

Academic Policy & Planning Committee Minutes
Thursday Feb 2, 2023 at 2:00 PM
Fine Arts Complex Bldg – F-243

VOTING MEMBERS (15)

X Applied Behavioral Sciences – Christine Bisson
X Business – Brent Darwin
X Counseling – Lainey Campos
X English – Chad Kelly
X Fine Arts – Shane Anderson
X Kinesiology, Rec & Athletics – Paul LeSage
X Health Sciences – Mary Nelson
Industrial Technology –

X Academic/Student Affairs – Kerry Runkle
X Languages & Communication – Andria Keiser
X Life and Physical Sciences – Brian Youngblood
X Mathematics Sciences – Derek Mitchem
X Public Safety – Susan Ruehl
Social & Behavioral Sciences – Tom VanderMolen
Student Representative – Pedro Navarrete

NON-VOTING MEMBERS

X Chair – Larry Manalo Jr.
X Vice chair/TRC/ Articulation - David DeGroot
VP, Academic Affairs – Robert Curry
Admissions & Records – X Josie Cabanas and
X Eunice Barcenas
X Community Education – Andria Keiser
~~Part-Time Faculty Union – Julia Sokolovska~~
X Curriculum Specialist – Rebecca Andres
~~Schedule – Ricardo Lopez~~
~~Distance Education – Fred Patrick~~

STANDING INVITEES

X Dean, Academic Affairs – Thomas Lamica
Dean, Academic Affairs – Sean Abel
Dean, Academic Affairs – Richard Mahon
Dean, Matriculation/Counseling – Yvonne Teniente
X 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

Joan Bergstrom Smith
Nancy Jo Ward
Jesus Solorio

I. Approval of Minutes: Nov 3, 2022.

Committee Action: A motion was made to approve the Nov 3, 2022 minutes as distributed. (M/S/P: D. Mitchem/A. Keiser). Yes – C Bisson, B Darwin, L Campos, C Kelly, S Anderson, P LeSage, M Nelson, K Runkle, A Keiser, D Mitchem, and S Ruehl. No – 0. Abstain: B Youngblood.

II. Approval of the Agenda

Correction: Remove VEN 114. The proposal was previously approved by the committee.

Committee Action: A motion was made to approve the Nov 3, 2022 agenda with the correction. (M/S/P: D. Mitchem/A. Keiser). Yes – C Bisson, B Darwin, L Campos, C Kelly, S Anderson, P LeSage, M Nelson, K Runkle, A Keiser, B Youngblood, D Mitchem, and S Ruehl. No – 0. Abstain: 0.

III. Chair Comments:

A. Summary Report: 03-09-2023. Senate: 03-28-2023. BOT: 04-18-2023.

B. Catalog Development Schedule

- Mar 1, 2023: Preview 2023-24 Online Working Catalog (link provided)
- Apr 10, 2023: Online Class Search Live (summer and fall 2023)
- Apr 10, 2023: 2023-24 Online Catalog Live
- Apr 27, 2023: Last day for new curriculum approval for publication in 2023-24 catalog
- Jul 1, 2023: 2023-24 Online Catalog Final
- Dec 7, 2023: Last day for modified curriculum approval and implementation in the 2024-25 catalog.

C. Next AP&P Meeting: 02-09-2023. Note: Back-to-back meetings.

D. Learning Resources and Curriculum: Trends in Education. The committee has an open invite to the library faculty.

IV. Information: College Now: Review the current list.

- Is there a need for committee action on College Now list?
- Is there a need for committee action on Early Entry for Community Education list?

Comments: The College Now designation is included in the technical pages of the course outline. The department continues to make decisions whether the course can be listed in College Now (credit) and Early Entry (noncredit). The committee continues to seek department input regarding additions and deletions in the College Now and Early Entry lists.

Thomas L. shared that the College Now list is the reference for dual enrollment offerings in the local high schools. For a course to be considered for dual enrollment (concurrent enrollment), it must be in the College Now list. The dual enrollment (concurrent enrollment) agreements are specific to the high school with a designated high school faculty who meets the minimum qualifications to teach the course.

V. Agenda Item: Consent Items

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Course Drop	LS 101	Success In College Justification: LS 101 has not been successfully offered for more than 3 years. The reason for dropping the course is insufficient enrollment. The course is not a part of any program or requisite to another course. The Counseling Department and all other counseling faculty were consulted and there was no opposition to dropping LS 101. There is an alternative course for the student (PD 101). The LAP faculty are unanimous in the decision to drop LS 101.	3.0
	LS 312	Adaptive Computer and Learning Justification: LS 312 has not been successfully offered for more than 4 years due to low enrollment. It is not a part of another program or a prerequisite. The LAP department vote to drop the course was unanimous.	2.0

Committee Action: A motion was made to approve the consent agenda items. (M/S/P: S Ruehl/D Mitchem). Yes – C Bisson, B Darwin, L Campos, C Kelly, S Anderson, P LeSage, M Nelson, K Runkle, A Keiser, B Youngblood, D Mitchem, and S Ruehl. No – 0. Abstain: 0.

VI. Agenda Item: First Reading

Proposal Type	Prefix & Number	Course/Program Title	Units/Hours
Course Drop with DE Request	ANTH 122/HUSV 122/PSY 122	States of Consciousness	3.0
Text Change with COR changes	ART 162	Ceramics 3 Justification: The need to change language from using high to low fire in the Methods of Instruction (lecture and lab) and Assignment areas. Most ceramic disciplines have moved away from high-fire clay at these levels of instruction.	3.0
New Course	DANC 139	Hip Hop Dance III Justification: Serves the need requested by the commercial dance committee members, to better prepare students for entry-level work in the commercial dance industry. Advisory: DANC 138 LOE: Audition Course in Programs:	3.0

		Commercial Dance - Certificate of Achievement (In Review)	
New Noncredit Course	PD 701	Justification: Many students throughout their journey at AHC struggle with how to envision their career opportunities after accomplishing their educational goals. This is especially true for first generation college students and those from low socioeconomic backgrounds. This new non-credit course will serve as preparation for students within their area of interest to identify skillsets conducive for lining up strong support mentorship and networks to assist them in preparing for the professional world.	8-10 Hours
Course Review	DA 310	Exploring Career Opportunities Justification: Course review cycle. Change textbook. ERT converted to DE. Change the SLOs. Catalog description changed.	1.0
	DA 314	Introduction to Bio-Dental Sci Justification: Course review. Textbook. ERT Converted to DE. Added content from DA 317 Management of pain and anxiety premedication, nitrous oxide, anesthetics, and relaxation techniques. Enrollment. Eliminated pre-req and co-req. Now admittance to program- English 101 Method of evaluation Units: 3.000	3.0
	DA 317	Dental Assisting Theory Justification: Course Review. Updated Textbooks. ERT convert to DE. Corequisite added. Removed and added to DA 314 - Management of pain and anxiety premedication, nitrous oxide, anesthetics, and relaxation techniques. Enrollment - Eliminated pre-requisite and co-requisite. Now admittance to program – ENGL 101.	7.0
	DA 318	Basic Dental Assisting Skills Justification: Course review. Textbook update. Corequisite course added. Enrollment - Eliminated pre-req and co-req. Now admittance to program- English 101.	3.0
	DA 319	DA Administrative Skills Justification: Course review. Updated textbook. ERT Convert to DE. SLO #2 has changed from knowledge of the Dental Practice act to ADA code of ethics. Course content has been modified Catalog description updated. Enrollment - Eliminated pre-req and co-req. Now admittance to program- ENGL 101. Removed 2 objectives: Ordering and scheduling.	3.0
	DA 320	DA Practicum in the Community	1.0

		Justification: Course Review. Updated Textbook. ERT converted to DE. Enrollment - Eliminated prerequisite and corequisite. Now admittance to program – ENGL 101.	
	DA 325	Clinical Dental Procedures Justification: Course Review. Updated text. Lecture converted from ERT to DE. Enrollment maximum. Remove prerequisite and corequisite. NEW: Add ENGL 101 as a program requirement. Removed objective 4. Added Content to lab.	3.0
	DA 326	Dental Radiography Justification: Course Review. Updated Textbook. Convert lecture from ERT to DE. Lab meets in person following all CDC recommendations. Enrollment. Method of instruction.	4.0
	DA 327	Dental Screening Justification: Course Review. Updated text and method of evaluation.	0.5
	DA 328	Pit and Fissure Sealants Justification: Course Review. Updated text. Lecture converted from ERT to DE.	1.0
	DA 329	Dental Assisting Practicum Justification: Course Review. Update Text. Lecture converted from ERT to DE. Enrollment.	4.0
	DA 330	Coronal Polish Justification: Course Review. Update text. Lecture component converted from ERT to DE. Methods of instruction update.	1.0
	DA 332	RDA Law and Ethics Justification: Course Review. Update text. ERT converted to DE. Method of evaluation.	0.5
	DA 348	RDA Success Seminar Justification: Course Review. Update text. ERT converted to DE. Catalog description.	0.5
	DA 380	DA Skills Lab Justification: Course Review. Update texts.	0.5
	PD 101	Success in College Justification: Course Review changes made included updating textbook to OER source, clarified course objectives, added DE Synch Only modality, revalidated GE and submitting for Health and Wellness Area 2 graduation requirement. Four objectives were modified, and one was added.	3.0
	PD 110	College Success Seminar Justification: Indicate that the course is not available for Concurrent Enrollment and new proposal for DE Synch Only modality.	1.0
Major Modification	DANC 140	Ballet Folklórico I	2.0

		Justification: Changed course title and added Lab Content. Course in Programs: Ballet Folklórico - Certificate of Achievement (In Review)	
	DANC 142	Ballet Folklórico II Justification: Changed course title and units, added course content and lab content Advisory: DANC 140 Course in Programs: Ballet Folklórico - Certificate of Achievement (In Review)	2.0
	DANC 145	Folklórico Zapateados Justification: Changing units, and SLO's, to better align with the new Ballet Folklórico certificate of accomplishment. Advisory: DANC 140 Course in Programs: Ballet Folklórico - Certificate of Achievement (In Review)	1.0
	DANC 182	Technical Production Lab Justification: Updated Cover Screen and Discipline sections, to better align with CID descriptor as this course is part of the AAT in theatre arts, and to better service our students, pedagogically speaking.	3.0
	ENGR 152	Statics Justification: Remove Physics 141 prerequisite option. This brings the COR in line with the C-ID (ENGR 130), which requires the Physics prerequisite be calculus based (i.e Physics 161, the other currently listed Physics prerequisite). Prerequisite: MATH 182	3.0
GRPH 112, GRPH 113, GRPH 115, GRPH 120, and MMAC 101 Justification: This course's lab hours are being expanded to allow the lab to be integrated into this course rather than having a separate co-requisite lab. Since the pandemic, the district's decision to support students through access to technology has positively impacted students and helps ensure learning outside of our dedicated teaching spaces and computer labs. District investment in loaner MacBook Pro laptops and Adobe "named licenses" offers opportunities for socio-economically disadvantaged students to continue outside the classroom and serves equity in the classroom.			
Major Modification	GRPH 112	Digital Imagery Justification: Course in Programs: Media Arts: Animation and Game Art - Associate in Science (In Review) Media Arts: Graphic Design - Associate in Science (In Review) Media Arts: Graphic Design - Certificate of Achievement (In Review) Media Arts: Graphic Design (Transfer Option) - Associate in Science (In Review) Media Arts: Visual Design - Certificate of Achievement (In Review)	3.0

		Media Arts: Multimedia - Associate in Science (In Review) Media Arts: Web Design - Certificate of Achievement (In Review)	
	GRPH 113	Digital Illustration Advisories: GRPH 110 Course in Programs: Media Arts: Graphic Design - Associate in Science (In Review) Media Arts: Graphic Design - Certificate of Achievement (In Review) Media Arts: Graphic Design (Transfer Option) - Associate in Science (In Review) Media Arts: Visual Design - Certificate of Achievement (In Review)	3.0
	GRPH 115	Digital Design and Publishing Advisories: GRPH 110 or GRPH 112 or GRPH 113 Course in Programs: Media Arts: Graphic Design - Associate in Science (In Review) Media Arts: Graphic Design - Certificate of Achievement (In Review) Media Arts: Graphic Design (Transfer Option) - Associate in Science (In Review)	3.0
	GRPH 120	Advanced Design for Publishing Prerequisite: GRPH 115	3.0
	MMAC 101	Introduction to Multimedia Course in Programs: Media Arts: Animation and Game Art - Associate in Science (In Review) Media Arts: Graphic Design - Associate in Science (In Review) Media Arts: Graphic Design - Certificate of Achievement (In Review) Media Arts: Multimedia - Associate in Science (In Review)	3.0
	MMAC 125	Computer Video Editing Justification: Realignment with CSLO #3 as changed by Film faculty in the cross-listed course FILM 125 Course in Programs: Media Arts: Web Design - Certificate of Achievement (In Review)	3.0
MATH 100, MATH 121, MATH 123, MATH 131, MATH 141 Justification: Update prerequisites to reflect AB705 and remove ancient MATH 333/334 prerequisite.			
	MATH 100	Nature of Modern Mathematics Prerequisite: MATH 331	3.0
	MATH 121	Trigonometry Prerequisite: MATH 331	3.0
	MATH 123	Elementary Statistics	4.0

		Prerequisite: MATH 331	
	MATH 131	College Algebra Justification: See above. Update text edition. Prerequisite: MATH 331	3.0
	MATH 141	Precalculus Justification: See above. Update text edition. Prerequisite: MATH 331	6.0
Program Modification	English	English Associate in Arts for Transfer	58-60

Comments:

- ANTH 122/ HUSV 122/ PSY 122 – There is a need to verify whether the proposal is intended to be a course drop rather than a DE request. It is likely that the prior proposal was not updated.
- PD 701 – A NEW noncredit course must align with noncredit prefix and numbering. The approval process is based on the course prefixes. Lainey C will collaborate with the community education and Rebecca to assign a noncredit prefix and number.
- The rest of the agenda items for first readings were not discussed at this time and were tabled for the next meeting.
- GRPH and MMAC proposals – Nancy Jo W answered questions regarding the proposals. These modifications are in line with the corresponding program modifications. The corresponding GRPH lab courses will be dropped upon approval and implementation of these course modifications.
- DANC proposals – Jesus S answered questions regarding the proposals. There are other courses in the queue that need to be approved prior to reviewing the DANC program.
- MATH proposals – Derek M answered questions regarding the MATH modifications in the requisites.

Committee Action: A motion was made to recommend the above items for first readings. (M/S/P: D Mitchem/A Keiser). Yes – C Bisson, B Darwin, L Campos, C Kelly, S Anderson, P LeSage, M Nelson, K Runkle, A Keiser, B Youngblood, D Mitchem, and S Ruehl. No – 0. Abstain: 0.

VII. 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.

VIII. Reports:

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

IX. Call for Future Agenda Items.

- X. Call to Adjourn.** The other agenda items were tabled for the next meeting. The meeting was adjourned at 4:00 PM.