

Academic Policy & Planning Committee Minutes

Meeting: Thursday February 16, 2017 in B-100 at 2:00 PM

VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.
 X Vice-Chair – David DeGroot
 X Applied Behavioral Sciences – C. Bisson
 X Business – Brent Darwin
 X Counseling – Lydia Maxwell
 English – Denize Cain
 X Fine Arts – Christopher Hite
 X Kinesiology, Rec & Athletics – Sheri Bates
 X Health Sciences – Mary Pat Nelson

X Industrial Technology – Gabriel Marquez
 X Academic/Student Affairs – Kathy Headtke
 Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 X Student Representative – Allie Shea

NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – J. Hooghuis and
 X Betsy Wilcox
 Articulation – David DeGroot
 Community Education – Vacant

OTHER

Past Chair –
 X Part-Time Faculty Union – D. Blanchard

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
 Dean, Academic Affairs – Richard Mahon
 Dean, Academic Affairs – D. Humphreys
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs – Sofia Ramirez Gelpi

Dean, Matriculation/Counseling – Yvonne Teniente
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

GUESTS

X Michael Dempsey
 X Ronald Lovell

Mission of the College: Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

Duties of the Committee: The AP&P Committee:

- guides the development of curriculum and encourages creativity, flexibility, and innovation in curriculum development. It is a multidisciplinary committee and must have the broadest of academic perspectives.
- is charged with the vigilant oversight of all of the college's curricula including the review, approval, and renewal of sound curriculum. Upon approval, the AP&P Committee shall offer its recommendations to the Academic Senate and Board of Trustees.
- certifies academic rigor, academic quality, academic integrity, and adherence to standards and regulations provided in Education Code and Title 5.
- refers curriculum matters beyond the scope of its normal business to the Academic Senate.
- examines, researches, and analyzes the issues presented for program vitality, and prepares a report with recommendations for consideration to the Academic Senate. The recommendations will be presented to the Senate Executive Committee and the Academic Senate.

Approval of Minutes

Committee action: A motion was made to approve the minutes of the February 2, 2017 meeting. (M/S/P: Maxwell/Lennihan). Ayes: C. Bisson, B. Darwin, L. Maxwell, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.

Approval of the Agenda

Committee action: A motion was made to approve the agenda. The agenda was sequenced to accommodate the guest initiators. (M/S/P: Mitchem/Headtke). Ayes: C. Bisson, B. Darwin, L. Maxwell, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.

Consent Items: None

First Reading:

Proposal Type	Prefix & Number	Course Title (Units)	Comments
Major Modification C-ID	ART 122	Life Drawing 1 (Lec 2/Lab 1) P: ART 120 Rationale: Changes made in response to C-ID review.	I: Deborah West R: C Hite Recommendations: Modify the additional Entrance Skills by either labelling these as "Other Skills" or removing them. Add course content to describe laboratory content. Consider: "Laboratory activities would align with the lecture topics."

			Consider a textbook more recent than 2011. The universities would prefer textbooks that are 5 years or more current. Add the word “drawing” in the Catalog Description.
Major Modification	CA 119	Introduction to the Hospitality Industry (Lec 2) Rationale: Course modifications and textbook updating made per program review.	I: Ronald Lovell R: C Bisson Recommendations: Align Outside Assignments with the Methods of Evaluation. Remove: above assignments. (done) Edit numbering of the Sample Assignment (done) Check the need for the dated “Other Materials” Indicate if classic, update, or remove. Decide whether a “research paper” is an appropriate assignment or should it be a “written assignment”? Consider: ENGL 514 as an advisory.
Major Modification	CA 121	Basic Baking and Pastry (Lec 2/Lab 1) P: CA 120 or FCS 120 or MATH 531	I: Ronald Lovell R: C Bisson Recommendations: Clarify Prerequisites: The suggestions include: (CA 120 or FCS 120) AND MATH 531 Consider: MATH 521 as a prerequisite. Update the COR of the cross-listed courses: CA 120 and FCS 120. Align Outside Assignments with Methods of Evaluation. List the OA that are to be used for grading the course. Consider adding categories and list the “Other Assignments” as Sample Assignments. (done) Evaluate the need for the outdated “Other Materials”. Consider updating, removing, or labeling as “classic”. Discussion: C. Bisson/ R. Lovell indicated that the FCS 120 cross-listed course would be reviewed and potentially dropped.
Major Modification	CA 122	Advanced Baking and Pastry (Lec 2/Lab 1) P: CA 121	I: Ronald Lovell R: C Bisson Recommendations:

		Rationale: Course review per program review - COR is fine as is, but took out references to National Restaurant Association (NRA) and NRA test and updated the text.	Check offering of these courses since they are prerequisites. Align Outside Assignments with Methods of Evaluation. Review "Other Materials" for currency and use in the course. If these are still used and available, label them as "classics".
Major Modification Course Review	WFTO 337	Division/Group Supervisor S-339 (Lec 1) P: Personnel must meet training and experience requirements for the position as established by the NWCG Wildland Fire Qualifications Subsystem Guide 310-1 or equivalent and be Initial Attack Incident Commander, Task Force Strike Leader qualified. A: WFTO 334 Rationale: Updating course outline per course review for Accreditation list.	I: Doug Dickson R: K Treur Recommendations: Prerequisite language should be removed since these do not indicate the "requisite skills of the student" that would enable them to be successful. Instead, indicate the language in the catalog description to identify the target students for the course without excluding other students who may be interested in enrolling in the course but would otherwise not be qualified for the different job positions.
Committee action:	A motion was made to recommend the above courses for first reading. (M/S/P: Lennihan/Mitchem). Ayes: C. Bisson, B. Darwin, L. Maxwell, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.		

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	GEOL 189	Independent Projects in Geology (Lab 1) Rationale: As part of GEOL/PHSC Program	I: Robert Meyer R: R Lennihan
New Course Noncredit	VOCE 7204B	Phonetography Contact Hours: 24-32 hours Repeatable 99	I: Elaine Healy
New Program	Fine Arts	Theatre Arts Associate in Arts for Transfer AA in Theatre Arts for Transfer: 18 Total Major Units: 60	I: Michael Dempsey R: C Hite Discussion: M. Dempsey discussed the future plans for adding two more courses in the selected units list. He also added an additional cost of \$300 / year in the CO application.
Committee action:	A motion was made to recommend the above program for adoption. (M/S/P: Lennihan/Maxwell). Ayes: C. Bisson, B. Darwin, L. Maxwell, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0. A motion was made to recommend the above courses for adoption. (M/S/P: Lennihan/Maxwell). Ayes: C. Bisson, B. Darwin, L. Maxwell, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K.		

	Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.
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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.

Action Item: Implementation of META, new version of CNET

Discussion:

- D DeGroot discussed the need to reevaluate the implementation of META due to the weak service response by Governet.
- R Andres reported that she was researching how other community colleges are using META and was gathering information regarding the advantages and challenges associated with the use of META.

Committee action: None

Action Item: Course Review Policy/Procedure/Course Review Packet

Discussion:

- L Manalo Jr presented the updates on the proposal for integrating course review in the curriculum process and the proposed revision to the course review packet.

Committee action: None

Action Item: BP/AP 4100 Graduation Requirements

- D DeGroot responded to the questions regarding the role of the discipline faculty in the course substitution and course waiver process. He would review and revise the AP to reflect greater involvement of the discipline department/faculty in the process.
- R Andres noted that there were discrepancies in the units in the BP and AP.

Committee action: None

Action Item: Academic Year 2017-2018 Calendar

- The Fall calendar was presented as an information item.

Committee action: None

Information Item: Update Credit by Exam List

- The credit by exam as copied from the current catalog is made available to the committee for update and review of the respective departments.

Committee action: None

Reports

AP&P Chair – Meeting materials are posted in the AP&P groups on myHancock.
CDH and PCAH 6th edition

Call for Future Agenda Items – Formalizing TRC, minimum requirements for degree, update CDH,

Call to Adjourn

The meeting was adjourned at 4:00 p.m.