY	PHTO 7202B	Digital Photo Editing & Post-Processing
DE SYNC ONLY	PHTO 7203B	Advanced Digital Photography
DE SYNC ONLY	PHTO 7204B	Phonetography
DE SYNC ONLY	PHTO 7205	Photography for Online Sales
DE SYNC ONLY	PHTO 7206	Food Photography
DE	EDUC 149	CWE: Occupational

**XIII. Agenda Item: New/Modified Requisites**

Prefix & Number	Course Title	Requisites
DANC 183	Dance Ensemble	REMOVE: Advisory: ENGL 514
ENGL 150/ES 150	Asian American Literature	NEW: Prerequisite: ENGL 101
CHEM 120	Introductory Chemistry	REMOVE: Advisory: pre-transfer level MATH 311
CHEM 150	General Chemistry 1	REMOVE: Advisory: pre-transfer level MATH 311
Justification: Regarding advisory pre-transfer level MATH advisory: Please remove them. Integrating math concepts sounds like we are stepping on toes, but we have proposed creating online math courses in our Chemistry 2022 Program Review. If our numbers begin to show a major drop rate (2022-2024) we will then resubmit to AP&P and integrate math concepts as well as online prep courses (Basic Skills).		
HLTH 7001	Personal Care Attendant I	NEW: Corequisite: HLTH 7002
HLTH 7002	Personal Care Attendant II	NEW: Corequisite: HLTH 7001

**XIV. Agenda Item: Request for AHC Graduation Requirements, CSU GE, and/or UC IGETC**

Prefix & Number	Course Title	Graduation Requirements
ENGL 150/ES 150	Asian American Literature	AHC GE 2A Social Science CSU GE A1 Oral Communication CSU GE A2 Written Communication CSU GE A3 Critical Thinking CSU GE C2 Humanities CSU GE F Ethnic Studies - IGETC 3B Humanities IGETC 4C Ethnic Studies AHC MCGC

**XV. Agenda Item: Noncredit (Community Education) Approval Process  
Discussion on implementation phase.**

Builder » Approval Workflows » New Noncredit Course Workflow » 1st Draft  
 Approval Workflow Builder  
 Process Title: New Noncredit Course Workflow  
 Version Title: 1st Draft

Design Surface

Level 01 (Originator)

Originator

Level 02

Level Name: [ ] Select a position: [ ]

LRC Staff Learning Resources C ...

Level 03

Level Name: [ ] Select a position: [ ]

Noncredit Dean

Level 04

Level Name: [ ] Select a position: [ ]

TRC Member APP Committee Co-Cha... Noncredit Rep

Level 05

Level Name: [ ] Select a position: [ ]

Discipline Faculty Discipline Chair Noncredit Coordinator ...

Level 06

Level Name: [ ] Select a position: [ ]

Noncredit Dean Academic Dean

Level 07

Level Name: [ ] Select a position: [ ]

APP Committee Chair APP Committee Member VP Academic Affairs

Level 08

Level Name: [ ] Select a position: [ ]

Curriculum Specials ...

Proposed workflow and approval process for noncredit courses and programs.

- **Noncredit Dean** – academic dean of community education that includes noncredit courses and programs.
- **Noncredit Representative** – noncredit faculty who reviews noncredit proposals
- **Discipline Faculty** – discipline experts of discipline-specific noncredit courses and programs.
- **Discipline Chair** – Chair of the department that shares discipline expertise with the noncredit faculty.
- **Noncredit Coordinator** – coordinates all noncredit courses. Collaborates with respective department/s on discipline-specific noncredit courses and programs.

The redundancy in the levels of approval ensures faculty involvement, dean review and support, and coordinator management of noncredit curriculum.

## XVI. Reports

- AP&P Representatives
- AP&P Vice Chair / TRC Chair
- AP&P Chair
- Administration
- Admissions and Records
- Counseling/Matriculation
- Articulation
- CurriQunet & Support

## XVII. Call for Future Agenda Items.

## XVIII. Call to Adjourn