

# Academic Policy & Planning Committee Minutes

**Meeting: Thursday, January 22, 2015 – B100 – 2:00 - 4:00 PM**

## VOTING MEMBERS

X Chair – Sofía Ramírez-Gelpi  
 X Vice-Chair – Tom VanderMolen  
 X Academic/Student Affairs – Sandra Bierdzinski  
 X Applied Social Sciences – Judith Dal Porto  
 X Business – Peggy Warrick  
 X Counseling – Lydia Maxwell  
 X English – Jennifer Jozwiak  
 X Fine Arts – David Passage  
 X Kinesiology, Rec & Athletics – Sheri Bates

X Health Sciences – Larry Manalo  
 X Industrial Technology – Robert Mabry  
 Languages & Communication – Melinda Nishimori  
 X Life and Physical Sciences – Rob Lennihan  
 X Mathematics Sciences – Derek Mitchem  
 X Public Safety – Mike Messina  
 X Social & Behavioral Sciences – Tom VanderMolen  
 Student Representative – Quianna Cater

## NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres  
 VP, Academic Affairs – Luis Sánchez  
 Admissions & Records – Janet Hooghuis  
 X Articulation – David DeGroot  
 Community Education – vacant

## OTHER

Past AP&P Chair -Karen Tait  
 PT Faculty Union – Danielle Blanchard

## INVITEES

Dean, Academic Affairs – Larissa Nazarenko  
 Dean, Academic Affairs – Paul Murphy  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi

Dean, Academic Affairs – Ardis Neilsen  
 Dean, Matriculation/Counseling – vacant  
 Dean, Extended Campus – Rick Rantz  
 Dean/Athletic Director – Kim Ensing

## GUESTS

Michael Dempsey, Liz West, Debra Stance, Julia Raybould-Rodgers, Susan Farley, Margaret Lau, and Alfredo Koch

- I. **Approval of Minutes:** A motion was made to table approval of the minutes (M/S/P Lennihan/VanderMolen. (Yes: Bierdzinski, Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain: 0)
- II. **Approval of the Agenda:** A motion was made to approve the agenda with amendment. (M/S/P Lennihan/VanderMolen).

A motion was made to amend the agenda in light of recent compliance issues regarding Human Services courses (HSV 121-161) that warranted immediate committee action. M/S/P Lennihan/VanderMolen (Yes: Bierdzinski, Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain: 0)

## III. Curriculum – Sunrise Courses

Prefix & Number	Couse Title & Units	Discussion
HUSV 121	Human Services Practicum Seminar (2 units)	Ramirez-Gelpi discussed the rationale for “sunrising” the courses, since CWE hours cannot be bundled/combined with instructional lecture hours.
HUSV 131	Addiction Studies Practicum Seminar (2 units)	
HUSV 141	Co-occurring Disorders Practicum Seminar (2 units)	
HUSV 151	Family Studies Practicum Seminar (2 units)	
HUSV 161	Family Services Worker 2 Practicum Seminar (2 units)	

Motion: A motion was made to sunrise the above HUSV courses. (M/S/P: Maxwell/Lennihan. Yes - 13: Bierdzinski, Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain: 0).

## Curriculum – Textbook/Materials Changes Only (Consent Items)

Prefix & Number	Couse Title & Units	Discussion:
ACCT 150	Introduction to Accounting Information Systems (3 units)	None
ACCT 317	Bookkeeping 1 (3 units)	
ACCT 318	Bookkeeping 2 (3 units)	
CBOT 131	Introduction to Word Processing (3 units)	
ITAL 101	Elementary Italian (5 units)	
ITAL 102	Elementary Italian (5 units)	
ITAL 104	Intermediate Italian (5 units)	

Motion: Adopt textbook changes of the above courses. (M/S/P: Mitchem/Passage. Yes - 13: Bierdzinski, Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain: 0).

**Curriculum – Non-credit (Consent Items)**

Prefix & Number	Couse Title & Units	Discussion
NESL 7030	ESL for the Written Driving Test	None

Motion: Adopt the non-credit course. (M/S/P: Lennihan/Mitchem. Yes - 13: Bierdzinski, Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain: 0).

**Curriculum – Agency-Mandated Modifications (Consent Items)**

The following proposals are changing the prerequisites to be an advisory as per agency recommendation. No other changes to the COR are being considered for this agenda.

Prefix & Number	Couse Title & Units	Discussion
FT 120	Fire Command 2A (2.5 units)	Review responses to available facilities and faculty.
FT 328	Fire Investigation 1B (2 units)	
WFT 102	Wildland Firefighter Safety and Survival (3 units)	Review format and typographical errors.
WFT 103	Wildland Fire Operations (3 units)	
WFT 104	Wildland Public Information Officer, Prevention, and Investigation (3 units)	
WFT 105	Wildland Fire Planning, Logistics, and Finance (3 units)	
WFT 303	Intermediate Incident Command System I-300 (1.5 units)	
WFT 304	Advanced Incident Command System I-400 (1 unit)	
WFT 305	Multi-Agency Coordination I-401 (0.5 units)	
WFT 306	Incident Command System for Executives I-402 (0.5 units)	
WFTL 310	Display Processor S-245 (0.5 units)	
WFTL 311	Check-in Recorder/Status Recorder J-248 (0.5 units)	
WFTL 312	Ordering Manager J-252 (0.5 units)	
WFTL 313	Receiving and Distribution Manager J-253 (0.5 units)	
WFTL 314	Base/Camp Manager J-254 (2 units)	
WFTL 315	Equipment Manager J-255 (1.5 units)	
WFTL 316	Tool and Equipment Specialist J-256 (0.5 units)	
WFTL 317	Incident Communications Manager J-257 (1.5 units)	
WFTL 318	Communication Equipment/Procedures S-258 (2 units)	
WFTL 319	Security Manager J-259 (0.5 units)	
WFTL 320	Fire Business Management Principles S-260 (1.5 units)	
WFTL 321	Personnel Time Recorder J-261 (1 unit)	
WFTL 322	Equipment Time Recorder J-262 (1 unit)	
WFTL 323	Claims Manager J-263 (1 unit)	
WFTL 324	Compensation for Injury Manager J-264 (1 unit)	
WFTL 325	Commissary Manager J-266 (1 unit)	
WFTL 326	Documentation Unit Leader J-342 (1 unit)	

WFTL 327	Situation Unit Leader J-346 (1 unit)
WFTL 328	Demobilization Unit Leader J-347 (1 unit)
WFTL 329	Resources Unit Leader J-348 (1.5 unit)
WFTL 330	Facilities Unit Leader J-354 (2 units)
WFTL 331	Ground Support Unit Leader J-355 (0.5 units)
WFTL 332	Supply Unit Leader J-356 (2 units)
WFTL 333	Food Unit Leader J-357 (1.5 units)
WFTL 334	Communications Unit Leader J-358 (4 units)
WFTL 335	Medical Unit Leader J-359 (1.5 unit)
WFTL 336	Cost Unit Leader J-362 (0.5 units)
WFTL 337	Compensation/Claims Unit Leader J-263 (1 unit)
WFTL 338	Time Unit Leader J-365 (0.5 units)
WFTL 339	Procurement Unit Leader J-368 (0.5 units)
WFTL 340	Planning Section Chief J-440 (1.5 units)
WFTL 341	Logistics Section Chief J-450 (2 units)
WFTL 342	Finance Section Chief S-460 (2 units)
WFTO 310	Basic Fire Suppression Orientation S-110 (0.5 units)
WFTO 311	Firefighter Training S-130 (2 units)
WFTO 312	Advanced Firefighter Training S-131 (0.5 units)
WFTO 313	Introduction to Wildfire Behavior S-190 (0.5 units)
WFTO 314	Initial Attack Commander ICT S-200 (1.5 units)
WFTO 315	Supervisory Concepts and Techniques (1 unit)
WFTO 316	Fire Operations in the Urban Interface S-205 (2 units)
WFTO 317	Portable Pumps and Water Use S-211 (1.5 units)
WFTO 318	Wildfire Powersaws S-212 (1.5 units)
WFTO 320	Interagency Helicopter Training Guide S-217 (2.5 units)
WFTO 321	Crew Boss S-230 (1.5 units)
WFTO 322	Engine Boss S-321 (0.5 units)
WFTO 323	Dozer Boss S-232 (1 unit)
WFTO 324	Tractor Plow Boss S-233 (1.5 units)
WFTO 325	Ignition Operations S-234 (2 units)
WFTO 326	Felling Boss S-235 (1.5 units)
WFTO 327	Staging Area Manager J-236 (0.5 units)
WFTO 328	Field Observer S-244 (2 units)

Motion: Adopt agency-mandated changes to the above courses. (M/S/P: Lennihan/Warrick. Yes - 13: Bierdzinski, Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain: 0).

**Curriculum – Course Drops/Deactivations (Consent Items)**

Prefix & Number	Couse Title & Units	Discussion
MATH 353	Mathematics Lab (1 unit)	None
MATH 511	Fundamentals of Arithmetic (4 units)	
MATH 513	Fundamentals of Arithmetic: Part 1 (2 units)	
MATH 514	Fundamentals of Arithmetic: Part 2 (2 units)	

Motion: Drop the above courses. (M/S/P: Mitchem/Lennihan. Yes - 13: Bierdzinski, Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain: 0).

### Curriculum – 2<sup>nd</sup> Reading (Major Modifications)

Prefix & Number	Couse Title & Units	Discussion
AG 135	Grapevine Physiology (1 units)	None
AG 301	Pairing Wine and Food (0.5 units)	
AG 302	Advanced Pairing Food and Wine (0.5 units)	
AG 305	Pairing the Wines and Foods of Provence (0.5 units)	
AG 310	Winemaking Operations I (2 units)	
AG 311	Winemaking Operations II (2 units)	
<p>Motion: Adopt the major mod courses. (M/S/P: Mitchem/Lennihan. Yes - 13: Bierdzinski, Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain: 0).</p>		

### Curriculum – 2<sup>nd</sup> Reading New Courses

Prefix & Number	Couse Title & Units	Discussion
ECS 150	Administration II: Personnel and Leadership in Early Childhood Education (3 units)	The initiator was able to provide adequate information on the need and demand for the course.
ENGL 140	Graphic Novel as Literature (3 units)	There is a need to provide adequate documentation for the need and demand for the course as attachments to the proposal. Guests: Julia Raybould-Rodgers and Susan Farley
ART 399	Topics in Art (1-4 units, shell)	None
MATH 309	Algebra and Math Literacy (5 units)	The initiators were able to provide adequate rationale for the course. Guests: Liz West and Debra Stance
<p>Motion: Adopt ECS 150 and ART 399. (M/S/P: Lennihan/Mitchem. Yes - 13: Bierdzinski, Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain: 0).</p> <p>Motion: Accept PCA for ECS 150 and MATH 309. (M/S/P: Maxwell/Lennihan. Yes - 12: Bierdzinski, Dal Porto, Warrick, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain-1: Maxwell).</p> <p>Motion: Adopt MATH 309. (M/S/P: Maxwell/Mitchem. Yes: 12 - Bierdzinski, Dal Porto, Warrick, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen, L. Maxwell. No: 0. Abstain: 0).</p> <p>Motion: Table ENGL 140 for January 29, 2015 to enable provision of additional documentation. (M/S/P: Lennihan/Mitchem. Yes - 13: Bierdzinski, Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain: 0).</p>		

### Curriculum – 1<sup>st</sup> Reading (Major Modifications)

Prefix & Number	Couse Title & Units	Discussion
AG 306	Pairing the Wines and Foods of Tuscany (0.5 units)	Clarify LOE: Students must be 21 years old to enroll in this course.
AG 312	Advanced Viticulture (3 units)	None

AG 330	Harvest Boot Camp (0.5 units)	Incomplete documentation to address need and/or demand for the course.
ASL 120	American Sign Language 1 (3 units)	Follow-up on GE requests
ASL 124	American Sign Language 3 (3 units)	Follow-up on GE requests
ASL 130	Conversational American Sign Language (3 units)	Follow-up on GE requests
ASL 138	History of Deaf (3 units)	Follow up on GE requests Follow up on cross-listing issue with HIST 138
HIST 138	History of Deaf (3 units)	There is a need to provide COR since the course is multiple listed.
ENGL 148	Introduction to Spanish-Language Literature in Translation (3 units)	Recommend: Consistent use of “Hispanic” versus “Spanish-Language” to ensure alignment with other comparable courses and articulation.
GEOL 131	Geology of California (3 units)	Check for a more current edition of the textbook or provide rationale to current textbook.
MATH 131	College Algebra (3 units)	None
MATH 311	Algebra 1 (4 units)	Prerequisite: Math 379A. The course cannot be used as a prerequisite since experimental courses cannot be prereqs.
MATH 531	Pre-Algebra (3 units)	None
FT 131	Fire Management 2A: Organizational Leadership and Human Relations (2.5 units)	Possibly part of the agency-mandate proposals. Review proposal for consistent language regarding PCA. Department indicates “no need for PCA” and the course lists as advisory.
FT 325	Instructor Training 1B (2 units)	Review unit and hours table.
<p>Motion: Table AG 330 to January 29, 2015 to enable provision of adequate information (M/S/P: Lennihan/Mitchem. Yes - 13: Bierdzinski, Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain: 0).</p> <p>Motion: Consider for first reading of the above listed courses except: AG 330 and HIST 138. (M/S/P: Lennihan/Mitchem. Yes - 13: Bierdzinski, Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain: 0).</p>		

### Curriculum – 1<sup>st</sup> Reading (New Programs)

Program Title (Units)	Discussion
A.S. in Agricultural Science (22 units)	Require: Additional documentation to meet CO and ACCJC required information and documentation. Guest: Alfredo Koch
A.S. in Sports Medicine (33-39 units)	Review: Total number of units of the program. Bates acknowledged the collaborative efforts of Dave DeGroot and Kim Ensing in providing the documentation for the program proposal.
<p>Motion: Consider the above programs for first reading. (M/S/P: Mitchem/Lennihan. Yes - 13: Bierdzinski, Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain: 0).</p>	

**Curriculum – New Topics Only (1<sup>st</sup> Reading)**

<b>Prefix &amp; Number</b>	<b>Couse Title &amp; Units</b>
ART 399A	Teapots (2 units)
ART 399B	Ceramic Colorants (2 units)
THEA 198A	Repertory of My Fair Lady and Man of La Mancha (3 units)
THEA 198B	Brad Carroll’s Peter and the Star Catcher (3 units)
THEA 198C	Exploration of My Fair Lady Through Peter and the Star Catcher (1 unit)
THEA 198D	R. De Laurier’s Other Desert Cities (1 unit)
THEA 199A	Repertory of My Fair Lady and Man of La Mancha (3 units)
THEA 199B	Brad Carroll’s Peter and the Star Catcher (3 units)
THEA 199C	Exploration of My Fair Lady Through Peter and the Star Catcher (1 unit)
THEA 199D	R. De Laurier’s Other Desert Cities (1 unit)

Guest: Michael Dempsey

Motion: Adopt the above new topics courses. (M/S/P: Lennihan/Mitchem. Yes - 13: Bierdzinski, Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Lennihan, Mitchem, Messina, VanderMolen. No: 0. Abstain: 0).

**IV. Call for Future Agenda Items: None**

**Call to Adjourn:** A motion was made to adjourn at 16:00.

# Academic Policy & Planning Committee Minutes

Meeting: Thursday, January 29, 2015 – B-100 – 2:00 PM

## VOTING MEMBERS

X Chair – Sofia Ramirez-Gelpi  
 X Vice-Chair – Tom VanderMolen  
 X Applied Behavioral Sciences – J. Dal Porto  
 X Business – Peggy Warrick  
 X Counseling – Lydia Maxwell  
 X English – Jennifer Jozwiak  
 X Fine Arts – David Passage  
 X Kinesiology, Rec & Athletics – Sheri Bates  
 X Health Sciences – Larry Manalo

X Industrial Technology – Robert Mabry  
 X Academic/Student Affairs – Sandra Bierdzinski  
 X Languages & Communication – Melinda Nishimori  
 X Life and Physical Sciences – Rob Lennihan  
 X Mathematics Sciences – Derek Mitchem  
 X Public Safety – Mike Messina  
 X Social & Behavioral Sciences – Tom VanderMolen  
 Student Representative – Quianna Cater

## NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres  
 X VP, Academic Affairs – Luis Sánchez  
 X Admissions & Records – Janet Hooghuis  
 X Articulation – David DeGroot  
 Community Education – vacant

## GUESTS

X Michael Dempsey

## INVITEES

Dean, Academic Affairs – Larissa Nazarenko  
 Dean, Academic Affairs – Paul Murphy  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi

Dean, Academic Affairs – Ardis Neilsen  
 Dean, Matriculation/Counseling – vacant  
 Dean, Extended Campus – Rick Rantz  
 Dean/Athletic Director – Kim Ensing

## OTHER

Karen Tait, past AP&P Chair  
 Part-Time Faculty Union – Danielle Blanchard

- I. Approval of Minutes-** a motion was made to approve the minutes of the January 22, 2014 meeting with amendments. (M/S/P Maxwell/Bierdzinski) A motion was made to recommend adoption of the corrected CWE courses. (M/S/P Lennihan/Mitchem). **Ayes:** 13 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina; T. VanderMolen. **Noes** -0. **Abstentions:** 0.
- II. Approval of Agenda-** a motion was made to approve the agenda with amendments. (M/S/P Maxwell/Bierdzinski) **Ayes:** 13 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina; T. VanderMolen. **Noes** -0. **Abstentions:** 0.

### III. Curriculum Review – Consent Items

a) Corrections	Course Prefix	Course Title & Units	Rationale
	AT 334	Automotive Machining 1 (4 units)	Course was listed as 5 units in Summary Report but it is actually 4 units.
	AT 336	Automotive machining 2 (4 units)	Course was listed as 5 units in Summary Report but it is actually 4 units.
	DA 326	Dental Radiography (4 units)	Textbook Change request: It was reviewed and approved at AP&P but did not get included in summary report by mistake.
	PHIL 114	Critical Thinking (3 units) Prerequisite: ENGL 101	ENGL 101 is a prerequisite but is not listed on the COR or catalog.
b) Agency Mandates	WFT 101	Wildland Fire Behavior	Prerequisite course has been moved to advisory field as per agency recommendation.
	WFTO 332	Intermediate Wildland Fire Behavior	
	FT 131	Fire Management 2A: Organizational	
	FT 325	Instructor Training 1B (2 units)	
c) New Topics 2 <sup>nd</sup> reading	ART 399A	Teapots (2 units)	
	ART 399B	Ceramic Colorants (2 units)	
	THEA 198A	Repertory of My Fair Lady and Man of La Mancha (3 units)	
	THEA 198B	Brad Carroll's Peter and the Star Catcher (3 units)	
	THEA 198C	Exploration of My Fair Lady Through Peter and the Star Catcher (1 unit)	
	THEA 198D	R. De Laurier's Other Desert Cities (1 unit)	
	THEA 199A	Repertory of My Fair Lady and Man of La Mancha (3 units)	
	THEA 199B	Brad Carroll's Peter and the Star Catcher (3 units)	
	THEA 199C	Exploration of My Fair Lady through Peter and the Star Catcher (1 unit)	
	THEA 199D	R. De Laurier's Other Desert Cities (1 unit)	

<b>d) Committee action:</b>	A motion was made to recommend adoption of consent agenda items a) through c) above. (M/S/P Maxwell/Lennihan). <b>Ayes:</b> 13 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina; T. VanderMolen. <b>Noes</b> -0. <b>Abstentions:</b> 0.
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#### IV. CURRICULUM REVIEW ACTION ITEMS

a) CWE Correction	Course Prefix	Course Title & Units	Rationale
	HUSV 120	Human Services (General) Practicum (2 units)	Courses originally combined lecture hours with CWE hours. The removal of lecture hours is necessary to meet CO compliance as per CWE rules.
	HUSV 130	Addiction Studies Practicum (4 units)	
	HUSV 140	Co-occurring Disorders Practicum (2 units)	
	HUSV 150	Family Studies Practicum (2 units)	
	HUSV 160	Family Services Worker 2 Practicum (2 units)	
<b>Committee action</b>	i. A motion was made to recommend adoption of the corrected CWE courses. (M/S/P Lennihan/Mitchem). <b>Ayes:</b> 13 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina; T. VanderMolen. <b>Noes</b> -0. <b>Abstentions:</b> 0.		

b) New Course 2 <sup>nd</sup> Reading	Course Prefix	Course Title	Rationale
	ENGL 140	Graphic Novel as Literature (3 units) Prerequisite: ENGL 101	An innovative offering using material that by its very nature forces students to think more critically. This course is being offered successfully at other CC's,
<b>c) Major Mods 2<sup>nd</sup> Reading</b>	ART 101	Art Appreciation (3 units) Advisory: eligibility for ENGL 101 or successful completion of either ENGL 514 or READ 110.	Analysis of the textbook and sample essays from this course by English faculty, indicates that readiness for college level English is necessary for student success in this course. A new advisory has been added.
	ART 105	Art History Survey – Art of Mexico (3 units) Advisory: eligibility for ENGL 101 or successful completion of either ENGL 514 or READ 110.	Analysis of the textbook and sample essays from this course by English faculty, indicates that readiness for college level English is necessary for student success in this course. A new advisory has been added.
	AG 306	Pairing the Wines and Foods of Tuscany (0.5 units); limitation on enrollment: must be 21 years of age or older at time of registration. Advisory: AG 301	The course is being updated for currency as part of program/course review.
	AG 312	Advanced Viticulture (3 units) Modified course title.	The course is being updated as part of course/program review.
	ASL 120	American Sign Language 1 (3 units)	The course outline is being updated to re-establish articulation agreements and general education status.
	ASL 124	American Sign Language 3 (3 units)	The course outline is being updated to re-establish articulation agreements and general education status.
	ASL 130	Conversational American Sign Language	The course outline is being updated to re-



		(3 units)	establish articulation agreements and general education status.
	ASL 138	History Of Deaf (3 units)	The course outline is being updated to re-establish articulation agreements and general education status.
	ENGL 148	Introduction to Hispanic Literature in Translation (3 units)	The course outline is being updated as part of course/program review and to re-establish general education status
	GEOL 131	Geology Of California (3 units) Advisory: ENGL 101	The course outline is being updated as part of course/program review and to align with CID; new advisory course.
	GEOL 141	Environmental Geology (3 units) Advisory: ENGL 101 and MATH 311	The course outline is being updated to re-establish articulation agreements and general education status; new advisory courses
	MATH 131	College Algebra (3 units) Prerequisite: MATH 321, MATH 331 or 333/334.	The course outline is being updated as part of course/program review and to align with CID.
	MATH 311	Algebra 1 (4 units) Prerequisite: MATH 531 or 521 or 579A	The course outline is being updated as part of course/program review; prerequisite has been modified to include MATH 521 and 579A.
	MATH 531	Pre-Algebra (3 units)	The course outline is being updated as part of course/program review; advisory courses have been removed.
<b>d) Committee action:</b>		<p>i. A motion was made to recommend adoption of 2<sup>nd</sup> readings items b) and c) above. (M/S/P Bates/ Lennihan). <b>Ayes:</b> 13 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina; T. VanderMolen. <b>Noes</b> -0. <b>Abstentions:</b> 0.</p> <p>ii. A motion was made to recommend adoption of prerequisites, corerequisites, and advisories for item b) and c) above. (M/S/P Lennihan/Passage). <b>Ayes:</b> 13 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina; T. VanderMolen. <b>Noes</b> -0. <b>Abstentions:</b> 0..</p>	

<b>e) New Programs 2<sup>nd</sup> Reading</b>	A.S. in Agricultural Science (22 units)	This program is designed for students pursuing opportunities in those agricultural science areas which are not currently available in the colleges existing agribusiness program such as plant sciences, agricultural education and communication, animal science; bio-resource and agricultural engineering, and dairy science to name a few.
	A.S. in Sports Medicine (33-39 units)	Allan Hancock College's Sports Medicine program is designed to prepare students for transfer to four-year institutions offering Commission on Accreditation of Athletic Training Education (CAATE) accredited baccalaureate degrees, and to prepare students for obtaining internships or entry-level positions in a Physical Therapy/Sports Medicine workplace.
	<p>i. A motion was made to recommend adoption of new programs, item e) above. (M/S/P Bates/Lennihan). <b>Ayes:</b> 13 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina; T. VanderMolen. <b>Noes</b> -0. <b>Abstentions:</b> 0.</p>	

V. Curriculum – 1<sup>st</sup> Readings

a) New Program	Discipline	Program Title & Units	Rationale
	ESL	English as a Second Language Certificate of Accomplishment (14 units)	A program review recommendation to offer certificates for completion of ESL courses which will serve to validate the efforts of students learning to read and write English at the academic level and enhance their ability to find employment.
<b>Committee action:</b> i. A motion was made to recommend for consideration the ESL Certificate of Accomplishment. (M/S/P Maxwell/Bierdzinski). <b>Ayes:</b> 13 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina; T. VanderMolen. <b>Noes</b> -0. <b>Abstentions:</b> 0.			

b) Program Mod	Discipline	Program Title & Units	Rationale
	SPAN	Associate of Arts in Spanish for Transfer (23-25 units)	Program correction: Add selected units to allow for students who start in SPAN 103 to sub SPAN 102 and petition degree.
<b>Committee action:</b> i. A motion was made to recommend for consideration the program modification to the AAT in Spanish, item b). (M/S/P Maxwell/Lennihan). <b>Ayes:</b> 13 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina; T. VanderMolen. <b>Noes</b> -0. <b>Abstentions:</b> 0.			

c) Major Mods	Course Prefix	Course Title & Units	Rationale
	AG 321	Basic Winemaking III (2 units) Limitation on enrollment: must be 21 years of age or older at time of registration.	Align course hours with AG310 and AG311
	AG 322	Basic Winemaking IV (2 units) Limitation on enrollment: must be 21 years of age or older at time of registration.	Align course hours with AG310 and AG311
	ANTH 103	Intro to Archeology (3 units)	To meet C-ID approval
	ECON 101	Principles of Economics: Macro-Economics (3 units) Prerequisite: MATH 311 or higher, or eligibility for Math 331 or higher based upon START placement scores	Modified prerequisite – language was inserted to clarify the intent of the MATH 311 prerequisite.
	ECON 102	Principles of Economics: Micro-Economics (3 units) Prerequisite: MATH 311 or higher, or eligibility for Math 331 or higher based upon START placement scores	Modified prerequisite – language was inserted to clarify the intent of the MATH 311 prerequisite.
	ENGR 170	Electric Circuit Prerequisite: MATH 182 and PHYS 163 Advisory: concurrent enrollment in ENGR 171	Prerequisite is changing from PHYS 161 to PHYS 163 to align with Cal Poly; textbook updated.
	ENGR 171	Electric Circuit Lab Prerequisite: Math 182 and PHYS 163 Corequisite: ENGR 170 or prior completion of ENGR 170.	Prerequisite is changing from PHYS 161 to PHYS 163 to align with Cal Poly; textbook updated.

<b>Committee action:</b>	i. A motion was made to recommend 1 <sup>st</sup> readings item c) for consideration. (M/S/P Warrick/Maxwell). <b>Ayes:</b> 13 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina; T. VanderMolen. <b>Noes</b> -0. <b>Abstentions:</b> 0.
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**VI. PUBLIC REMARKS – None at this time.**

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.

**VII. CURRICULUM REVIEW – 2<sup>nd</sup> READINGS ACTION ITEMS**

a) New Program	Discipline	Program Title & Units	Committee Action
	ESL	English as a Second Language - Certificate of Accomplishment (14 units)	i. A motion was made to recommend adoption of the ESL Certificate of Accomplishment, item a). (M/S/P Mitchem/Lennihan). <b>Ayes:</b> 13 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina; T. VanderMolen. <b>Noes</b> -0. <b>Abstentions:</b> 0.

b) Program Mod	Discipline	Program Title & Units	Committee Action
	SPAN	Associate of Arts in Spanish for Transfer (23-25 units)	i. A motion was made to recommend adoption of the modification to the AAT in Spanish, item c). (M/S/P Maxwell/Warrick). <b>Ayes:</b> 13 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina; T. VanderMolen. <b>Noes</b> -0. <b>Abstentions:</b> 0.

c) Major Mods	Course Prefix	Course Title & Units	Committee Action
	AG 321	Basic Winemaking III (2 units)	i. A motion was made to recommend adoption of major course modifications, item d). (M/S/P Lennihan/Mitchem). <b>Ayes:</b> 13 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina; T. VanderMolen. <b>Noes</b> -0. <b>Abstentions:</b> 0.
	AG 322	Basic Winemaking IV (2 units)	
	ANTH 103	Intro to Archeology (3 units)	
	ECON 101	Principles of Economics: Macro-Economics (3 units) Prerequisite: MATH 311 or higher, or eligibility for Math 331 or higher based upon START placement scores	ii. A motion was made to recommend adoption of prerequisites, corequisites, and advisories, item d). (M/S/P Lennihan/Passage). <b>Ayes:</b> 13 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina; T. VanderMolen. <b>Noes</b> -0. <b>Abstentions:</b> 0
	ECON 102	Principles of Economics: Micro-Economics (3 units) Prerequisite: MATH 311 or higher, or eligibility for Math 331 or higher based upon START placement	

	ENGR 170	Electric Circuit Prerequisite: MATH 182 and PHYS 163; Advisory: concurrent enrollment in ENGR 171
	ENGR 171	Electric Circuit Lab Prerequisite: Math 182 and PHYS 163 Corequisite: ENGR 170 or prior completion of ENGR 170

**VIII. CURRICULUM – OTHER**

- No topic for discussion and/or action at this time.

**IX. REPORTS**

- AP&P Chair, Sofia Ramirez-Gelpi  
There will be no AP&P meeting on February 5, 2015.
- Admissions and Records, Janet Hooghuis  
Jessica Parker is the new transcript evaluator in the admissions & records office.
- Articulation, Dave DeGroot  
ADT programs which do not have all courses in the program CID approved will not be deactivated.
- Industrial Technology, Robert Mabry  
The grand opening of the new Industrial Technology Building will held on January 31, 2015.
- Counseling, Lydia Maxwell  
An inquiry as to when SP 128 would be offered was made. Students enrolled in the mechatronics program need to complete SP 128, Materials and Processing as part of the major, core requirements.

**X. CALL TO ADJOURN – the meeting was adjourned at 4:00 pm**

**Next meeting:** Thursday, February 12, 2015, in B-100, starting at 2:00 p.m.

# Academic Policy & Planning Committee Minutes

## Meeting: Thursday, February 12, 2015 – Board Room – 2:00 PM

VOTING MEMBERS		NON-VOTING MEMBERS
X Chair – Sofía Ramírez-Gelpí	X Industrial Technology – Robert Mabry	X Curriculum Specialist – Rebecca Andres
Vice-Chair – Tom VanderMolen	X Academic/Student Affairs – Sandra Bierdzinski	VP, Academic Affairs – Luis Sánchez
X Applied Social Sciences – Judith Dal Porto	X Languages & Communication – Melinda Nishimori	X Admissions & Records – Janet Hooghuis
X Business – Peggy Warrick	X Life and Physical Sciences – Rob Lennihan	X Articulation – David DeGroot
X Counseling – Lydia Maxwell	X Mathematics Sciences – Derek Mitchem	Community Education – vacant
X English – Jennifer Jozwiak	Public Safety – Mike Messina	
X Fine Arts – David Passage	Social & Behavioral Sciences – Tom VanderMolen	
X Kinesiology, Rec & Athletics – Sheri Bates	Student Representative – Quianna Cater	
X Health Sciences – Larry Manalo		
		<b>OTHER:</b>
<b>INVITEES</b>		Karen Tait - Past AP&P Chair
Dean, Academic Affairs – Larissa Nazarenko	Dean, Academic Affairs – Ardis Neilsen	Danielle Blanchard - Part-Time Faculty
Dean, Academic Affairs – Paul Murphy	Dean, Matriculation/Counseling – vacant	
Dean, Academic Affairs – Nancy Meddings	Dean, Extended Campus – Rick Rantz	
Dean, Student Services – Robert Parisi	Associate Dean/Athletic Director – Kim Ensing	

- I. **Approval of Minutes-** a motion was made to approve the minutes of the January 29, 2015 meeting. (M/S/P Manalo/Warrick) **Ayes:** 12 - J. Dal Porto; M. Warrick; L. Maxwell; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem. **Noes** -0. **Abstentions:** 0.

**Approval of Minutes-** a motion was made to approve the minutes of the November 13, 2014 meeting. (M/S/P Mitchem/Passage) **Ayes:** 12 - J. Dal Porto; M. Warrick; L. Maxwell; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem. **Noes** -0. **Abstentions:** 0.

- II. **Approval of Agenda-** a motion was made to approve the agenda as distributed. (M/S/P Manalo/Dal Porto) **Ayes:** 12 - J. Dal Porto; M. Warrick; L. Maxwell; J. Jozwiak; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; M. Nishimori; R. Lennihan; D. Mitchem. **Noes** -0. **Abstentions:** 0.

III. **Curriculum Review – Action Items** None at this time

IV. **Curriculum – Other**

**a) Review of the General Education (GE) criteria for AHC, CSU, IGETC**

- The committee reviewed the forms for general education proposals. Forms are housed in the AP&P Group on myHancock. The following resource documents are also available:
  - ✓ GE Guiding Principles
  - ✓ 550063 General Education and Minimum Requirements
  - ✓ GE Model for the Associate Degree
- Courses currently listed as meeting AHC general education criteria were in place prior to GE learning outcomes being established. A review of all GE course listings is needed.
- Modified course objectives to a GE course should also trigger a review of general education criteria.
- **ACTION:** AP&P representatives were asked to review their courses on the GE lists with their department faculty to determine if courses still meet general education criteria and eligibility.

**b) Review of AP&Ps Sunset Policy**

- The committee discussed the current Sunset Policy and the need for cleaning up the catalog of courses.
- Drop versus Sunset – a proposal to drop a course is initiated by the department and removed from the catalog; sunset refers to a list of courses that have not been taught in two years and in which departments shall have an opportunity to retain the course.
- First appearance on the sunset list – courses flagged for removal from the catalog and departments notified
- Second appearance on the sunset list – courses not dropped after a first appearance on the sunset list.
- Activate and inactivate – terms used at the state level for removing a course from the state inventory; courses that are no longer offered still exist in the state inventory until they are inactivated; courses inactivated at the state inventory can be activated at any time and will retain the same control number (ID number specific to the course

- An enrollment report from Tableau was used to identify courses that have not been scheduled in the last two years. Since the implementation of Banner, Sunset Reports have not been available. Rebecca will distribute the list to departments for review and discussion.
- A drop policy, or process that align with the current Sunset Policy are not yet in place in CurricUnet.
- **ACTION:** Departments should review and discuss courses on the 2015 Sunset List draft and the attached policy. Faculty may provide their rationale for retaining courses that have not been taught in two years on the appropriate forms.

**c) The Challenge List**

- **ACTION:** AP&P representatives were asked to review the list with their department faculty and provide recommendations (either for inclusion or removal of courses) by February 19, 2015 for discussion at the next AP&P meeting. (see Course Challenge List in the AP&P Group files for spring 2015)

**V. 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.

- Larry Manalo asked the committee members to review the rubric for the information and technology literacy ILO. The ILO Taskforce is gathering information from faculty who teach courses that are mapped to this ILO.

**VI. Reports**

- a) AP&P Chair – the memorandum of understanding between AP&P, the District, and Faculty Association has been extended for one more year.
- b) Articulation – courses that are part of an associate degree for transfer must be in the process of CID approval. ADTs will not be deactivated for courses not yet CID approved. As of July 1, 2015, all new ADT proposals must be submitted with courses that have CID approval. ADT program modifications must also have CID approved courses.

**VII. Call for Future Agenda Items**

- Review of proposals currently in the workflow
- Review and approval of courses that need to meet CID deadlines

**VIII. Call to Adjourn – the meeting was adjourned at 3:50 pm**

**Next meeting:** Thursday, February 19, 2015, in B-100, starting at 2:00 p.m.

# COMMITTEE PROCEDURES

## SUNSET POLICY

### **SUNSET LIST (FALL SEMESTER)**

Any credit course which has not been taught\* for two years will be placed in a probationary file, where it will remain for one year. The office of the associate superintendent, vice president, academic affairs through the AP&P representative will notify departments, when a course is placed in the probationary file. During that year the department will be required to present a rationale to the committee if they wish to keep the course active. The academic dean's signature guarantees that resources to support the course will be or are available in order to schedule the course for either of the next two semesters. If the department does not submit a rationale or the rationale is not approved by the committee, the course will be dropped from the catalog.

If the course appears the following fall on the Sunset list, and the department votes to retain it again, the course will be reviewed at a regularly scheduled AP&P meeting that semester. The department shall submit the current outline, any necessary revisions or modifications to the course to ensure its currency, a rationale for retention, and a copy of the rationale for retention submitted the previous year. Again, the academic dean's signature guarantees that resources to support the course will be or are available in order to schedule the course for either of the next two semesters. The course initiator, lead instructor, or department designee should attend the scheduled meeting to present the department's rationale for retention and review the outline with the committee.

Rationales for retention may be sent forward to the committee without the signature of the academic dean in the event the dean cannot commit resources sufficient to support the course's offering.

Beginning Fall 1993, the committee adopted the following option: Courses submitted with the rationale that they would be offered during the upcoming spring semester or following fall could be retained with the following motion - move to accept the rationale and retain the course with the proviso that should it not be successfully offered in the upcoming spring semester or following fall semester, it will be dropped.

Beginning fall 2002, the committee adopted the following exception to the Sunset Rule. Courses in the areas of Administration of Justice, Emergency Medical Services, Fire Technology, and Wildland Fire Technology that are not core to any degree/certificate program are exempt from the Sunset rule. The program coordinators in these

disciplines will review their list of courses annually and drop curriculum that is no longer in use by the program.

### **First Appearance Report**

Five options are provided on the form which the instructor should complete based on departmental agreement. It is recommended that if option 3 is selected, the appropriate department member should attend the scheduled meeting for the purpose of presenting the rationale and responding to committee questions.

### **Second Appearance Report**

Four options are provided on the form which the instructor should complete based on departmental agreement. If option 4 is selected, the department must provide a rationale as to why the course should be retained, a copy of the current outline with necessary revisions or modifications to the course to ensure its currency (approved by department and dean-use major or minor modification form for approval), and a copy of the rationale submitted the previous year requesting retention of the course. The course initiator, lead instructor, or department designee should attend the scheduled meeting to present the department's rationale for retention and review the outline with the committee.

\*taught--offered and not canceled for lack of enrollment as of census week

**Request to Drop a Course:** These forms are usually submitted when a new course replaces an old one, or when the department wishes to remove a course from the curricula. The form requires approval by the department and is distributed to the committee for review. Please ensure prior to submitting a request to drop that a review of possible impact to other courses and programs has been done and affected faculty are aware of changes in the curriculum. This process may also be completed via the Course Deactivation proposal process in CurricUnet.

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

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number \_\_\_\_\_ Course Title \_\_\_\_\_

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) or it is a new course approved by the Academic Policy and Planning Committee \_\_\_\_\_ (please give semester and year).
2. \_\_\_\_\_ The department concurs that the course should be dropped from the curriculum.
3. \_\_\_\_\_ The department wishes to retain the course for the following specific reasons:
4. \_\_\_\_\_ The course outline is attached with \_\_\_\_\_no revisions to the outline \_\_\_\_\_revisions to the course outline (attach revised outline indicating changes)
5. \_\_\_\_\_The department wishes to change the course to a Special Topic 199 or 399 (circle one).
6. \_\_\_\_\_The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

**PREPARED BY:**

**DEPARTMENT ACTION:**

\_\_\_\_\_ # YES \_\_\_\_\_ # NO \_\_\_\_\_ # ABSTENTIONS \_\_\_\_\_  
Signature of Initiator

**REVIEWED BY:**

\_\_\_\_\_ Date: \_\_\_\_\_  
AP&P Representative

\_\_\_\_\_ Date: \_\_\_\_\_  
Department Chair

\_\_\_\_\_ Date: \_\_\_\_\_  
Academic Dean\*

\*Indicates ability of district to financially support course offering within the next two semesters.



**ACADEMIC POLICY AND PLANNING COMMITTEE  
SUNSET RULE  
Second Appearance Report**

The following course has been identified as one that is subject to the college's sunset rule because it has not been successfully offered for more than three years.

Course Prefix & Number \_\_\_\_\_ Course Title \_\_\_\_\_

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) or it is a new course approved by the Academic Policy and Planning Committee \_\_\_\_\_ (please give semester and year).
2. \_\_\_\_\_ The department concurs that the course should be dropped from the curriculum.
3. \_\_\_\_\_ The department wishes to change the course to a Topics-In 199 or Topics-In 399 (circle one).
4. \_\_\_\_\_ The department wishes to retain the course.

**Attach a new rationale for retention, copy of course outline with revisions necessary to ensure course currency (modification form required), and a copy of the rationale for retention submitted last year. The new rationale needs to include an analysis of what has changed since last year.**

**PREPARED BY:**

**DEPARTMENT ACTION:**

\_\_\_\_\_  
Signature of Initiator

# YES \_\_\_\_\_ # NO \_\_\_\_\_ # ABSTENTIONS \_\_\_\_\_

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**REVIEWED BY:**

\_\_\_\_\_  
AP&P Representative

Date: \_\_\_\_\_

\_\_\_\_\_  
Department Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Academic Dean\*

Date: \_\_\_\_\_

\*Indicates ability of district to financially support course offering within the next two semesters.

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

TO: Academic Policy & Planning Committee DATE: \_\_\_\_\_

FROM: \_\_\_\_\_  
(Department) (Person originating request)

1. Course Title: \_\_\_\_\_

Prefix and Number: \_\_\_\_\_ Units \_\_\_\_\_

2. Semester in which course was last offered: \_\_\_\_\_ Year \_\_\_\_\_

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

4. Reason for dropping course: Insufficient Enrollment Yes \_\_\_\_\_ No \_\_\_\_\_

Other: \_\_\_\_\_

5. Is this course part of a program in any discipline, or requisite to another course? \_\_\_\_\_

If yes, are the appropriate discipline faculty aware the course is being dropped? \_\_\_\_\_

6. Is there an alternative course for the student? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Is the department unanimous in this decision? Yes \_\_\_\_\_ No \_\_\_\_\_

8. If not unanimous, please attach Minority Report.

9. 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?

\_\_\_\_\_  
Initiator Date

\_\_\_\_\_  
Academic Dean Date

\_\_\_\_\_  
AP&P Representative Date

\_\_\_\_\_  
AP&P Chairperson Date

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
Vice President, Academic Affairs Date

# Academic Policy & Planning Committee Minutes

## Meeting: Thursday, February 19, 2015 – Board Room – 2:00 PM

VOTING MEMBERS		NON-VOTING MEMBERS
A Chair – Sofía Ramírez-Gelpí	A Industrial Technology – Robert Mabry	X /Curriculum Specialist – Rebecca Andres
X Vice-Chair – Tom VanderMolen	X Academic/Student Affairs – Sandra Bierzinski	VP, Academic Affairs – Luis Sánchez
X Applied Social Sciences – Judith Dal Porto	X Languages & Communication – Melinda Nishimori	X Admissions & Records – Janet Hooghuis
X Business – Peggy Warrick	X Life and Physical Sciences – Rob Lennihan	X Articulation – David DeGroot
X Counseling – Lydia Maxwell	X Mathematics Sciences – Derek Mitchem	Community Education – vacant
X English – Jennifer Jozwiak	X Public Safety – Mike Messina	
X Fine Arts – David Passage	Social & Behavioral Sciences – Tom VanderMolen	<b>OTHER:</b>
X Kinesiology, Rec & Athletics – Sheri Bates	A Student Representative – Quianna Cater	Karen Tait - Past AP&P Chair
X Health Sciences – Larry Manalo		Danielle Blanchard - Part-Time Faculty
<b>INVITEES</b>		<b>GUESTS</b>
Dean, Academic Affairs – Larissa Nazarenko	Dean, Academic Affairs – Ardis Neilsen	Michael Dempsey
Dean, Academic Affairs – Paul Murphy	Dean, Matriculation/Counseling – vacant	
Dean, Academic Affairs – Nancy Meddings	Dean, Extended Campus – Rick Rantz	
Dean, Student Services – Robert Parisi	Associate Dean/Athletic Director – Kim Ensing	

- I. **Approval of Minutes-** a motion was made to approve the minutes of the February 12, 2015 meeting. (M/S/P Mitchem/Lennihan) **Ayes:** 12 - J. Dal Porto; M. Warrick; L. Maxwell; J. Jozwiak; D. Passage; S. Bates; L. Manalo; S. Bierzinski; M. Nishimori; R. Lennihan; D. Mitchem; M. Messina. **Noes** -0. **Abstentions:** 0.
- II. **Approval of Agenda-** a motion was made to approve the agenda as distributed. (M/S/P Mitchem/Manalo) **Ayes:** 12 - J. Dal Porto; M. Warrick; L. Maxwell; J. Jozwiak; D. Passage; S. Bates; L. Manalo; S. Bierzinski; M. Nishimori; R. Lennihan; D. Mitchem. **Noes** -0. **Abstentions:** 0.
- III. **Curriculum Review – Action Items** None at this time
- IV. **Curriculum – Other**

### Review of the AHC Graduation Requirements

- The general education criteria and form were discussed last week and reps were reminded to review the criteria and the list of courses they have listed for GE. Feedback from departments is due by March 12 for placement on the March 5 AP&P agenda.
- The committee reviewed the language and criteria for the multicultural gender studies (MCGS) graduation requirement.  
**ACTION:** committee reps were asked to review the criteria and the list of courses they have listed for MCGS. Feedback from departments is due by March 2 for placement on the March 5 AP&P agenda.
- The committee reviewed the current language for the health and wellness graduation requirement. From the 2014-15 catalog:

#### **A MINIMUM OF 2 COURSES IN HEALTH AND WELLNESS (3 Units)**

The purpose of the Health and Wellness graduation requirement is to promote awareness and understanding of the significance / importance of the lifelong-process of actively increasing the quality of one's decision making such that it leads towards a more positive, comprehensive state of well-being, beyond a state of merely being free from illness, injury, and/or disease. (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) Degrees.)

Select one course from each of the following areas:

#### **PHYSICAL ACTIVITY:**

Dance (any activity course)  
Physical Education (any activity course)  
PEIA 185

#### **HEALTH EDUCATION or FIRST AID SAFETY:**

Emergency Medical Services 102  
Family and Consumer Science 109  
Food, Science and Nutrition 109  
Health Education 100  
Human Services 126  
PEIA 185

#### **Completion of the following academy and nursing courses will fulfill the requirement:**

Law Enforcement 320 or 322, Emergency Medical Services 301, Fire Technology 307, Nursing 103, 108, 318, 328 & 338.

i.

- i. Sheri Bates, (committee rep for PE, Kinesiology, Athletics, and Recreation) noted the following:
- The language for health and wellness implies that the graduation requirement can be met with 3 units by selecting 1 course from the list of health education/first aid safety and 1 course selected from physical activity.
  - The courses listed in health education/first aid safety (EMS 102, FCS/FSN 109, HED 100, and HUSV 126) are all 3 unit courses. A student completing one of these 3-unit courses would still need to complete a course from the “physical activity” area. A 0.5 unit activity course, in addition to a 3-unit health and wellness course, would be the minimum number of units needed to meet the requirement.
- ii. Discussion followed and included:
- the history and intent of having both an activity course and a health education / first aid safety course to meet this requirement
  - the language as it currently reads is misleading to students
  - all possible combinations of courses to satisfy both areas exceeds 3 units
  - include a list of the dance and PE courses that fulfill this requirement for clarification – Sheri explained that not all PE courses are activity courses. Listing the individual courses would require completion of the AP&P proposal process to match criteria and objectives – the same would be required to list each individual dance course.
  - the introduction of a 2-unit lecture course at AHC could (if one was proposed and approved) eventually make meeting the requirement doable with 3 units
  - possible modifications to the existing language to more accurately reflect what the requirement entails including removing the units identified or identify the units accurately
  - reviewing language modifications from a student’s perspective:
    - A MINIMUM OF 2 COURSES IN HEALTH AND WELLNESS (3.5 Units) or**
    - A MINIMUM OF 2 COURSES IN HEALTH AND WELLNESS (~~3 Units~~)**
- iii. **ACTION:** Sheri Bates agreed to prepare a list of PE courses that meet the criteria for the activity requirement portion of the health and wellness graduation requirement so that they may be listed individually. Michael Dempsey, Fine Arts, agreed to share this information about listing individual dance courses with faculty in the fine arts department.
- iv. **ACTION:** a motion was made to modify the language of the health and wellness requirement to more accurately state that the option for students to fulfill this requirement as it currently exists is a minimum 3.5 units. (M/S/P Bates/Warrick) **Ayes:** 8 - J. Dal Porto; M. Warrick; J. Jozwiak; D. Passage; S. Bates; S. Bierdzinski; M. Nishimori; M. Messina. **Noes:** 1 – L. Maxwell. **Abstentions:** 3 – L. Manalo; D. Mitchem; R. Lennihan).

**A MINIMUM OF 2 COURSES IN HEALTH AND WELLNESS (3.5 Units)**

The purpose of the Health and Wellness graduation requirement is to promote awareness and understanding of the significance / importance of the lifelong-process of actively increasing the quality of one’s decision making such that it leads towards a more positive, comprehensive state of well-being, beyond a state of merely being free from illness, injury, and/or disease. (Not required for Associate in Art for Transfer (AA-T) or Associate in Science for Transfer (AS-T) Degrees.)

Select one course from each of the following areas:

**PHYSICAL ACTIVITY:**

Dance (any activity course)  
Physical Education (any activity course)  
PEIA 185

**HEALTH EDUCATION or FIRST AID SAFETY:**

Emergency Medical Services 102  
Family and Consumer Science 109  
Food, Science and Nutrition 109  
Health Education 100  
Human Services 126  
~~PEIA 185~~ \_\_\_\_\_

**Completion of the following academy and nursing courses will fulfill the requirement:**

Law Enforcement 320 or 322, Emergency Medical Services 301, Fire Technology 307, Nursing 103, 108, 318, 328 & 338.

**d) Credit by Exam List (aka Course Challenge List)**

**ACTION:** Committee reps were asked to review credit by exam course list with their department. Faculty may add courses or remove courses from the list via AP&P committee. The list is then housed in admissions and records office to serve students. Changes to the list are due by March 5 for appearance on the March 12 agenda.

**CREDIT BY EXAMINATION** (from the 2014-15 AHC Catalog, pages 43-44)

Credit by examination enables a student to receive academic credit by demonstrating mastery of subject matter or skills equivalent to a specific Allan Hancock College course. Each academic department determines which courses may be challenged and is responsible for developing and administering an appropriate comprehensive examination. Students may not be currently enrolled in a course equal to or more advanced than the course to be challenged, nor may they have received previous high school or college credit for such a course. To apply for credit by examination, a student must be enrolled in the current semester, be in good standing and must have completed a minimum of 12 units at Allan Hancock College. Students must apply within the first week of instruction for summer session and within the first three weeks of instruction for fall and spring semesters – there are no exceptions. Units earned by credit by examination are not considered to be part of the student's official program and will not be used for reports to Financial Aid, Veterans Administration or similar agencies. There may be fees assessed for credit by examination. The grade received for the exam will be the grade earned for the class – there are no exceptions. The final grade will appear on the student's official transcript and academic history. A maximum of 12 units of credit may be allowed by special examination. Petitions for credit by examination are available in the Admissions and Records office. All petitions must be approved by the director, admissions and records; the instructor administering the exam; the department chair; and the dean, academic affairs. Students petitioning for Credit by Examination must provide transcripts from all previously attended U.S. high schools and/or colleges (unofficial copies accepted) for verification that the student has not completed the course, its equivalent or a higher course at another educational institution.

**e) College Now List**

The committee reviewed and discussed the current College Now list.

**ACTION:** committee reps were asked to review the College Now list with their department faculty by March 9 for discussion at the March 12 AP&P meeting

**V. AHC Disciplines List – Review / Discussion**

- A draft of the 15-16 AHC Disciplines List including pages from the AP&P Curriculum Development Handbook (where the disciplines list is described) were distributed to the committee.
- Dave DeGroot, Articulation Officer, provided some history on how the AHC Disciplines list has been updated in the past. The disciplines was last was distributed to departments to review and update in 2012.
- Revisions to the 2015-16 list are a result of course modifications submitted and in which the discipline placements were also modified and approved.
- Once a course is placed in a discipline it should not change unless there has been a modification to the course that warrants the change.
- The disciplines list is updated and distributed each spring semester for the following academic year.

- a) ACTION:** committee reps were asked to review and discuss the disciplines list and related content with their department faculty and provide feedback by March 9 for the March 12 AP&P meeting:
- i. Rebecca will correct any errors made on the disciplines list that are a result of the fall 2014 update or spring 2015 course modifications and re-distribute a corrected list.
  - ii. Modifications to discipline placement are made via CurricuNet proposal processes and reviewed by AP&P. Justification for the modification is needed.

**VI. 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.

**VII. Reports**

Support – a list of courses for potential sunset was distributed to the committee for discussion with their department. A memo outlining the discussion from last week and next steps was also distributed to the committee. Academic deans and Senate Executive Committee were cc'd on the memo.

VIII. **Call for Future Agenda Items** - none

IX. **Call to Adjourn** – the meeting was adjourned at 4:00 pm

**Next meeting:** Thursday, February 19, 2015, in B-100, starting at 2:00 p.m.



## MEMORANDUM

Date: February, 19, 2015

TO: AP&P Committee

CC: Academic Deans; Academic Senate

FROM: Rebecca Andres, Curriculum Specialist

RE: Review of Sunset Policy, Forms, and Courses Placed on the Sunset List Draft

Attached is a list of courses that *may* be considered for sunset per the Sunset Policy. This policy establishes the process for maintaining currency of curriculum in our catalog. Please review and discuss the list of courses with your department. Courses appear on the sunset list when they have not been taught for at least two years. Those courses which will no longer be offered should be removed from the catalog.

The attached list of courses is described as follows:

- The courses have been extracted from CurricUnet
- The courses appear in the current catalog
- The courses do not have enrollment data for the 11/12, 12/13, or 13/14 academic years.
- Some courses on the list may be listed in error and taken off the list

If a course is listed in error and should therefore be removed please forward the information indicating that the course should not be on this initial "sunset list". Enrollment data may have been missed or may be included in fall 2014 term data (which was not included in the report). Keep in mind that we have not yet been able to replicate reports lost as a result of Banner implementation. This initial draft is a result of comparing Tableau enrollment reports and courses listed in the catalog. I will remove those courses for which enrollment data exists and re-distribute a final Sunset List in fall 2015.

### **Sunset Policy**

Please review and discuss the Sunset Policy with your department faculty. The process is outlined in detail on the attached document but should begin with department discussions to address the following:

- Reasons for the course not being taught
- Potential for being taught in upcoming semesters
- A rationale for keeping the course active
- Reasons for dropping the course and possible impact to students, or other courses and programs in other disciplines
- A plan to offer the course, or plan to drop (or phase out)

### **CurricUnet Drops**

The "Course Deactivation" proposal process in CurricUnet will be updated to align with the adopted policy as much as possible. In preparation for fall 2015 proposal submissions, if the department, as a whole, agree that a course should be **dropped**, they may use the course deactivation process in CurricUnet to request the drop, or they may use the request to drop form.

### **To retain a course on the Sunset List**

Departments may follow the process for "first appearance" on the Sunset List *after* the distribution of the final Sunset List in fall semester.

# COMMITTEE PROCEDURES

## SUNSET POLICY

### SUNSET LIST (FALL SEMESTER)

Any credit course which has not been taught\* for two years will be placed in a probationary file, where it will remain for one year. The office of the associate superintendent, vice president, academic affairs through the AP&P representative will notify departments, when a course is placed in the probationary file. During that year the department will be required to present a rationale to the committee if they wish to keep the course active. ~~This rationale will be due at the same time as new course proposals.~~ The academic dean's signature guarantees that resources to support the course will be or are available in order to schedule the course for either of the next two semesters. If the department does not submit a rationale or the rationale is not approved by the committee, the course will be dropped from the catalog.

If the course appears the following fall on the Sunset list, and the department votes to retain it again, the course will be reviewed ~~as if it were a new course at the department's~~ at a regularly scheduled AP&P meeting that semester. The department shall submit the current outline, any necessary revisions or modifications to the course to ensure its currency, a rationale for retention, and a copy of the rationale for retention submitted the previous year. Again, the academic dean's signature guarantees that resources to support the course will be or are available in order to schedule the course for either of the next two semesters. The course initiator, lead instructor, or department designee should attend the scheduled meeting to present the department's rationale for retention and review the outline with the committee.

Rationales for retention may be sent forward to the committee without the signature of the academic dean in the event the dean cannot commit resources sufficient to support the course's offering.

Beginning Fall 1993, the committee adopted the following option: Courses submitted with the rationale that they would be offered during the upcoming spring semester or following fall could be retained with the following motion - move to accept the rationale and retain the course with the proviso that should it not be successfully offered in the upcoming spring semester or following fall semester, it will be dropped.

Beginning fall 2002, the committee adopted the following exception to the Sunset Rule. Courses in the areas of Administration of Justice, Emergency Medical Services,

Fire Technology, and Wildland Fire Technology that are not core to any degree/certificate program are exempt from the Sunset rule. The program coordinators [in these disciplines](#) will review the [ir](#) list of courses annually and drop curriculum that is no longer in use by the program.

### First Appearance Report

Five options are provided on the form which the instructor should complete based on departmental agreement. It is recommended that if option 3 is selected, the appropriate department member should attend the scheduled meeting for the purpose of presenting the rationale and responding to committee questions.

### Second Appearance Report

Four options are provided on the form which the instructor should complete based on departmental agreement. If option 4 is selected, the department must provide a rationale as to why the course should be retained, a copy of the current outline with necessary revisions or modifications to the course to ensure its currency (approved by department and dean-use major or minor modification form for approval), and a copy of the rationale submitted the previous year requesting retention of the course. The course initiator, lead instructor, or department designee should attend the scheduled meeting to present the department's rationale for retention and review the outline with the committee.

\*taught--offered and not canceled for lack of enrollment as of census week

[Request to Drop a Course:](#) These forms are usually submitted when a new course replaces an old one, or when the department wishes to remove a course from the curricula. The form requires approval by the department and is distributed to the committee for review. Please ensure prior to submitting a request to drop that a review of possible impact to other courses and programs has been done and affected faculty are aware of changes in the curriculum. This process may also be completed via the [Course Deactivation proposal process in CurricUnet.](#)



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

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number \_\_\_\_\_ Course ~~Name~~Title \_\_\_\_\_

~~The calendar for review of courses affected by the sunset rule is the same as that for submission of new course proposals. Please complete this form and return it to the AP&P secretary at the same time your course proposals are due.~~ Academic Affairs by March 2, 2015.

1. \_\_\_\_\_ This course should not be on the Sunset List because it was offered successfully \_\_\_\_\_ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee \_\_\_\_\_ (please give semester and year).
2. \_\_\_\_\_ The department concurs that the course should be dropped from the curriculum.
3. \_\_\_\_\_ The department wishes to retain the course for the following specific reasons:
4. \_\_\_\_\_ The course outline is attached with \_\_\_\_\_ no revisions to the outline \_\_\_\_\_ revisions to the course outline (attach revised outline indicating changes)
5. \_\_\_\_\_ The department wishes to change the course to ~~an Institutes 159 or Institutes 359 or a~~ Special Topics-In 199 or ~~Topics-In~~ 399 (circle one).
6. \_\_\_\_\_ The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

**PREPARED BY:**

**DEPARTMENT ACTION:**

\_\_\_\_\_  
Signature of Initiator

# YES \_\_\_\_\_ # NO \_\_\_\_\_ # ABSTENTIONS \_\_\_\_\_

**REVIEWED BY:**

\_\_\_\_\_  
AP&P Representative

Date: \_\_\_\_\_

\_\_\_\_\_  
Department Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Academic Dean\*

Date: \_\_\_\_\_

\*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE  
SUNSET RULE  
Second Appearance Report**

The following course has been identified as one that is subject to the college's sunset rule because it has not been successfully offered for more than three years.

Course Prefix & Number \_\_\_\_\_ Course Name \_\_\_\_\_

~~The calendar for review of courses affected by the sunset rule is the same as that for submission of new course proposals. Please complete this form and return it to the AP&P secretary at the same time your course proposals are due.~~ [Academic Affairs](#) by:

1. \_\_\_\_\_ This course should not be on the Sunset List because it was offered successfully \_\_\_\_\_ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee \_\_\_\_\_ (please give semester and year).
2. \_\_\_\_\_ The department concurs that the course should be dropped from the curriculum.
3. \_\_\_\_\_ The department wishes to change the course to an Institutes 159 or Institutes 359 or a Topics-In 199 or Topics-In 399 (circle one).
4. \_\_\_\_\_ The department wishes to retain the course.

**Attach a new rationale for retention, copy of course outline with revisions necessary to ensure course currency (modification form required), and a copy of the rationale for retention submitted last year. The new rationale needs to include an analysis of what has changed since last year.**

**PREPARED BY:**

**DEPARTMENT ACTION:**

\_\_\_\_\_  
Signature of Initiator

# YES \_\_\_\_\_ # NO \_\_\_\_\_ # ABSTENTIONS \_\_\_\_\_

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**REVIEWED BY:**

\_\_\_\_\_  
AP&P Representative

Date: \_\_\_\_\_

\_\_\_\_\_  
Department Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Academic Dean\*

Date: \_\_\_\_\_



DEPARTMENT	COR Date	PREFIX	NO.	FULL COURSE TITLE	LECTURE HOURS PER WEEK	LAB HOURS PER WEEK	TOTAL HOURS PER TERM
Applied Behavioral Sciences	Spring 1995	AJ	305	Police Patrol Procedures	3	0	48-54 to 0-0
Applied Behavioral Sciences	Spring 1995	AJ	306	Technical Police Report Writing	1.5	0	24-27 to 0-0
Applied Behavioral Sciences	Spring 1995	AJ	307	Narcotics Investigation	1.5	0	24-27 to 0-0
Applied Behavioral Sciences	Spring 1995	AJ	308	Drugs and Drug Dependency	1.5	0	24-27 to 0-0
Applied Behavioral Sciences	Spring 2005	ECS	133	Technology For Educators	3	0	48-54 to 0-0
Applied Behavioral Sciences	Spring 1998	ECS	315	Discipline: Effective and Caring Approaches	8	0	128-144 to 0-0
Applied Behavioral Sciences	Fall 2011	EDUC	133	Technology For Educators	3	0	48-54 to 0-0
Applied Behavioral Sciences	Fall 2007	FCS	123	Principles of Foods 2	1	3	64-72 to 0-0
Applied Behavioral Sciences	Fall 2007	FCS	171	Interior Design Materials	3	0	48-54 to 0-0
Applied Behavioral Sciences	Fall 2007	FCS	360	Fashion Design/Construction Lab	0	3	48-54 to 0-0
Applied Behavioral Sciences	Fall 2006	HUSV	124	Substance Abuse Prevention and Education	3	0	48-54 to 0-0
Business	Fall 2007	BUS	103	Advertising	3	0	48-54 to 0-0
Business	Fall 2004	BUS	111	Internet Marketing	3	0	48-54 to 0-0
Business	Spring 1998	BUS	356	Managing Organizations	0.5	0	8-9 to 0-0
Business	Spring 1998	BUS	357	Management: Listening	0.5	0	8-9 to 0-0
Business	Spring 2010	BUS	368	Online Auctions	8	4	- to 0-0
Business	Spring 2010	BUS	374	Business Incorporation	0.5	0	8-9 to 0-0
Business	Spring 2010	BUS	376	Strategic Planning	0.5	0	8-9 to 0-0
Business	Spring 2010	BUS	381	Entering Global Markets	0.5	0	8-9 to 0-0
Business	Spring 2001	BUS	387	Executive Leadership: Series	3	0	48-54 to 0-0
Business	Spring 2010	BUS	389	Customer Service: Series	3	0	48-54 to 0-0
Business	Spring 2010	BUS	390	Business Entrepreneurship Law	8	0	128-144 to 0-0
Business	Spring 2010	BUS	391	Human Resources Mgt: Series	3	0	48-54 to 0-0
Business	Spring 2010	BUS	392	Performance Evaluation	8	0	- to 0-0
Business	Spring 2010	BUS	393	Business Report Writing	8	0	- to 0-0
Business	Spring 2010	BUS	396	Performance Measurement	8	0	- to 0-0
Business	Spring 2010	BUS	397	Executive Leadership	0.5	0	8-9 to 0-0
Business	Spring 2010	BUS	398	Efficient Meetings	0.5	0	8-9 to 0-0
Business	Spring 2011	CBIS	318	Programming for the Web	3	0	48-54 to 0-0
Business	Spring 2010	CBIS	330	Database Management Concepts	3	0	48-54 to 0-0
Business	Spring 2010	CBIS	334	Database Security and Auditing	3	0	48-54 to 0-0

Business	Spring 2011	CBIS	336	Web DB Programming-PHP/ASP	3	0	48-54 to 0-0
Business	Fall 2006	CBIS	343	Applied Project Management 1	1.5	0.5	32-36 to 0-0
Business	Spring 2009	CBIS	381	Introduction to Mac OS	1	0	16-18 to 0-0
Business	Spring 2009	CBIS	382	Office Apps for the Mac	2	0	32-36 to 0-0
Business	Fall 2010	PLGL	108	Wills and Trusts	3	0	48-54 to 0-0
Business	Fall 2005	RE	300	Real Estate Exam Prep	3	0	48-54 to 0-0
Business	Fall 2002	RE	303	Real Estate Practices	3	0	48-54 to 0-0
Business	Spring 2006	RE	306	Property Management	3	0	48-54 to 0-0
Business		BUS	355				
Business		BUS	358				
Business		BUS	395				
English		ENGL	100	Writing in Career/Tech Fields	4.2		67-75.5 to 0-0
English	Fall 2011	ENGL	107	Literary Arts Journal 1	3	0	48-54 to 0-0
English	Spring 2011	ENGL	108	Literary Arts Journal 2	2	3	80-90 to 0-0
English	Fall 2006	ENGL	109	Applied Composition for English Tutors	1	1	32-36 to 0-0
English	Fall 2008	ENGL	116	Writing Poetry	3	0	48-54 to 0-0
English	Spring 2004	ENGL	132	Literature and Film	3	0	48-54 to 0-0
English	Spring 2003	ENGL	137	Children's Literature	3	0	48-54 to 0-0
English	Spring 2003	ENGL	139	Ideas of Difference in Contemporary American Literature	3	0	48-54 to 0-0
English	Fall 2007	ENGL	144	Literature: The Ancient and Classical World	3	0	48-54 to 0-0
English	Fall 2003	ENGL	148	Introduction to Spanish-Language Literature in Translation	3	0	48-54 to 0-0
English	Fall 2011	ESL	572	COMMUNICATION FOR NON-NATIVE SPEAKERS: SPEECH	3	0	48-54 to 0-0
English	Fall 2006	ESL	574	COMMUNICATION FOR NON-NATIVE SPEAKERS: INTERPERSONAL	3	0	48-54 to 0-0
Fine Arts	Fall 2008	ART	109	Art History Survey American Art	3	0	48-54 to 0-0
Fine Arts	Spring 2009	ART	127	Painting in Watercolor 1	2	4	96-108 to 0-0
Fine Arts	Spring 2009	ART	128	Painting in Watercolor 2	2	4	96-108 to 0-0
Fine Arts	Fall 2008	ART	131	Portraits	1	2	48-54 to 0-0
Fine Arts	Fall 2008	ART	132	Landscape	1	2	48-54 to 0-0
Fine Arts	Spring 2013	ART	146	Painting in Acrylics 3			- to -
Fine Arts	Spring 2011	DANC	126	Clinic in Ballet Barre	0	1.5	24-27 to 0-0
Fine Arts	Fall	DANC	137	Funk Dance			- to -
Fine Arts		DANC	138	Intermediate Hip Hop			- to -
Fine Arts	Spring 2011	DANC	151	Clinic In Tap	0	1.5	24-27 to 0-0
Fine Arts	Spring 2011	DANC	153	Intermediate Tap	1.5	1.5	48-54 to 0-0

Fine Arts	Spring 2011	DANC	154	Pointe and Partnering Clinic	0.5	1.5	32-36 to 0-0
Fine Arts	Spring 2011	DANC	162	Clinic in Jazz	0	1.5	24-27 to 0-0
Fine Arts	Spring 2011	DANC	164	Clinic in Modern Dance	0	1.5	24-27 to 0-0
Fine Arts	Spring 2011	DANC	167	Clinic in Intermediate Tap	0	1.5	24-27 to 0-0
Fine Arts	Spring 2011	DANC	168	Clinic in Stretch	0	1.5	24-27 to 0-0
Fine Arts	Spring 2011	DANC	172	Beginning Ballroom Dance	0	1.5	24-27 to 0-0
Fine Arts	Spring 2011	DANC	174	Intermediate Ballroom	0	1.5	24-27 to 0-0
Fine Arts	Spring 2011	DANC	178	Intermediate Social Dance	0	1.5	24-27 to 0-0
Fine Arts		DANC	188	Intermediate Composition/Choreography			- to -
Fine Arts	Spring 2000	DRMA	118	Introduction to Technical Theatre Laboratory	0	3	48-54 to 0-0
Fine Arts	Spring 2004	DRMA	123	Theatre Graphics	1	3	64-72 to 0-0
Fine Arts	Spring 2002	DRMA	124	Scenery Stagecraft	2	1	48-54 to 0-0
Fine Arts	Spring 2005	DRMA	125	Properties Stagecraft	2	1	48-54 to 0-0
Fine Arts	Spring 2004	DRMA	126	Script Analysis for Theatre Technicians	2	0	32-36 to 0-0
Fine Arts	Spring 2011	DRMA	128	Makeup for Stage/TV	2	3	80-90 to 0-0
Fine Arts	Spring 2004	DRMA	136	Theatre Design and Technology-Sets 1	1	3	64-72 to 0-0
Fine Arts	Spring 2004	DRMA	137	Theatre Design and Technology-Sets 2	1	1	32-36 to 0-0
Fine Arts	Spring 2004	DRMA	140	Theatre Design and Technology-Lights 1	2	0	32-36 to 0-0
Fine Arts	Spring 2004	DRMA	141	Theatre Design and Technology-Lights 2	1	0	16-18 to 0-0
Fine Arts	Spring 2004	DRMA	151	Theatre Design and Technology - Costumes 1	1	3	64-72 to 0-0
Fine Arts	Spring 2004	DRMA	152	Theatre Design and Technology - Costumes 2	1	0	16-18 to 0-0
Fine Arts	Spring 2002	DRMA	161	Theatre Design and Technology - Sound 1	2	1	48-54 to 0-0
Fine Arts	Spring 2002	DRMA	162	Theatre Design and Technology - Sound 2	1	0	16-18 to 0-0
Fine Arts	Spring 2004	DRMA	165	Scene Painting 1	1	0	16-18 to 0-0
Fine Arts	Spring 2005	DRMA	166	Scene Painting 2	2	1	48-54 to 0-0
Fine Arts	Spring 2002	DRMA	173	Project Development in Theatrical Design and Production	0	3	48-54 to 0-0
Fine Arts	Spring 2002	DRMA	175	Advanced Scenery Stagecraft	1	0	16-18 to 0-0
Fine Arts	Spring 2002	DRMA	176	Advanced Properties Stagecraft	1	0	16-18 to 0-0
Fine Arts	Spring 2004	DRMA	177	Scenography	1	3	64-72 to 0-0
Fine Arts	Fall 2008	DRMA	178	Basic Competencies In Tech The	6	0	96-108 to 0-0
Fine Arts	Spring 2007	DRMA	301	Actor?s Ensemble	0	21	336-378 to 0-0
Fine Arts	Spring 2007	DRMA	302	Internship in Technical Theatre	0	21	336-378 to 0-0
Fine Arts	Spring 2011	DRMA	401	Prof Theatre Dance Styles ABCD	1	3	64-72 to 0-0
Fine Arts	Fall 2004	FILM	112	Studio Production	3	3	96-108 to 0-0
Fine Arts	Fall 2004	FILM	114	Local Programming	0	6	96-108 to 0-0

Fine Arts	Fall 2011	FILM	118	3D Computer Animation 2	1.5	4.5	96-108 to 0-0
Fine Arts	Spring 2000	MUS	105	The American Musical-Stage & S	3	0	48-54 to 0-0
Fine Arts	Spring 2007	MUS	160	Music Business	2	0	32-36 to 0-0
Fine Arts	Spring 2007	MUS	150ABC	Instrumental Ensemble	0	3	48-54 to 0-0
Fine Arts	Fall 2009	MUS	151ABC	Concert Band	0	3	48-54 to 0-0
Fine Arts		THEA	304	Advanced Preparation for Repertory Production			- to -
Fine Arts		THEA	310	Beginning Summer Touring Repertory Production			- to -
Fine Arts		THEA	311	Intermediate Summer Touring Repertory Production			- to -
Fine Arts		THEA	312				
Health Sciences	Fall 2011	DA	331	Infection Control in Dentistry	0.5	0	8-9 to 0-0
Industrial Technology	Spring 1999	ARCH	320	Uniform Building Code	3	0	48-54 to 0-0
Industrial Technology	Spring 2009	CEL	103	Cabling & Fiber Optics	1.5	2	56-63 to 0-0
Industrial Technology	Spring 2009	CEL	128	Intro to Renewable Energy	2	3	80-90 to 0-0
Industrial Technology	Spring 2007	CEL	131	Programmable Logic Controllers and Industrial Control Design	2	3	80-90 to 0-0
Industrial Technology	Spring 2009	CEL	133	Mechatronic Systems 1	2	3	80-90 to 0-0
Industrial Technology	Spring 2006	CEL	139	Electrical Power, Motors, and Controls	2	3	80-90 to 0-0
Industrial Technology	Spring 2006	CEL	162	Fluid Power and Control	2	0	32-36 to 0-0
Industrial Technology	Fall 2006	EL	111	Fundamentals of DC Circuit Analysis	3	0	48-54 to 0-0
Industrial Technology	Fall 2006	EL	112	Fundamentals of DC Circuit Analysis Lab	0	6	96-108 to 0-0
Industrial Technology	Fall 2006	EL	113	Fundamentals of AC Circuit Analysis	3	0	48-54 to 0-0
Industrial Technology	Fall 2006	EL	114	Fundamentals of AC Circuit Analysis Lab	0	3.2	51-57.5 to 0-0
Industrial Technology	Fall 2005	EL	122	Electronic Devices and Circuits	3	0	48-54 to 0-0
Industrial Technology	Fall 2009	EL	123	Electronic Devices and Circuits Laboratory	0	6.4	102-115 to 0-0
Industrial Technology	Fall 2007	EL	125	Digital Devices and Circuits	3	0	48-54 to 0-0
Industrial Technology	Fall 2007	EL	126	Digital Devices and Circuits Lab	0	6	96-108 to 0-0
Industrial Technology	Spring 2009	EL	128	Introduction to Renewable Energy	2	3	80-90 to 0-0
Industrial Technology	Fall 2007	EL	131	Plcs And Industrial Control De	2	3	80-90 to 0-0
Industrial Technology	Spring 2009	EL	133	Mechatronic Systems 1	2	3	80-90 to 0-0
Industrial Technology	Spring 2006	EL	135	Electronic Measurement and Instrumentation	3	0	48-54 to 0-0
Industrial Technology	Fall 2002	EL	136	Electronics Measurement and Instrumentation Laboratory	0	6	96-108 to 0-0
Industrial Technology	Spring 2006	EL	139	Electrical Power, Motors, and Controls	2	3	80-90 to 0-0
Industrial Technology	Fall 2006	EL	146	Electronic Product Design, Fabrication and Documentation	1	3	64-72 to 0-0
Industrial Technology	Spring 2006	EL	162	Fluid Power And Control	2	0	32-36 to 0-0
Industrial Technology	Fall 2004	EL	332	Wireless Network Administrator	2	3	80-90 to 0-0

Industrial Technology	Spring 2005	EL	333	Introduction to Network Security	1	3	64-72 to 0-0
Industrial Technology	Spring 2007	ET	104	Introduction to Robotics and Mechatronics	2	3	80-90 to 0-0
Industrial Technology	Spring 2009	ET	128	Intro to Renewable Energy	2	3	80-90 to 0-0
Industrial Technology	Spring 2007	ET	131	Programmable Logic Controllers and Industrial Control Design	2	3	80-90 to 0-0
Industrial Technology	Spring 2009	ET	133	Mechatronic Systems 1	2	3	80-90 to 0-0
Industrial Technology	Spring 2006	ET	139	Electrical Power, Motors, and Controls	2	3	80-90 to 0-0
Industrial Technology	Fall 2006	ET	140	Engineering Drawing	2	4	96-108 to 0-0
Industrial Technology	Spring 2006	ET	162	Fluid Power and Control	2	0	32-36 to 0-0
Industrial Technology	Fall 2008	SP	128	Materials and Processing	3	1	64-72 to 0-0
Industrial Technology	Spring 2005	WLDT	306	Layout and Fabrication Interpretation	2	2	64-72 to 0-0
Industrial Technology	Fall	WLDT	309	Mini MIG (GMAW)	0.5	1.5	32-36 to 0-0
Industrial Technology	Spring	WLDT	318	Welding and Metal Sculpture	0.5	1.5	32-36 to 0-0
Industrial Technology	Fall	WLDT	333	Welding Certification - SMAW	0.5	1.5	32-36 to 0-0
Industrial Technology	Fall	WLDT	334	Welding Certification - GMAW	0.5	1.5	32-36 to 0-0
Kin/PE/Ath/Rec	Fall 2012	PE	106	Sports Officiating	2	3	80-90 to 0-0
Kin/PE/Ath/Rec		PE	114	Techniques & Theory of Softball			- to -
Kin/PE/Ath/Rec	Fall 2012	PE	123	Aerobic Swim	0	3	48-54 to 0-0
Kin/PE/Ath/Rec	Fall 2012	PE	131	Tai Chi for Health	0	3	48-54 to 0-0
Kin/PE/Ath/Rec	Fall 2012	PE	156	Beginning Golf	0	3	48-54 to 0-0
Kin/PE/Ath/Rec	Fall 2012	PE	157	Golf: The Short Game	0	3	48-54 to 0-0
Kin/PE/Ath/Rec	Fall 2012	PE	161	Body-Ball Workout	0	3	48-54 to 0-0
Kin/PE/Ath/Rec	Fall 2012	PEIA	175	Intercollegiate Golf, Women	0	10	160-180 to 0-0
Kin/PE/Ath/Rec	Spring	PEIA	185	Intercollegiate Swimming, Women	0	10	160-180 to 0-0
Kin/PE/Ath/Rec	Fall	PEIA	195	Intercollegiate Conditioning	0	1.5	24-27 to 160-180
Languages & Communication	Fall 2001	ASL	138	History Of Deaf	3	0	48-54 to 0-0
Languages & Communication		ESL	572	Public Speaking Skills	3.2		51-57.5 to 0-0
Languages & Communication		ESL	574	Interpersonal Speaking Skills	3.2		51-57.5 to 0-0
Languages & Communication	Fall 2000	LATN	101	Elementary Latin	3	1	64-72 to 0-0
Languages & Communication	Spring 2012	SPAN	105	Advanced Composition and Grammar	5	1	96-108 to 0-0
Languages & Communication	Spring 2012	SPAN	110	Elementary Spanish Conversation	2	0	32-36 to 0-0



Languages & Communication	Spring 2012	SPAN	111	Intermediate Spanish Conversation	2	0	32-36 to 0-0
Languages & Communication	Spring 2012	SPAN	112	Advanced Spanish Conversation	3	0	48-54 to 0-0
Life & Physical Sciences	Fall 1998	AG	303	Epicurean Wine and Food	0.5	0.5	16-18 to 0-0
Life & Physical Sciences	Fall 2001	AG	304	Dessert Wine and Food Pairing	0.5	0.5	16-18 to 0-0
Life & Physical Sciences	Fall 2007	AG	307	Vineyard Irrigation	3	0	48-54 to 0-0
Life & Physical Sciences	Spring 2009	AG	308	Wine Analysis	3	0	48-54 to 0-0
Life & Physical Sciences		AG	179A	Intro to Precision Viticulture	3.2		51-57.5 to 0-0
Life & Physical Sciences		AG	179C	Small Acre Grape Growing	1.1		17.5-19.5 to 0-0
Life & Physical Sciences		AG	179D	Environmental Horticulture	3.2		51-57.5 to 0-0
Life & Physical Sciences	Spring 2010	AG	379C	Wine Business	3	0	48-54 to 0-0
Life & Physical Sciences	Fall 2009	BIOL	135	Natural History Of California	3	3	96-108 to 0-0
Life & Physical Sciences	Fall 2009	BIOL	145	Desert Ecology	16	32	768-864 to 0-0
Life & Physical Sciences	Fall 2012	PHYS	123	Project & Design Lab 3	0	3	48-54 to 0-0
Life & Physical Sciences	Fall 2012	PHYS	124	Project & Design Lab 4	0	3	48-54 to 0-0
Mathematical Sciences	Fall 2006	ENGR	172	Circuits and Electronic Devices	4	0	64-72 to 0-0
Mathematical Sciences	Fall 2006	ENGR	173	Circuits and Devices Laboratory	0	3	48-54 to 0-0
Public Safety	Spring 2003	EMS	303	Paramedic Prep	40	0	40-40 to 0-0
Public Safety	Fall 2002	EMS	307	Wilderness EMS First Aid and Survival	2.5	2.5	80-90 to 0-0
Public Safety	Fall 2007	EMS	313	Intermediate Incident Command System for Expanding Incidents for Operational First Responders ICS-30	1.5	0	24-27 to 0-0
Public Safety	Fall 2007	EMS	314	Advanced Incident Command System for Command and General Staff, Complex Incidents and MACS for Opera	1	0	16-18 to 0-0
Public Safety	Spring 2006	EMS	316	Ambulance Strike Team Leader	1	0	16-18 to 0-0
Public Safety	Fall 2000	EMS	320	Emergency Medical Response to Hazardous Material Incidents	1	0	16-18 to 0-0
Public Safety	Fall 2002	EMS	328	Wilderness/ EMS Wilderness Travel	1.5	1	40-45 to 0-0
Public Safety	Fall 2001	EMS	337	Wilderness EMS - Aircraft Search Technology and Techniques	1.75	1.75	56-63 to 0-0
Public Safety	Fall 2004	EMS	338	Land Navigation	2	0.25	36-40.5 to 0-0
Public Safety	Spring 2006	EMS	343	Paramedic Clinical Laboratory	7	1.5	136-153 to 0-0
Public Safety	Fall 2001	EMS	347	Wilderness EMS - Urban, Rural & Wilderness Search and Rescue Management	2	2	64-72 to 0-0
Public Safety	Fall 2001	EMS	350	Wilderness EMS - Essentials of Search and Rescue	3.5	0	56-56 to 0-0
Public Safety	Fall 2000	EMS	353	Paramedic Field Internship	0	30	480-540 to 0-0
Public Safety	Fall 2001	EMS	360	Wilderness EMS - Man Tracking 1	0.38	0.38	12-13.5 to 0-0

Public Safety	Fall 2001	EMS	362	Wilderness EMS - Man Tracking 2	0.38	0.38	12-13.5 to 0-0
Public Safety	Fall 2002	EMS	378	Wilderness/ EMS?EMT Wilderness Transition	2.5	0.63	50-56 to 0-0
Public Safety	Fall 2001	EMS	388	Wilderness EMS - Searching with Canine (K-9) Teams	2.5	0	40-45 to 0-0
Public Safety	Fall 2001	EMS	407	Wilderness EMS ? First Aid Refresher	0.5	0	8-9 to 0-0
Public Safety	Fall 2001	EMS	409	Prehospital Trauma Life Support (PHTLS) Refresher	0.5	0	8-9 to 0-0
Public Safety	Spring 2000	EMS	410	EMT 1 (Basic) Skills Refresher Module A	0.5	0	8-9 to 0-0
Public Safety	Spring 2000	EMS	411	EMT 1 (Basic) Skills Refresher Module B	0.5	0	8-9 to 0-0
Public Safety	Spring 2000	EMS	412	EMT-1 (Basic) Skills Refresher Module C	0.5	0	8-9 to 0-0
Public Safety	Spring 2000	EMS	413	EMT-1 (Basic) Skills Refresher Module D	0.5	0	8-9 to 0-0
Public Safety	Fall 2001	EMS	414	Advanced Cardiac Life Support (ACLS) Refresher	0.5	0	8-9 to 0-0
Public Safety	Fall 2001	EMS	415	Pediatric Advanced Life Support Refresher	0.5	0	8-9 to 0-0
Public Safety	Spring 2007	EMS	416	Child Care First Aid & CPR Refresher	0.5	0	8-9 to 0-0
Public Safety	Spring 2002	ENVT	151	Hazardous Materials-Site Supervisor	16	16	14-16 to 0-0
Public Safety	Spring 2002	ENVT	152	Identification and Assessment of Hazardous Materials	48	0	44.5-50 to 0-0
Public Safety	Spring 2001	ENVT	153	Industrial Safety	16	0	14-16 to 0-0
Public Safety	Spring 2002	ENVT	154	Monitoring and Sampling	32	0	30-34 to 0-0
Public Safety	Spring 2001	ENVT	155	Respiratory Protection Administration	0.5	0	8-9 to 0-0
Public Safety	Spring 2002	ENVT	157	First Aid for HAZMAT Workers	24	0	22-25 to 0-0
Public Safety	Spring 2002	ENVT	160	Air and Water Pollution Permitting Compliance	32	0	30-34 to 0-0
Public Safety	Fall 2004	ENVT	338	Land Navigation	2	0.25	36-36 to 0-0
Public Safety	Spring 2002	ENVT	455	Respiratory QNFT/Train the Trainer	16	0	
Public Safety		FT	111	Devlp Personal Phil Leadership	2.5	0	40-45 to 0-0
Public Safety		FT	112	Leading Others	2	0	32-36 to 0-0
Public Safety		FT	113	Organizational Leaderships	2.5	0	40-40 to 0-0
Public Safety	Spring 2007	FT	130	Principles of Emergency Management	3	0	48-54 to 0-0
Public Safety	Spring 2007	FT	310	Fire Service Physical Fitness	0.9	3.5	70-79 to 0-0
Public Safety	Spring 2007	FT	328	Fire Investigation 1B	2.25	0	36-40.5 to 0-0
Public Safety	Spring 2007	FT	329	Fire Prevention 1C	2.25	0	36-40.5 to 0-0
Public Safety	Spring 2007	FT	338	Land Navigation	2	0.25	36-36 to 0-0
Public Safety	Summer 2007	FT	342	Fireground Hydraulics	0.5	0	8-0 to 16-24
Public Safety	Spring 2007	FT	343	Pump Theory	0.5	0	8-9 to 0-0
Public Safety	Spring 2007	FT	346	Driver Operator 1B	2	0.5	40-45 to 0-0
Public Safety		FT	483	Competency of Ignition Sources	1.32		21-23.5 to 0-0
Public Safety	Spring 1997	LE	321	Basic Law Enforcement Academy 1A	19	4	368-414 to 0-0

Public Safety	Fall 2011	LE	322	Basic Law Enforcement Academy 1B	19	4.5	376-423 to 0-0
Public Safety	Summer 2011	LE	354	Training Management Update	1.5	0	24-27 to 0-0
Public Safety	Spring 2010	LE	357	Instructor Development	2.5	0	40-45 to 0-0
Public Safety	Spring 2011	LE	358	Drug Abuse Recognition	1	0	16-18 to 0-0
Public Safety	Spring 2010	LE	367	Arrest & Control Update	0.5	0	8-9 to 16-18
Public Safety	Fall 2012	LE	368	Law Enforcement Agency Emergency Vehicle Operations Course Training	0.5	2	40-45 to 0-0
Public Safety	Spring 2010	LE	370	Arrest and Control Instructor Update	1.5	0	24-27 to 0-0
Public Safety	Spring 2010	LE	372	Physical Training Instructor	2.5	0	40-45 to 0-0
Public Safety	Fall 2011	LE	440	Advanced Driving Skills I	0.5	0	8-9 to 0-0
Public Safety	Fall 2011	LE	441	Advanced Driving Skills II	0.5	0	8-9 to 0-0
Public Safety	Spring 2003	WFT	101	Wildland Fire Behavior	3	0	48-54 to 0-0
Public Safety	Spring 2003	WFT	102	Wildland Firefighter Safety and Survival	3	0	48-54 to 0-0
Public Safety	Spring 2003	WFT	103	Wildland Fire Operations	3	0	48-54 to 0-0
Public Safety	Spring 2003	WFT	104	Wildland Public Information Officer, Prevention, and Investigation	3	0	48-54 to 0-0
Public Safety	Fall 2004	WFT	105	Wildland Fire Planning, Logistics, and Finance	3	0	48-54 to 0-0
Public Safety	Fall 1999	WFT	305	Multi-Agency Coordination I-401	0.5	0	8-9 to 0-0
Public Safety	Fall 1999	WFT	306	Incident Command System for Executives I-402	0.5	0	8-9 to 0-0
Public Safety		FT	350				
Public Safety		FT	351				
Public Safety		FT	362				
Public Safety		FT	369				
Public Safety		FT	371				
Public Safety		FT	373				
Public Safety		FT	374				
Public Safety		FT	380				
Public Safety		FT	382				
Public Safety		FT	383				
Public Safety		FT	402				
Public Safety		FT	404				
Public Safety		FT	405				
Public Safety		FT	406				
Public Safety		FT	411				
Social & Behavioral Sciences	Fall 2010	GEOG	110	Introduction To Meteorology	3	0	96-126 to 0-0

Social & Behavioral Sciences	Spring 2004	HIST	138	History of Deaf	3	0	48-54 to 0-0
Social & Behavioral Sciences	Fall 2010	PSY	120	Cultural Psychology	3	0	48-54 to 0-0
Social & Behavioral Sciences	Spring 2005	SOC	122	Sociology of the Hispanic Culture	3	0	48-54 to 0-0
Social & Behavioral Sciences	Spring 2007	SOC	160	Cities and Urban Life	3	0	48-54 to 0-0

# Academic Policy & Planning Committee Meeting Minutes

## Meeting: Thursday, February 26, 2015 – Board Room – 2:00 PM

VOTING MEMBERS		NON-VOTING MEMBERS
X Chair – Sofia Ramirez-Gelpi	X Industrial Technology – Robert Mabry	X Curriculum Specialist – Rebecca Andres
Vice-Chair – Tom VanderMolen	X Academic/Student Affairs – Sandra Bierdzinski	VP, Academic Affairs - vacant
X Applied Social Sciences – Judith Dal Porto	X Languages & Communication – M. Nishimori	X Admissions & Records – Janet Hooghuis
X Business – Peggy Warrick	X Life and Physical Sciences – Rob Lennihan	X Articulation – David DeGroot
X Counseling – Lydia Maxwell	X Mathematics Sciences – Derek Mitchem	Community Education – vacant
X English – Jennifer Jozwiak	Public Safety – Mike Messina	
X Fine Arts – David Passage	X Social & Behavioral Sciences – T. VanderMolen	<b>OTHER</b>
X Kinesiology, Rec & Athletics – Sheri Bates	Student Representative – Quianna Cater	Past AP&P Chair - Karen Tait
X Health Sciences – Larry Manalo		Part-Time Faculty – Danielle Blanchard
<b>INVITEES</b>		<b>Guests</b>
X Dean, Academic Affairs – L. Nazarenko	Dean, Academic Affairs – Ardis Neilsen	Margaret Lau
Dean, Academic Affairs – Paul Murphy	Dean, Matriculation/Counseling – vacant	
Dean, Academic Affairs – Nancy Meddings	Dean, Extended Campus – Rick Rantz	
Dean, Student Services – Robert Parisi	Associate Dean/Athletic Director – Kim Ensing	

- I. Approval of Minutes** – a motion was made to approve the minutes of the February 19, 2015 meeting as amended. (M/S/P - Mitchem/Lennihan **Ayes:** Vander Molen; Dal Porto; Warrick; Maxwell; Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Lennihan; Mitchem. **Noes:** 0; **Abstain:** 0)
- II. Approval of the Agenda** – a motion was made to approve the order of the agenda as amended below. (M/S/P Mitchem/Lennihan – **Ayes:** Vander Molen; Dal Porto; Warrick; Maxwell; Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Lennihan; Mitchem. **Noes:** 0; **Abstain:** 0)
- III. Curriculum Review - none**

#### IV. Curriculum Related Informational Items

##### a) Career Technical Education - Doing What Matters

- Margaret Lau, Economic Workforce Development provided an overview of the work she is doing as part of the state's "Doing What Matters" initiative. Margaret is the, Director Environmental Training Center, AHC Public Safety Center, Lompoc Valley Center.
- Ms. Lau, is also the deputy sector navigator (DSN) for the state Chancellor's Office. Her role as the DSN serves as the liaison between industry and community college service areas. The goal is to produce a skilled workforce in the state of California by ensuring that in demand skills are being provided at colleges in the service area – match employee skills / credentials with employer needs.
- The "Doing What Matters" initiative identifies 10 industry sectors as priority or emerging industry areas in particular California regions. Allan Hancock College is in the South Central Coast Region. The priority sectors in this region include Advanced Manufacturing, Health, and Small Business. Emerging sectors include agriculture, water & environmental technologies and information & communication technologies (ICT)/Digital Media.
- Ms. Lau works with all industries in our region and is the DSN for agriculture, water and environmental technology sectors. Employment in this area require highly skilled technicians and certifications.
- How do we know if our programs are providing our students with the skills needed for employment? Cal pass plus is a student data system that tracks elementary, middle, high school, and college proficiency levels. Cal Pass Plus also hosts Launch Board. Launch Board is a data mart system supported by Cal Pass Plus and expands on available data from the Chancellor's Office by pulling data from additional resources including EDD surveys and labor market info. The data can be used to determine the effectiveness of CTE programs.
- A copy of the presentation was distributed to AP&P committee reps.
- *More information about Cal Pass Plus, Launchboard, and Doing What Matters can be found on the Allan Hancock College website, via the Academic Policy and Planning quick links, or at [www.doingwhatmatters.cccco.edu](http://www.doingwhatmatters.cccco.edu). A copy of Margaret Lau's presentation will also be posted on the AP&P groups site via myHancock..*

b) **Course Modifications Process** – not presented due to time

c) **DL Conversion** – not presented due to time

**V. Public Remarks - none**

*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.*

**VI. Curriculum Related Items 1<sup>st</sup> Reading**

**a) 2015-2016 CurricUnet Submission Timeline**

A draft of the 2015-16 AP&P calendar was presented for discussion. Topics of discussion included the following:

- begin date for submission of fall 2015 proposals
- ongoing continuous submissions
- priority in which to review proposals
- setting time limits for a proposal to be at a particular level
- CurricUnet capabilities including time stamping, and tracking proposals
- shorter submission period versus extended submission period
- assumptions / expectations beyond the 175-day work period
- deadline for fall 2015 proposal submissions
- no guarantees for proposal review

**b) ACTION:** a motion was made to begin the submission of fall 2015 proposals on March 15, 2015. (Manalo/??? – **Ayes:** Vander Molen; Passage; Manalo; Bierdzinski; Nishimore; Jozwiak; Mabry; Lennihan; Mitchem; Maxwell; Dal Porto; Bates. **Noes** = 0. **Abstain** = 0)

**c) ACTION:** a motion was made to end fall 2015 proposal submissions on May 20, 2015. (Maxwell/Manalo **Ayes** = 6 Vander Molen; Passage; Manalo; Mabry; Lennihan; Maxwell. **Noes** = 4 Warrick; Bierdzinski, Nishimore; Dal Porto. **Abstain** = 2 Mitchem; Bates) *Note: one committee representative was present during the meeting but not present during this vote.*

**VII. Reports - none**

**VIII. Call for Future Agenda Items - none**

**IX. Call to Adjourn** – the meeting was adjourned at 4:00 pm

**Next meeting:** Thursday, March 5, 2015, in B-100, starting at 2:00 p.m.

# Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday, March 5, 2015 – Board Room – 2:00 PM

VOTING MEMBERS		NON-VOTING MEMBERS
X Chair – Sofía Ramírez-Gelpí	X Industrial Technology – Robert Mabry	X Curriculum Specialist – Rebecca Andres
Vice-Chair – Tom VanderMolen	X Academic/Student Affairs – Sandra Bierdzinski	X Interim VP, Academic Affairs – J. Harmon
Applied Social Sciences – Judith Dal Porto	Languages & Communication – M. Nishimori	Admissions & Records – Janet Hooghuis
X Business – Peggy Warrick	X Life and Physical Sciences – Rob Lennihan	Articulation – David DeGroot
Counseling – Lydia Maxwell	Mathematics Sciences – Derek Mitchem	Community Education – vacant
X English – Jennifer Jozwiak	X Public Safety – Mike Messina	
X Fine Arts – David Passage	X Social & Behavioral Sciences – T. VanderMolen	<b>OTHER</b>
X Kinesiology, Rec & Athletics – Sheri Bates	Student Representative – Quianna Cater	Past AP&P Chair - Karen Tait
X Health Sciences – Larry Manalo		Part-Time Faculty – Danielle Blanchard
<b>INVITEES</b>		<b>Guests</b>
Dean, Academic Affairs – L.Nazarenko	Dean, Academic Affairs – Ardis Neilsen	
Dean, Academic Affairs – Paul Murphy	Dean, Matriculation/Counseling – vacant	
Dean, Academic Affairs – Nancy Meddings	Dean, Extended Campus – Rick Rantz	
Dean, Student Services – Robert Parisi	Associate Dean/Athletic Director – Kim Ensing	

I. **Approval of Minutes** – a motion was made to approve the minutes of the February 26, 2015 meeting. (M/S/P – Manalo/Bierdzinski **Ayes:** Warrick; Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Lennihan; Messina; Vander Molen **Noes:** 0; **Abstain:** 0)

II. **Approval of the Agenda** – a motion was made to approve the order of the agenda as amended below. (M/S/P Manalo/Passage – **Ayes:** Warrick; Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Lennihan; Messina; Vander Molen. **Noes:** 0; **Abstain:** 0)

### III. Curriculum Review 2<sup>nd</sup> Reading

#### a) Sunset Report

The purpose of the Sunset process is to maintain a current catalog of course offerings by removing courses that have not been offered in two years. The two year timeframe is past practice.

- The English faculty, via AP&P representative, is asking if the two-year time frame is a requirement of Title 5 or some other restricting policy that prevents AP&P from recommending a longer period of time before a course is placed on the Sunset List. The inquiry will be researched and information will be forwarded to the committee.
- Courses listed in the catalog must also maintain a current course outline of record with a review date not older than 6 years.
- Rebecca will follow-up with Institutional Research staff for assistance in generating an enrollment report and/or sunset list which captures the required enrollment periods.
- Recap of Memo to Committee dated February 19, 2015:
  - To retain a course which has not been offered in the last two years, and which the course appears on the sunset list, faculty may submit the Sunset Rule First Appearance Report form. This can be submitted now, or in the fall.
  - Faculty may submit a request to drop a course for a course that appears on the sunset list by submitting the “course deactivation” proposal in CurricUnet. The Request to Drop a Course form can be submitted in lieu of the course deactivation process in CurricUnet.
  - Courses appearing on the Sunset List in error will be removed from the list.
  - A final Sunset List will be distributed in fall 2015.
- AP&P will review the First Appearance Reports and any requests made to drop a course, in the fall semester.

b) **Committee Action:** a motion was made to approve the Sunset Policy and forms as revised. (M/S/P Lennihan/Bierdzinski – **Ayes:** 9. Warrick; Jozwiak; Passage; Bates; Manalo; Bierdzinski; Lennihan; Messina; Vander Molen. **Noes:** 1. Mabry; **Abstain:** 0)

#### c) 2015-2016 CurricUnet Submission Timeline (calendar)

- Fall 2015 proposal submissions begin March 15, 2015

- Follow-up with Governet is needed to determine if proposals can be prioritized
- Deadline to submit fall 2015 proposals will be announced

d) **Committee Action:** a motion was made to approve the CurricUnet Submission Timeline as revised. (M/S/P Lennihan/Warrick – **Ayes:** 9, Warrick; Jozwiak; Passage; Bates; Manalo; Mabry; Lennihan; Messina; Vander Molen. **Noes:** 1, Bierdzinski; **Abstain:** 0)

#### IV. Curriculum 1<sup>st</sup> Reading

##### a) New Programs

###### i. Associate in Arts in Elementary Teacher Education for Transfer

**Justification:** this new program proposal aligns with the current Liberal Studies: Elementary Teacher Preparation AA Degree - the proposed transfer degree is a requirement of SB1440 legislation.

**Committee recommendations:** CNET WR report - clearly state that the 37 units are for the IGETC pattern; include the number of double counted GE units, if any; completion of minimum 18 units, 2.0 G.P.A. (standard ADT information)

###### ii. Associate in Arts in Studio Arts for Transfer

**Justification:** this new program proposal aligns with the current Art AA Degree – the proposed transfer degree is a requirement of SB1440 legislation.

**Committee recommendations:** add the total program units (60) for the degree in CurricUnet as they appear in the narrative: CSU/IGET 37-39 units, double counted units, elective units, total units.

b) **Committee action:** a motion was made to recommend 1<sup>st</sup> readings for consideration. (M/S/P Warrick/Lennihan – **Ayes:** Warrick; Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Lennihan; Messina; Vander Molen. **Noes:** 0; **Abstain:** 0)

#### V. Course Modifications Process – PowerPoint Presentation

- Important to keep courses current
- Review requisites every 6 years; every 2 years for vocational courses
- Review the relationships in the course outline; should be an integrated COR
- Course modifications and unit changes need to be justified with supporting evidence

*Note: this PowerPoint will be posted in the AP&P Group Channel on myHancock*

#### VI. DL Conversion – PowerPoint Presentation

#### VII. Public Remarks - none

*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 - none

IX. **Call for Future Agenda Items** – deadline for proposals

X. **Call to Adjourn** – the meeting was adjourned at 4:00 pm

**Next meeting:** Thursday, March 12, 2015, in B-100, starting at 2:00 p.m.



# Academic Policy & Planning Committee Meeting Minutes

## Meeting: Thursday, March 12, 2015 – B-100 – 2:00 PM

### VOTING MEMBERS

X Chair – Sofia Ramírez-Gelpí  
Vice-Chair – Tom VanderMolen  
X Applied Social Sciences – Judith Dal Porto  
X Business – Peggy Warrick  
X Counseling – Lydia Maxwell  
X English – Jennifer Jozwiak  
X Fine Arts – David Passage  
X Kinesiology, Rec & Athletics – Sheri Bates  
X Health Sciences – Larry Manalo

X Industrial Technology – Robert Mabry  
X Academic/Student Affairs – Sandra Bierdzinski  
X Languages & Communication – M. Nishimori  
X Life and Physical Sciences – Rob Lennihan  
X Mathematics Sciences – Derek Mitchem  
X Public Safety – Mike Messina  
X Social & Behavioral Sciences – T. VanderMolen  
Student Representative – Quianna Cater

### NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres  
X VP, Academic Affairs – Jane Harmon  
Admissions & Records – J. Hooghuis  
X Articulation – David DeGroot  
Community Education – vacant

### OTHER:

AP&P Chair – Karen Tait  
Part-Time Faculty Union – D. Blanchard

### STANDING INVITEES

X Dean, Academic Affairs – Larissa Nazarenko  
Dean, Academic Affairs – Paul Murphy  
Dean, Academic Affairs – Nancy Meddings  
Dean, Student Services – Robert Parisi  
X Dean, Academic Affairs – David Humphreys

Dean, Academic Affairs – Ardis Neilsen  
Dean, Matriculation/Counseling – vacant  
Dean, Extended Campus – Rick Rantz  
Associate Dean/Athletic Director – Kim Ensing  
Associate Dean/PCPA Director – Mark Booher

- I. **Approval of Minutes** - a motion was made to approve the minutes of the March 5, 2015 meeting as amended. (M/S/P Warrick/Manalo – **Ayes:** Warrick; Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Lennihan; Messina; VanderMolen. **Noes:** 0. **Abstentions:** Maxwell; Mitchem.
- II. **Approval of the Agenda** - a motion was made to approve the agenda as distributed. (M/S/P Warrick/Manalo – **Ayes:** Warrick; Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Lennihan; Mitchem; Messina; VanderMolen. **Noes:** 0. **Abstentions:** 1 Maxwell.
- III. **Curriculum Review and Action Items 2<sup>nd</sup> Reading**
  - a) **Review of the AHC Graduation Requirements**

Final review of the AHC graduation requirements: health and wellness, multicultural gender studies, and math and English.
  - b) **Health and Wellness**

Recap of committee action taken at the February 19 meeting to modify the language for the health and wellness graduation requirement. The language is being modified to more accurately describe how students will be able to meet this requirement. The current language implies that the requirement can be met with 3 units, however, it is not mathematically possible, and a minimum of 3.5 units would need to be completed.

The kinesiology, recreation, and physical education department has identified 48 physical education courses that meet the criteria for satisfying the physical activity portion of the health and wellness graduation requirement. There was a discussion on whether or not to list these courses (in addition to dance physical activity courses found to meet the same criteria) individually in the 15-16 catalog, or have proposals submitted to AP&P for full committee review. Assurances that existing courses will also need to meet established health and wellness criteria was given.

The conclusion is that since the graduation requirements are audited using degree audit software, DegreeWorks, there is no need to list them individually in the catalog.
  - c) **General Education**

AP&P Chair shared that learning outcomes in each GE category are mapped to institutional learning outcomes. As a result, there are questions about reviewing course outcomes when reviewing course proposals requesting general education approval. Until now, the committee has not considered course outcomes in their review of course proposals.

Specific questions raised: If category 1 general education requirement is mapped to ILO scientific literacy how do we know if the courses listed in category 1 are also mapped to scientific literacy? Should they be? Who watches the SLOs? Should course outcomes currently listed on the GE list be reviewed? Clarification about GE outcomes and mapping will be pursued by AP&P Chair and the information shared with the committee.
  - d) **Competency in Reading, Written Expression, and Math**

There are questions from the committee on how a course is approved as meeting a graduation requirement, specifically, adding MATH 309 to the Competency in Reading, In Written Expression, and In Mathematics graduation requirement. The committee is not aware of an established process or proposal form used in the past. Topics of discussion included the following:

55063 Minimum Requirements for the Associate Degree describe the math graduation requirement as

“.....competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary Algebra as a prerequisite, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified mathematics course.”

Math 309 (prerequ's Math 521 or Math 531) is an “accelerated” math course designed for non STEM majors and which includes both elementary and intermediate algebra in the course content. Interim VP Jane Harmon shared her knowledge and experience with accelerated courses assuring that the course design of Math 309, without the elementary algebra prerequisite course, could be considered as a math graduation requirement. Math 309 is a new course approved by AP&P and adopted by the board of trustees at the February 17, 2015 board meeting.

**e) Multicultural Gender Studies Requirement**

There was a discussion on whether or not to include a minimum grade of “C” for this requirement.

- f) COMMITTEE ACTION:** a motion was made to recommend adoption of Math 309 as meeting the math competency graduation requirement. (M/S/P Mitchem/Lennihan. **Ayes:** Dal Porto; Warrick; Maxwell; Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Lennihan; Mitchem; Messina; VanderMolen. **Noes:** 0. **Abstentions:** 0

**IV. Credit by Examination List (aka Challenge List)**

The course challenge list will be published in the 15-16 catalog so students are informed about which courses can be challenged. Work is needed to align course challenge processes with board policy. Approval of the credit by exam list as amended.

**a) The College Now! List**

This list represents AHC courses approved for enrollment by junior and senior high school students. It is updated periodically by departments via AP&P committee representatives and maintained by student services. Topics of discussion included

- b)** Courses on the list which have an assigned requisite course but the requisite course is not included on the list – instructions on the list state that students must meet prerequisite courses for any course on the college now. Courses with requisites are marked with an asterisk. Departments should address whether or not to include requisite courses.
- c)** Some courses that are marked with an asterisk do not have a requisite but an advisory course. There is a question whether the asterisk has the same meaning for the advisory as it does for a prerequisite? Advisories are not enforced and assumed to not have the same meaning as those courses on the list in which prerequisite enforcement is not questionable.
- d)** Further clarification of the meaning of the different symbols (asterisk, star, etc.) on the College Now list will be sought. It was suggested that a legend be placed on the list for clarity. AP&P chair will follow up with student services to obtain more information about College Now.
- e) COMMITTEE ACTION:** a motion was made to table the review of the College Now list until the first week in April and after discussion with student services staff. (M/S/P Lennihan/Warrick. **Ayes:** Dal Porto; Warrick; Maxwell; Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Lennihan; Mitchem; Messina; VanderMolen. **Noes:** 0. **Abstentions:** 0

**V. The AHC Disciplines List**

The AHC Disciplines List, section from the curriculum development handbook regarding discipline placement, and the Cross-Listing Policy, was distributed to committee reps on February 17 with an initial discussion taking place at the

February 19, 2015 committee meeting. Articulation Officer, Dave DeGroot stressed the importance, and need, for faculty to review course discipline placements in their areas. Topics of discussion included:

- a) There are no single course equivalencies.
- b) The AHC disciplines list is based on the state minimum qualifications list and may include additional qualifications assigned by AHC discipline faculty. Adding “extra stuff” to the state minimum qualifications was described as adding “10 years of experience” to the stated minimum.
- c) Discipline placement is determined by course content and objectives. Changes to discipline placement are made in CurricUnet and the disciplines list is then updated.
- d) More time is needed for department review including an updated list that reflects modified course outlines from fall 2014 and spring 2015. Corrections which do not include changes to the COR can be forwarded to Rebecca.
- e) **COMMITTEE ACTION:** a motion was made to table further discussion of the AHC Disciplines List and the related content from the curriculum development handbook, section 1, until April 5, 2015. (M/S/P Manalo/Lennihan. **Ayes:** Dal Porto; Warrick; Maxwell; Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Lennihan; Mitchem; Messina; VanderMolen. **Noes:** 0. **Abstentions:** 0.

## VI. 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.

## VII. Reports

### a) Public Safety

The question was raised: do modified courses need to be sent to the Chancellor's Office for approval? If the course has been substantially changed, such as unit changes, or any other substantial changes to the course outline, it is sent to the Chancellor's Office for review and approval.

### b) AP&P Chair report

This year's Curriculum Institute will focus on CTE and attendees are encouraged to invite CTE faculty. CTE Faculty in attendance with a registered participant can attend free of charge.

An inquiry is being made of dept chairs regarding how courses are being scheduled. Accreditation evidence is being sought which demonstrates that courses are scheduled in a way that makes it possible for AHC programs to be completed in two years. Questions posed: Is this a compliance issue? Is it part of the mission statement? Are we sequencing our courses?

### c) Articulation

There are 13 courses that need CID approval because they are part of an existing ADT program. Of the 13 courses, 10 are ready to be launched in CurricUnet for review by AP&P. All courses that are part of an ADT program are required to have CID approval by July 1, 2015. The Chancellor's Office has a back log of proposals to review and may not review our courses till summer.

VIII. **Call for Future Agenda Items:** GE SLOs and mapping, courses meeting GE criteria.

IX. **Call to Adjourn** – the meeting was adjourned at 4:05 p.m.

**Next meeting:** Thursday, March 26, 2015, in B-100, starting at 2:00 p.m.

# Academic Policy & Planning Committee Meeting Minutes

## Thursday, March 26, 2015 – Board Room – 2:00 PM

### VOTING MEMBERS

Chair – Sofía Ramírez-Gelpí  
X Vice-Chair – Tom VanderMolen  
Applied Social Sciences – Judith Dal Porto  
X Business – Peggy Warrick  
Counseling – Lydia Maxwell  
X English – Jennifer Jozwiak  
X Fine Arts – David Passage  
X Kinesiology, Rec & Athletics – Sheri Bates  
X Health Sciences – Larry Manalo

X Industrial Technology – Robert Mabry  
X Academic/Student Affairs – Sandra Bierzdzinski  
X Languages & Communication – M. Nishimori  
X Life and Physical Sciences – Rob Lennihan  
X Mathematics Sciences – Derek Mitchem  
Public Safety – Mike Messina  
Social & Behavioral Sciences – T. VanderMolen  
Student Representative – Quianna Cater

### NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres  
X VP, Academic Affairs – Jane Harmon  
X Admissions & Records – Betsy Wilcox  
Articulation – David DeGroot  
Community Education – vacant

### STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko  
Dean, Academic Affairs – Paul Murphy  
Dean, Academic Affairs – Nancy Meddings  
Dean, Student Services – Robert Parisi  
X Dean, Academic Affairs – David Humphreys

Dean, Academic Affairs – Ardis Neilsen  
Dean, Matriculation/Counseling – vacant  
Dean, Extended Campus – Rick Rantz  
Associate Dean/Athletic Director – Kim Ensing  
Associate Dean/PCPA Director – Mark Booher

### OTHER:

Karen Tait, past AP&P Chair  
Part-Time Faculty Union – vacant

### GUESTS

Jennie Robertson  
Liz West

- I. **Approval of Minutes** – a motion was made to approve the minutes of the March 12, 2015 meeting with corrections. (M/S/P Lennihan/Mitchem. **Ayes:** Warrick; Jozwiak; Passage; Bates; Manalo; Mabry; Bierzdzinski; Nishimori; Lennihan; Mitchem. **Noes:** 0; **Abstentions:** 0).
  
- II. **Approval of the Agenda** - a motion was made to approve the agenda as distributed. (M/S/P Manalo/Mitchem. **Ayes** – Warrick; Jozwiak; Passage; Bates; Manalo; Mabry; Bierzdzinski; Nishimori; Lennihan; Mitchem. **Noes** – 0; **Abstentions-** 0).
  
- III. **Curriculum Review – Action Items**
  - a) 2<sup>nd</sup> Readings New Program
    - i. Associate in Arts in Elementary Teacher Preparation for Transfer  
It was noted that corrections from 1<sup>st</sup> reading had not yet been made to the Elementary Teacher Preparation for transfer program proposal:  
**ADT Template:** the units listed for double counting do not match the narrative  
**CurricUnet:** the total major units is not clear and does not match what is on the narrative; add program blocks for general education, double counting, and elective units.
    - ii. **ACTION:** a motion was made to table 2<sup>nd</sup> reading until corrections have been made. (M/S/P Lennihan/Mitchem. **Ayes:** Warrick; Jozwiak; Passage; Bates; Manalo; Mabry; Bierzdzinski; Nishimori; Lennihan; Mitchem. **Noes:** 0; **Abstentions:** 0).
    - iii. Associate in Arts in Studio Arts for Transfer  
**ACTION:** a motion was made to recommend the Studio Arts transfer degree program for adoption. (M/S/P Lennihan/Mitchem. **Ayes:** Warrick; Jozwiak; Passage; Bates; Manalo; Mabry; Bierzdzinski; Nishimori; Lennihan; Mitchem. **Noes:** 0; **Abstentions:** 0).
  - b) Review of Proposals by Date  
A discussion on the viability of reviewing submitted proposals by the date when it reaches a certain level as opposed to reviewing based on alphabetical order.
  - c) Delayed Review of Proposals  
A discussion on the options that an initiator should have when his/her proposal remains at a particular level and no action is being taken/
  - d) The AP&P Submission Timeline
    - The committee reviewed the FINAL draft of the 2015-16 AP&P Calendar distributed via email. The deadline to submit fall proposals is listed as “end of the spring term”. The discussion included the following:

- The proposed deadline for fall submissions will not allow faculty to submit proposals when they return from summer break as they've done in past semesters.
- Implications of working during the summer break
- More discussion is needed.

#### **IV. Curriculum Informational Items**

##### **a) General Education (GE) Categories and Institutional Learning Outcomes (ILOS)**

Jennie Robertson and Liz West were the invited guests for a discussion on general education categories and the mapping of those categories to institutional learning outcomes. An example of this is - GE Category 1, Natural Sciences, is mapped to Scientific Literacy (ILO). Jennie explained that the purpose of mapping GE courses to ILOs is to obtain GE experience. A handout was provided. Points of discussion included the following:

- Are all courses listed in GE Category 1 mapped to scientific literacy?
- Should the committee be reviewing GE outcomes when reviewing courses for GE eligibility?
- Consistency in mapping courses to ILOs, whether mapped through GE, or program outcomes
- Structural problems?
- Outcomes have generally not been part of curriculum proposal reviews
- A task force to look at the process of mapping courses and GE criteria
- More discussion is needed about the current process

##### **b) The Catalog Production Timeline**

An overview of the catalog production timeline and the challenges from an AP&P perspective:

- New courses cannot appear in the catalog due to the delays in approving at the state level.

#### **V. Public Remarks NONE**

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.

#### **VI. Reports**

- a) CurricUnet – the committee saw a preview of CurricUnet Meta. The January 9 completion date for the Meta conversion was delayed. Governet has resolved Meta issues work is once again progressing. Of the California Community Colleges who have purchased Meta, San Jose Evergreen College has implemented CurricUnet Meta.
- b) Support – a report from the Chancellor's Office indicates that there are 2922 course proposals in the CO workflow to review; there are 767 program proposals in the CO workflow to review.

#### **VII. Call for Future Agenda Items**

- a) GE Outcomes/Mapping Task Force
- b) AP&P 2015-16 Calendar

#### **VIII. Call to Adjourn – the meeting was adjourned at 3:30 pm.**

CurricUnet Submission Date	Academic Policy and Planning Fall 2015 Meeting Calendar		AP&P Meeting Dates
<p>SUBMIT button activated on March 15, 2015. Faculty can start submission for Fall 2015 review.</p>	<p><b>FIRST READINGS:</b> Scheduling of proposals that reach AP&amp;P Committee level will be scheduled for 1<sup>st</sup> reading at scheduled AP&amp;P meetings listed on the right column.</p>	<p><b>Sept. 3</b> <b>Sept. 10</b> <b>Sept. 17</b> <b>Sept. 24</b></p>	
	<p><b>SECOND READINGS:</b> Initiators with proposals scheduled for <b>1<sup>st</sup> reading on Sept. 3</b> must make all requested corrections in time for the Sept. 17 meeting. Initiators with proposals scheduled for <b>1<sup>st</sup> reading on Sept. 10</b> must make all requested corrections in time for the Sept. 24 meeting.</p> <p><b>FIRST READINGS:</b> Scheduling of proposals that reach AP&amp;P Committee level continues, with first readings taking place at scheduled AP&amp;P meetings listed on the right column.</p>		
<p>SUBMIT button is deactivated on at the end of the spring term. Faculty won't be able to submit for Fall 2015 review.</p> <p>(Faculty can continue to work on proposals even if SUBMIT button is deactivated)</p> <p>SUBMIT button activated on March 1, 2016. Faculty can start submission for Fall 2016 review.</p>	<p><b>SECOND READINGS:</b> Initiators with proposals scheduled for <b>1<sup>st</sup> reading on Sept. 17</b> must make all requested corrections in time for the Oct. 1 meeting. Initiators with proposals scheduled for <b>1<sup>st</sup> reading on Sept. 24</b> must make all requested corrections in time for the Oct. 8 meeting.</p> <p><b>FIRST READINGS:</b> Scheduling of proposals that reach AP&amp;P Committee level on or before Aug. 31 continues, with first readings taking place at scheduled AP&amp;P meetings listed on the right column.</p>	<p><b>Oct. 1</b> <b>Oct. 8</b> <b>Oct. 15</b> <b>Oct. 22</b> <b>Oct. 29</b></p>	
	<p><b>SECOND READINGS:</b> Initiators with proposals scheduled for <b>1<sup>st</sup> reading on Oct. 1</b> must make all requested corrections in time for the Oct. 15 meeting. Initiators with proposals scheduled for <b>1<sup>st</sup> reading on Oct. 8</b> must make all requested corrections in time for the Oct. 22 meeting.</p> <p><b>FIRST READINGS:</b> Last set of 1<sup>st</sup> readings takes place on Oct. 8, 2015.</p> <p><b>AP&amp;P Summary Report takes place on Oct. 29 and submitted to the AS and Board on Nov. 2</b></p>		
<p><b>Academic Senate Review on Nov. 10</b></p>	<p>Proposals approved in the fall 2015 semester will be included in the 2016-2017 catalog publication <b>pending</b> state approval, and ACCJC approval when applicable.</p>		<p><b>BOT Review on Dec 8</b></p>



MEMORANDUM

DATE: Feb. 18, 2015
TO: Gordon Rivera Matt McPherson Rebecca Andres Espie Valenzuela
FROM: Public Affairs and Publications
SUBJECT: 2015-16 Catalog Production Timeline

In conjunction with Academic Affairs and Student Services, the following integrated timeline has been established for production of the 2015-16 AHC catalog. Please review and calendar any action items for which you are responsible. Call Gina Herlihy at ext. 3764 if you have any questions.

- Feb. 23 Mon. Public Affairs (PA&P) discuss with Dr. Walthers cover concept/theme, review history pages for update
Feb. 26 Thu. Campus Graphics (CG) and Public Affairs meet to discuss cover concept & divider ideas
Feb. 26 Thu. Gina submits catalog design request to Campus Graphics
Mar. 2 Mon. History pages due from Dr. Walthers
Mar. 6 Fri. Gina (PA&P) provides catalog page count ranges to Gordon
Mar. 9 Mon. Gordon (CG) requests printing quotes
Mar. 9 Mon. Gina sends text for covers/title page, history pages, spine/divider pages to Matt (CG)
Mar. 9-Apr. 1 Mon.-Wed. Gina coordinates production, photos, info, etc.
Mar. 19 Thu. Printing quotes due to Gordon; vendor selected and notified; data gathered for PR
Mar. 20 Fri. College closed - spring holiday
Mar. 25 Wed. Matt forwards Draft #1 of cover/divider/history/title pages, etc. to Gina
Apr. 1 Wed. Espie/Rebecca (Student Services/Academic Affairs) forward their final Word files to Gina
Apr. 6 Mon. Matt forwards Draft #2 of cover/divider/history/title pages, etc. to Gina
Apr. 6 Mon. Gina provides to Matt (CG), Espie/Rebecca's Word files for initial layout, Gina sends filler photos to Matt for placement/sizing per printer vendor specs
Apr. 15 Wed. Proof #1 of entire document to PA&P by noon from Matt. Forward to Espie/Rebecca for review.
April 17 Fri. Proof #1 due from Espie/Rebecca by noon; PA&P sends proof #1 to Matt by 4 p.m.
April 17 Fri. Gina begins index update based on proof #1 of catalog pages
April 21 Tue. FINAL PROOF of entire document to PA&P from Matt by 10 AM, forward to Espie/Rebecca for review by noon.
Apr. 21 Tue. Gina submits work order to Plant Services
Apr. 23 Fri. FINAL PROOF back from PA&P to Matt by noon, NO MORE PROOFS OR CHANGES AT THIS POINT
Apr. 24 Fri. Matt uploads final document file to printer vendor, Gina sends hard copy via FedEx if required
May 4 Mon. PA&P preps catalog distribution specifics and forwards to Plant Services
May 5-6 Tue.-Wed. PA&P preps document for web upload
May 7 Thu. Catalog goes live on website
May 11 Mon. Catalogs delivered to campus by printer vendor
May 12-13 Tue.-Wed. Catalogs delivered to users by Plant Services/Public Affairs

cc: Ricardo Lopez Sofia Ramirez-Gelpi Dave DeGroot Cintia Mendoza
Rob Parisi Yvonne Teniente-Cuello Vicki Hernandez Gina Herlihy
Jennie Robertson Kevin Raine Shauna Hernandez Andrew Masuda
Nohemy Ornelas Kathie Wetter





# GE OUTCOMES MAPPED TO ILOs 1-25-11

GE Category	GE Outcome	<b>Communication</b>					<b>Critical Thinking &amp; Problem Solving</b>					<b>Global Awareness &amp; Cultural Competence</b>					<b>Information &amp; Technology Literacy</b>					<b>Quantitative Literacy</b>					<b>Scientific Literacy</b>					<b>Personal Responsibility</b>					
		<b>language with clarity and purpose in workplace, community and academic contexts.</b>					<b>2. CRITICAL THINKING &amp; PROBLEM SOLVING: Explore issues through various information sources; evaluate the credibility and significance of both the information and the sources to arrive at a reasoned conclusion.</b>					<b>3. GLOBAL AWARENESS &amp; CULTURAL COMP</b>					<b>4. INFORMATION &amp; TECHNOLOGY LITERACY</b>					<b>5. QUANTITATIVE LITERACY</b>					<b>6. SCIENTIFIC LITERACY</b>					<b>7. PERSONAL RESPONSIBILITY &amp; DEVELOPMENT</b>					
		1.1	1.2	1.3	1.4	1.5	2.1	2.2	2.3	2.4	2.5	3.1	3.2	3.3	3.4	4.1	4.2	4.3	4.4	4.5	4.6	5.1	5.2	5.3	5.4	6.1	6.2	6.3	6.4	7.1	7.2	7.3	7.4	7.5	7.6	7.7	
	3. find and evaluate information by selection and using appropriate research methods and tools.						X	X	X	X	X							X	X		X																
	4. develop individual responsibility, personal integrity, and respect for diverse people and culture.												X	X	X	X																					
	5. understand ethical issues that will enhance their capacity for making sound judgments and decisions			X																											X		X				
<b>Category 2B American History/Government: Students completing courses in category 2B will meet outcomes 1-5 above and</b>																																					
	6. take personal responsibility for being informed, ethical and active citizens of their community, their nation, and their world			X								X	X	X	X																X		X				
<b>Category 3 Humanities: Courses in this category must encourage students to analyze and appreciate western and non-western works of philosophical, historical, literary, aesthetic and cultural importance. Students will be encouraged to develop an independent and critical aesthetic perspective.</b>																																					
	1. communicate effectively in many different situations involving diverse people and viewpoints.	X		X																																	
	2. understand and build upon complex issues and discover the connections and correlations among ideas to advance toward a valid independent conclusion.				X		X	X	X																												
	3. apply their knowledge and skills to new and varied situations.													X																X	X		X			X	
	4. find and evaluate information by selecting and using appropriate research methods and tools.									X	X	X							X	X	X																



# California Community Colleges Chancellor's Office



## Academic Affairs Update to the Chief Instructional Officers

**BACCALAUREATE DEGREE PILOT PROGRAM** - Update as of March 2, 2015

Jackie Escajeda/Rita Levy

The Board of Governors (BOG) will provide final approval on the initially approved colleges at the March 16, 2015 BOG meeting. The following is a list of these colleges and the degrees:

<u>COLLEGE</u>	<u>DEGREE</u>
Antelope Valley	Airframe Manufacturing Technology
Bakersfield	Industrial Automation
Cypress	Mortuary Science
Feather River	Equine and Ranch Management
Foothill	Dental Hygiene
Mira Costa	Biomanufacturing
Modesto	Respiratory Care
Rio Hondo	Automotive Technology
San Diego Mesa	Health Information Management
Santa Ana	Occupational Studies
Santa Monica	Interaction Design
Shasta	Health Information Management
Skyline	Respiratory Therapy
West Los Angeles	Dental Hygiene

Before the BOG meeting, Vice Chancellor Pam Walker, Jackie Escajeda, and Rita Levy are visiting each college to start a dialogue and discuss preliminary planning. The overall outlook from these colleges is enthusiasm and optimism for all the work that is ahead of us. This truly is an exciting project with a promising future to better serve community college students.

### **C-ID VERIFICATION TIMELINE MEMO**

Erin Larson

On January 28, the CCCCCO released a memo updating colleges on the C-ID Verification timeline. We announced that previously approved ADTs that include courses without an "Approved" C-ID status will not be deactivated after June 30, 2015. Colleges are still required to show that any course they intend to use to fulfill a C-ID descriptor on an ADT has been submitted to C-ID for review. Furthermore, as of July 1, those courses must show as "Approved" in C-ID in order for that ADT proposal to be reviewed by the CCCCCO.

# CIO Update

March 6, 2015

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## ADT DEVELOPMENT OBLIGATIONS

Erin Larson

On February 27, the [CCCCO released a memo](#) and new [ADT Report](#) format. Using Curriculum Inventory data, we identified the disciplines for each college that must be developed into an ADT by August 31, 2015. Colleges have been sending concerns about their data to [curriculum@cccoco.edu](mailto:curriculum@cccoco.edu). To alleviate some of these requests, please ensure that if the [ADT Report chart](#) is distributed, the [associated memo](#) is also included. The memo details how the data in the ADT report was generated.

## SACC

Jackie Escajeda/Stephanie Ricks-Albert

At the last meeting (2/27), there were discussions about several curriculum issues some of which included: SB440 progress, C-ID Course Approvals, Local Stand-Alone Course Approval Authority, Dual Enrollment, Prison Inmate Education, Baccalaureate Degree Initiative, Certificates (Achievement, Competency, & Completion), and Career Development and College Preparation (CDCP) funding changes. No recommendations were submitted for consideration.

## PCAH REWRITE

Jackie Escajeda/Stephanie Ricks-Albert

The process is underway. The section groups are using previous PCAH editions to extract information they believe was very clear to include in the new PCAH version. The section groups will be consulting with CCCCCO staff for questions/clarification as their sections progress. The PCAH Rewrite team will be checking in with each other periodically but will not meet again for 2-3 months. Anticipated release of the new version of the PCAH is the end of 2015.

## GoverNet

Erin Larson/Stephanie Ricks-Albert

The GoverNet programmers are committed to improving the functionality of the system. Currently, system updates are deployed once a month.

CI QUEUE – Update as of March 5, 2015, 8:49am

### Courses:

- 1275 approved (January 1 - current)
- 2922 in the queue (2746 = credit, 176 = noncredit)

### Programs:

- 33 approved (January 1 - current)

## CIO Update

March 6, 2015

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- 776 in the queue (767 = credit, 9 = noncredit)

### QUEUE UPDATE ON STAND-ALONE CREDIT COURSES AND NONCREDIT CURRICULUM

**Chantée Warner**

Overall, the CCC Curriculum Inventory (CI) queue continues to sustain a gradual influx of stand-alone credit courses, noncredit courses, and noncredit (CDCP) certificate submittals. An approximation of proposal submissions currently pending approval is as follows: stand-alone credit courses approximately 650; noncredit courses approximately 175; and noncredit certificate programs are currently at approximately 9 submittals.

Nearly 25 percent of these figures are revision requests that require correction and resubmission to the queue. This is due to inaccuracies between what is stated on the CI proposal record and what is stated throughout the supporting documentation (i.e., course outline of record, Narrative, etc.) which may lead to approval delays.

Following the detailed proposal development guidelines in the appendices of the Program and Course Approval Handbook (PCAH) will help to ensure accurate submission requirements are in place.

### BASIC SKILLS/ESL

**Eric Nelson**

Basic Skills/ESL is in the process of updating the reporting procedures, moving from a paper submission to an online electronic submission thus, streamlining the process for the Basic Skills Initiative funds apportioned to the colleges. In January, college re-reported their FY 11/12, 12/13, and 13/14 expenditures. Results were aggregated; a 1-page report was written and distributed to the colleges in February.

### FUND FOR STUDENT SUCCESS

**Debbie Velasquez**

Funds for Student Success program areas have been in the spotlight these past months. This week Academic Affairs sent out a 10 question survey to Puente programs in the community colleges seeking information such as, are the Puente students being tracked through the management information system, the location of the program at the college and so on. The purpose is to build communication with community college Puente programs and to be aware of areas that may require technical assistance.

## CIO Update

March 6, 2015

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### INMATE EDUCATION

Leslie LeBlanc

In accordance with SB 1391 (Hancock), the Department of Corrections and Rehabilitation (CDCR) and the Chancellor's Office are about to enter into an Interagency Agreement to expand access for prison inmates to community college courses that lead to degrees or certificates that result in enhanced workforce skills or transfer to a 4-year institutions. The courses and programs developed as a result of this Agreement will supplement, but not duplicate or supplant, any Adult Education course opportunities offered at that prison facility. Through a Request for Application (RFA) process, four pilot sites will be selected to provide coursework geared toward improving inmates' ability to find employment upon release and reduce recidivism.

# Academic Policy & Planning Committee Meeting Minutes

## Thursday, April 9, 2015 – Board Room – 2:00 PM

### VOTING MEMBERS

X Chair – Sofia Ramirez-Gelpi  
Vice-Chair – Tom VanderMolen  
Applied Social Sciences – Judith Dal Porto  
X Business – Peggy Warrick  
Counseling – Lydia Maxwell  
X English – Jennifer Jozwiak  
X Fine Arts – David Passage  
X Kinesiology, Rec & Athletics – Sheri Bates  
X Health Sciences – Larry Manalo

X Industrial Technology – Robert Mabry  
X Academic/Student Affairs – Sandra Bierdzinski  
X Languages & Communication – M. Nishimori  
Life and Physical Sciences – Rob Lenniham  
X Mathematics Sciences – Derek Mitchem  
Public Safety – Mike Messina  
X Social & Behavioral Sciences – T. VanderMolen  
Student Representative – Quianna Cater

### NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres  
X VP, Academic Affairs – Jane Harmon  
X Admissions & Records – Betsy Wilcox  
Articulation – David DeGroot  
Community Education – vacant

### OTHER:

Karen Tait, past AP&P Chair  
Part-Time Faculty Union – vacant

### STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko  
Dean, Academic Affairs – Paul Murphy  
Dean, Academic Affairs – Nancy Meddings  
Dean, Student Services – Robert Parisi  
X Dean, Academic Affairs – David Humphreys

Dean, Academic Affairs – Ardis Neilsen  
Dean, Matriculation/Counseling – vacant  
Dean, Extended Campus – Rick Rantz  
Associate Dean/Athletic Director – Kim Ensing  
Associate Dean/PCPA Director – Mark Booher

I. **Approval of Minutes** – a motion was made to table approval of the March 26, 2015 meeting minutes. (M/S/P Manalo/Warrick. **Ayes:** Warrick; Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Mitchem; VanderMolen. **Noes:** 0; **Abstentions:** 0).

II. **Approval of the Agenda** - a motion was made to approve the agenda with amendments:

- Correction to “BP/AP 4020 4022” agenda topic.
- Remove the agenda item “The unit/hour calculations for COS 301, COS 302, and COS 310”.

a) (M/S/P Manalo/Mitchem. **Ayes:** Warrick; Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Mitchem; VanderMolen. **Noes:** 0; **Abstentions:** 0).

### III. Curriculum Review – Action Items

a) **Review of Board Policy/Administrative Procedure 4022. Program, Curriculum, and Course Development**

It was explained that the revision to board policy (BP) 4022 does not include the updates from a November 2014 template: procedures for regular review of curriculum, justification, establishment, modification, or discontinuance, opportunities for training, and the consideration of job market info and other related information for occupational programs. Sofia will gather the appropriate legal citations, prepare a draft and present to the committee. NO ACTION TAKEN.

b) **Curricunet Submission Calendar**

The following was considered for establishing a timeline for the submission of proposals:

- Faculty need to know when the last day for submission of proposals will be
- Consideration of fall and spring schedule development and when curriculum modifications can take effect.
- Due to the length of time proposals are being reviewed and approved at the state work on curriculum proposals should be submitted well in advance and earlier than usual.
- The committee will need to transition to an earlier timeline.
- Senate exec has asked for summary reports to be sent 2 weeks prior to regular senate meetings.
- Review by departments
- The following timeline was drafted:
  - Deadline for fall 2015 proposal submission: September 4, 2015
  - Finish review of fall proposals: October, 29, 2015
  - Summary report to senate exec: November 10, 2015
  - Summary report to board: December 8, 2015

i. **ACTION:** a motion was made to approve the AP&P 2015-16 calendar as described above. (M/S/P Manalo/Mitchem. **Ayes:** Warrick; Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Mitchem; VanderMolen. **Noes:** 0; **Abstentions:** 0).

c) **AP&P Annual Report:** Due to Senate on or before May 1, 2015.

The second annual report is due to Senate Executive committee on or before May 1, 2015. The committee was asked to identify committee challenges and recommendations for inclusion in the annual report. This topic will be appear on the agenda in two weeks. The committee reviewed the status of goals identified at the fall 2014 planning meeting:

#### **Completed items**

- Updated Curriculum Development Handbook (CDH) sections: Roles and Responsibilities, Sunset Policy. Sections reviewed: Discipline Placement
- Best Practices for Curriculum Development
- Course Challenge List updated
- Initial evaluation of CurricUnet processes
- Updated Health and Wellness requirement
- Sunset Report generated and distributed
- AHC Disciplines List updated - schedule final review
- College Now List updated - schedule the final review
- GE categories reviewed - feedback from departments needed
- Rubric for proposal review?

#### **Continuing goal work:**

- Review and update Curriculum Development Board Policy
- CID course reviews - two more programs will be approved spring 2015; course proposals are still needed - not all courses have CID approval status, an expedited CurricUnet process was created for CID spring 2015 review
- PCAs: report added to tableau, functional pretty soon
- CurricUnet processes: keep proposals moving forward; prioritize proposals appropriately; transition to a spring deadline for fall reviews
- Program Vitality Guidebook (related topic of discussion: pending legislation for high cost programs and succession plans)
- DL Conversion Discussion
- Review repeatability guidelines for board policy update
- Review and update families of courses
- Alignment of textbook board policy with current practice
- Grant funded curriculum
- Clarification of GE course mapping

#### **IV. Election of the Chair and Vice-Chair for the academic year 2015-2016**

A copy of the minutes with the vote needs to be sent to Glenn Owen, Academic Senate president. The committee discussed the MOU between the district, faculty association, and AP&P:

- Committee members would like to know for sure if there will be an agreement
  - What will be in the MOU?
  - Committee members expressed a lack of information necessary to make nominations, teaching schedules need to be considered
  - The committee strongly recommends that an MOU should be for two years since the position of chair is for two years.
  - Need "RAT" agreement that states the amount of reassigned time allotted
  - Reassigned time should be in the regular contract
  - Nominations for AP&P Chair and Vice-Chair can also be forwarded to Dom Dal Bello
- a) **ACTION:** A call for nominations from the floor for AP&P chair: no nominations
- b) **ACTION:** A call for nominations from the floor for AP&P vice chair: no nominations
- c) **ACTION:** A motion was made to recommend the following: A timely completion of a final MOU so that committee members can consider nominations. The committee strongly recommends that the MOU cover a minimum 2 year reassigned time period for the AP&P chair position. (M/S/P Warrick/VanderMolen **Ayes:** Warrick; Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Mitchem; VanderMolen. **Noes:** 0; **Abstentions:** 0).

#### **V. Curriculum Other - NO DISCUSSION AT THIS TIME**



**VI. Public Remarks - NONE**

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.

**VII. Reports**

- a) AP&P Chair – the last meeting for spring 2015 will be the end of April
- b) Admissions and Records – Betsy Wilcox is the representative for A & R
- c) CurricUNET – Proposals requiring CID changes have been submitted in CurricUNET via an expedited process in order to obtain CID approval status by the deadline. CID approvals need to be given priority over other proposals currently in the workflow. Committee reps were asked to relay this information to department chairs.
- d) Support - The 2015-16 catalog pages were distributed to reps and deans for review. If corrections need to be made please print the page or pages that need to be corrected and forward to Rebecca Andres. New courses approved in fall 2014 and spring 2015 will not make catalog because CO approval has not been granted.  
An updated AHC Disciplines was distributed to the committee for department review.

**VIII. Call for Future Agenda Items - Elementary Teacher Prep program proposal, GE course mapping**

**IX. Call to Adjourn - the meeting was adjourned at 3:05 pm**

**Next meeting:** Thursday, April 16, 2015, in B-100, starting at 2:00 p.m.

Minutes of AP&P Agendas can be found here: <http://www.hancockcollege.edu/app/meetings.php>



**M E M O R A N D U M**

DATE: 10/29/14  
TO: College Council  
FROM: Glenn Owen, Academic Senate President  
SUBJECT: Revise Board Policy and Administrative Procedure

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District AP of BP Number 4020

Board Policy or Admin. Procedure Program and Curriculum Development

Administrator Sanchez

Update Reason Academic Senate approved this change after a recommendation from its standing committee Academic Policy & Planning (AP&P). This revised policy improves the processes and procedures for program and curriculum development.

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
**Chapter 4 – Academic Affairs**

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**AP 4020**    **PROGRAM AND CURRICULUM DEVELOPMENT**

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. The District College complies with Education Code and Title 5 requirements regarding credit and non-credit proposals and revisions. An instructional program is defined as an organized sequence of courses leading to a defined objective, a degree, a certificate, or transfer to another institution of higher education.

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

Actions of the Academic Planning and Policy (AP&P) Committee are reported to academic departments and student services by faculty representatives serving on the committee. Periodically, a formal report of committee actions is directed to the academic senate for review. Simultaneously, the report is forwarded to the Office of the superintendent/president of the college.

If the academic senate does not concur with any aspect of the report, the AP&P committee, in accordance with approved senate procedures, may do either of the following:

- 1) ~~the committee may~~ AP&P may forward the report to the office of the superintendent/president with or without senate comment, and with or without AP&P Committee response. , or
- 2) AP&P may request return of the report from the office of the president/superintendent for reconsideration and possible amendment ;2) ~~the committee may forward the report to the superintendent/president with senate recommendation, with or without Academic Policy and Planning Committee comment.~~

The Office of the superintendent/president reviews the final report for inclusion in the Board of Trustee’s agenda. All plans for curriculum and

~~makes program development will culminate in recommendations to the Board of Trustees for action. The academic senate may make its recommendation to the superintendent/president and/or to the board of trustees as desired.~~  
their approval.

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**Approved:**

**4/17/01**

**Revise**

**d:**

*(Replaces Administrative Procedure 7900.01)*

## BP 4020 Program, Curriculum, and Course Development

### References:

Education Code Sections 70901(b), 70902(b), and 78016;  
Title 5 Sections 51000, 51022, 55100, 55130 and 55150;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;  
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;  
ACCJC Accreditation Standards II.A and II.A.9

**NOTE:** *This policy is **legally required**. The following policy indicates that the Board retains authority to approve new programs and courses, and delete programs, and delegates the authority for all other actions to the CEO. It is the option we legally advise, but options that delegate all authority to the CEO or that require Board approval for new courses and deleted courses are legal. However, it is suggested that Boards not require program or course modifications be submitted to them for approval.*

*The portion of this policy regarding credit hour definition is **legally required** in an effort to show good faith compliance with the applicable federal regulations.*

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the **[CEO]** shall establish procedures for the development and review of all curricular offerings, including their establishment, **modification**, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and **justification of programs and course descriptions**;
- opportunities for **training** for persons involved in aspects of curriculum development.
- Consideration of job market and other **related information for vocational** and occupational programs.

All new programs and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

### **Credit Hour**

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The **[CEO]** will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The **[CEO]** shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The **[CEO]** shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

***Revised 8/04, 2/07, 8/07, 7/11, 3/12, 11/14***

# AP 4020 Program and Curriculum Development

## References:

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;

[ACCJC](#) Accreditation Standards II.A;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

**Note:** *The following procedure is **legally required**. Districts may insert local procedures for program and curriculum development, which may include or address procedures for new, added, provisional or experimental, reinstated and deleted courses and procedures for changes in course number, title, units, or hours. Procedures for each action should, as good practice, address:*

- initiation, review, approval, and evaluation processes and related criteria
- designated responsibility and authority for initiation, review, and approval of courses (e.g., the academic affairs office, academic senate, faculty, departments, related disciplines, divisions, curriculum committee, articulation officer, etc.)
- time lines and limits for the process
- publication of changes and maintenance of records
- use of a range of delivery systems and modes of instruction

**Note:** *This procedure is **legally required** in an effort to show good faith compliance with the applicable federal regulations*

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately [**15 weeks for one semester or trimester hour of credit**], [**10 to 12 weeks for one quarter hour of credit**], or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Revised: 7/11, [11/14](#)

CurricUnet Submission Date	Academic Policy and Planning Fall 2015 Meeting Calendar		AP&P Meeting Dates
<p>SUBMIT button activated on March 15, 2015. Faculty can start submission for Fall 2015 review.</p>	<p><b>FIRST READINGS:</b> Scheduling of proposals that reach AP&amp;P Committee level will be scheduled for 1<sup>st</sup> reading at scheduled AP&amp;P meetings listed on the right column.</p>		<p><b>Sept. 3</b> <b>Sept. 10</b> <b>Sept. 17</b> <b>Sept. 24</b></p>
	<p><b>SECOND READINGS:</b> Initiators with proposals scheduled for <b>1<sup>st</sup> reading on Sept. 3</b> must make all requested corrections in time for the Sept. 17 meeting. Initiators with proposals scheduled for <b>1<sup>st</sup> reading on Sept. 10</b> must make all requested corrections in time for the Sept. 24 meeting.</p> <p><b>FIRST READINGS:</b> Scheduling of proposals that reach AP&amp;P Committee level continues, with first readings taking place at scheduled AP&amp;P meetings listed on the right column.</p>		
<p>SUBMIT button is deactivated on at the end of the spring term. Faculty won't be able to submit for Fall 2015 review.</p> <p>(Faculty can continue to work on proposals even if SUBMIT button is deactivated)</p> <p>SUBMIT button activated on March 1, 2016. Faculty can start submission for Fall 2016 review.</p>	<p><b>SECOND READINGS:</b> Initiators with proposals scheduled for <b>1<sup>st</sup> reading on Sept. 17</b> must make all requested corrections in time for the Oct. 1 meeting. Initiators with proposals scheduled for <b>1<sup>st</sup> reading on Sept. 24</b> must make all requested corrections in time for the Oct. 8 meeting.</p> <p><b>FIRST READINGS:</b> Scheduling of proposals that reach AP&amp;P Committee level on or before Aug. 31 continues, with first readings taking place at scheduled AP&amp;P meetings listed on the right column.</p>		<p><b>Oct. 1</b> <b>Oct. 8</b> <b>Oct. 15</b> <b>Oct. 22</b> <b>Oct. 29</b></p>
	<p><b>SECOND READINGS:</b> Initiators with proposals scheduled for <b>1<sup>st</sup> reading on Oct. 1</b> must make all requested corrections in time for the Oct. 15 meeting. Initiators with proposals scheduled for <b>1<sup>st</sup> reading on Oct. 8</b> must make all requested corrections in time for the Oct. 22 meeting.</p> <p><b>FIRST READINGS:</b> Last set of 1<sup>st</sup> readings takes place on Oct. 8, 2015.</p> <p><b>AP&amp;P Summary Report takes place on Oct. 29 and submitted to the AS and Board on Nov. 2</b></p>		
<p><b>Academic Senate Review on Nov. 10</b></p>	<p>Proposals approved in the fall 2015 semester will be included in the 2016-2017 catalog publication <b>pending</b> state approval, and ACCJC approval when applicable.</p>		<p><b>BOT Review on Dec 8</b></p>



## Academic Policy & Planning Committee Annual Committee Report Form

### VOTING MEMBERS

Chair – Sofía Ramírez-Gelpí  
 Vice-Chair – Tom VanderMolen  
 Applied Social Sciences – Judith Dal Porto  
 Business – Peggy Warrick  
 Counseling – Lydia Maxwell  
 English – Jennifer Jozwiak  
 Fine Arts – David Passage  
 Kinesiology, Rec & Athletics – Sheri Bates  
 Health Sciences – Larry Manalo

Industrial Technology – Robert Mabry  
 Academic/Student Affairs – Sandra Bierdzinski  
 Languages & Communication – Melinda Nishimori  
 Life and Physical Sciences – Rob Lennihan  
 Mathematics Sciences – Derek Mitchem  
 Public Safety – Mike Messina  
 Social & Behavioral Sciences – Tom VanderMolen  
 Student Representative – Quianna Cater

### NON-VOTING MEMBERS

Curriculum Specialist – Rebecca  
 Andres  
 VP, Academic Affairs – Jane Harmon  
 Admissions & Records – Betsy Wilcox  
 Articulation – David DeGroot  
 Community Education – vacant

<b>Date of Report</b>	
<b>Committee Charge</b>	<ol style="list-style-type: none"> <li>1. Provide recommendations, through the Academic Senate, to the Superintendent/President and District Board of Trustees regarding courses and instructional programs. This includes:           <ol style="list-style-type: none"> <li>a. New curriculum and programs.</li> <li>b. Proposed changes and revisions to existing curriculum and programs.</li> <li>c. Discontinuance of existing programs.</li> <li>d. General Education criteria.</li> <li>e. Board policies on PCAs, curriculum development, and program discontinuance.</li> </ol> </li> <li>2. Provide recommendations to the Academic Senate on policies which define processes for creating and modifying curriculum and programs. These are then housed in the Academic Senate Curriculum Development Handbook.</li> <li>3. Submit recommendations (from 1 and 2 above) in a report to Academic Senate at least once per semester.</li> <li>4. Annually prepare and deliver a report of accomplishments, challenges, and recommendations for improvement to Academic Senate at its first meeting in May.</li> </ol>
<b>Major Accomplishments</b>	
<b>Action Areas Pending</b>	
<b>Challenges</b>	
<b>Recommendations</b>	
<b>Research Needed</b>	

Due Date: Every year by May 1, the committee chair will send to the Executive Committee this Annual Report Form.

## 2015-16 AHC Disciplines List

AHC Course	Placement on Disciplines List
<b>Accounting</b>	
ACCT 100, 130, 140	Accounting (M) or Banking and Finance (NM)
ACCT 150, 160, 170, 317, 318, 327	Accounting (M)
<b>Administration of Justice</b>	
AJ 101, 102, 103, 104, 105, 111, 120, 130, 149, 150, 189, 199, 305, 306, 307, 308, 315, and 399	Administration of Justice (NM)
<b>Agribusiness</b>	
AG 101	Agriculture (M) or Agriculture Production (NM) with emphasis in wine.
AG 102, 312	Agriculture (M)
AG 103, 104,	Agriculture (M) or Agricultural Business and Related Services (NM) or Agricultural Engineering (NM) with emphasis in wine.
AG 105, 114, 150	Agriculture (M) or Agricultural Business and Related Services (NM) or Agricultural Engineering (NM) or Business (M) or Marketing (M)
AG 106, 120, 121, 122, 130, 134, 140, 141, 142, 149, 307, 314, 315  135?	Agriculture (M) or Agricultural Business and Related Services (NM) or Agricultural Engineering (NM) or any bachelors degree and two years experience or any associates degree and six years experience
AG 125, 315	Agriculture (M) or Earth Science (M)
AG 151, 310, 311, 320, 321, 322	Agricultural Production (NM) with emphasis in wine industry*
AG 152, 153, 154, 155, 156	Agriculture (M) or Agricultural Production (NM) or Agricultural Engineering (NM)
AG 157	Agriculture (M) or Agricultural Production (NM) ?? Agricultural Business and Related Services (NM) or Agricultural Engineering (NM) or Business (M)
AG 158	Agriculture (M) or Economics
AG 159, 179, 189, 199, 379	Agriculture (M) or Agricultural Production (NM) or Agricultural Business and Related Services (NM) or Agricultural Engineering (NM)
AG 301, 302, 303, 304, 305, 306	Agricultural Production (NM) or Culinary Arts/Food Technology (NM), with emphasis in industry.

## 2015-16 AHC Disciplines List

AHC Course	Placement on Disciplines List
AG 308	Agricultural Production (NM) with emphasis in wine industry or Chemistry (M)
<b>AG 316</b> need to update discipline placement on COR	Agriculture (M) or Biology (M) or Agricultural Production (NM)
<b>American Sign Language</b>	
ASL 120, 121, 124, 130, 138, 149, 189	Sign Language, American (NM)
<b>Anthropology</b>	
ANTH 101, 102, 103, 110, 179, 199, 379	Anthropology (M)
ANTH 105	Anthropology (M) or English (M)
ANTH 122	Anthropology (M) or Psychology (M) or Sociology (M)
<b>Apprenticeship</b>	
APRN 481	Title 5 Section 53413
APRN 484	Plumbing
APRN 486	Operating Engineers
<b>Architecture</b>	
See exception below	Architecture (NM)
ARCH 350	Auto Body or Automotive Technology or Machine Tool or Welding
<b>Art</b>	
ART 101, 103, 104, 105, 106, 109	Art (M) or Art History (M)
ART 107, 120, 121, 127, 128, 131, 132,	Art (M) with emphasis in 2-D media
ART 108, 110	Art (M) or Graphic Arts (NM)
ART 112, 113, 122, 123, 124, 125, 126, 129, 130, 133, 134, 137, 144, 146, 149, 150, 154, 161, 162, 163, 164, 165, 179, 189, 199, 366, 367, 368, 379, 380, 381, 382, 383	Art (M)
ART 115 Add film studies	Art (M) or Film Studies (M) or Multimedia (NM)
ART 160,	Art (M) with emphasis in 3-D media
<b>Astronomy</b>	Physics/Astronomy (M) or Earth Science (M) or Chemistry (M) or Physical Sciences (M)
<b>Athletic Training</b>	
ATH 104, 106	Athletic Training (NM)
<b>Auto Body</b>	
AB 117	Auto Body (NM) or Automotive Technology (NM) or Engineering Technology (NM) or Machine Technology (NM)

## 2015-16 AHC Disciplines List

AHC Course	Placement on Disciplines List
AB 351, 353, 354, 355, 356, 358, 360, 379, 389	Auto Body Technology (NM)
AB 300 AT/ET/MT/WLDT 300	Auto Body (NM) or Automotive Technology (NM) or Machine Technology (NM) or Welding (NM)
<b>Automotive Technology</b>	
AT 100, 133, 303, 306, 313, 314, 323, 324, 334, 336, 341, 343, 344, 379, 389, 399	Automotive Technology (NM)
AT 117	Auto Body (NM) Automotive Technology (NM) or Engineering Technology (NM) or Machine Tool (NM)
AT 300	Auto Body (NM) or Automotive Technology (NM) or Machine Technology (NM) or Welding (NM)
<b>Biology</b>	
Biological Sciences (M)	
<b>Business</b>	
BUS 101	Business (M) or Business or Education (M) or Marketing (M)
BUS 102, 103, 303	Business (M) or Business Education (M) or Marketing (M)
BUS 104, 106, 107, 302, 356, 357, 358, 360, 361, 362, 363, 367, 370, 372, 376, 387, 391, 392, 394, 396, 397, 398	Business (M) or Business Education (M) or Management (M)
BUS 110, 355, 369, 371, 374, 375, 390, 395	Law (JD)
BUS 111, 368	Business (M) or Business Education (M) or Marketing (M) or Computer Science (BA) and Master's in related discipline
BUS 121	Business (M) or Economics (M)
BUS 130	Business (M) or Economics (M) or Family & Consumer Studies/Home Economics (M) or Management (M)
BUS 140, 364, 365, 366, 377, 378, 380, 381, 382, 386	Business (M) or Business Education or Management (M) or Marketing (M)
BUS 141	Business (M) with emphasis in economics or Economics (M) or Interdisciplinary Studies (M)
BUS 160	Business (M) or Business Education (M) or English (M) or Office Technologies (NM)
BUS 179, 189, 199, 379, 389, 399	Business (M) or Business Education (M) or Marketing (M) or Management (M) or Law (JD)
BUS 303, 355	Business (M) or Business Education (M) or Marketing (M) or Law (JD)

## 2015-16 AHC Disciplines List

AHC Course	Placement on Disciplines List
BUS 373	Business (M) or Business Education (M) or Management (M) of Law (JD)
BUS 393	Business (M) or Business Education (M) English (M)
<b>Chemistry</b>	Chemistry (M)
<b>Computer Business Information Systems</b>	
CBIS 101, 350, 351, 352, 371, 372, 373, 381, 382	Computer Information Systems
CBIS , 142	Computer Information Systems (NM) or Computer Service Technology (NM) or Computer Science (M) or Office Technologies (NM)
CBIS 108, 189, 301, 321, 327, 330, 337, 343, , 389	Computer Information Systems (NM) or Computer Service Technology (NM)
CBIS 112, 318, 334, 336, 389, 399	Computer Information Systems (NM) or Computer Service Technology (NM) or Computer Science (M)
CBIS 142	Accounting (M) or Computer Information Systems (NM) or Computer Service Technology (NM) or Computer Science (M) or Office Technologies (NM)
<b>Computer Business Office Technology</b>	
<u>CBOT 100, 302, 336</u>	Computer Information Systems
CBOT 100, <del>134</del> , 132, 189, 312, 333, 334, 337, 340, 360, 361, 362, 379, 389, 399	Office Technologies (NM) or Computer Info Systems (NM) or Computer Science (M) or Computer Service Tech (NM)
<u>CBOT 131, 337</u>	<u>Office Technologies (NM) or Computer Info Systems (NM)</u>
<u>CBOT 350, 351, 360, 361</u>	<u>Computer Business Office Technology</u>
<b>Computer Electronics</b>	
CEL 102, 104, 128, 131, 133, 139, 162	Electronics (NM)
<b>Computer Science</b>	
CS 102	Master's in CBIS, IT, CS or another technology based major
CS 111, 112, 131, 161, 175, 181, 189, 199, 379, 399	Computer Science (M)
<b>Cooperative Work Experience</b>	
CWE 149, 302	Regulated by Title 5, Section 53416 – ". . . minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed." (M)
<b>Cosmetology</b>	
	Cosmetology (NM)
<b>Culinary Arts</b>	

## 2015-16 AHC Disciplines List

AHC Course	Placement on Disciplines List
CA 118, 119, 121, 122, 124, 125, 126, 129, 199, 323, 324	Culinary Arts/Food Technology (NM)
CA 120, 123	Culinary Arts/Food Technology (NM) or Family & Consumer Science/Home Economics (M)
<b>Dance</b>	
DANC 101, 110, 111, 115, 120, 121, 125, 126, 130, 131, 135, 137, 138, 140, 148, 151, 152, 153, 154, 155, 156, 160, 161, 162, 163, 164, 165, 167, 168, 170, 171, 172, 174, 175, 176, 178, 179, 180, 182, 183, 184, 185, 186, 188, 189, 199, 379	Dance (M)
DANC 133	Dance (M) <u>with professional experience in Hip Hop</u> add this language to COR?
DANC 140, 142, 145	Dance (M) <u>with professional experience in Folklorico</u> add this language to COR?
<b>Dental Assisting</b>	
	Dental Technology (NM)
<b>Drama</b>	
DRMA 103, 104, 106, 110, 111, 126, 189, 301, 389 401,	Drama/Theater Arts (M) add this language to COR?
DRMA 112, 113, 114, 115, 118, 122, 123, 124, 125, 126, 128, 136, 137, 140, 141, 151, 152, 161, 162, 165, 166, 173, 175, 176, 177, 178, 179, 199, 302, 303, , 379	Stagecraft (NM)
<b>Early Childhood Studies</b>	
ECS 107, 108, 109, 110, 115, 122, 310, 312,	
ECS 100, 101, 102, 104, 105, 106, 112, 114, 115, 116, , 132, 189, 199, 303, 399	Child Development/Early Childhood Education (M)
ECS 112, 113, 117, 118, 119, 120, 125, 130, 132, 133, 149, 179, 311, 320, 321, 322, 379	Child Development/Early Childhood Education (M)/ Education (M)
<b>Economics</b>	
ECON 101, 102, 179, 379	Economics (M)
ECON 121	Business (M) or Economics (M)
ECON 130	Business (M) or Economics (M) or Family and Consumer Studies/Home Economics (M) or Management
ECON 141	Business (M) with emphasis in economics or Economics (M) or Interdisciplinary Studies (M)
<b>Educational Technologies</b>	
EDTC 300	Instructional Design/Technology
<b>Education</b>	

## 2015-16 AHC Disciplines List

AHC Course	Placement on Disciplines List
EDUC 130	Child Development/Early Childhood Education (M) or Education (M)
EDUC 140	Education
EDUC 132, 133	Child Development/Early Childhood Education (M) or Education (M)
<b>Electronics</b>	
EL 104, 105, 111, 112, 113, 114, 118, 119, 122, 123, 125, 126, 128, 131, 133, 135, 136, 139, 146, 162, 179, 189, 320, 332, 333, 379, 399	Electronics (NM)
EL 106, 107, 108, 109, 137, 138, 148	Electronics (NM) [Cisco certification]
<b>Emergency Medical Services</b>	
EMS 319	Emergency Medical Technologies (NM) or Fire Technology (NM)
EMS 338	Emergency Medical Technologies (NM) or Environmental Technology (NM) or Fire Technology (NM)
<b>Engineering</b>	
ENGR 100, 124, 126, 134, 149, 152, 154, 156, 161, 162, 170, 171, 172, 173, 189, 199, 399	Engineering (M)
<b>Engineering Technology</b>	
ET 104, 111, 128, 131, 133, 138, 139, 162	
ET 100	Computer Information Systems (NM) or Computer Science (M) or Engineering Technology (M)
ET 140, 145, 160, 189, 199, 389, 399	Engineering Technology (M)
ET 117	Auto Body (NM) or Automotive Technology (NM) or Engineering Technology (M) or Machine Tool (NM)
ET 300	Auto Body (NM) or Automotive Technology (NM) or (M) or Machine Technology (NM) or Welding Engineering Support NM (surveying, engineering aides)???
<b>English (see exception below)</b>	
ENGL 105	English (M) or Anthropology (M) or Linguistics (M)
<b>English as a Second Language</b>	
ESL 531, 532, 534, 535, 537, 538, 540, 541, 550, 551, 552, 555,	English as a Second Language (M)
ESL 572, 574	Communication Studies (Speech Communications (M)

## 2015-16 AHC Disciplines List

AHC Course	Placement on Disciplines List
<b>Entrepreneurship</b>	
ENTR 101	Business (M) or Business Management (M) or Marketing (M) or Law (JD)
ENTR 102, 103	Business (M) or Business Management (M) or Marketing (M) or CBIS (M) or Law (JD)
<b>Environmental Technology</b>	
ENVT 101, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 199, 399, 450, 454, 455, 456	Environmental Technologies (NM)
ENVT 338	Emergency Medical Technologies (NM) or Environmental Technology (NM) or Fire Technology (NM)
<b>Family and Consumer Science</b>	
137, 138, 170, 360, 361	
FCS 109, 112, 134, 199	Family and Consumer Studies/Home Economics (M) or Health (M) or Nutritional Science/Dietetics (M)
FCS 130	Business (M) or Economics (M) or Family and Consumer Studies/Home Economics (M) or Management (M)
FCS 131	Counseling (M) or Family & Consumer Studies/Home Economics (M) or Psychology (M) or Sociology (M)
FCS 139, 140, 144	Family and Consumer Studies/Home Economics (M) or Fashion and Related Technology (NM)
FCS 149	Regulated by Title 5, Section 53416 "...minimum qualifications in any discipline in which h work experience may be provided at the college where the instructor or coordinator is employed".
FCS 171, 189	Art (M) or Family and Consumer Studies/Home Economics (M) or Interior Design (NM)
<b>Film</b>	
FILM 101, 102, 103, 105, 106, 107, 110, 111, 112, 114, 123, 179, 189, 199, 380, 381, 386	Film Studies (M)
FILM 115, , 125	Art (M) or Film Studies (M) or Multimedia (NM)
Film 116, 117, 118, 126, 127, 128	Film Studies (M) or Multimedia (NM) (change COR to film "studies"?)
FILM 120, 121	Film Studies (M) or Music (M)
FILM, , 128	Art (M) or Broadcasting Technology (NM) or Film (M) or Graphics (NM) or Multimedia (NM)
<b>Fire Technology</b> (see exceptions below)	
FT 319	Emergency Medical Technologies (NM) or Fire Technology (NM)



## 2015-16 AHC Disciplines List

AHC Course	Placement on Disciplines List
FT 338	Emergency Medical Technologies (NM) or Environmental Technology or Fire Technology (NM)
<b>Food Science and Nutrition</b>	
FSN 109, 112, 134	Family and Consumer Studies/Home Economics (M) or Health (M) or Nutritional Science/Dietetics (M)
FSN 127, 128, 132, 133, 199	Health (M) or Nutritional Science/Dietetics (M)
FSN 110	Nutritional Science/Dietetics (M)
<b>French</b>	
	Foreign Languages (M)
<b>Geography</b>	
GEOG 101, 102, 103, 179, 189, 379	Geography (M)
GEOG 110	Geography (M) or Earth Sciences (M)
<b>Geology</b>	
GEOL 100, 114, 131, 141, 179, 189, 199	Earth Sciences (M)
<b>Global Studies</b>	
GBST 101	Anthropology (M) or Economics (M) or Political Science (M) or Sociology (M) add to COR
GBST 141	Business (M) with emphasis in economics or Economics (M) or Interdisciplinary Studies (M)
<b>Graphics</b>	
GRPH 108	Art (M) or Graphic Arts (NM)
GRPH 110, 111, 112, 113, 114, 115, 116, 117, 118, 120, 127, 130, 179, 189, 199 360, 361, 362, 379	Graphics Arts (NM)
<b>Health Education</b>	
	Physical Education; Health (M)
<b>History</b>	
HIST 101, 102, 103, 104, 105, 118, 119, 120, 138	History (M) or Humanities (M) or Philosophy (M)
HIST 107, 108	History (M)
<b>Humanities</b>	
	History (M) or Humanities (M) or Philosophy (M)
HUSV 101, 103, 104, 105, 106, 108, 120, 121, 126, 127, 128, 130, 131, 130, 140, 141, 142, 143, 144, 150, 151, 160, 161, 170, 179, 189	Counseling (M) or Psychology (M)
HUSV 102	Counseling (M) or Psychology (M) or Sociology (M)
HUSV 107	Ethnic Studies (M) or Counseling (M) or Psychology (M) or Sociology (M)

## 2015-16 AHC Disciplines List

AHC Course	Placement on Disciplines List
HUSV 110, 111, 113	Addiction Paraprofessional Training (NM) or Counseling (M) or Psychology (M) Sociology (M)
HUSV 122	Anthropology (M) or Psychology (M) or Sociology (M)
HUSV 124	Counseling (M) or Health (M) Psychology (M) or Sociology (M)
HUSV 132	Health (M) or Nursing (NM) or Health or Pharmacy Technology (NM) or Psychology (M)
HUSV 148	Counseling (M) or Nursing (NM) or Psychology (M)
<b>Italian</b>	Foreign Languages (M)
<b>Latin</b>	
LE 320	Administration of Justice (NM)
<b>Leadership</b>	Counseling (M)
<b>Learning Skills</b>	
LS 101	Counseling (M) or Education (M)
LS 312, 501	Special Education (M)
<b>Library</b>	Library Science (M)
<b>Machine Technology</b>	
MT 109, 110, 111, 113, 114, 179, 189 301, 302, 303, 304, 305, 311, 312, 315, 379	Machine Tool Technology (NM)
MT 115	Manufacturing Technology (NM)
MT 116, 118	Drafting (NM)
MT 117	Auto Body (NM) or Automotive Technology (NM) or Engineering Technology (M) or Machine Tool (NM)
MT 300	Auto Body (NM) or Automotive Technology (NM) or Machine Technology (NM) or Welding (NM)
<b>Mathematics</b> (see exceptions below)	Mathematics (M)
MATH 121, 131, 141	Engineering (M) or Mathematics (M) or Physics (M)
MATH 123	Mathematics (M) or Statistics (M)
<b>Medical Assisting</b>	Health Care Ancillaries (NM)
<b>Multimedia Arts and Communication</b>	
MMAC 101, 102, 112, 114, 381, 382	Multimedia (NM)
MMAC 115, , 125,	Art (M) or Film Studies (M) or Multimedia (NM)
MMAC 116, 117, 118, 126 127, 128	Multimedia (NM) or Film Studies (M)
MMAC 189, 199, 380,	Broadcasting Technology (NM) or Multimedia (NM) or Graphics (NM)

## 2015-16 AHC Disciplines List

AHC Course	Placement on Disciplines List
<b>Music</b>	
(see exceptions below)	Music (M)
MUS 115, 116	Film Studies (M) or Music (M)
<b>Nursing</b>	
NURS 101, 102, 103, 104, 106, 108, 109, 110, 111, 112, 180, 199	Nursing (M)
NURS 300, 416, 420, 422, 480, 499	Health Care Ancillaries (NM)
NURS 310, 311, 317, 318, 320, 322, 323, 327, 328, 329, 330, 331, 332, 335, 337, 338, 370, 380, 399	Licensed Vocational Nursing (NM)
<b>Paralegal</b>	
PLGL 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112	Law (JD)
<b>Personal Development</b>	
PD 100, 101, 110, 115, 120, 179, 379	Counseling (M) or Education (M)
PD 102	Counseling (M) or Psychology (M)
<b>Philosophy</b>	
PHIL 101, 102, 105, 112, 114, 179, 189, 379	Philosophy (M)
PHIL 121, 122	Philosophy (M) or Religious Studies (M)
<b>Photography</b>	
(see exceptions below)	Photography (M)
PHOTO 150, 379,	Photography (M) or Photographic Technology/Commercial Photography (NM)
<b>Physical Education</b>	
	Physical Education (M)
<b>Physical Education Intercollegiate Athletics</b>	
PEIA – all,	Coaching (NM)
<b>Physical Science</b>	
(see exception below)	
PHSC 111	Chemistry (M) or Earth Sciences (M) or Physics/Astronomy (M) or Physical Sciences (M) see Interdisciplinary Studies (M)
PHSC 112	Physical Sciences (M) see Interdisciplinary Studies (M)
<b>Physics</b>	
	Physics/Astronomy (M)
<b>Political Science</b>	
	Political Science (M)
<b>Psychology</b>	
PSY 101, 105, 112, 113, , 117, 118, 119, 120, 121, 189, 199	Psychology (M)
PSY 104	Psychology (M) or Sociology (M)

## 2015-16 AHC Disciplines List

AHC Course	Placement on Disciplines List
PSY 106	Addiction Paraprofessional Training (NM) or Counseling (M) or Psychology (M) or Sociology (M)
PSY 122	Anthropology (M) or Psychology (M) or Sociology (M)
PSY 127, 128, 142, 143	Counseling (M) or Psychology (M)
PSY 132	Health (M) or Nursing (M) or Pharmacy Technology (NM) or Psychology (M)
<b>Reading</b>	Reading (M)
<b>Real Estate</b>	
RE 100, 300, 303, 305, 306	Real Estate (NM)
RE 302	Real Estate (NM) or Law (JD)
<b>Recreation</b>	
REC 101, 103, 105	Physical Education (M) Recreation Administration (M)
REC 107, 179	Recreation Administration (M)
<b>Registered Veterinary Technician</b>	Registered Veterinary Technician) (NM)
<b>Sociology 106</b>	
SOC 101, 102, 110, 120, 122, 155, 160, 379	Sociology (M)
SOC 104	Psychology (M) or Sociology (M)
SOC 106?	Addiction Paraprofessional Training (NM) or Counseling (M) or Psychology (M) or Sociology (M)
<b>Space Operations</b>	Electronics (NM) or Engineering (M) or Welding
<b>Spanish</b>	Foreign Languages (M) COR has "Spanish" need correction
<b>Speech</b>	Communication Studies (Speech Communication) (M)
<b>Theatre</b>	
THEA 101, 102, 103, 104, 120, 121, 122, 123,	Theatre Arts (Drama/Theatre Arts) (M)
THEA 110, 111, 112, 113, 114, 115, 116, 117, 198, 199, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311 312, 313, 314	Stagecraft
<b>Welding Technology</b> (see exceptions below)	Welding (NM)
WLDT 300	Auto Body (NM) or Automotive Technology (NM) (NM) or Machine Technology (NM) or Welding (NM)
<b>Wildland Fire Technology</b>	Fire Technology (NM)
<b>Wildland Fire Technology Logistics</b>	Fire Technology (NM)
<b>Wildland Fire Technology Operations</b>	Fire Technology (NM)

### 2015-16 AHC Disciplines List

AHC Course	Placement on Disciplines List
<b>Wildland Fire Technology Prevention</b>	Fire Technology (NM)

# Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday, April 16, 2015 – B-100 – 2:00 PM

## VOTING MEMBERS

X Chair – Sofía Ramírez-Gelpí  
 Vice-Chair – T. VanderMolen  
 Applied Social Sciences – Judith Dal Porto  
 X Business – Peggy Warrick  
 X Counseling – Lydia Maxwell  
 English – Jennifer Jozwiak  
 X Fine Arts – David Passage  
 X Kinesiology, Rec & Athletics – Sheri Bates  
 X Health Sciences – Larry Manalo

X Industrial Technology – Robert Mabry  
 X Academic/Student Affairs – S. Bierdzinski  
 Languages & Communication – M. Nishimori  
 X Life and Physical Sciences – Rob Lennihan  
 X Mathematics Sciences – Derek Mitchem  
 Public Safety – Mike Messina  
 X Social & Behavioral Sciences – T. VanderMolen  
 X Student Representative – Joanna Davis

## NON-VOTING MEMBERS

Curriculum Specialist – R. Andres  
 VP, Academic Affairs – J. Harmon  
 Admissions – J. Hooghuis, B. Wilcox  
 Articulation – David De Groot  
 Community Education – vacant

## OTHER

Karen Tait, past AP&P Chair  
 Part-Time Faculty Union – vacant

## STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko  
 Dean, Academic Affairs – Paul Murphy  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – D. Humphreys

Dean, Academic Affairs – Ardis Neilsen  
 Dean, Matriculation/Counseling – vacant  
 Dean, Extended Campus – Rick Rantz  
 Associate Dean/Athletic Director – Kim Ensing  
 Associate Dean/PCPA Director – Mark Booher

- I. **Approval of Minutes** - a motion was made to approve the minutes of the March 26, 2015 meeting. (M/S/P Manalo/Mitchem – **Ayes:** Warrick; Passage; Bates; Manalo; Mabry; Bierdzinski; Lennihan; Mitchem; VanderMolen. **Noes:** 0. **Abstentions:** Maxwell)
- II. **Approval of Minutes** - a motion was made to approve the minutes of the April 9, 2015 meeting. (M/S/P Manalo/Mitchem – **Ayes:** Warrick; Passage; Bates; Manalo; Mabry; Bierdzinski; Lennihan; Mitchem; VanderMolen. **Noes:** 0. **Abstentions:** Maxwell)
- III. **Approval of the Agenda** - a motion was made to approve the agenda as amended. (M/S/P Manalo/Mitchem – **Ayes:** Warrick; Maxwell; Passage; Bates; Manalo; Mabry; Bierdzinski; Lennihan; Mitchem; VanderMolen. **Noes:** 0. **Abstentions:** 0)

## IV. Curriculum Review – Action Items

### a) 2<sup>nd</sup> Readings

<b>Programs</b>	
ADT Elementary Teacher Preparation	COMMITTEE RECOMMENDATION: The language for listing courses in List A and B will be the same language in the AST Business Administration program.
<b>b) COMMITTEE ACTION:</b>	A motion was made to recommend the ADT Elementary Teacher Prep program for adoption. (M/S/P Manalo/Mitchem – <b>Ayes:</b> Warrick; Maxwell; Passage; Bates; Manalo; Mabry; Bierdzinski; Lennihan; Mitchem; VanderMolen; Davis. <b>Noes:</b> 0. <b>Abstentions:</b> Maxwell)

### c) 1<sup>st</sup> Readings

Major Mods	Course Prefix	Course Title / Units	Rationale
	ART 120	Drawing 1 (3 units)	review to meet C-ID Descriptor
TABLED	ART 122	Life Drawing 1 (3 units)	review to meet C-ID Descriptor COMMITTEE RECOMMENDATIONS: attach the correct C-ID descriptor to the proposal and review this proposal in fall 2015.
	ART 125	Painting in Acrylics 1 (3 units)	review to meet C-ID Descriptor
	BIOL 124	Human Anatomy (4 units)	review to meet C-ID Descriptor

	BIOL 125	Human Physiology (4 units)	review to meet C-ID Descriptor
	GRPH 115	Digital Design and Publishing (3 units)	Minor mod to correct language in the catalog description.
<b>d) COMMITTEE ACTION:</b>	A motion was made to recommend 1 <sup>ST</sup> readings for consideration. (M/S/P Mitchem/Manalo – <b>Ayes:</b> Warrick; Maxwell; Passage; Bates; Manalo; Mabry; Bierdzinski; Lennihan; Mitchem; VanderMolen; Davis. <b>Noes:</b> 0. <b>Abstentions:</b> 0		

**V. The AHC Disciplines List** – The committee reviewed the document in final format and made some changes.

- Move the state minimum qualifications column placement
- Added a statement that clarifies what the document is: “minimum qualifications to teach the course”
- Added a statement to refer to the official minimum qualifications handbook for further discipline information.
- The 2014 State Minimum Qualifications Handbook is available on the CurricUnet home page under links.

**a) COMMITTEE ACTION:** A motion was made to approve the AHC Disciplines List as amended. (M/S/P Manalo/Mitchem – **Ayes:** Warrick; Maxwell; Passage; Bates; Manalo; Mabry; Bierdzinski; Lennihan; Mitchem; VanderMolen; Davis. **Noes:** 0. **Abstentions:** 0

**VI. The Credit by Examination List** (aka Challenge List) - The final review included the following:

- Removal of AG (agribusiness) courses
- Removal of GEOL 114, and ET 381
- Addition of ASL 120 and 121
- The list of courses will be published in the 2015-2016 college catalog.

**a) COMMITTEE ACTION:** A motion was made to approve the Credit By Exam List as amended. (M/S/P Manalo/VanderMolen – **Ayes:** Warrick; Maxwell; Passage; Bates; Manalo; Mabry; Bierdzinski; Lennihan; Mitchem; VanderMolen; Davis. **Noes:** 0. **Abstentions:** 0

**VII. The College Now! List**

- This list will be posted on the college’s Website.

**a) COMMITTEE ACTION:** A motion was made to approve the College Now! List. (M/S/P Warrick/Lennihan – **Ayes:** Warrick; Maxwell; Passage; Bates; Manalo; Mabry; Bierdzinski; Lennihan; Mitchem; VanderMolen; Davis. **Noes:** 0. **Abstentions:** 0

**VIII. Review of BP/AP 4020. Program, Curriculum, and Course Development**

- The committee reviewed a 1<sup>st</sup> draft of board policy 4020 and administrative procedure 4020 provided by THE AP&P Chair.

**a) COMMITTEE ACTION:** A motion was made to recommend BP/AP 4020 for consideration. (M/S/P Maxwell/Manalo – **Ayes:** Warrick; Maxwell; Passage; Bates; Manalo; Mabry; Bierdzinski; Lennihan; Mitchem; VanderMolen; Davis. **Noes:** 0. **Abstentions:** 0

**IX. Review of AP 4022. Course Approval**

- The AP&P Chair provided the 1<sup>st</sup> draft of AP 4022. The draft included sample language from other districts.

**a) COMMITTEE ACTION:** A motion was made to recommend AP 4022 for consideration. (M/S/P Maxwell/Davis – **Ayes:** Warrick; Maxwell; Passage; Bates; Manalo; Mabry; Bierdzinski; Lennihan; Mitchem; VanderMolen; Davis. **Noes:** 0. **Abstentions:** 0

**X. AP&P Annual Report** – 1<sup>st</sup> reading of AP&P Annual Report due to Academic Senate on or before May 1, 2015.

- The committee reviewed the annual report prepared by AP&P Chair.
- The report was amended to include additional challenges and recommendations.
- A final review of the report will be scheduled for the next meeting

- a) **COMMITTEE ACTION:** A motion was made to recommend the Annual Report for consideration. (M/S/P Maxwell/Davis – **Ayes:** Warrick; Maxwell; Passage; Bates; Manalo; Mabry; Bierdzinski; Lennihan; Mitchem; VanderMolen; Davis. **Noes:** 0. **Abstentions:** 0

**XI. 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.*

**XII. Reports**

- a) Joanna Davis is the new ASBG student representative.  
b) Curricunet and Support - last day to forward 15-16 catalog corrections is Thursday, April 16, 2015; the review of Meta course and program screens is being finalized.

**XIII. Call for Future Agenda Items:** discipline placement requiring master's and non-master's

**XIV. Call to Adjourn:** the meeting was adjourned at 4:00 pm

**Next AP&P meeting:** Thursday, April 23, 2015, in B-100, starting at 2:00 p.m.

**Last AP&P meeting:** Thursday, April 30, 2015, in B-100, starting at 2:00 p.m.



# Academic Policy & Planning Committee Minutes

## Meeting: Thursday, April 23, 2015 – Boardroom – 2:00 PM

### VOTING MEMBERS

X Chair – Sofía Ramírez-Gelpí  
X Vice-Chair – Tom VanderMolen  
Applied Social Sciences – Judith Dal Porto  
X Business – Peggy Warrick  
X Counseling – Lydia Maxwell  
X English – Jennifer Jozwiak  
X Fine Arts – David Passage  
X Kinesiology, Rec & Athletics – Sheri Bates  
X Health Sciences – Larry Manalo

X Industrial Technology – Robert Mabry  
X Academic/Student Affairs – Sandra Bierdzinski  
X Languages & Communication – M. Nishimori  
X Life and Physical Sciences – Rob Lennihan  
X Mathematics Sciences – Derek Mitchem  
x Public Safety – Mike Messina  
Social & Behavioral Sciences – T. VanderMolen  
Student Representative – Joanna Davis

### NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres  
VP, Academic Affairs – Jane Harmon  
X Admissions & Records – Betsy Wilcox  
X Admissions & Records.- J. Hooghuis  
X Articulation – David DeGroot  
Community Education – vacant

### GUEST

Michael Dempsey, Fine Arts

### OTHER

Karen Tait, past AP&P Chair  
Part-Time Faculty Union – D. Blanchard

### STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko  
Dean, Academic Affairs – Paul Murphy  
Dean, Academic Affairs – Nancy Meddings  
Dean, Student Services – Robert Parisi  
Dean, Academic Affairs – David Humphreys

Dean, Academic Affairs – Ardis Neilsen  
Dean, Matriculation/Counseling – vacant  
Dean, Extended Campus – Rick Rantz  
Associate Dean/Athletic Director – Kim Ensing  
Associate Dean/PCPA Director – Mark Booher

*x present only for part of the meeting*

## I. Approval of Minutes

A motion was made to approve the minutes of the April 16, 2015 meeting with corrections. (M/S/P Warrick/Maxwell. Ayes: Warrick; Maxwell, Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Lennihan; Mitchem; Messina; VanderMolen. Noes: 0; Abstentions: 0).

## II. Approval of the Agenda

A motion was made to approve the agenda with amendments. (M/S/P Manalo/Mitchem. Ayes: Warrick; Maxwell, Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Lennihan; Mitchem; Messina; VanderMolen. Noes: 0; Abstentions: 0):

- a) Move agenda item "Call for Nominations for AP&P Chair and AP&P Vice Chair Positions to agenda item no. III.
- b) Vice Chair Tom VanderMolen to chair the meeting upon the departure of the chair, 3 – 4 p.m.
- c) Table agenda item Review of BP/AP 4020 Curriculum Development
- d) Table agenda item Review of AP 4022, Course Approval
- e) Table agenda item AP&P Annual Report 2<sup>nd</sup> Reading

## III. Call for Nominations for AP&P Chair and Vice Chair

- a) Nominations were opened by the committee chair.
  - i. Dave DeGroot expressed his interest in being AP&P Chair and will discuss this with his supervisor before making a decision. The chair noted that amendments to senate bylaws would need to be made so that Mr. DeGroot could become an eligible committee member nominee.
  - ii. Larry Manalo nominated Michael Dempsey. Citing election rules/processes, the Chair reminded that since there is an interest in the chair position by an existing AP&P committee member, Mr. Dempsey's nomination would be made during a campus wide election which would take place if no current, eligible committee member is nominated.
  - iii. No committee members were nominated for AP&P Chair
- b) Nominations for vice-chair were opened by the committee chair.
  - i. Tom VanderMolen nominated Sofia Ramirez-Gelpi citing a concern for the committee if Ms. Gelpi were to step down as a committee member altogether. Ms. Gelpi stated that her work in other committees, including her position with the state academic senate and newly appointed position as secretary to AHC's senate executive committee benefits the AP&P committee and communication between AP&P and senate executive members.
  - ii. There is question about the need for a vice chair position if the recommendation for a member of the local executive senate committee to serve on the AP&P committee as a liaison to academic senate, is adopted.
  - iii. Nominations were closed with one nominee for the vice-chair position: Sofia Ramirez-Gelpi

- iv. Voting was completed by secret ballot and the results were unanimous with all 12 votes for Sofia Ramirez-Gelpi as vice-chair.
- v. Senate executive committee members were notified via email by the Chair:

AP&P officially nominated Sofia Ramirez-Gelpi as vice-chair, and the elected official was Sofia Ramirez-Gelpi. There were no AP&P nominees for AP&P Chair from the Officio committee members but Dave DeGroot is willing to step in as Chair. The committee requests a campus-wide election just in case.

#### IV. Curriculum Review – Action Items

##### a) Curriculum Consent Items

Proposal Type	Prefix & number	Course Title
Textbook	CBOT 132	Advanced Word Processing
Textbook	CBOT 333	Business desktop Publishing
Textbook	CBOT 334	Administrative Office Procedures
Textbook	CBOT 337	Presentation Design - PowerPoint
<p><b>COMMITTEE ACTION:</b> A motion was made to approve consent items. (M/S/P Manalo/Lennihan. Ayes: Warrick; Maxwell, Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Lennihan; Mitchem; VanderMolen. Noes: 0; Abstentions: 0).</p>		

##### b) Curriculum 2nd Reading

	Prefix + Number	Course Title and Units	Rationale
CID Major Mod	ART 120	Drawing 1 (3)	Modified to meet C-ID recommendations.
	ART 125	Painting in Acrylics 1 (3) Advisories: ART 110 and ART 120	Modified to meet C-ID recommendations
	BIOL 124	Human Anatomy (4) Advisories: BIOL 100; CHEM 110 or CHEM 120 and ENGL 514 or eligibility for ENGL 101	Modified to meet C-ID recommendations
	BIOL 125	Human Physiology (4) Prerequisite: BIOL 124	Modified to meet C-ID recommendations
Minor Mod	GRPH 115	Digital Design and Publishing (3)	Corrections to catalog description
<p><b>COMMITTEE ACTION:</b> A motion was made to approve content review for PCA's. (M/S/P Manalo/Lennihan. Ayes: Warrick; Maxwell, Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Lennihan; Mitchem; VanderMolen. Noes: 0; Abstentions: 0).</p> <p><b>COMMITTEE ACTION:</b> A motion was made to recommend advisories and prerequisite courses for adoption. (M/S/P Manalo/Lennihan. Ayes: Warrick; Maxwell, Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Lennihan; Mitchem; VanderMolen. Noes: 0; Abstentions: 0).</p> <p><b>COMMITTEE ACTION:</b> A motion was made to recommend 2<sup>nd</sup> readings for adoption. (M/S/P Warrick/Maxwell. Ayes: Warrick; Maxwell, Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Lennihan; Mitchem; VanderMolen. Noes: 0; Abstentions: 0).</p>			

c) Curriculum 1st Reading

Course Prefix	Course Title and Units	Rationale
ART 127	Painting in Watercolors 1 (3)	Modified to meet C-ID recommendations
WLDT 335	Flux Core Arc Welding (1)	The prerequisite is being changed from WLDT 307, G.M.A.W. Welding to WLDT 106, Beginning Welding. WLDT 307 is a specialty welding course and students enrolling in WLDT 307 will have already completed WLDT 106. Students benefit from completing the beginning welding course prior to enrolling in specialty welding courses such as 307 and 335. <b>COMMITTEE RECOMMENDATIONS:</b> confirm textbook use for the course; include in instructional materials any associated student fees for the course.
<p><b>COMMITTEE ACTION:</b> A motion was made to recommend 1<sup>st</sup> readings for consideration. (M/S/P Maxwell/Manalo. Ayes: Warrick; Maxwell, Jozwiak; Passage; Bates; Manalo; Mabry; Bierdzinski; Nishimori; Lennihan; Mitchem; VanderMolen. Noes: 0; Abstentions: 0).</p>		

V. Review of BP/AP 4020 Program, Curriculum, and Course Development

**COMMITTEE ACTION:** tabled

VI. Review of AP 4022 Course Approval

**COMMITTEE ACTION:** tabled

VII. AP&P Annual Report 2<sup>nd</sup> reading

**COMMITTEE ACTION:** Tabled

VIII. Public Remarks

Michael Dempsey addressed the committee stating that he is interested in serving as AP&P Chairperson. He invites questions from committee representatives regarding his interests as chair of the AP&P committee.

IX. Reports

- a) Kinesiology, Recreation, and Athletics  
Sherry Bates reported that the Sports Medicine new program proposal was approved by the South County Regional Consortium and that the proposal can now be submitted to the Chancellor's Office for review and approval.
- b) AP&P Chair  
Registration for the following events can be done via the state Academic Senate website [www.asccc.org](http://www.asccc.org):
  - CTE Academy, May 8 and 9, 2015. CTE faculty can attend free of charge if accompanied with a paying attendee.
  - 2015 Curriculum Institute, place July 9 - 11, 2015 in Orange, CA.
- c) Articulation  
Dave DeGroot reported that the System Advisory Council for California Community Colleges (SACCC) is working on developing guidelines for dual enrollment. Also, more CID review is needed.
- d) Counseling and Matriculation

Lydia Maxwell stated a concern about the work that is needed for the new Math 309 course which the committee recently recommended for adoption. High school students are completing START testing and math cut scores will need to be modified as well as a modification to the math flow chart. Per Derek Mitchem Math 309 will not be included in fall 2014 course offerings.

e) Support

Rebecca Andres reported that Math 309 has been submitted as a draft to the Chancellor's Office. Technicalities are preventing the proposal from being validated and officially submitting into the CO workflow. The problem has been reported appropriately and information will be communicated to reps as it becomes available.

NURS 300 and AT 334 proposals have been reviewed by CO reviewers who are requesting corrections to the number of units and/or hours. An overview of the CO's Units/Hours Worksheet was presented in order to relay the CO's rationale for corrections. AT 334 was submitted back into the CO workflow without corrections but with an explanation to the reviewer how the range of hours in the COR is used. Pending a response from the CO several options were presented as possible corrections to NURS 300 and AT 334 if the CO clarifies in their response that the range of 16-18 weeks for calculating total contact hours will no longer be accepted. It will be important for the committee to define hours/unit conversions in local policies and handbooks.

Examples of board policies from other community colleges were distributed at the meeting to assist committee members in determining local curriculum development policies and procedures based on regulations and minimum standards. References shared: administrative procedure (AP) Sequoias CCD; BP/AP Riverside CC; BP North County Orange CCD; pages from CO Program and Course Approval Handbook relating to locally determined procedures.

**X. Call for Future Agenda Items**

**XI. Call to Adjourn** - the meeting was adjourned at 4:00 pm

**Last meeting:** Thursday, April 30, 2015, in B-100, starting at 2:00 p.m.

# CCCCO Units/Hours Worksheet

## SEMESTER UNITS

Lecture	
<b>17.5 hours = 1 unit</b>	
Hours	Units
8.8	0.5
<b>17.5</b>	<b>1.0</b>
26.3	1.5
35.0	2.0
43.8	2.5
<b>52.5</b>	<b>3.0</b>
61.3	3.5
70.0	4.0
78.8	4.5
87.5	5.0
96.3	5.5
105.0	6.0
113.8	6.5
122.5	7.0
131.3	7.5
140.0	8.0
148.8	8.5
157.5	9.0
166.3	9.5
175.0	10.0
183.8	10.5
192.5	11.0
201.3	11.5
210.0	12.0
218.8	12.5
227.5	13.0
236.3	13.5
245.0	14.0
253.8	14.5
262.5	15.0
271.3	15.5
280.0	16.0
288.8	16.5
297.5	17.0
306.3	17.5
315.0	18.0
323.8	18.5

Lab	
<b>52.5 hours = 1 unit</b>	
Hours	Units
26.3	0.5
<b>52.5</b>	<b>1.0</b>
78.8	1.5
105.0	2.0
131.3	2.5
157.5	3.0
183.8	3.5
210.0	4.0
236.3	4.5
262.5	5.0
288.8	5.5
315.0	6.0
341.3	6.5
367.5	7.0
393.8	7.5
420.0	8.0
446.3	8.5
472.5	9.0
498.8	9.5
525.0	10.0
551.3	10.5
577.5	11.0
603.8	11.5
630.0	12.0
656.3	12.5
682.5	13.0
708.8	13.5
735.0	14.0
761.3	14.5
787.5	15.0
813.8	15.5
840.0	16.0
866.3	16.5
892.5	17.0
918.8	17.5
945.0	18.0
971.3	18.5

Lecture	
<b>18 hours = 1 unit</b>	
Hours	Units
9	0.5
<b>18</b>	<b>1.0</b>
27	1.5
36	2.0
45	2.5
<b>54</b>	<b>3.0</b>
63	3.5
72	4.0
81	4.5
90	5.0
99	5.5
108	6.0
117	6.5
126	7.0
135	7.5
144	8.0
153	8.5
162	9.0
171	9.5
180	10.0
189	10.5
198	11.0
207	11.5
216	12.0
225	12.5
234	13.0
243	13.5
252	14.0
261	14.5
270	15.0
279	15.5
288	16.0
297	16.5
306	17.0
315	17.5
324	18.0
333	18.5

Lab	
<b>54 hours = 1 unit</b>	
Hours	Units
27	0.5
<b>54</b>	<b>1.0</b>
81	1.5
108	2.0
135	2.5
162	3.0
189	3.5
216	4.0
243	4.5
270	5.0
297	5.5
324	6.0
351	6.5
378	7.0
405	7.5
432	8.0
459	8.5
486	9.0
513	9.5
540	10.0
567	10.5
594	11.0
621	11.5
648	12.0
675	12.5
702	13.0
729	13.5
756	14.0
783	14.5
810	15.0
837	15.5
864	16.0
891	16.5
918	17.0
945	17.5
972	18.0
999	18.5

# CCCCO Units/Hours Worksheet

## SEMESTER UNITS

Lecture	
<b>16 hours = 1 unit</b>	
Hours	Units
8	0.5
<b>16</b>	<b>1.0</b>
24	1.5
32	2.0
40	2.5
<b>48</b>	<b>3.0</b>
56	3.5
64	4.0
72	4.5
80	5.0
88	5.5
96	6.0
104	6.5
112	7.0
120	7.5
128	8.0
136	8.5
144	9.0
152	9.5
160	10.0
168	10.5
176	11.0
184	11.5
192	12.0
200	12.5
208	13.0
216	13.5
224	14.0
232	14.5
240	15.0
248	15.5
256	16.0
264	16.5
272	17.0
280	17.5
288	18.0
296	18.5

Lab	
<b>48 hours = 1 unit</b>	
Hours	Units
24	0.5
<b>48</b>	<b>1.0</b>
72	1.5
96	2.0
120	2.5
144	3.0
168	3.5
192	4.0
216	4.5
240	5.0
264	5.5
288	6.0
312	6.5
336	7.0
360	7.5
384	8.0
408	8.5
432	9.0
456	9.5
480	10.0
504	10.5
528	11.0
552	11.5
576	12.0
600	12.5
624	13.0
648	13.5
672	14.0
696	14.5
720	15.0
744	15.5
768	16.0
792	16.5
816	17.0
840	17.5
864	18.0
888	18.5

Lecture	
<b>17 hours = 1 unit</b>	
Hours	Units
8.5	0.5
<b>17</b>	<b>1.0</b>
25.5	1.5
34	2.0
42.5	2.5
51	3.0
59.5	3.5
68	4.0
76.5	4.5
85	5.0
93.5	5.5
102	6.0
110.5	6.5
119	7.0
127.5	7.5
136	8.0
144.5	8.5
153	9.0
161.5	9.5
170	10.0
178.5	10.5
187	11.0
195.5	11.5
204	12.0
212.5	12.5
221	13.0
229.5	13.5
238	14.0
246.5	14.5
255	15.0
263.5	15.5
272	16.0
280.5	16.5
289	17.0
297.5	17.5
306	18.0
314.5	18.5

Lab	
<b>51 hours = 1 unit</b>	
Hours	Units
25.5	0.5
<b>51</b>	<b>1.0</b>
76.5	1.5
102	2.0
127.5	2.5
153	3.0
178.5	3.5
204	4.0
229.5	4.5
255	5.0
280.5	5.5
306	6.0
331.5	6.5
357	7.0
382.5	7.5
408	8.0
433.5	8.5
459	9.0
484.5	9.5
510	10.0
535.5	10.5
561	11.0
586.5	11.5
612	12.0
637.5	12.5
663	13.0
688.5	13.5
714	14.0
739.5	14.5
765	15.0
790.5	15.5
816	16.0
841.5	16.5
867	17.0
892.5	17.5
918	18.0
943.5	18.5

# CCCCO Units/Hours Worksheet

## QUARTER UNITS

Lecture	
<b>11 hours = 1 unit</b>	
Hours	Units
5.5	0.5
<b>11</b>	<b>1.0</b>
16.5	1.5
22	2.0
27.5	2.5
<b>33</b>	<b>3.0</b>
38.5	3.5
44	4.0
49.5	4.5
55	5.0
60.5	5.5
66	6.0
71.5	6.5
77	7.0
82.5	7.5
88	8.0
93.5	8.5
99	9.0
104.5	9.5
110	10.0
115.5	10.5
121	11.0
126.5	11.5
132	12.0
137.5	12.5
143	13.0
148.5	13.5
154	14.0
159.5	14.5
165	15.0
170.5	15.5
176	16.0
181.5	16.5
187	17.0
192.5	17.5
198	18.0

Lab	
<b>33 hours = 1 unit</b>	
Hours	Units
16.5	0.5
<b>33</b>	<b>1.0</b>
49.5	1.5
66	2.0
82.5	2.5
99	3.0
115.5	3.5
132	4.0
148.5	4.5
165	5.0
181.5	5.5
198	6.0
214.5	6.5
231	7.0
247.5	7.5
264	8.0
280.5	8.5
297	9.0
313.5	9.5
330	10.0
346.5	10.5
363	11.0
379.5	11.5
396	12.0
412.5	12.5
429	13.0
445.5	13.5
462	14.0
478.5	14.5
495	15.0
511.5	15.5
528	16.0
544.5	16.5
561	17.0
577.5	17.5
594	18.0

Lecture	
<b>12 hours = 1 unit</b>	
Hours	Units
6	0.5
<b>12</b>	<b>1.0</b>
18	1.5
24	2.0
30	2.5
<b>36</b>	<b>3.0</b>
42	3.5
48	4.0
54	4.5
60	5.0
66	5.5
72	6.0
78	6.5
84	7.0
90	7.5
96	8.0
102	8.5
108	9.0
114	9.5
120	10.0
126	10.5
132	11.0
138	11.5
144	12.0
150	12.5
156	13.0
162	13.5
168	14.0
174	14.5
180	15.0
186	15.5
192	16.0
198	16.5
204	17.0
210	17.5
216	18.0

Lab	
<b>36 hours = 1 unit</b>	
Hours	Units
18	0.5
<b>36</b>	<b>1.0</b>
54	1.5
72	2.0
90	2.5
108	3.0
126	3.5
144	4.0
162	4.5
180	5.0
198	5.5
216	6.0
234	6.5
252	7.0
270	7.5
288	8.0
306	8.5
324	9.0
342	9.5
360	10.0
378	10.5
396	11.0
414	11.5
432	12.0
450	12.5
468	13.0
486	13.5
504	14.0
522	14.5
540	15.0
558	15.5
576	16.0
594	16.5
612	17.0
630	17.5
648	18.0

Given that some colleges begin with total student contact hours in order to derive the appropriate units to assign to a course, the following examples are provided. All examples use semester hours.

1. 27 lecture contact hours: a college must offer 1.5 units of credit under the assumption that there are 54 hours of out-of-class study for a total of 81 student learning hours. A college may not offer 2 units of credit, since the minimum of 96 student learning hours (per Title 5) has not been attained.
2. 18 lecture contact hours and 36 lab contact hours: a college may offer 1.5 units of credit under the assumption that the lecture hours entail 36 hours of out-of-class study, resulting in a total of 90 student learning hours; if a college presumes that each lab contact hour also entails half an hour of out-of-class work, then the total hours would equal 108 student learning hours, requiring the college to offer 2 units of credit.

Given the variety in calculation of total student contact hours, colleges must make explicit in the COR not only the total units for the course, but the lecture/lab breakdown of the units, the term length being used for the total student contact hour calculation, and the total student contact hours.

Accreditation standards require a minimum of 48 student learning hours for the award of a unit of credit. Although Title 5, section 58023, defines an hour of classroom or laboratory time as 50 minutes, when calculating out-of-class study time, an hour retains its ordinary meaning of 60 minutes.

Thus, for a one-unit semester lecture course, the minimum hours would be as follows:

$$\begin{array}{r} 16 \text{ hours of classroom time} \\ + 32 \text{ hours of homework} \\ \hline 48 \text{ hours total student learning time} \end{array}$$

The minimum number of hours expected for a three-unit semester lecture course would be as follows:

$$\begin{array}{r} 48 \text{ hours of classroom time} \\ + 96 \text{ hours of homework} \\ \hline 144 \text{ hours total student learning time} \end{array}$$

Colleges must take into account holidays and flex days when constructing the academic calendar in order to ensure that all courses can meet the 48-student-learning-hour minimum for each unit of credit awarded. In addition, it is impossible to predict exactly how long it will take for any individual student to complete a given amount of assigned study or homework; therefore, these ratios will not hold true for every individual taking the course. Nevertheless, instructors are required to follow the COR and assign an amount of homework that is consistent with the time it would take the average student to complete the coursework.



# CCCCO Units/Hours Worksheet

## INSTRUCTIONS

1) Select the appropriate chart reflecting the term used by your college, whether semester or quarter.

2) Select the appropriate hour/unit conversion used by your college or program (16/48, 17/51, 17.5/52.5, 18/54, 11/33, or 12/36).

3) Calculate the appropriate units for lecture and/or laboratory. The tables are organized in one-half unit increments. Colleges can use smaller increments if approved by their local Board of Trustees.

4) Units increase when the next increment is reached. For example on the 18/54 table, lecture units are calculated as 1/2 unit between 9 hours and 17.5 hours and as one unit between 18 hours and 26.5 hours.

5) Work Experience (WEX) units are not calculated using this chart. WEX units are awarded based on student on-the-job-training hours (75 paid hours or 60 unpaid hours = one semester unit).  
**Note:** WEX units are awarded for on-the-job training hours; and not for lecture.

6) These are the only permitted methods and formulas for calculating units in the California Community Colleges. There are no allowable locally derived formulas or exceptions for specific disciplines.

## Regulations for the California Community College Credit Hours/Units

### Title 5 - § 55002(a)(2)(B) - Standards and Criteria for Courses - Units

"The course grants units of credit based upon a relationship specified by the governing board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. The course also requires a minimum of three hours of student work per week, including class time for each unit of credit, prorated for short-term, extended term, laboratory and/or activity courses."

### Title 5 - § 55002.5 (a) - Credit Hour

"One credit hour of community college work (one unit of credit) requires a minimum of 48 hours of lecture, study, or laboratory work at colleges operating on the semester system or 33 hours of lecture, study, or laboratory work at colleges operating on the quarter system."

### Program and Course Approval Handbook (PCAH), 5th Edition, September 2013, page 80

"In practice, the number of hours varies among institutions, but is generally within the range of 48-54 hours per unit for colleges on the semester system. For each hour of lecture required, it is assumed that students will be required to spend an additional two hours of study outside of class. The number of units awarded for laboratory courses is generally based on the number of hours of laboratory."

# CCCCO Units/Hours Worksheet

## Title 5 - § 55002.5 - Unit size

"(c) The amount of credit awarded shall be adjusted in proportion to the number of hours of lecture, study, or laboratory work in half unit increments.  
(d) A district may elect to adjust the amount of credit awarded in proportion to the number of hours of lecture, study, or laboratory in increments of less than one half unit."

## PCAH - Homework for laboratory classes, page 81

"The college may award one unit of lab credit for only two hours per week of hands-on instruction/activity as long as the instructor assigns one hour per week of out-of class study. There is no prohibition against this practice; however, it must be used with caution, particularly in regard to transferrable laboratory classes."

## Title 5 - § 55256.5 (a) (b) - Work Experience Credit

"One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education."  
"The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded."

## Title 5 - § 58050 (a) - Conditions for Claiming Attendance

"The following conditions must be met in order for attendance of students enrolled in a course to qualify for state apportionment: (5) The students enrolled in the course must be engaged in educational activities required of such students as described in the course outline of record. (6) The students must be under the immediate supervision of an employee of the district; unless otherwise provided by law. (7) The employee of the district must hold valid and unrevoked credentials or be employed pursuant to minimum qualifications adopted by the Board of Governors or equivalencies pursuant to section 53430 authorizing the employee to render service in the capacity and during the period in which the employee served."  
Other conditions apply.

## Title 5 - § 58051 (a)(1) - Method for Computing Full-Time Equivalent Student (FTES)

"Except as otherwise provided, in computing the full-time equivalent student of a community college district, there shall be included only the attendance of students while they are engaged in educational activities required of students and while they are under the immediate supervision and control of an academic employee of the district authorized to render service in the capacity and during the period in which he or she served."

**Note:** Students can be awarded unit credit for homework; however, homework hours cannot be claimed for apportionment.

## PROGRAM DEVELOPMENT, APPROVAL, AND MODIFICATION

As directed in Board Policy 4020, the Superintendent/President, with mutual agreement of the Academic Senate, will establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance. As directed by Title 5, the Chancellor's Office provides a detailed handbook of course/program approval criteria and procedures for securing such approvals. Administrative Procedure 4022 provides detailed guidelines, based upon this handbook, Title 5 regulations, and procedures developed by the District Curriculum Committee for the development, approval, and/or modification of the individual courses that comprise specific programs.

The U.S. Department of Education regulation on the integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended, require the establishment of a minimum "credit hour" for federal financial aid eligibility. Board Policy and Administrative Procedure 4090 (Unit/Credit Hour Configuration) define the District's "credit hour" which exceeds minimum federal requirements.

A. Programs Needing Approval: Title 5 defines an educational program as "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education." In practice, the Chancellor's Office only approves certificates and degrees that community colleges wish to award to students. Recommended patterns of coursework for transferring, or achieving any other objective, are not subject to Chancellor's Office approval. Such patterns, although they may be locally referred to as "programs," are not entered into the Chancellor's Office Inventory of Approved and Projected Programs.

Before offering any course as part of an educational program, the Board of Trustees shall obtain approval of the educational program from the Chancellor. Approval shall be requested on forms provided by the Chancellor.

Section 55100 of Title 5 states that "if an educational program has been approved by the Chancellor, the governing board of a district shall establish policies for, and may approve individual courses which are offered as part of an approved program. Such courses need not be approved by the Chancellor, but shall be reported in as specified."

The following types of programs that must be submitted to the Chancellor's Office for approval include:

1. Degrees: All associate degrees that may appear by name on a student transcript or diploma require Chancellor's Office approval, whether they are intended

primarily for employment preparation, as a record of academic achievement or for transfer.

2. Certificates - All certificates that may appear by name on a student transcript, diploma, or completion award of any sort, and which require 18 or more semester units or 27 or more quarter units of coursework, require Chancellor's Office approval. Each certificate that may be separately named on the transcript or student award requires separate approval. Certificates that require 12-17 units may be submitted for Chancellor's Office approval.
3. Substantial Modifications to Programs - Pursuant to Title 5, Section 55130, a program that has been approved by the Chancellor's Office must be submitted for re-approval if it is "modified in any substantial way." A program is considered to be substantially modified in any of the following situations: 1) The goals and objectives of the program are substantially changed; 2) The job categories for which program completers qualify are substantially different from the job categories program completers previously qualified for; or 3) The baccalaureate major to which students typically transfer is different from the baccalaureate major students previously typically transferred to. Changes that are made to keep a program current with changing job requirements, evolving applications of technology within the same occupation, or evolving knowledge within a particular field, are not necessarily substantial modifications for this purpose.

B. Approval Criteria: The District must document that a proposed program meets all of the below criteria before it will be approved by the Chancellor's Office. These criteria also broadly apply to the review of new courses.

1. Appropriateness to Mission: The stated goals and objectives of the proposed program, or the objectives defined in the course Outline of Record, are consistent with the mission of the community colleges as established by the Legislature in the Education Code.
2. Need: There is a demonstrable need for a course or program that meets the stated goals and objectives, at this time, and in the region the college proposes to serve with the program. The proposed new program would not cause harmful competition with any existing program at another college.
3. Quality: Outlines of Record for each course meet all the requirements of Title 5, especially Sections 55002 and 55805.5. The program is designed so that successfully completing the program requirements will enable students to fulfill the program goals and objectives. Courses and programs are integrated, with courses designed to effectively meet their objectives and the goals and objectives of the programs for which they are required.
4. Feasibility: The District has the resources realistically to maintain the program at the level of quality described in the new program application. This includes funding, faculty, and facilities and equipment.

5. Compliance: The design of the program or the course is not in conflict with any law. This includes both state and federal laws, and both statutes and regulations.

C. Inactive Programs: A program approval is effective until the program is “discontinued,” according to Title 5, Section 55130. To implement this provision, a program that is not currently offered may be retained for a maximum of three years on the Inventory of Approved and Projected Programs with an “Inactive” designation, if the college has a specific intention to offer the program again within the near future. The form “Non-Substantial Changes to Approved Program or Change of Active–Inactive Status)” (Appendix A) may be used to restore such a program to active status. Programs that have not been offered for more than three years will be removed from the inventory.

D. Process and Timelines for Program Development and/or Modification:

1. The District Curriculum Committee offers regular training on the development and review of course outlines, use of templates, submission, and approval procedures.
2. The appropriate Dean works with Division Chairs and Division Curriculum Committees to assure that new or modified curriculum is technically correct and fits within the division's program offerings and College Mission.
3. The Articulation Officer determines transferability of a course and oversees standardization of language for prerequisites.
4. Completed course outlines and course proposal forms are submitted to the Division Curriculum Committee for discussion, modification, approval, and forwarding to the District Curriculum Committee.
5. After review by the District Curriculum Committee for substantive and non-substantive concerns, curriculum is approved or returned to the author.
6. Curriculum approved by the District Curriculum Committee is presented to the Academic Senate. If approved by the Senate, it is sent to the Vice President of Academic Services, the Superintendent/President, and the Board of Trustees for consideration and final approval.
7. New courses requiring approval are sent to the Chancellor's Office for such approval following the specifications outlined in their *Program and Course Approval Handbook, March 2003* and in the October 2007 revisions.

E. Publication of Changes: The District Curriculum Committee is responsible for course descriptions as they appear in the College Catalog.

F. Maintenance of Records: The Course Librarian changes modified curricula in the course master, and adds new courses, and maintains copies of all approved course outlines of record. Copies of all current course outlines are maintained in CurricUNET.

References: Accreditation Standard II,A  
Curriculum Approval Process, 2002, College of Sequoias  
Program and Course Approval Handbook, 2003 & 2007 revisions,  
Chancellor's Office  
Title 5 Sections: 51021, 55000, 55002, 55100, 55130, 55150, 55160,  
55170  
U.S. Department of Education regulation on Integrity of Federal Student  
Financial Aid Programs under Title IV of the Higher Education Act of 1965,  
as amended.

Board Review: April 8, 2013

**BP 4020 PROGRAM, CURRICULUM, AND COURSE  
DEVELOPMENT**

**References:**

Education Code Sections 70901(b), 70902(b) and 78016;  
Title 5 Sections 51000, 51022, 55100, 55130, and 55150;  
U.S. Department of Education regulations on the Integrity of Federal Student  
Financial Aid Programs under Title IV of the Higher Education Act of 1965, as  
amended;  
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24 and 668.8;  
ACCJC Accreditation Standards II.A and II.A.9

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for vocational and occupational programs.
- consideration and review of financial and administrative impact.

All new programs and program deletions shall be approved by the Board of Trustees.

Program or course modifications shall be approved by the Chancellor/President, or his/her designee, upon the recommendation of the respective Curriculum Committee.

All new courses and programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program are subject to approval by the Board. Non-degree-applicable credit and degree-applicable courses, that are not part of an existing, approved program must satisfy the conditions authorized by Title 5 regulations and are subject to approval by the Board.

## Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The Chancellor will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor will establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour”, where applicable. The Chancellor shall also establish procedures for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

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Date Approved: May 15, 2007

Revised: April 22, 2008

Revised: August 20, 2013

Revised: November 25, 2014 (references only)



**AP 4020 PROGRAM, CURRICULUM, AND COURSE  
DEVELOPMENT**

**References:**

Title 5 Sections 51021, 55000 et seq., and 55100 et seq.;  
ACCJC Accreditation Standard II.A;  
U.S. Department of Education Regulations on the Integrity of Federal  
Student Financial Aid Programs under Title IV of the Higher Education Act  
of 1965, as amended.

The District's process for developing its programs and curriculum is found in the Riverside Community College District Curriculum Development Guidelines and in the Program Development Process (New or Revised Educational) document, revised in 2011. Both documents can be reviewed on the District's website [www.curricunet.com/RCCD/](http://www.curricunet.com/RCCD/) or in the office of the Associate Vice Chancellor, Instruction.

For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester or trimester hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

*See also AP 4021 titled Program Discontinuance.*

Office of Primary Responsibility: Vice Chancellor, Educational Services

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Administrative Approval: October 18, 2007

Revised: April 22, 2008

Revised: April 16, 2012

Revised: December 2, 2014 (References & titles  
only)

## **BP 4020 Program and Curriculum Development**

Reference:

**Education Code Section 70901(b), 70902(b), and 78016;**

**Title 5, Section 51000, 51022, 55100, 55130, and 55150**

**U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;**

**34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;**

**ACCJC Accreditation Standards II.A and II.A.9**

- 1.0 Although curriculum proposals may originate at any point within the District, it is recognized that curriculum changes and new course proposals generally flow from the departmental level through the division to other points within the approval process.
- 2.0 Each college and the School of Continuing Education shall be responsible for adherence to its own intra-curricular process.
- 3.0 On completion of the campus process, curricular items will be presented to the District Curriculum Coordinating Committee by the appropriate curriculum committee chair or designee.
- 4.0 The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Vice Chancellor, Educational Services & Technology, shall, in consultation with the faculty, establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance. Furthermore, these procedures shall include:
  - 4.1 Appropriate involvement of the faculty and Academic Senate in all processes.
  - 4.2 Regular review of programs and courses.
  - 4.3 Opportunities for training for persons involved in aspects of curriculum development.
  - 4.4 Consideration of job market and other related information for vocational and occupational programs.
- 5.0 Definition of a Unit of Credit: Courses shall grant units of credit based upon a relationship specified by the Board between the number of units assigned to the course and the number of lecture and/or laboratory hours or performance criteria specified in the course outline. Each course requires a minimum of three hours of student work per week, per unit, including class time and/or demonstrated competency, for each unit of credit, prorated for short-term, laboratory, and activity courses.
- 6.0 All new courses, programs, and program deletions shall be approved by the Board unless this authority is delegated to the Chancellor.
- 7.0 After Board approval, all new courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

The curriculum committee and the governing board, as well as the district's and college's academic administrators (as delegated by the governing board) are also responsible for ensuring that regulatory standards are met, such as those for university transfer, general education certification, and intersegmental articulation for particular majors.

Title 5, section 55000, defines **course** as "an organized pattern of instruction on a specified subject offered by a community college." Title 5, section 55002, further defines courses as degree-applicable credit, nondegree-applicable credit, and noncredit courses. Title 5, section 55100, provides the framework for approval of credit courses. Noncredit courses must be approved by the Chancellor pursuant to Title 5, commencing with section 55150, and satisfy the requirements of section 58160 and other applicable provisions of Chapter 9, commencing with section 58000 to be eligible for state apportionment.

Title 5, section 55000, defines **prerequisite** as a "condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program." Section 55003 specifically relates to prerequisites, corequisites, and recommended preparation for credit courses.

All credit and noncredit courses offered by a community college are subject to approval by the district governing board (often called "local approval").

Local approval of degree-applicable credit, nondegree-applicable credit, and noncredit courses must include review by an established curriculum committee according to Title 5, section 55002. The curriculum committee and the governing board must determine that the course meets the standards of sections 55002, 55002.5, 55003, 55062, and all other applicable provisions of Title 5. In addition, all courses must be appropriate to the mission of the community college system, as defined in Education Code section 66010.4 and must also be consistent with requirements of accrediting agencies.

Local approval is required prior to submitting any course for Chancellor's Office approval. All noncredit courses are subject to Chancellor's Office approval before students may be allowed to enroll in the courses. Under specific conditions described in section three of this *Handbook*, credit courses may not require Chancellor's Office approval.

## Course Outline of Record

Every course is required to have an official Course Outline of Record (COR). The COR, for either credit or noncredit courses, must fully describe the course. Table Five lists the required elements for degree-applicable credit courses and nondegree-applicable credit courses (which are the same) in comparison to noncredit courses. Required elements for credit courses, both degree-applicable and nondegree-applicable, are specified in Title 5, section 55002 (a) and (b);

## Credit Course

The Academic Senate Curriculum Committee for California Community Colleges prepared a document that can be useful to curriculum committees in carrying out their responsibilities for course development and approval. In 2008 the Academic Senate paper titled, *The Course Outline of Record: A Curriculum Reference Guide* was published and can be downloaded from the Academic Senate for California Community Colleges (ASCCC) website at [www.asccc.org](http://www.asccc.org).

## Stand-Alone Credit Courses

When a credit course (CB04= C or D) is not part of an approved program, it is “not degree-applicable” (CB24=2) or commonly referred to as a **stand-alone credit course**. This term also refers to credit courses that are required for a certificate of fewer than 18 semester or 27 quarter units that has not been approved by the Chancellor’s Office as a Certificate of Achievement.

Effective fall 2007, districts were delegated authority to approve stand-alone credit courses that are offered for credit, if the college where the courses will be offered is certified for local approval pursuant to Title 5, section 55100. Locally approved courses are still submitted to the Chancellor’s Office via the CCC Curriculum Inventory to receive a unique course control number and interface with the Chancellor’s Office Management Information Systems (MIS).

Title 5, section 55100, requires the district to annually certify that all faculty and staff who are involved in the curriculum approval process have received training from the Chancellor’s Office in the policies and procedures related to the curriculum review and approval process. Annually, training is available from the Chancellor’s Office for Chief Instructional Officers and curriculum committee chairs, who are then responsible for training all persons who are involved in the curriculum approval process. Colleges are required to complete the training annually to be certified. Documentation of training completion at each college is required by September 30<sup>th</sup> of each year to the Chancellor’s Office Academic Affairs Division. Training materials are available on the Chancellor’s Office Academic Affairs Division website ([www.cccco.edu/aad](http://www.cccco.edu/aad)).

If a college is not certified to locally approve stand-alone credit courses, then approval from the Chancellor’s Office is required. The college may not approve a stand-alone credit course that was previously denied approval by the Chancellor’s Office, unless the course is modified to adequately address the reasons for denial. Such courses must be re-approved as revised by the college curriculum committee and district governing board, but Chancellor’s Office approval is not required if the college is certified for local approval of credit courses.

One type of stand-alone credit course that colleges have locally approved, even before local approval of stand-alone courses was delegated, is the “experimental” course or the course that covers “special topics” in a specific discipline. In general, an experimental course is one for which full information on some approval criterion, such as feasibility or need, cannot be determined until the course is actually offered on a pilot basis. After an experimental course has been offered more than once in the same year, it must be submitted to the college curriculum committee for approval as a regular

system; transferability for elective credit requires that the community college course be essentially equivalent to a course already offered for baccalaureate credit on at least one UC campus.

Challenges may be raised at CSU campuses to particular courses that are certified by a community college as transferable, but such challenges do not often occur. Transferability of elective credit, however, does not create any presumption of acceptance for general education or credit to the major or area of emphasis.

Decisions on transferability of individual courses required as part of a university major are made by departmental faculty and committees at each university campus. Major-specific articulation information for most campuses can be found in the database of the Articulation System Stimulating Interinstitutional Student Transfer (ASSIST), online at [www.assist.org](http://www.assist.org).

The baccalaureate public segments (CSU and UC) have extensive requirements for general education. Identifying those community college courses that will be accepted by CSU or UC as satisfying their general education requirements is very important to the success of transfer students.

For the UC, the acceptability of a course for general education is predicated on the acceptability of the equivalent UC course, since each course transferred to UC has been identified, by staff review at the Office of the President, as essentially equivalent to an existing UC course. General education requirements vary greatly from campus to campus in the UC system.

For the CSU, general education requirements are standardized through statewide regulations. Procedures for certifying community college courses as meeting CSU's general education requirements are set forth in the CSU Chancellor's Executive Order 1065, which is available online at [www.calstate.edu](http://www.calstate.edu).

Since 1993, new courses intended for general education transfer have been reviewed for acceptability by CSU Chancellor's Office staff and a subcommittee of the CSU General Education Advisory Committee. This same subcommittee, with the addition of UC representatives, reviews the acceptability of community college courses for the Intersegmental General Education Transfer Curriculum (IGETC), which is accepted by both UC and CSU systems as an alternative pattern for satisfying lower-division general education requirements. In Spring 2000, the Intersegmental Committee of Academic Senates (ICAS) concluded in a report based on a study of the use, effectiveness, and awareness of IGETC that this general education pattern is useful and preferred by students who intend to transfer. The paper, titled "Use, Effectiveness, and Awareness of the Intersegmental General Education Transfer Curriculum (IGETC) an Evaluation," is available on the website of the ASCCC at [www.asccc.org](http://www.asccc.org).



Determining the eligibility of a particular course for university transfer for all these purposes—elective credit, major or area of emphasis requirements, and general education—is an essential part of the process of local course approval by the curriculum committee, generally with the assistance of a college articulation officer. For CORs submitted to the Chancellor's Office, evidence of

via the CCC Curriculum Inventory thru the 2013 calendar year. Unless additional legislation is pursued, the aforementioned provisions will officially sunset January 1, 2014 and review of all courses (including stand-alone courses) will again return to the board of governors and ultimately Chancellor's Office Academic Affairs Division.

## Program-Applicable Courses

Credit courses are considered to be program-applicable when they are required or are on a list of restricted electives (including general education requirements) for a degree, certificate, or program approved by the Chancellor's Office. Program-applicable credit courses are approved as part of the credit program approval process, which requires that colleges submit course outlines of record (COR) for all required courses (including all restricted electives) with the program approval proposal. After the program is approved, new courses developed for the program are not subject to Chancellor's Office approval.

When the college submits substantial changes to existing, approved programs, CORs for all required courses (including all restricted electives) are submitted with the proposal to change the program. This requirement helps to fulfill the legal requirement that the Chancellor's Office monitor the local approval of credit courses. The college will be notified if course outlines are not compliant with Title 5, section 55002, and technical assistance on correcting the outlines will be available to the college curriculum committee.

## Degree-Applicable Credit Courses

For any course that will apply toward the associate degree, Title 5, section 55002(a), requires that the curriculum committee determine that the coursework is truly at a college level and that the course incorporates critical thinking, among other standards.

There is also a description in Title 5, section 55062, of the types of courses that are to be considered degree-applicable. Only courses that are included in the following categories may be offered for degree-applicable credit:

*“(a) All lower division courses accepted toward the baccalaureate degree by the California State University or University of California or designed to be offered for transfer.*

*“(b) Courses that apply to the major or an area of emphasis in non-baccalaureate career technical fields.”*

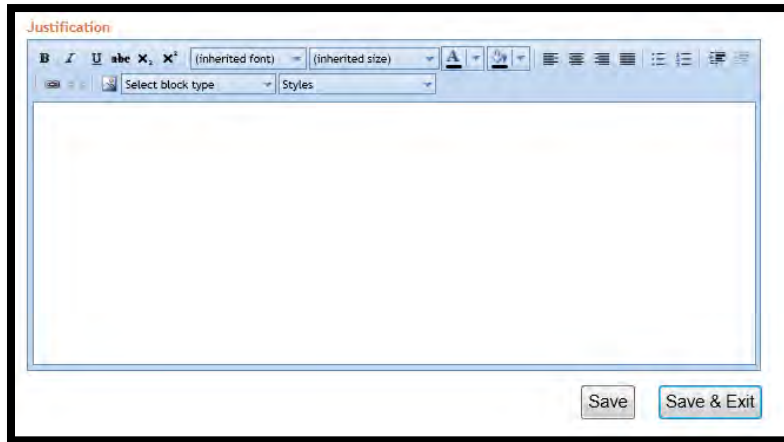
*Note: The Chancellor's Office interprets this as courses within a TOP code designated as vocational.*

*“(c) English composition or reading courses not more than one level below the first transfer level course. Each student may count only one such course below transfer level for credit toward the*

- The Course Report should reflect only the current courses required as a result of the nonsubstantial change proposal (remove any courses that will not be associated with the program after the nonsubstantial change is approved).
- Ensure all Course Outlines of Record are attached as supporting documentation for all courses listed in the Course Report.
- Submit a revised Program Requirements table (narrative item #3).

The college may elect to revise the previously submitted program proposal narrative with track changes or color-coded text to indicate the content changed in the proposal narrative.

Next, describe the change(s) and rationale for the changes in the *Justification* box (shown below) in the proposal.



describe the change(s) and rationale for the changes in the *Justification* box (shown below) in the proposal.

After desired change(s) are made, save the proposal, complete the validation process, and submit the proposal to the Chancellor’s Office for review.

After submission, notations will appear in the proposal (shown in green brackets) indicating the old or former course record data. This distinction will enable Chancellor's Office staff to expedite review of the proposed change(s).

**Amend: Correction vs. Substantial Change vs. Nonsubstantial Change for Qualitative Program Data?**

Qualitative changes to a program may or may not include changes to MIS Course Data Elements. When no changes to MIS Student Program Data Elements (such as SP01 or SP02) are made,



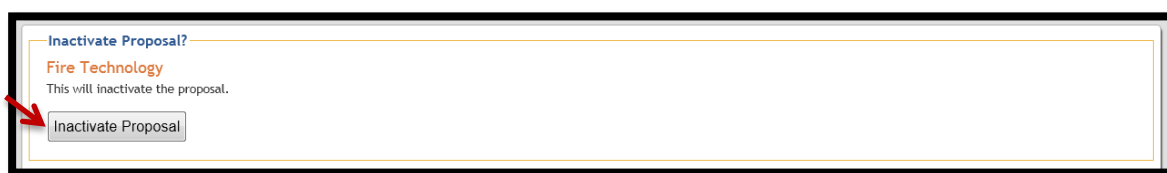
determining which type of amend action to select is subjective. The following provides a general framework for a college to use when making this determination.

**Correction** – Changes include no substantive changes to the program. Changes typically include grammar, updates to department/division naming conventions, clarification to narrative items. In addition, with the migration of curriculum records from a paper-based system to an online repository – some records are incomplete – thus the correction feature may be used to update or complete the record. For example, an active program record in the CCC Curriculum Inventory that does not have program CORs or a Narrative attached as supporting documentation may be updated using the correction feature (clicking on *Amend > Take Action > Correction*, adding the CORs and/or Narrative as supporting documentation, and clicking on *Save*).

**Substantial Change** – If the qualitative content of a program has substantially changed, a new program control number is required. Put differently, this substantially changed program is in essence a “new program” and requires its own unique control number. Either a proposal for a substantial change to an existing program or a proposal for a new program may be submitted to the Chancellor's Office – the college may decide which type of submission is made via the CCC Curriculum Inventory. **What matters most is to ensure a control number is assigned and the college retains active control numbers for MIS reporting of student enrollment. The interpretation of “substantially changed” qualitative content refers to the extent to which college faculty deem changes as substantially or fundamentally changing the program design and course content required in accordance with Title 5.**

**Nonsubstantial Change** – If the qualitative content required in Title 5 sections 55150 (Approval of Noncredit Courses and Programs) is beyond the scope of a correction but has not substantially changed, then a new program control number is not required.

**Amend: Active to Inactive – An action to make an active degree inactive. This action will not issue a new control number.** No validation process is required for this action prior to submitting the proposal to the Chancellor's Office. After selecting *Amend* and *Active to Inactive* as the desired Proposal Action, the confirmation screen (shown below) will appear. Click the *Inactive Proposal* button (red arrow shown below).



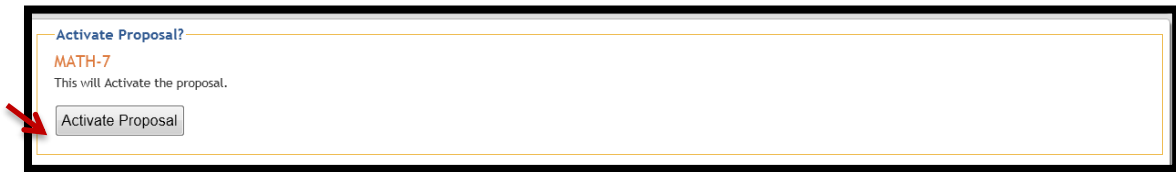
**Important Note:** A proposal to make a program inactive is made effective in the CCC Curriculum Inventory system immediately upon submission (no Chancellor's Office review or approval is required). Respectively, when a program is inactive in the CCC Curriculum Inventory, the program



record will not appear in the Public Search Tool results; however, the program record will remain in the Inventory for historical reference and use.

**Amendment: Inactive to Active** - An action to reactivate an active program which was previously made inactive. This action **will not** initiate a new control number. No validation process is required for this action prior to submitting the proposal to the Chancellor's Office.

After selecting *Amend* and *Inactive to Active* as the desired Proposal Action, the confirmation screen (shown on the following page) will appear. Click the *Activate Proposal* button (red arrow shown on the following page).



**Important Note:** A proposal to make a program active is effective in the CCC Curriculum Inventory system immediately upon submission. Respectively, when a program is active in the CCC Curriculum Inventory, the program record will appear in the Public Search Tool results.

**Academic Policy & Planning Committee Minutes**  
Meeting: Thursday, April 30, 2015 – B100 – 2:00 - 4:00 PM

**VOTING MEMBERS**

X Chair – Sofia Ramirez-Gelpi  
Vice-Chair – Tom Vandermolten  
X Applied Social Sciences – Judith Dal Porto  
X Counselling – Lydia Maxwell  
X English – Jennifer Jozwiak  
X Fine Arts – David Passage  
X Kinesiology, Rec, & Athletics – Sheri Bates  
X Health Sciences – Larry Manalo Jr.

X Industrial technology – Robert Mabry  
X Academic/Student Affairs – Sandra Bierdzinski  
X Languages & Communication – Melinda Nishimori  
X Mathematics Sciences – Derek Mitchem  
Social & Behavioral Sciences – Tom VanderMolen  
Student Representative – Joanna Davis

**NON-VOTING MEMBERS**

Curriculum Specialist – Rebecca Andres  
X VP Academic Affairs – Jane Harmon  
Admissions & Records – Betsy Wilcox  
Articulation – David DeGroot  
Community Education - vacant

**STANDING INVITEES**

Dean, Academic Affairs – Larissa Nazarenko  
Dean, Academic Affairs – Paul Murphy  
Dean, Academic Affairs – Nancy Meddings  
Dean, Student Affairs – Robert Parisi  
Dean, Academic Affairs – David Humphreys

Dean, Academic Affairs – Ardis Neilsen  
Dean, Matriculation/Counseling – Nohemy Ornelas (designee)  
Dean, Extended Campus – Rick Rantz  
Associate Dean/Athletic Director – Kim Ensing  
Associate Dean/PCPA Director – Mark Booher

**OTHER & GUESTS**

Past AP&P Chair – Karen Tait  
Part-time Faculty Union - vacant

**Approval of Minutes**

Motion: Move to approve the minutes of 04/23/2015. (M/S/P Mitchem/Passage. Yeas- Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Mabry, Bierdzinski, Nishimori, Lennihan, Mitchem. Noes-0. Abstain – 0.)

**Approval of Agenda**

Motion: Approve the agenda as written. (M/S/P Mitchem/Passage. Yeas- Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Mabry, Bierdzinski, Nishimori, Lennihan, Mitchem. Noes-0. Abstain – 0.)

**Curriculum Review – Action Items**

**Curriculum – 2<sup>nd</sup> Reading**

Prefix & No	Course Title (Units)	Rationale
ART 127	Painting in Watercolors 1 (3 units)	Undergoing review to meet C-ID Descriptor
WLDT 335	Flux Core Arc Welding (1 unit)	Major modification launched via CNET on 9/26/2014 to replace prerequisites.
ASL 121	American Sign Language 2 (3 units)	Modification as part of the periodic course review cycle

Motion: Adopt the above courses. (M/S/P Mitchem/Lennihan. Yeas- Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Bierdzinski, Nishimori, Lennihan, Mitchem. Noes-0. Abstain – 0.)

Motion: Accept PCA for all the courses. (M/S/P Maxwell/Lennihan. Yeas- Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Bierdzinski, Nishimori, Lennihan, Mitchem. Noes-0. Abstain – 0.)

Motion: Accept content review for the PCA for both first and second reading. (M/S/P Maxwell/Manalo. Yeas- Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Bierdzinski, Nishimori, Lennihan, Mitchem. Noes-0. Abstain – 0.)

**Curriculum – 1<sup>st</sup> Reading**

Prefix & No	Course Title (Units)	Rationale
PHIL 112	Logic (3 units)	Undergoing review to meet C-ID Descriptor

Motion: Move to accept for first reading. (M Mitchem/ S Maxwell/ Passed/ Yeas - Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Bierdzinski, Nishimori, Lennihan, Mitchem. Noes - 0 Abstain – 0.)

Public Remarks: None

**Curriculum – 2<sup>nd</sup> Reading**

Prefix & No	Course Title (Units)	Rationale
PHIL 112	Logic (3 units)	Undergoing review to meet C-ID Descriptor

Motion: Adopt PHIL 112. (M/S/P Mitchem/Lennihan. Yeas- Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Bierdzinski, Nishimori, Lennihan, Mitchem. Noes-0. Abstain-0.)

Review of Board Policy / Administrative Procedure 4022. Course Approval.

Motion: Adopt the current modifications BP/AP (Warrick/Lennihan/ Passed. Yeas – Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Bierdzinski, Nishimori, Lennihan, Mitchem. Noes-0. Abstain – 0).

Review of BP/AP 4020. Program Curriculum and Course Development for 2nd Reading. There are discussions regarding the policy and procedure as related to Title 5 §55100..

Motion: Adopt the current modifications BP/AP (M/S/P Warrick/Lennihan. Yeas – Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Bierdzinski, Nishimori, Lennihan, Mitchem. Noes-0. Abstain – 0).

Review of AP 4022. Course Approval for 2nd Reading. There were discussions regarding the most recent version.

Motion: Adopt AP 4022. Course Approval. (M/S/P Maxwell/Lennihan. Yeas – Dal Porto, Warrick, Maxwell, Jozwiak, Passage, Bates, Manalo, Mabry, Bierdzinski, Nishimori, Lennihan, Mitchem. Noes-0. Abstain – 0.)

**AP&P Spring Summary Report**

Corrections:

Minor Modification: Graphics 115 - include the rationale for the minor modification.

CBOT 333: retain the previous title.

Attachments: College Now!, BP/AP 4020, AP 4022, Credit by Examination, AP&P Major Accomplishment Report.

Motion: Move the summary report to Academic Senate and Board with minor modifications as discussed. (M/S/P Maxwell/Warrick. Yeas – Dal Porto, Warrick, Maxwell, Josiah, Passage, Bates, Manalo, Mabry, Bierdzinski, Nishimori, Lennihan, Mitchem. Noes-0. Abstain – 0.)

AP&P Annual Report for 2nd Reading. There was discussion about the items under Challenges and Recommendations which resulted in the addition of a few items, and clarification of others. A major theme was the need to post the CDH, a living document that is subject to continued review and revision as deemed appropriate.

Motion: Approve the 2015 AP&P Annual Committee Report as amended at the meeting. (M/S/P Lennihan /Warrick. Yeas – Dal Porto, Warrick, Maxwell, Josiah, Passage, Bates, Manalo, Mabry, Bierdzinski, Nishimori, Lennihan, Mitchem. Noes-0. Abstain – 0.)

Reports:

- a. AP&P Representatives - none
- b. AP&P Vice Chair - none
- c. AP&P Chair – none
- d. Administration - none
- e. Admissions and Records - none
- f. Counseling and Matriculation - none
- g. Articulation - none
- h. CNET and Support – none

Future Agenda items: none

Adjourn at 1543. Respectfully Submitted by: Larry Manalo Jr.

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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 4 – Academic Affairs**

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**BP 4020 PROGRAM AND CURRICULUM DEVELOPMENT**

First and foremost, Curriculum development (courses and programs) is the responsibility of the faculty under the guidance and leadership of the Vice President, Academic Affairs.

~~Revision of Program and Curriculum development the curriculum~~ shall be based upon evaluation studies, changing educational needs of the students, and employment opportunities. Program and Curriculum ~~New course~~ proposals may be originated as a result ~~by any~~ of the following: (1) departments acting as a body; (2) any individual faculty member, ~~full-time or associate~~; (3) requests from the student council; (4) requests from community organizations; (5) requests from governmental agencies; and (6) instructional administrators. These proposals must be developed in collaboration with college departments and presented to the Academic Policy and Planning Committee for approval. The overall program of the college will be continually appraised to assure that the courses and programs offered meet the needs of the community and the educational goals ~~ambitions and desires~~ of the students.

The chief agency for the coordination of curriculum changes – establishment, modification and/or discontinuance -- is the Academic Policy and Planning Committee, a standing committee of the Academic Senate. This committee involves itself in those areas where curriculum is of prime importance. Academic freedom ~~–~~ and standards, catalogs, college brochures, class schedules, student probation, testing, academic placement, library, audio-visual services, as well as course offerings may be areas of consideration.

All new programs shall be submitted to the California Community College's Chancellor's Office for approval as required.

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**References:**

Education Code Sections 70901(b), 70902(b), and 78016;  
Title 5 Sections 51000, 51022.4, 551000-et seq., 55130, and 551500-et seq.;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.  
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;

**BP 4020**

~~Accreditation Standards II.A;~~

~~U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.~~

~~Accreditation Standards II.A and II.A.9.~~

~~Legal Reference: California Administrative Code Title 5, Section 55002~~

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**Adopted: 4/17/01**

**Revised:**

*(Replaces Board Policy 7900)*

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4020 CURRICULUM DEVELOPMENT**

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Academic Senate through the Academic Policy and Planning Committee (AP&P), in collaboration with the District, ~~has established~~s procedures for the development and review of all curricular offerings, including their establishment, modification, and/or discontinuance. All policies and procedures for the development and review, modification, and/or discontinuance of courses and programs are stated in the Academic Policy and Planning's Curriculum Development Handbook, and aligned with approved Board policies. Furthermore, these policies and procedures include:

- Appropriate involvement of faculty and Academic Senate in all processes;
- Regular review and justification of programs and course descriptions;
- Opportunities for training for persons involved in all aspects of curriculum development.
- Consideration of job market and other related information for vocational and occupational programs.

The Board of Trustees shall approve:

- All new programs and program deletions;
- Individual degree-applicable credit courses offered as part of a permitted educational program;
- Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program, and that satisfy all conditions authorized by Title 5 regulations.

All new programs shall be submitted to the California Community College's Chancellor's Office for approval as required.

The District College complies with Education Code and Title 5 requirements regarding credit and non-credit proposals and revisions.

An instructional program is defined as an organized sequence of courses leading to a defined objective, a degree, a certificate, or transfer to another institution of higher

education.

**Credit Hour:**

Consistent with federal regulations applicable to deferral financial aid eligibility, the District shall assess and designate each of its programs as either “credit hour” program or a “clock hour” program.

The District shall establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The District shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour”, where applicable. The District shall also establish procedures for using clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Approval Criteria: The District must document that a proposed program meets all of the below criteria before it will be approved by the Chancellor's Office. These criteria also broadly apply to the review of new courses.

1. Appropriateness to Mission: The stated goals and objectives of the proposed program, or the objectives defined in the course Outline of Record, are consistent with the mission of the community colleges as established by the Legislature in the Education Code.

2. Need: There is a demonstrable need for a course or program that meets the stated goals and objectives, at this time, and in the region the college proposes to serve with the program. The proposed new program would not cause harmful competition with any existing program at another college.



## AP 4020

3. Quality: Outlines of Record for each course meet all the requirements of Title 5, especially Sections 55002 and 55805.5. The program is designed so that successfully completing the program requirements will enable students to fulfill the program goals and objectives. Courses and programs are integrated, with courses designed to effectively meet their objectives and the goals and objectives of the programs for which they are required.

4. Feasibility: The District has the resources to realistically maintain the program at the level of quality described in the new program application. This includes funding, faculty, and facilities and equipment.

5. Compliance: The design of the program or the course is not in conflict with any law. This includes both state and federal laws, and both statutes and regulations.

### Process and Timelines for **Program** Curriculum Development and/or Modification:

1. The Academic Policy and Planning (AP&P) Committee **offers/participates** in **regularly scheduled professional development activities** **training** on the development and review of course outlines, use of templates, submission, and approval procedures.
2. The appropriate Dean works with Department Chairs and AP&P representatives to assure that new or modified curriculum is technically correct and fits within the department's program offerings and college mission.
3. **The Articulation Officer works with faculty in identifying courses for system-wide articulation, GE transfer patterns (CSU and UC), UC transferability and associate degrees for transfer (ADT's) as well as campus specific course-to-course articulations.**
4. All curriculum **proposals**, new or modified, is submitted **via the college's curriculum management system, CurricUNET** according to the AP&P calendar **The Articulation Officer determines transferability of a course.**
5. Completed **course outlines and course** proposals **forms** are submitted to the Academic Policy and Planning Committee for review, discussion, modification, and approval.
6. Curriculum approved by the Academic Policy and Planning Committee is presented simultaneously to the Academic Senate and to the Office of the Superintendent/President. Finally, the curriculum is sent to Board of Trustees for consideration and final approval.
7. After Board approval, new courses and programs requiring approval are sent to the Chancellor's Office for such approval.
8. After Board approval, all new courses that are not part of an existing approved program shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

### Actions of the Academic Policy and Planning Committee

Actions of the Academic ~~Planning Policy~~ and ~~Policy Planning~~ (AP&P) Committee are reported to academic departments and student services by faculty representatives serving on the committee. Periodically, a formal report of committee actions is directed to the academic senate for review. Simultaneously, the report is forwarded to the Office of the superintendent/president of the college.

If the academic senate does not concur with any aspect of the report, the AP&P ~~the~~ committee, in accordance with approved senate procedures, may do either of the following:

- 1) ~~the~~ committee may request return of the report for reconsideration and possible amendment, or
- 2) ~~the~~ committee may forward the report to the superintendent/president with or without senate recommendation, and with or without AP&P Academic Policy and Planning Committee comment.

The Office of the superintendent/president reviews the final report for inclusion in the ~~Board of Trustee's~~ agenda. All plans for curriculum and program development will culminate in recommendations to the Board of Trustees for their approval. and makes recommendations to the board of trustees for action. ~~At such time, t~~ The academic senate may make its recommendation to the superintendent/president and/or to the board of trustees as desired. Implementation of all Board approved curriculum starts upon state approval via the California Community College's Chancellor's Office, when applicable.

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**Approved: 4/17/01**

**Revised:**

*(Replaces Administrative Procedure 7900.01)*

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4022 COURSE APPROVAL**

For curricular purposes, a course shall be defined as “an organized pattern of instruction on a specified subject offered by a community college” and an educational program shall be defined as “an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” (Title 5 Section §58050)

Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the State Chancellor’s Office shall include the following:

- The creation of a course proposal by discipline faculty which states development criteria for the course, including: appropriateness to the mission of the college; demonstrated need for the course within the college community; adherence to Title 5 curriculum standards; provision of adequate resources to realistically maintain and sustain the program or course at the level of quality described in the proposal; and guarantee that the course is designed so as to not conflict with any law, including state and federal laws, both statutes and regulations.

An initial review of course proposal(s) takes place which includes:

- the discipline faculty,
- coordinator and/or department chair,
- dean,
- articulation officer,
- library/Learning Resources ,~~and~~
- Technical Review
- adaptive technology Internet access specialist and DL coordinator for DL proposals, when applicable

Then, the Academic Policy and Planning (AP&P) Committee formally reviews course proposal(s). The review includes two readings by AP&P. After this level of review has been completed, all course proposals are recommended by AP&P to the

Academic Senate for ratification and forwarded directly to the Board of Trustees for final approval. After this final approval has been granted, the Academic Affairs Office then submits the course proposal(s) to the State Chancellor's Office Curriculum Inventory for statewide review and final approval.

Effective fall 2007, and until December 31, 2013~~2~~, the Academic Policy and Planning Committee and the Governing Board also approved non-degree applicable credit courses and degree-applicable credit courses that are not part of a state-approved educational program (aka "stand-alone" courses). Additional requirements for these types of courses include:

- The AP&P Committee received~~s~~ annual training provided for in Title 5 Section 55100 regarding local approval of stand-alone courses. This training ~~occurred is to occur~~ within the first three weeks of each fall semester in compliance with Title 5 Section 55100.
- If a stand-alone course is denied approval by the State Chancellor's Office, the reason for denial shall be reviewed by the course initiator in collaboration with the AP&P Committee Chair. At that time, a determination will be made as to whether to resolve the issue causing the course denial, or to pull the course from the State Chancellor's Office approval process. No course shall be offered at the college, credit or non-credit, unless it has approval from the State Chancellor's Office.
- Students may count no more than 18 units of stand-alone semester units toward satisfying the requirements for a certificate or completion of an associate degree.
- When 18 or more semester units of non-degree-applicable courses in the same TOP code are linked to each other via prerequisites or co-requisites, such courses are submitted to the State Chancellor's Office for approval as a program. The AP&P Committee will observe regulatory limits on the number of stand-alone courses that may be linked to one another by prerequisites or co-requisites.

Effective January 1, 2013, the Board of Trustees, upon the recommendations of the AP&P Committee and the Academic Senate, shall separately submit for approval by the Chancellor all nondegree-applicable credit courses and individual degree-applicable credit courses which are not part of any approved educational program.

All approved courses will be reported to the State Chancellor's Office Curriculum Inventory.

### **Noncredit Courses**

All noncredit courses are submitted to the Board of Trustees according to the following procedure:

- A. Courses and their affiliated student learning outcomes are proposed by faculty.
- B. Courses are reviewed by the department chair, noncredit support supervisor, and dean of Community Education.
- C. Courses are evaluated, reviewed for compliance with local and state standards, and approved by AP&P.
- D. All courses approved by AP&P are recommended to the Academic Senate for ratification and forwarded directly to the Board of Trustees for final approval.

**Reference:** Title 5 Section §55100

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**Approved:**

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## Legal Citation for AP 4022

### Title 5 Section 55100

5 CCR s 55100

Cal. Admin. Code tit. 5, s 55100

TITLE 5. EDUCATION  
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 6. CURRICULUM AND INSTRUCTION  
SUBCHAPTER 2. APPROVAL BY THE CHANCELLOR  
ARTICLE 1. APPROVAL OF CREDIT EDUCATIONAL PROGRAMS

s 55100. Course Approval.

(a) The governing board of each community college district shall establish policies for, and may approve individual degree-applicable credit courses which are offered as part of an educational program approved by the Chancellor pursuant to section 55130. Such courses need not be separately approved by the Chancellor.

(b) Effective for courses to be offered beginning in Fall 2007, a community college district may, until December 31, 2012, approve and offer non-degree- applicable credit courses and degree-applicable credit courses which are not part of an approved educational program without separate approval by the Chancellor, provided that the district continuously complies with the following requirements:

(1) the college curriculum committee and district governing board have approved each such course pursuant to section 55002;

(2) the district submits a certification by September 30th of each year verifying that the persons who will serve on the curriculum committee and others who will be involved in the curriculum approval process at each college within the district for that academic year have received training consistent with guidelines prescribed by the Chancellor on the review and approval of courses not part of educational programs;

(3) no course which has previously been denied separate approval by the Chancellor or is part of a program that has been disapproved by the Chancellor may be offered pursuant to this subdivision unless the proposed course has been modified to adequately address the reasons for denial and has been subsequently reapproved by the college curriculum committee and district governing board;

(4) no group of courses approved pursuant to this subdivision which total 18 or more semester units or 27 or more quarter units in a single four-digit Taxonomy of Programs code may be linked to one another by means of prerequisites or corequisites;

(5) no student may be permitted to count 18 or more semester units or 27 or more quarter units of coursework approved pursuant to this subdivision toward satisfying the requirements

for a certificate or other document evidencing completion of an educational program or towards a major or area of emphasis for completion of an associate degree; and

(6) the district promptly reports all courses approved pursuant to this subdivision to the Chancellor through the Chancellor's Office Management Information System.

(c) The Chancellor may, at any time, terminate the ability of a district to offer courses pursuant to subdivision (b) if he or she determines that a district has failed to comply with all of the conditions set forth in that subdivision. In that event, the district will become immediately subject to the requirements of subdivision (d).

(d) Effective January 1, 2013, or earlier if so required by subdivision (c), the governing board of each community college district shall separately submit for approval by the Chancellor all nondegree-applicable credit courses and individual degree-applicable credit courses which are not part of any approved educational program.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 78401, Education Code.

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## Academic Policy & Planning Committee Annual Committee Report 2014-2015

### VOTING MEMBERS

Chair – Sofía Ramirez-Gelpí Vice-Chair – Tom VanderMolen Applied Social Sciences – Judith Dal Porto Business – Peggy Warrick Counseling – Lydia Maxwell English – Jennifer Jozwiak Fine Arts – David Passage Kinesiology, Rec & Athletics – Sheri Bates Health Sciences – Larry Manalo	Industrial Technology – Robert Mabry Academic/Student Affairs – Sandra Bierdzinski Languages & Communication – Melinda Nishimori Life and Physical Sciences – Rob Lennihan Mathematics Sciences – Derek Mitchem Public Safety – Mike Messina Social & Behavioral Sciences – Tom VanderMolen Student Representative – Joanna Davis
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### NON-VOTING MEMBERS

Curriculum Specialist – Rebecca  
Andres  
 VP, Academic Affairs – Jane Harmon  
 Admissions & Records – Betsy Wilcox  
 Articulation – David DeGroot  
 Community Education – vacant

<b>Date of Report</b>	April 30, 2015
<b>Committee Charge</b>	<ol style="list-style-type: none"> <li>1. Provide recommendations, through the Academic Senate, to the Superintendent/President and District Board of Trustees regarding courses and instructional programs. This includes:                     <ol style="list-style-type: none"> <li>a. New curriculum and programs.</li> <li>b. Proposed changes and revisions to existing curriculum and programs.</li> <li>c. Discontinuance of existing programs.</li> <li>d. General Education criteria.</li> <li>e. Board policies on PCAs, curriculum development, and program discontinuance.</li> </ol> </li> <li>2. Provide recommendations to the Academic Senate on policies which define processes for creating and modifying curriculum and programs. These are then housed in the Academic Senate Curriculum Development Handbook.</li> <li>3. Submit recommendations (from 1 and 2 above) in a report to Academic Senate at least once per semester.</li> <li>4. Annually prepare and deliver a report of accomplishments, challenges, and recommendations for improvement to Academic Senate at its first meeting in May.</li> </ol>
<b>Major Accomplishments</b>	<ol style="list-style-type: none"> <li>1. Review and recommendation for adoption of:                     <ol style="list-style-type: none"> <li>a. 05 new programs (3 ADTs)</li> <li>b. 09 new courses</li> <li>c. 03 new special topics</li> <li>d. 01 program modification</li> <li>e. 08 course modifications - minor</li> <li>f. 35 course modifications – major</li> <li>g. 05 DL Conversions</li> <li>h. 64 agency mandated modifications</li> <li>i. 07 textbook changes</li> <li>j. 02 course drops</li> <li>k. 01 course correction</li> </ol> </li> <li>2. Yearly review of the AP&amp;P curriculum handbook, with specific attention to the sections on sunset, special topics, roles and responsibilities of the committee members, and committee description.</li> <li>3. Encouraged and supported the development and implementation of</li> </ol>



	<p>transfer model curriculum.</p> <ol style="list-style-type: none"> <li>4. Encouraged and supported the development, modification, and implementation of courses to meet C-ID approval.</li> <li>5. Development and implementation of the first ever AHC Curriculum Summit, a series of curriculum-related workshops spread throughout the spring 2015 semester.</li> <li>6. Evaluation of CNET processes and related challenges.</li> <li>7. Development of the 2015-2015 CNET Submission Calendar.</li> <li>8. Review and approval of the AHC Disciplines List in preparation for 2015-2016.</li> <li>9. Review and approval of General Education Criteria, MCGS, H&amp;W, and Graduation Requirements.</li> <li>10. Generated an initial report of course offerings for the Sunset Report, with implementation to start Fall 2015.</li> <li>11. Reviewed the Sunset Policy.</li> <li>12. Re-review of BP/AP 4020 to align with language from the Nov. 2014 revised template from the League of California Community Colleges.</li> <li>13. Review of AP 4022. Course Approval.</li> <li>14. Review and approval of the College Now! List in preparation for 2015-2016.</li> <li>15. Review and approval of the Credit by Examination List in preparation for 2015-2016.</li> <li>16. Elected a Vice-Chair.</li> <li>17. Recommended a campus-wide election for the AP&amp;P Chair position.</li> </ol>
<p><b>Action Areas Pending</b></p>	<ol style="list-style-type: none"> <li>1. Upon approval of the revised version of BP/AP 4021, develop a Vitality Guidebook for AP&amp;P. This guidebook would provide committee members with direction when reviewing programs identified under this VP, including the tracking and monitoring of the program for review upon the two year mark to ensure recommendations made are working effectively to revitalize the identified program(s).</li> <li>2. Review and refine the Distance Learning conversion process in CNET.</li> <li>3. Develop a COR Style Guidebook, to increase effective written communication and visual branding. This short guidebook would provide grammar refreshers on aspects such as capitalization, tricky grammar, and punctuation, as well as topics such as local abbreviations, repetition and redundancy, writing style, and encouraging reader-friendly formats. (Source: CCCCCO Style Guide).</li> <li>4. Review of the "New Program" process in CNET.</li> <li>5. Development of a BP/AP 4235. Credit by Examination. This BP/AP is legally advised for community colleges that offer credit via examination (aka challenge exam). Things to explore are whether to charge for the service since Ed Code allows CCCs to charge students.</li> <li>6. Development of a proposal review rubric to assist committee members and others. This rubric would delineate aspects of a proposal based on a 3-point scale: Outstanding, Satisfactory, Unsatisfactory.</li> <li>7. Revision of the BP/AP 4220. <i>Textbook Selection</i>. This BP/AP doesn't align with current process and it needs to be revised accordingly.</li> <li>8. Development of a Requisite Review process. IRP is working on a Tableau dashboard for PCAs that should be complete by summer 2015. Once operational, the committee would have to be trained in order to properly review and approve PCAs for courses.</li> <li>9. Discussion at AP&amp;P about Discipline Placement (M vs. NM), and whether it is a good practice to mix M and NM MQs in the AHC Disciplines List.</li> <li>10. Thorough evaluation of the committee structure.</li> </ol>

<p><b>Challenges</b></p>	<ol style="list-style-type: none"> <li>1. Uncertain support from and lack of communication with academic senate.</li> <li>2. CNET implementation and programming. It was the first year using CNET solely, with a marked learning curve for committee and faculty at large.</li> <li>3. Chancellor's Office backlog on proposal review, which is impacting the college's ability to offer much needed curriculum (including inclusion into the catalog in a timely manner)</li> <li>4. The removal of local stand-alone approval, which has impacted academic areas that rely on experimental courses and special topics. Currently, Contract Education seems the only option to quickly develop and offer specific curriculum.</li> <li>5. Limited meeting time for the committee. Although 2 hrs. per week is the expected commitment for committee members during the year, a weekly meeting isn't enough when the committee receives the largest volume of proposals.</li> <li>6. Catalog production timelines, summer/fall scheduling timeline, and impact on review and approval of courses at the local level.</li> <li>7. Changes in VPAA and lack of leadership.</li> <li>8. Lack of sufficient training for all involved in curriculum, including Curricunet training, which has led to inconsistent information and/or expectations.</li> <li>9. Explore ways to better disseminate information to and from the committee.</li> <li>10. Development of the MOU Report too early. The report on the effectiveness of the new AP&amp;P structure was due by Feb 18, 2015, and yet, it was required much earlier, in October 2014, when the committee didn't have enough information to properly produce a complete report.</li> <li>11. Lack of a liaison with Accrediting Team. The committee feels it has received piece-meal information on ACCJC as it relates to curriculum review and approval.</li> <li>12. Explore duplication with LOAC-AA.</li> <li>13. The Course/Program Review process. Although courses and programs need to undergo periodic review and evaluation for purposes of ascertaining effectiveness, quality, and currency, the current course review process does not include review of a program from the curricular stand-point, does not include appropriate review of DL, and lacks statistical validation (the EVA report no longer exists). Further, the committee isn't sure as to their role within course review and the same applies to faculty undergoing their course review. Roles and responsibilities should be clearly delineated in the course review guidebook.</li> </ol>
<p><b>Recommendations</b></p>	<ol style="list-style-type: none"> <li>1. Making the current MOU a permanent agreement in the FT bargaining contract. At the very least, provide the AP&amp;P Chair with a substantial reassigned time component so this position can properly function and properly guide the committee while at the same time properly represent AP&amp;P within other committees: DL Committee, 3SP Committee, LOAC-AA committee (as well as be involved in other committees or taskforces as the position may require).</li> <li>2. Funding for the AP&amp;P Chair to attend important training opportunities. With so much coming from the state and/or ACCJC, the AP&amp;P Chair must continually attend training to stay updated, and properly guide/direct the committee.</li> <li>3. Explore the possibility of making the AP&amp;P Chair a member of the AS executive committee. Too much is at stake, and curriculum is an integral aspect of the college. The disconnect that has prevailed for years can no</li> </ol>

	<p>longer continue.</p> <ol style="list-style-type: none"> <li>4. Have an AS Exec sit at AP&amp;P as liaison to AS. Curriculum is much too important to not have a direct connection with AS, not only to expedite certain procedures and policies, but to provide better communication with faculty at large.</li> <li>5. Explore the possibility of hiring a FT position person devoted entirely to CNET issues and programming (similar to the Banner Specialist position), therefore releasing the Curriculum Specialist to deal exclusively with curriculum-related tasks.</li> <li>6. Develop a CNET Steering Committee, similar to what was done with the Banner Steering Committee.</li> <li>7. Explore the feasibility of a Technical Review committee, now that we are working via CNET.</li> <li>8. AP&amp;P should evaluate the current Course Review process and make recommendations to academic senate.</li> <li>9. Explore ways to better disseminate information to and from the committee.</li> <li>10. Designate a faculty person to provide assistance to faculty on aspects of curriculum.</li> <li>11. Faculty and administrators need to become familiar with their roles and responsibilities as outlined in the Curriculum Development Handbook (CDH).</li> <li>12. Post the Curriculum Development Handbook so it is public and easily accessible to all.</li> </ol>
<p><b>Research Needed</b></p>	<ol style="list-style-type: none"> <li>1. Research course modification outcomes based on PCAH information. If a course has been currently approved by the Chancellor's Office, to what extent must it be re-submitted again after a modification? Where is the line that allows a course modification to be implemented without CO submission? What about program mods if a program is already approved?</li> <li>2. Investigate what should be submitted for approval versus reported to the Chancellor's Office. (i.e. §55100)</li> <li>3. What do other colleges send to their Board for approval? Must everything be sent?</li> <li>4. Is a report once per semester enough, or could the committee send a report on a more frequent basis (i.e. monthly)? This would entail the ability of the AP&amp;P Chair to attend Board meetings in order to present report and answer questions Board members may have. Some Board meetings are NOT held in Santa Maria. Shouldn't the VPAA be responsible for presenting to the Board?</li> <li>5. Curriculum Inventory changes against the college catalog. What do other colleges do? What happens when important course modifications (such as unit reductions) don't make catalog due to CO delays in reviewing proposals?</li> <li>6. Streamlining the CNET processes to provide a smooth pathway from submission to approval. Could certain aspects of a proposal be done BEFORE submission to AP&amp;P? Or must they happen once a proposal is submitted via CNET?</li> <li>7. Is it appropriate to mix Masters and Non-Masters MQs in the discipline placement of a course? Research is needed to properly develop a local policy moving forward.</li> <li>8. Does the current AP&amp;P structure work effectively? Research is needed to ascertain the effectiveness of this committee and evaluate its current structure. The research includes investigating how other curriculum committees are structured and function.</li> </ol>

Due Date: Every year by May 1, the committee chair will send to the Executive Committee this Annual Report Form.