

Academic Policy & Planning Committee Minutes

Meeting: Thursday November 3, 2016 in B-100 at 2:00 PM

VOTING MEMBERS (14)

X Chair – Larry Manalo Jr. Vice-Chair – David DeGroot	X Industrial Technology – Gabriel Marquez Academic/Student Affairs – Kathy Headtke
X Applied Behavioral Sciences – C. Bisson	Languages & Communication – Andrea Sanders
X Business – Anne Cremarosa	X Life and Physical Sciences – Rob Lennihan
X Counseling – Lydia Maxwell	X Mathematics Sciences – Derek Mitchem
X English – Denize Cain	Public Safety – Kristy Treur
X Fine Arts – Tim Webb	X Social & Behavioral Sciences – Tom VanderMolen
X Kinesiology, Rec & Athletics – Sheri Bates	X Student Representative – Iliana Rosales
Health Sciences – Mary Pat Nelson	

NON-VOTING MEMBERS

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

OTHER

Past Chair – N/A
 Part-Time Faculty Union – Danielle Blanchard

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau	Dean, Matriculation/Counseling – Yvonne Teniente
Dean, Academic Affairs – Richard Mahon	Dean, Extended Campus – Rick Rantz
Dean, Academic Affairs – Nancy Meddings	Associate Dean/Athletic Director – Kim Ensing
Dean, Student Services – Robert Parisi	Associate Dean/PCPA Director – Mark Booher
Dean, Academic Affairs – Sofia Ramirez Gelpi	

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

A motion was made to approve the minutes of the October 27, 2016 as amended. (M/S/P: Mitchem/Maxwell) Ayes: L. Maxwell, D. Cain, S. Bates, R. Lennihan, D. Mitchem, T. VanderMolen, and I. Rosales. Noes: 0 Abstain: A. Cremarosa, G. Marquez.

Approval of the Agenda

A motion was made to approved the agenda with amendments (correct the date to Nov 3, 2016, table: BP/AP 4100 and Accreditation Recommendations on Review of Course Outlines of Record: Next Steps). (M/S/P: R. Lennihan/D. Mitchem). Ayes: L. Maxwell, D. Cain, S. Bates, R. Lennihan, D. Mitchem, T. VanderMolen, G. Marquez, A. Cremarosa, and I. Rosales. Noes: 0 Abstain: 0.

Action Item: BP/AP 4100 Graduation Requirements

No action taken.

Action Item: Accreditation Recommendations on Review of Course Outlines of Record: Next Steps

No action taken.

Consent Items: Course Review

Proposal Type	Prefix & Number	Course Title (Units)
Course Review	ENTR 101	Intro to Entrepreneurship (Lec 3) A: ENGL 513
Course Review Major Modification	ENVT 150	Hazardous Materials General Site Worker – 40 Hr (Lec 0.5/Lab 0.5) Repeat: 99
Course Review	ENVT 156	First Response Operational (Lec 1)

Course Review Major Modification	LE 329	State Hospital Peace Officer (Lec 10/Lab 7) P: LE 424 State-required minimum qualifications for employment as a California Department of State Hospital Peace Officer, completion of a 40-hour Arrest and Control Course (LE 424, or equivalent at another institution), and Department of Justice clearance letter to possess a firearm. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Course Review	LE 351	Field Training Officer (Lec 2.5) Repeat: 99 P: Satisfactory completion of a POST certified basic law enforcement academy, STC certified training academy or equivalent as determined by the Director, Law Enforcement training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Course Review Major Modification	LE 352	Field Training Officer Update (Lec 1.5) Repeat: 99 P: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Course Review Major Modification	LE 353	Field Training Administrator (Lec 1.5) P: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Course Review Major Modification	LE 357	Instructor Development (Lec 2.5) P: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Course Review Major Modification	LE 360	Arrest & Control/Emergency Vehicle Operations Course (Lec 0.5) Repeat: 99 P: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Course Review Major Modification	LE 361	Force Options Simulator/EVOC (Lec 0.5) Repeat: 99 P: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Course Review Major Modification	LE 362	Law Enforcement Driving Simulator/Emergency Vehicle Operations (Lec 0.5) Repeat: 99 P: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Course Review Major Modification	LE 363	Force Options Simulator/ Arrest & Control (Lec 0.5) P: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.

Course Review Major Modification	LE 364	Law Enforcement Driving Simulator/Arrest & Control Repeat: 99 P: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Course Review Major Modification	LE 365	Law Enforcement Driving Simulator/Force Options Simulator (Lec 0.5) Repeat: 99 P: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Course Review Major Modification	LE 367	Arrest & Control Update (Lec 0.5) P: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Course Review Major Modification	LE 370	Arrest and Control Instructor Update (Lec 1.5) P: POST and STC certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Course Review Major Modification	LE 371	Arrest and Control Instructor Certification Course (Lec 1.5) P: POST and STC certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Course Review Major Modification	LE 372	Physical Training Instructor (Lec 2.5) P: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.
Course Review	PLGL 103	Civil Litigation (Lec 3)
Course Review	PLGL 104	Legal Research & Writing (Lec 3) A: ENGL 514
Course Review	PLGL 105	Legal Analysis & Writing (Lec 3) A: ENGL 514
Course Review	PLGL 106	Case Management (Lec 3)
Course Review	RE 305	Real Estate Appraisal (Lec 3)
Course Review	RE 306	Property Management (Lec 3)
Committee action	A motion was made to recommend course reviews and course review modifications for adoption. (M/S/P Lennihan/Mitchem). Ayes: L. Maxwell, D. Cain, S. Bates, R. Lennihan, D. Mitchem, T. Webb, A. Sanders, T. VanderMolen, G. Marquez, A. Cremarosa, and I. Rosales. Noes: 0 Abstain: 0	

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
DL Conversion	ENGL 512	Writing Skills 2 (Lec 4/Lab 0.5) Prerequisite: A recommended placement based on the START process or ENGL 511 Advisory: READ 510	Rationale: The addition of distance learning as an alternative mode of instruction serves a targeted population of students.

			Recommendations: remove hybrid language, the college no longer uses this term, remove the "term" Blackboard" and replace with "the college's learning management system" adjust the lecture hours to maintain the current 4-unit credit.
New Course	FT 333C	Company Officer 2C – Fire Inspections and Investigations (Lec 2) A: Meet educational requirements for Fire Fighter II or equivalent as determined by the instructor of record. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that the state regulatory and licensing authorities will also grant equivalency for licensure or employment.	Rationale: This course meets one of the six courses required by California State Fire Training (SFT) for the "Company Officer" professional certification. The Company Officer professional certification is met by the successful completion of a series of six (6) SFT required courses; Company Officer 2A, 2B, 2C, 2D, 2E and Instructor 1. Effective 1-01-2017 the SFT "Company Officer" curriculum and certification requirements replace the "Fire Officer" certification series of nine (9) courses. The Fire Technology courses meeting the soon to be retired (12-31-2016) "Fire Officer" certification are; FT320 thru FT327, and FT 332. (See attached SFT Company Officer Certification Implementation Plan). Recommendations: FT 333C review alternative course numbering for these courses, enter Top Code and SAM code, clarify language in course objectives.
New Course	FT 333D	Company Officer 2D – All Risk Command Operations (Lec 2) A: Meet educational requirements for; Fire Fighter II, ICS-200.B: Incident Command System for Single Resources and Initial Action Incidents, and Hazardous Materials Incident Commander (CSTI) or equivalent as determined by the instructor of record. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that the state regulatory and licensing authorities will also grant equivalency for licensure or employment.	Recommendation: FT 333D Include prerequisite/advisory skills. Include a sample assignment in outside assignments should be included in degree-applicable course outlines
New Course	FT 333E	Company Officer 2E – Wildland Incident Operations (Lec 2) A: Meet educational requirements for; Fire Fighter II, Company Officer All-Risk Command and S-290 Intermediate Fire Behavior or equivalent as determined by the instructor of record. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that the state regulatory and licensing authorities will also grant equivalency for licensure or employment.	Recommendation: FT 333E Include prerequisite/advisory skills. Include a sample assignment in outside assignments should be included in degree-applicable course outlines.

New Course	FT 333F	Instructor I – Instructional Methodology (Lec 2)	Recommendation: FT 333F Check the wording on the first two course objectives.
C-ID Modification	HIST 101	World Civilizations to 1600 Attachment: C-ID HIST 150 C-ID HIST 101 Recommendations	Rationale: Address C-ID recommendations, specifically course content. Recommendations: discussion of philosophy discipline placement, outside assignments should include reading assignments, change the word “function” in course objective 8 to be measureable.
Major Modification	LE 368	Law Enforcement Agency Emergency Vehicle Operations Course Training Prerequisite: Students must be employed as CA Peace Officer or Recruit/Cadet enrolled in a State of California Commission on Peace Officers Standards and Training (POST) certified Law Enforcement Academy, and must possess a valid driver’s license to operate a motor vehicle within the State of California.	Rationale: Add Chancellor’s Office prerequisite wording required for all Public Safety courses. Recommendations: place the prerequisite language under limitation on enrollment.
COMMITTEE ACTION:	A motion was made to recommend 1 st readings for consideration: (M/S/P Mitchem/Maxwell). Ayes: L. Maxwell, D. Cain, S. Bates, R. Lennihan, D. Mitchem, T. Webb, T. VanderMolen, G. Marquez, A. Cremarosa, and I. Rosales. Noes: 0 Abstain: 0		

Second Reading

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
New Course	AG 161	Introduction to Plant Science (Lec 3)	
Request for general education	AG 161	Introduction to Plant Science	GE discussion regarding current GE language that states all courses include cultural diversity in the course
Course Review	ENVT 151	Hazardous Materials-Site Supervisor (Lec 1) Repeat: 99	Rationale: Course review.
New Course	FT 333A	Company Officer 2A Human Resource Management (Lec 2)	2 nd reading approval pending
New Course	FT 333B	Company Officer 2B General Administrative Functions (Lec 1)	2 nd reading approval pending
Course Review	FT 346	Driver Operator 1B (Lec 2)	2 nd reading approval pending
Committee action:	A motion was made to recommend AG 161, ENVT 151, and FT 346 for adoption. (Maxwell /Lennihan) Ayes: L. Maxwell, D. Cain, S. Bates, R. Lennihan, D. Mitchem, T. Webb, T. VanderMolen, G. Marquez, A. Cremarosa, and I. Rosales. Noes: 0 Abstain: 0		

Sunset Proposals

The courses are listed based on the order by which the courses were scanned. Discussion included the following topics:

- Attach the 1st appearance forms to 2nd appearance rationale prior to review by app
- Departments cannot choose to sunset a course, a course is automatically flagged for removal from the catalog (aka Sunset List) when the course has not been successful for two years.
- Bringing back a course that has been dropped or inactivated can be done but is not defined as “sunsetting” a course (meaning you can’t *choose* to remove a course from the catalog and then put it back in when it is decided

to offer the course again). A course is either dropped with no intention of offering again, retained because the course has a reasonable chance for success, inactivated for a period of time before being archived, or archived.

Sunset Terms and Definitions

- Sunset - refers to the policy for courses that have not been successfully offered within a two-year period.
- Drop Courses - local policy to remove course from catalog per department request. Upon approval all entries of the course are removed from the catalog.
- Retain - request by the department to keep a course that has not been successful. The rationale to retain a course appearing on the Sunset List may include a course modification, or changing it to a special topics course, or providing extenuating circumstances to retain, and/or scheduling the course in an upcoming spring, summer or fall semester.
- Inactivate – occurs in the state inventory after board approval to drop a course. The inactivation process removes the course from public view in the state inventory. The course can be made “active” again if it is done within a 3-year time period.
- Archive – occurs after a course has 3 years of being inactive in the state inventory and which the course can no longer be made active. A new course proposal is required to create the course.

First Appearance on Sunset List	Prefix & Number	Course/Program Title (units)	Comments
Drop	CBOT 362	Introduction to MS Publisher (1)	The course was removed from certificates and degrees in spring 2016.
Drop	CBOT 336	Introduction to Internet Explorer (1)	
Drop	LE 322	Basic Law Enforcement Academy 1B	
Drop	LE 379B	LE Agency EVOC Training	
Drop	LE 358	Drug Abuse Recognition	
Drop	LE 379A	Training Management Update	

Second Appearance on Sunset List	Prefix & Number	Course/Program Title (units)	Comments
Retain	PE 164	Soccer (1)	Last Offered: Summer 2013 Last Taught: Summer 2013 The course will be offered again during upcoming Fall terms.
Drop	PE 157	Golf: The Short Game (1)	Dropping this course does not impact any programs.
Retain	PE 156	Beginning Golf (1)	Last Offered: Spring 2016 Last Taught: Summer 2008 The course will be offered again during upcoming Spring, Summer, and/or Fall.
Drop	PE 144	Weight Training (1)	Dropping this course does not impact any programs.
Should not be on the Sunset List	PE 123	Aerobic Swim (1)	Successful: Fall 2015
Should not be on the Sunset List	PE 106	Sports Officiating (3)	Successful: Spring 2016

Request to Drop a Course	Prefix & Number	Course/Program Title (units)	Comments
Sunset-Drop	PD 120	Effective Tutoring (1)	Reason: Instructor of record retired; Tutorial Services is currently assessing program and services; consequently, the role of the course in preparing students to serve as tutors will be considered through consultation between the counseling department and tutorial services.
Drop	FT 327	Fire Investigation 1A (2)	Rationale: This course has been removed from State Fire Training Certification Track. There is an alternative to the course.
Drop	FT 342	Fireground Hydraulics (0.5)	No request for this class have been requested in many years. There is an alternate course.
Drop	FT 343	Pump Theory (0.5)	This course has not been requested for many years.
Drop	FT 374	First Responder Medical (2)	This course has not been requested for many years.
Committee actions:	<p>A motion was made to recommend course drops for removal from the catalog. (M/S/P Maxwell/Lennihan) Ayes: L. Maxwell, D. Cain, S. Bates, R. Lennihan, D. Mitchem, T. Webb, A. Sanders, T. VanderMolen, G. Marquez, A. Cremarosa, and I. Rosales. Noes: 0 Abstain: 0</p> <p>A motion was made to accept the rationales presented for 1st and 2nd appearance. (M/S/P Maxwell/Lennihan). Ayes: L. Maxwell, D. Cain, S. Bates, R. Lennihan, D. Mitchem, T. Webb, A. Sanders, T. VanderMolen, G. Marquez, A. Cremarosa, and I. Rosales. Noes: 0 Abstain: 0.</p>		

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.

Reports

Call for Future Agenda Items

GE, cultural diversity, course numbering, procedure for changing course offering in the catalog.

Call to Adjourn

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

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

**ACADEMIC POLICY AND PLANNING COMMITTEE 2013-2014
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 25 October 2016

FROM: Counseling Department Hector Alvarez
(Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: Effective Tutoring

Course Prefix and Number: PD 120 Units 1.0

2. Semester and year in which course was last offered: Fall 2014

3. Number of students enrolled in each section: 1 section: 11 enrolled F2014
(Per Census)

4. Reason for dropping/sunset course:

Insufficient Enrollment: Yes No

Other: Instructor of record retired; Tutorial Services is currently assessing program and services; consequently, the role of the course in preparing students to serve as tutors will be considered through consultation between the Counseling Department and Tutorial Services.

5. Is there an alternative course for the student? Yes No

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

To be determined based on current evaluation of Tutorial Program. If a credit level course is determined as not needed to train tutors, then the college may opt to use alternate ways (e.g. trainings or workshops) to prepare student tutors. If a credit course is viable then we would review course and modify COR as needed.

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: 13	# NO votes: 0	# Abstentions: 0
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Initiator <u>HLC</u> 26 OCT 16 Date	Academic Dean <u>[Signature]</u> 10/26/16 Date
AP&P Representative <u>[Signature]</u> 10-26-16 Date	AP&P Chairperson Date
Department Chair <u>HLC</u> 26 OCT 16 Date	Vice President, Academic Affairs Date

First Appearance Report
ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET POLICY

The following course has been identified as one that is subject to the college's sunset policy because it has not been successfully taught for at least two calendar years. When a course is dropped, it is removed from the catalog, and listed as inactive. Re-activating a course requires a departmental faculty course review process and must occur within three years. Subsequent to a course being inactive for three years, it automatically becomes archived. To offer a course that has been archived, a new course proposal must be submitted.

Course Prefix & Number LE322 Course Title Basic Law Enforcement Academy 1B

Please complete this form and return it to Academic Affairs by: _____

1. _____ This course should not be on the sunset list because:

It was offered successfully: _____
(Please give semester and year.)

2. The department concurs that the course should be dropped from the curriculum. Please include confirmation for the following:

Ran Course Impact Report Fall 2016
(Please give semester and year.)

Communicated with departments that may be impacted _____
(Please give semester and year.)

Please note: current and future consideration should be given to a dropped course and its potential impact on: other courses; existing degree programs; existing certificates; course articulation; and C-ID (Course Identification Numbering System) status.

For rationale responses 3-6 below, indicate:

A. F2008 F2008
(Last semester and year offered.) (Last semester and year successfully taught.)

B. Include/attach evidence to demonstrate enrollment data. (ex., annual update, program review, mandates, external board requirements, or other atypical circumstances)

3. _____ The course will be offered again during the upcoming Spring, Summer, and/or Fall terms.

4. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one). (The College Catalog indicates these courses are not included in any major core.)

5. _____ The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons (Attach additional rationale if needed.):

(Please provide submission date and initiator for course modification proposal.)

6. _____ The department wishes to continue with this course due to the following extenuating circumstances (Attach additional rationale if needed.):

PREPARED BY:

Kenneth George
Signature of Initiator

DEPARTMENT ACTION:

YES 4 # NO 0 # ABSTENTIONS 0

REVIEWED BY:

KA News

Date: 10/28/16

AP&P Representative

KA News

Date: 10/28/16

Department Chair

Rick Rantz

Date: 10/28/16

Academic Dean*

First Appearance Report
ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET POLICY

The following course has been identified as one that is subject to the college's sunset policy because it has not been successfully taught for at least two calendar years. When a course is dropped, it is removed from the catalog, and listed as inactive. Re-activating a course requires a departmental faculty course review process and must occur within three years. Subsequent to a course being inactive for three years, it automatically becomes archived. To offer a course that has been archived, a new course proposal must be submitted.

Course Prefix & Number LE379B Course Title LE Agency EVOC Training

Please complete this form and return it to Academic Affairs by: _____

1. _____ This course should not be on the sunset list because:

It was offered successfully: _____
(Please give semester and year.)

2. x The department concurs that the course should be dropped from the curriculum. Please include confirmation for the following:

Ran Course Impact Report Fall 2016
(Please give semester and year.)

Communicated with departments that may be impacted _____
(Please give semester and year.)

Please note: current and future consideration should be given to a dropped course and its potential impact on: other courses; existing degree programs; existing certificates; course articulation; and C-ID (Course Identification Numbering System) status.

For rationale responses 3-6 below, indicate:

A. Unknown Unknown
(Last semester and year offered.) (Last semester and year successfully taught.)

B. Include/attach evidence to demonstrate enrollment data. (ex., annual update, program review, mandates, external board requirements, or other atypical circumstances)

3. _____ The course will be offered again during the upcoming Spring, Summer, and/or Fall terms.

4. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one). (The College Catalog indicates these courses are not included in any major core.)

5. _____ The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons (Attach additional rationale if needed.):

(Please provide submission date and initiator for course modification proposal.)

6. _____ The department wishes to continue with this course due to the following extenuating circumstances (Attach additional rationale if needed.):

PREPARED BY: Kenneth George **DEPARTMENT ACTION:**
Signature of Initiator [Signature] # YES 4 # NO 0 # ABSTENTIONS 0

REVIEWED BY:

WJ Drew
AP&P Representative

Date: 10/28/14

WJ Drew
Department Chair

Date: 10/28/14

WJ Drew ^{KA}
Academic Dean*
Rick Rank

Date: ~~10/28/14~~ ^{KA}
10/28/16

**First Appearance Report
ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET POLICY**

The following course has been identified as one that is subject to the college's sunset policy because it has not been successfully taught for at least two calendar years. When a course is dropped, it is removed from the catalog, and listed as inactive. Re-activating a course requires a departmental faculty course review process and must occur within three years. Subsequent to a course being inactive for three years, it automatically becomes archived. To offer a course that has been archived, a new course proposal must be submitted.

Course Prefix & Number LE 358 Course Title DRUG ABUSE RECOGNITION

Please complete this form and return it to Academic Affairs by:

1. This course should not be on the sunset list because:

It was offered successfully:

(Please give semester and year.)

2. The department concurs that the course should be dropped from the curriculum. Please include confirmation for the following:

Ran Course Impact Report _____

(Please give semester and year.)

Communicated with departments that may be impacted _____

(Please give semester and year.)

Please note: current and future consideration should be given to a dropped course and its potential impact on: other courses; existing degree programs; existing certificates; course articulation; and C-ID (Course Identification Numbering System) status.

For rationale responses 3-6 below, indicate:

A. (Last semester and year offered.) 2015 (Last semester and year successfully taught.) 2010

B. Include/attach evidence to demonstrate enrollment data. (ex., annual update, program review, mandates, external board requirements, or other atypical circumstances)

3. The course will be offered again during the upcoming Spring, Summer, and/or Fall terms.

4. The department wishes to change the course to a Special Topic 199 or 399 (circle one). (The College Catalog indicates these courses are not included in any major core.)

5. The department wishes to retain the course, with course modifications via the current curriculum proposal process for the following specific reasons (Attach additional rationale if needed.):

(Please provide submission date and initiator for course modification proposal.)

6. The department wishes to continue with this course due to the following extenuating circumstances (Attach additional rationale if needed.):

PREPARED BY:

DEPARTMENT ACTION:

[Signature]
Signature of Initiator

YES 4 # NO 0 # ABSTENTIONS 0

WJ Jew (AP/PR) 10/20/16
WJ Jew (Dept. Chair) 10/20/14
Zick Rantz (Dean) 10/28/16

Proposal Impact

LE 358 Drug Abuse Recognition
****Course Drop/Deactivate Course****
Larry Ralston

Courses

Cross Listed Courses

Programs

**First Appearance Report
ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET POLICY**

The following course has been identified as one that is subject to the college's sunset policy because it has not been successfully taught for at least two calendar years. When a course is dropped, it is removed from the catalog, and listed as inactive. Re-activating a course requires a departmental faculty course review process and must occur within three years. Subsequent to a course being inactive for three years, it automatically becomes archived. To offer a course that has been archived, a new course proposal must be submitted.

Course Prefix & Number LE 379 A Course Title TRAINING MANAGEMENT UPDATE

Please complete this form and return it to Academic Affairs by:

1. _____ This course should not be on the sunset list because:

It was offered successfully:

(Please give semester and year.)

2. The department concurs that the course should be dropped from the curriculum. Please include confirmation for the following:

Ran Course Impact Report _____

(Please give semester and year.)

Communicated with departments that may be impacted _____

(Please give semester and year.)

Please note: current and future consideration should be given to a dropped course and its potential impact on: other courses; existing degree programs; existing certificates; course articulation; and C-ID (Course Identification Numbering System) status.

For rationale responses 3-6 below, indicate:

A. _____ (Last semester and year offered.) (Last semester and year successfully taught.)

B. Include/attach evidence to demonstrate enrollment data. (ex., annual update, program review, mandates, external board requirements, or other atypical circumstances)

3. _____ The course will be offered again during the upcoming Spring, Summer, and/or Fall terms.

4. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one). (The College Catalog indicates these courses are not included in any major core.)

5. _____ The department wishes to retain the course, with course modifications via the current curriculum proposal process for the following specific reasons (Attach additional rationale if needed.):

(Please provide submission date and initiator for course modification proposal.)

6. _____ The department wishes to continue with this course due to the following extenuating circumstances (Attach additional rationale if needed.):

PREPARED BY:

DEPARTMENT ACTION:



YES 4 # NO 0 # ABSTENTIONS 0

Signature of Initiator

KD Jones (APSP Rep) 10/28/16
KD Jones (Dept. Chair) 10/28/16
Rick Rank (Dean) 10/28/16

Proposal Impact

LE 379A Training Management Update
****Course Drop/Deactivate Course****
Larry Ralston

Courses

Cross Listed Courses

Programs

**ACADEMIC POLICY AND PLANNING COMMITTEE
REQUEST TO DROP A COURSE**

TO: Academic Policy & Planning Committee

DATE: 10/27/2016

FROM: Public Safety Doug Dickson
(Department) (Person originating request)

1. Course Title: Fire Investigation 1A

Prefix and Number: FT 327 Units 2

2. Last year and semester that the course was successfully offered, if known, or indicate if more than three elapsed since the course was successfully offered: Spring 2016

3. Reason for dropping course: Insufficient Enrollment: Yes ___ No ___ Other: This course has been removed from the State Fire Training Certification Track.

4. Is this course part of a program in any discipline, or requisite to another course? No

If yes, have the appropriate discipline faculty aware the course is being dropped? _____

5. Is there an alternative course for the student? Yes X No ___

6. Is the department unanimous in this decision? Yes X No ___

7. If not unanimous, please attach Minority Report.

Doug Dickson
Doug Dickson

10/27/2016
Date

Initiator

Rick Rante
Academic Dean

[Signature]
AP&P Representative

10/29/16
Date

AP&P Chairperson

[Signature]
Department Chair

10/29/16
Date

Vice President, Academic Affairs

**ACADEMIC POLICY AND PLANNING COMMITTEE 2011-2013
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 10/27/2016

FROM: Public Safety Doug Dickson
(Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: Fireground Hydraulics

Course Prefix and Number: FT 342 Units .5

2. Semester and year in which course was last offered: _____

3. Number of students enrolled in each section: _____
(Per Census)

4. Reason for dropping/sunset course:

Insufficient Enrollment: Yes _____ No _____

Other: No requests for this class have been requested in many years.

5. Is there an alternative course for the student? Yes x No _____

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: <u>4</u>	# NO votes: <u>0</u>	# Abstentions: <u>0</u>
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<u>Doug Dickson</u> Initiator	<u>10/27/16</u> Date	<u>Rick Bank</u> Academic Dean	<u>10/28/16</u> Date
<u>[Signature]</u> AP&P Representative	<u>10/28/16</u> Date	AP&P Chairperson	Date
<u>[Signature]</u> Department Chair	<u>10/28/16</u> Date	Vice President, Academic Affairs	Date

**ACADEMIC POLICY AND PLANNING COMMITTEE 2011-2013
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 10/27/2016

FROM: Public Safety Doug Dickson
(Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: Pump Theory

Course Prefix and Number: FT 343 Units .5

2. Semester and year in which course was last offered: _____

3. Number of students enrolled in each section: _____
(Per Census)

4. Reason for dropping/sunset course:

Insufficient Enrollment: Yes ___ No ___

Other: This course has not been requested for many years.

5. Is there an alternative course for the student? Yes ___ No ___

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: <u>4</u>	# NO votes: <u>0</u>	# Abstentions: <u>0</u>
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<u>Doug Dickson</u> Initiator	<u>10/27/16</u> Date	<u>Rick Rank</u> Academic Dean	<u>10/28/16</u> Date
<u>[Signature]</u> AP&P Representative	<u>10/20/16</u> Date	AP&P Chairperson	Date
<u>[Signature]</u> Department Chair	<u>10/20/16</u> Date	Vice President, Academic Affairs	Date

**ACADEMIC POLICY AND PLANNING COMMITTEE 2011-2013
MEMO TO REQUEST TO DROP OR SUNSET A COURSE**

TO: Chair, Academic Policy & Planning Committee

DATE: 10/27/2016

FROM: Public Safety Doug Dickson
(Department) (Person originating request)

The department wishes to [check one]: Drop course Sunset course

1. Course Title: First Responder Medical

Course Prefix and Number: FT 374 Units 2

2. Semester and year in which course was last offered: _____

3. Number of students enrolled in each section: _____
(Per Census)

4. Reason for dropping/sunset course:

Insufficient Enrollment: Yes _____ No _____

Other: This course has not been requested for many years.

5. Is there an alternative course for the student? Yes _____ No _____

In what way(s) would the department be better able to meet the objectives of the college if the course were dropped from the curriculum?

DEPARTMENT ACTION:

Allow at least one week for faculty peers to review and comment prior to a department vote.

# YES votes: <u>4</u>	# NO votes: <u>0</u>	# Abstentions: <u>0</u>
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<u>Doug Dickson</u> Initiator <u>Doug Dickson</u> <u>10/27/16</u> Date	<u>Rick Rantz</u> Academic Dean <u>10/28/16</u> Date
<u>[Signature]</u> AP&P Representative <u>10/20/16</u> Date	AP&P Chairperson _____ Date
<u>[Signature]</u> Department Chair <u>10/20/16</u> Date	Vice President, Academic Affairs _____ Date