

Academic Policy & Planning Committee Agenda

Meeting: Thursday April 20, 2017 in B-100 at 2:00 PM

VOTING MEMBERS (14)

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

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

NON-VOTING MEMBERS

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

OTHER

Past Chair –
 Part-Time Faculty Union – Danielle Blanchard

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
 Dean, Academic Affairs – Richard Mahon
 Dean, Academic Affairs – David 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

LEGEND

I = Initiator
 R = A&P Department Representative
 Lec = Lecture Units
 Lab = Laboratory Units
 CO = Chancellor's Office

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: Mar 16, 2017

Approval of the Agenda:

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Minor Modification	FASH 103	Textiles (Lec 3) A: ENGL 101 eligibility or ENGL 514 Rationale: The course update included prefix and course number change with corresponding exclusion of FCS 139 in catalog description, grading option of letter grade or pass/no pass, and changes in methods of instruction, outside assignments, and text.	I: Ginger Behnke R: Christine Bisson
Minor Modification	FASH 101	Fashion Industry and Marketing (Lec 3) Rationale: The course update included prefix and course number change with corresponding exclusion of FCS 137 in catalog description, grading option of letter grade or pass/no pass, typographical corrections in the course objectives, and	I: Ginger Behnke R: Christine Bisson Review of TOP code due to addition of interior design to the course content. There were no indications that the course content was modified.

		changes in methods of instruction, outside assignments, and text.	
Minor Modification	FASH 102	Fashion Design Analysis (Lec 3) A: Eligibility for ENGL 101 Rationale: The course update included prefix and course number change with corresponding exclusion of FCS 138 in catalog description, course title change, typographical corrections in the course objectives, and changes in methods of instruction, outside assignments, and text.	I: Ginger Behnke R: Christine Bisson OLD: FCS 138: Professional and Personal Apparel Selection
Course Review Follow-up PCA	FT 343	Pump Theory (Lec 0.5) New: P: FT 308 Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.	I: Frank Ortiz R: K Treur
Course Review Follow-up PCA	FT 360	Rescue Systems I (Lec 1.5/Lab 1) Repeat: 99 Need Lab content P: FT 308 Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency.	I: Frank Ortiz R: K Treur Comment: Include: Lab content
Course Review Follow-up PCA	FT 362	Confined Space Rescue Technician (Lec 0.5/Lab 2) P: FT 308 Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure or employment purposes.	I: Frank Ortiz R: K Treur Comment: Include Lab content. Update the texts or indicate that these are current references.
Course Review Follow-up PCA	FT 346	Driver Operator 1B (Lec 2/Lab 0.5) Repeat: 99 P: FT 308 Firefighter I Academy IB or State Fire Marshall certified basic firefighting academy diploma or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure or employment purposes.	I: Frank Ortiz R: K Treur Comment: Include Lab content. Update the texts or indicate that these are current references.

		LOE: Fire Apparatus/Operator 1A (2008 or 2015 version) and hold a valid Class C Firefighter Endorsed driver's license.	
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First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	AG 310	Winemaking Operations I Advisory: AG 101 Rationale: The new Limitation on Enrollment included provisions of AB 1989: "Must be 18 years of age or older and registered in the Enology/Viticulture major (no fees should be changed in this case) or must be 21 years old if not enrolled in the majors."	I: Alfredo Koch R: R Lennihan Comment: Include textbook. Check currency of Other Texts.
Major Modification	AG 311	Winemaking Operations II (Lec 1/Lab 1) Advisory: AG 310 and AG 101 LOE: Must be 18 years of age or older and registered in the Enology/Viticulture major (no fees should be changed in this case) or must be 21 years old if not enrolled in the majors. Rationale: A Limitation on Enrollment includes provisions of AB 1989: "Must be 18 years of age or older and registered in the Enology/Viticulture major (no fees should be changed in this case) or must be 21 years old if not enrolled in the majors."	Comment: Clarify Prerequisites: AG 310 and AG 101 Check currency of Other Texts
Major Modification DL Update	BUS 130	Consumer & Family Finance (Lec 3) Rationale: Based on program review, the course updates included grading change to letter grade and pass/no pass, edits in course objectives, outside assignments, methods of evaluation, and text.	I: Bob Bryant R: B. Darwin Cross-listed Courses: ECON 130 FCS 130 Comments: Launch proposals on the cross-listed courses to reflect the same changes with this course. Update DL elements.
Major Modification	FASH 110	Apparel Construction 1 (Lec 2/Lab 1) A: BASK 7011A and BASK 7011B and HOEC 7100A and HOEC 7101B Rationale: The course update included prefix and course number change with corresponding exclusion of FCS 140 in catalog description, minor course title change, increase in the total number of units, changes in the course content, typographical corrections in the course objectives, and changes in methods of instruction, outside assignments, and text.	I: Ginger Behnke R: Christine Bisson OLD: FCS 140 Apparel Construction
Course Review Clarification Needed	GEOG 105	Geography of California (Lec 3)	I: Chris Straub R Comments:

			The proposal was withdrawn last semester, fall 2016, due to its non-existence in the catalog and unsuccessful offering. Text and Other need to be updated.
Major Modification	MA 305	Body Systems and Disease (Lec 5 units) Rationale: The Limitation on Enrollment was removed to accommodate the request by anatomy, physiology, and EMS faculty to allow non-medical assisting students to take the course. There were adequate resources to expand the course offering. The textbook was updated.	I: Sue Reardon R: M P Nelson
Major Modification	MA 361	Coding for Medical Insurance Rationale: to keep up with the industry standards, the course update included catalog description change to include current coding resources, limitation on enrollment, "Admittance to MA program", and text.	I: Sue Reardon R: M P Nelson
Major Modification	Program	Agribusiness: Wine Business Associate in Science Total units: 25 Mission Statement: The Agribusiness program offers courses primarily in the area of viticulture and enology, providing excellent college level education and hands-on experience conducting students to earn an Associate Degree or Certificate, transfer to four-year institutions, or expand their knowledge and practical experience in these areas. A new Associate Degree and Certificate in Agricultural Science is being developed together with an Associate Degree for Transfer in Agribusiness.	Comments: Review mission statement.
Major Modification	Program	Agribusiness: Wine Business Certificate of Achievement Total units: 25 Mission Statement: same as above.	Comments: 10/19/2017

Second Reading: These new courses and course modifications are going to be included in the upcoming summary report if the committee does not have any further recommendations and approves these proposals.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	AG 314	Organic/Biodynamic Winegrowing (Lec 3)	I: A Koch R: R. Lennihan Comments: No textbook added.
New Course	MT 306	Advanced Machining (Lec 1.5) Catalog Description: This course will provide advanced training, continuing education and professional development for persons using industrial machine tools. Students will learn safe work habits, advanced set-up strategies and machining fundamentals such as the	Comment: Clarify the title about the proposed title as indicated in the program review as well as the intent of the course. Modify Catalog Description to provide more clarity regarding the nature of the course.

		selection of optimum cutting speeds and feeds.	
Major Modification DL Update Course Review	MMAC 101	Film as Art and Communication (Lec 2.5/Lab 0.5)	I: Tim Webb R: C Hite
Major Modification DL Update Course Review	MMAC 103	Contemporary Latin American Film (Lec 2.5/Lab 0.5)	I: Tim Webb R: C Hite

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.

Information Item: Implementation of META, new version of CNET.
 META access: <https://hancockcollege.sandbox.curricunet.com>.
 User name: your Allan Hancock College email
 Password: **fast**

Agenda Item: Approval Process: Integration of the Technical Review Committee

Agenda Item: Technical Review Team: Roles and Responsibilities

Information Item: Disciplines List (Rough CNET Report)

Information Item: Evaluation of the Committee and its Processes

Information Item: BP/AP 4025 Philosophy and Criteria for Associate Degree and General Education

Information Item: Curriculum Development Handbook: Annual Review
 ATTACH: Program and Course Approval Handbook 5th Edition
 ATTACH: Program and Course Approval Handbook 6th Edition Draft
 ATTACH: ASCC COR Reference Guide 2008

Information Item: Curriculum Goals and Achievements

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. CurricUNET & Support

Curriculum Development Handbook
 AP&P Evaluation Recommendations and Follow-up
 Report of Goals and Accomplishments

Call for Future Agenda Items

Call to Adjourn.

Next Meetings:

TRC Meeting: Thursday, Apr 27, 2017, A 403, 2:00 – 4:00 PM
 AP&P Committee Meeting: Thursday, May 4, 2017, B-100, 2:00 – 4:00 PM (Summary Report)

AP&P Agendas and Minutes can be found in “quick links” on the college website: <http://www.hancockcollege.edu/app/meetings.php>

