Academic Policy & Planning Committee Agenda

Meeting: Thursday November 4, 2016 in B-100 at 2:00 PM

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| **VOTING MEMBERS (14)** | | NON-VOTING MEMBERS |
| Chair – Larry Manalo Jr. | Industrial Technology – Gabriel Marquez | Curriculum Specialist – Rebecca Andres |
| Vice-Chair – David DeGroot | Academic/Student Affairs – Kathy Headtke | VP, Academic Affairs – George Railey |
| Applied Behavioral Sciences – Christine Bisson | Languages & Communication – Andrea Sanders | Admissions & Records – Janet Hooghuis and Betsy Wilcox |
| Business – Anne Cremarosa | Life and Physical Sciences – Rob Lennihan | Articulation – David DeGroot |
| Counseling – Lydia Maxwell | Mathematics Sciences – Derek Mitchem | Community Education – Vacant |
| English – Denize Cain | Public Safety – Kristy Treur |  |
| Fine Arts – Tim Webb | Social & Behavioral Sciences – Tom VanderMolen | **OTHER** |
| Kinesiology, Rec & Athletics – Sheri Bates | Student Representative – Allie Shea | Past Chair – N/A |
| Health Sciences – Mary Pat Nelson |  | Part-Time Faculty Union – Danielle Blanchard |
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| **STANDING INVITEES** | | **LEGEND** |
| Dean, Academic Affairs – Margaret Lau | Dean, Matriculation/Counseling – Yvonne Teniente | I = Initiator |
| Dean, Academic Affairs – Richard Mahon | Dean, Extended Campus – Rick Rantz | R = A&P Department Representative |
| Dean, Academic Affairs – Nancy Meddings | Associate Dean/Athletic Director – Kim Ensing | Lec = Lecture Units  Lab = Laboratory Units |
| Dean, Student Services – Robert Parisi | Associate Dean/PCPA Director – Mark Booher | CO = Chancellor’s Office |
| Dean, Academic Affairs – Sofia Ramirez Gelpi | |  |

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| **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** Oct 27, 2016.

**Approval of the Agenda**

**Action Item:** BP/AP 4100 Graduation Requirements

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

**Consent Items: Course Review**

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| **Proposal Type** | **Prefix & Number** | **Course Title (Units)** | **Comments** |
| Course Review | ENTR 101 | Intro to Entrepreneurship (Lec 3)  A: ENGL 513 | I: A Cremarosa  R: A Cremarosa  Rationale: This modification is the result of comprehensive program review for the Entrepreneurship program (Certificate and Degree). |
| Course Review Major Modification | ENVT 150 | Hazardous Materials General Site Worker – 40 Hr (Lec 0.5/Lab 0.5)  Repeat: 99 | I: K Treur  R: K Treur  Rationale: Updating course outline of record per course review |
| Course Review | ENVT 156 | First Response Operational (Lec 1)  Repeat: 99 |
| Course Review Major Modification | LE 329 | State Hospital Peace Officer (Lec 10/Lab 7)  Repeat: 99  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. | I: Larry Ralston  R: K Treur  Rationale: Updating course outline of record per course review |
| 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. | I: Larry Ralston  R: K Treur |
| Course Review  Major Modification | LE 352 | Field Training Officer Update (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. | I: Larry Ralston  R: Kristy Treur |
| Course Review  Major Modification | LE 353 | Field Training Administrator (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. | I: Larry Ralston  R: Kristy Treur |
| Course Review  Major Modification | LE 357 | Instructor Development (Lec 2.5)  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. | I: Larry Ralston  R: Kristy Treur |
| Course Review  Major Modification | LE 360 | Arrest & Control/Emergency Vehicle Operations Course (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. | I: Deborah Annibali  R: Kristy Treur |
| Course Review  Major Modification | LE 361 | Force Options Simulator/EVOC (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. | I: Deborah Annibali  R: Kristy Treur |
| 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. | I: Deborah Annibali  R: Kristy Treur |
| Course Review  Major Modification | LE 363 | Force Options Simulator/ Arrest & Control (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. | I: Deborah Annibali  R: Kristy Treur |
| 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. | I: Deborah Annibali  R: Kristy Treur |
| 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. | I: Deborah Annibali  R: Kristy Treur |
| Course Review  Major Modification | LE 367 | Arrest & Control Update (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. | I: Deborah Annibali  R: Kristy Treur |
| Course Review  Major Modification | LE 370 | Arrest and Control Instructor Update (Lec 1.5)  Repeat: 99  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. | I: Larry Ralston  R: K Treur |
| Course Review  Major Modification | LE 371 | Arrest and Control Instructor Certification Course (Lec 1.5)  Repeat: 99  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. | I: Larry Ralston  R: K Treur |
| Course Review  Major Modification | LE 372 | Physical Training Instructor (Lec 2.5)  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. | I: Larry Ralston  R: K Treur |
| Course Review | PLGL 103 | Civil Litigation (Lec 3) | I: Marie Comstock  R: A Cremarosa |
| 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) |

**First Reading:**

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| **Proposal Type** | **Prefix & Number** | **Course/Program Title (units)** | **Comments** |
| Major Modification  DL Conversion | ENGL 512 | Writing Skills 2 (Lec 4/Lab 0.5)  P: A recommended placement based on the START process or ENGL 511  A: READ 510  DL Course | I: Jennifer Jozwiak  R: D Caine  Rationale: The addition of distance learning as an alternative mode of instruction serves a targeted population of students. |
| 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. | I: K Treur  R: K Treur  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). |
| 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. and |
| 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. |
| New Course | FT 333F | Instructor I – Instructional Methodology (Lec 2) |
| C-ID Modification | HIST 101 | World Civilizations to 1600  Attachment:  C-ID HIST 150  C-ID HIST 101 Recommendations | I: Gary Bierly  R: T VanderMolen  Rationale: Address C-ID recommendations, specifically course content. |
| Major Modification | LE 368 | Law Enforcement Agency Emergency Vehicle Operations Course Training  P: 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. | I: Ken George  R: K Treur  Rationale: Add Chancellor's Office prerequisite wording required for all Public Safety courses. |

**Second Reading**

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| **Proposal Type** | **Prefix & Number** | **Course/Program Title (units)** | **Comments** |
| New Course | AG 161 | Introduction to Plant Science (Lec 3) | Need: GE documentation. |
| Course Review | ENVT 151 | Hazardous Materials-Site Supervisor (Lec 1)  Repeat: 99 | I: K Treur  R: K Treur  Rationale: Course review. |
| New Course | FT 333A | Company Officer 2A – Human Resource Management (Lec 2) | I K Treur  R K Treur |
| New Course | FT 333B | Company Officer 2B – General Administrative Functions (Lec 1) | I: Doug Dickson  R: K Treur |
| Course Review | FT 346 | Driver Operator 1B (Lec 2) | I: Doug Dickson  R K Treur |
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**Sunset Proposals.** The courses are listed based on the order by which the courses were scanned.

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| **Proposal Type** | **Prefix & Number** | **Course/Program Title (units)** | **Comments** |
| **First Appearance** | | | |
| Drop | CBOT 362 | Introduction to MS Publisher (1) | I: Jody Derry  R: A Cremarosa  The course is removed from certificates and degrees in spring 2016. |
| Drop | CBOT 336 | Introduction to Internet Explorer (1) |
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| **Second Appearance** | | | |
| Retain | PE 164 | Soccer (1) | I: S Bates  R: S Bates  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) | I: S Bates  R: S Bates  Dropping this course does not impact any programs. |
| Retain | PE 156 | Beginning Golf (1) | I: S Bates  R: S Bates  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) | I: S Bates  R: S Bates  Dropping this course does not impact any programs. |
| Should not be on the Sunset List | PE 123 | Aerobic Swim (1) | I: S Bates  R: S Bates  Successful: Fall 2015 |
| Should not be on the Sunset List | PE 106 | Sports Officiating (3) | I: S Bates  R: S Bates  Successful: Spring 2016 |
| **Request to Drop or Sunset a Course** | | | |
| Sunset | PD 120 | Effective Tutoring (1) | I: Hector Alvarez  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) | I: Doug Dickson  R: K Treur  Rationale: This course has been removed from State Fire Training Certification Track. There is an alternative to the course. |
| Sunset | FT 342 | Fireground Hydraulics (0.5) | I: Doug Dickson  R: K Treur  No request for this class have been requested in many years. There is an alternate course. |
| Sunset | FT 343 | Pump Theory (0.5) | This course has not been requested for many years. |
| Sunset | FT 374 | First Responder Medical (2) | This course has not been requested for many years. |

**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**

* 1. AP&P Representatives
  2. AP&P Vice Chair
  3. AP&P Chair
  4. Administration
  5. Admissions and Records
  6. Counseling/Matriculation
  7. Articulation
  8. CurricUNET & Support

**Call for Future Agenda Items**

**Call to Adjourn.**

**Next Meetings**:

AP&P Committee: Thursday, Nov 3, 2016, B-100, 2:00 – 4:00 PM

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