

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday February 4, 2016 – B-100 – 2:00 PM

VOTING MEMBERS

X Chair / Articulation – Dave DeGroot
 X Vice-Chair / Past Chair – Larry Manalo
 X Applied Social Sciences – J. Dal Porto
 X Business – Peggy Warrick
 X Counseling – Lydia Maxwell
 English – Denise Cain
 X Fine Arts – David Passage
 X Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences –

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 X Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematical Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – G. Railey
 X Admissions & Records – B. Wilcox
 X Admissions & Records - J. Hooghuis
 Articulation D. DeGroot
 Community Education – vacant
 Part-Time Faculty Union – vacant

STANDING INVITEES

Dean, Academic Affairs – L. Nazarenko
 Interim Dean, Academic Affairs – D. Dal Ballo
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi

X Interim Dean, Academic Affairs – S. Ramirez-Gelpi
 Dean, Matriculation/Counseling – N. Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

GUESTS

Danielle Blanchard
 Christine Bisson
 Robert Weir
 Andria Keiser
 John Lovern
 Tim Webb
 Betsy Miller

I. Approval of Minutes - 12/3/2015 deferred

II. Approval of the Agenda

A motion was made to approve the agenda as distributed. (M/S/P Manalo/Bates) Ayes: J. Dal Porto, P. Warrick, D. L. Maxwell, Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur. Noes: 0. Abstentions: 0

III. Curriculum Review – Consent Items

Proposal Type	Prefix & Number	Course title (units)	Action
Textbook Only	CA 123	Principles of Foods 2 (2)	TABLED
	CA 124	Sanitation, Safety, and Equipment (3)	
	CA 125	Supervision and Training Techniques (3)	
	CA 126	Food Production Costs, Control and Management (3)	
	CA 129	Catering and Events Managements (3)	
	CA 323	Specialty and Wedding Cakes (1)	
	CA 324	Cake Decorating and Decorative Work (1)	
Major Mods	MATH 123	Elementary Statistics (4)	
	MATH 321	First Year Geometry (3)	
	MATH 331	Algebra 2 (4)	
	MATH 333	Algebra 2: Part 1 (3)	

IV. Curriculum Review – Action Items

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale / Recommendations
NC New Courses	BASK 7009A	GED Test Prep: Social Studies (0)	<p>Rationale: This new course is designed to meet the needs of those students who need more in-depth instruction to prepare for the GED Social Studies test. Currently, noncredit GED preparation courses are designed to review all four topics of the GED test. Subject-specific courses will allow students more practice in the areas they need it most. BASK – Basic Skills</p> <p>Recommendations: Route proposals to full-time faculty disciplines for review (A. Restrepo) and attach documentation as discussed prior.</p>

	BASK 7012A	Pre-GED Reading and Writing	<p>Rationale: This course is designed to meet the needs of students who read and write at an elementary basic skills level who are not prepared to enter the current noncredit GED courses. Currently, this is an unmet need as the noncredit program enrolls many students who need to improve their basic reading and writing skills before they can be successful in the GED coursework.</p> <p>Recommendations: Route proposals to full-time faculty disciplines for review</p>
	BASK 7013	GED Prep: Computer Skills	<p>Rationale: This course replaces the paper and pencil test and will align with a newer, computer-based GED test. Students enrolled in GED preparation classes did not have the computer skills needed to respond to all question types on the GED computer-based test. Instructors and students requested such a course so that students could master these basic computer skills.</p> <p>Recommendations: Route proposal to full-time faculty disciplines for review (J. Rogers) and attach documentation as discussed prior.</p>
Major Mod/C-ID	CA 120	Principles of Foods 1	<p>RATIONALE: The course is being modified in preparation for ADT program proposal and to align with CID descriptor. Note: textbooks listed on descriptors are not required textbooks for proposals. CID objectives from descriptors are required.</p> <p>RECOMMENDATIONS: include the essay in methods of evaluation.</p>
New Course	FILM 108	Film and Television (3)	<p>Rationale: these new courses will help with the overflow of other film courses and provide students alternative courses in film. Tim Webb explained that media literacy is a good way to interact and for developing critical thinking skills.</p> <p>Recommendations: Add an English advisory because of the term paper "film production), include the general education worksheets for proposing as GE course, remove the film title indicated in the COR and include a more general description.</p>
New Course	FILM 109	Contemporary Asian Cinema (3)	<p>Rationale: This course will help with the overflow of other film courses and provide students alternative courses in film.</p> <p>Recommendations: Add an English advisory because of the term paper "film production), include the general education worksheets for proposing as GE course, remove the film title indicated in the COR and include a more general description.</p>

NC Major Mods	NESL 7008	Introduction to English D2	<p>Rationale: Updating noncredit course outlines as part of program review: adding SLOs; reword the course/catalog descriptions to address the four domains of language; adding a pass/no pass at 70% or higher evaluation piece; changing the course objectives to correlate directly with the course content; omits the 'T' or 'U' after NESL as it can be offered during any term</p> <p>The testing is a guide for placement within the English sequence. Current testing will eventually be replaced by a new test</p> <p>Recommendations: for all noncredit proposals: change review date to spring 2016, update contact hours by using "override".</p>
	NESL 7020A	Spanish Literacy	
Request for DL	NESL 7000	Introduction to English: Pre-A	
	NESL 7001	Introduction to English A1	
	NESL 7002	Introduction to English A2	
	NESL 7003	Introduction to English B1	
	NESL 7004	Introduction to English B2	
	NESL 7005	Introduction to English C1	
	NESL 7006	Introduction to English C2	
	NESL 7007	Introduction to English D1	<p>Recommendations: This is a dl proposal – select "yes" to DL on cover screen to complete DL proposal questions, meet with Nancy Peters in Learning Assistance department regarding accessibility.</p>
New Programs	HUSV	Addiction Studies Basic (12) Certificate of Accomplishment	<p>Rationale: This new program will allow students to complete a certificate after completing some of the courses from the Addiction Studies curriculum. Offering certificates after completing a portion of the courses from the Addiction Studies Certificate of Achievement, will provide reinforcement and incentive to students to continue taking courses toward ultimate completion of the Certificate of Achievement and/or degree.</p> <p>Recommendations: Remove (credit) in the program title, remove redundancy in program objectives</p>
	HUSV	Addiction Studies Advanced (12) Certificate of Accomplishment	<p>Rationale: This new program will allow students to complete a certificate after completing some of the courses from the Addiction Studies curriculum. Offering certificates after completing a portion of the courses from the Addiction Studies Certificate of Achievement, will provide reinforcement and incentive to students to continue taking courses toward ultimate completion of the Certificate of Achievement and/or degree</p> <p>Recommendations: Remove redundancy, the title of HUSV 142 should be spelled out (corrected)</p>
COMMITTEE ACTIONS:	<p>A motion was made to recommend 1st readings for consideration. (M/S/P L. Maxwell/Sanders) Ayes: J. Dal Porto, P. Warrick, D. L. Maxwell, Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur. Noes: 0. Abstentions: 0</p>		
	<p>A motion was made to recommend 1st reading prerequisites, corequisites, and advisories for consideration. (M/S/P L. Maxwell/R. Lennihan) Ayes: J. Dal Porto, P. Warrick, D. L. Maxwell,</p>		

Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur.
 Noes: 0. Abstentions: 0

1 st Readings not reviewed due to time			
New Course	AG 160	Plant Propagation/Production (3)	
Major Mod	ART 380	Art Lab (Ceramics) 1 (.5)	
	ART 381	Art Lab (Ceramics) 2 (.5)	
Minor Mod	BIOL 189	Independent Projects (1-3)	
Major Mod/DL	CBIS 334	Database Security and Auditing (3)	
	CBIS 336	Web DB Programming – PHP/ASP (3)	
Minor Mod	CHEM 120	Introductory Chemistry (4)	
New Course	ECS 151	Infant and Toddler Development (3)	
Major Mod	EL 109	Networking Essentials 4 (2)	
Major Mod	ITAL 103	Intermediate Italian I (5)	
	ITAL 104	Intermediate Italian II (5)	
New Course	MA 379	Success in MA Practice (1.5)	
Major Mod	PLGL 110	Intellectual Property (3)	
	PLGL 111	Tort Law for Paralegals (3)	
	PLGL 112	Corporations, Partnerships, LLC (3)	
New Course	POLS 199A	Special Topics: Presidential Elections (1)	
New Program	BIOL	Biology (38) Associate in Science in Biology for Transfer	
Minor Mod	RVT	Veterinary Technology (20) Certificate of Achievement	

V. Course Proposals 2nd Reading - None Reviewed

VI. Program Proposals 2nd Reading - None reviewed

VII. Curriculum Other (Action Items) - Not discussed
 Pass & Non-Pass for AHC Graduation and major requirements

VIII. Curriculum Other (Information Items) - None Presented

IX. 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.

X. Reports - Janet Hooghuis announced that the College Now list will be distributed for review.

XI. Call for Future Agenda Items - None

XII. Call to Adjourn - the meeting was adjourned at 4 pm.

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COMMITTEE ACTIONS:	<p>A motion was made to recommend 1st readings for consideration. (M/S/P L. Maxwell/Sanders) Ayes: J. Dal Porto, P. Warrick, D. L. Maxwell, Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur. Noes: 0. Abstentions: 0</p>		
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Major Mod	ART 380	Art Lab (Ceramics) 1 (.5)	
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Major Mod/DL	CBIS 334	Database Security and Auditing (3)	
	CBIS 336	Web DB Programming – PHP/ASP (3)	
Minor Mod	CHEM 120	Introductory Chemistry (4)	
New Course	ECS 151	Infant and Toddler Development (3)	
Major Mod	EL 109	Networking Essentials 4 (2)	
Major Mod	ITAL 103	Intermediate Italian I (5)	
	ITAL 104	Intermediate Italian II (5)	
New Course	MA 379	Success in MA Practice (1.5)	
Major Mod	PLGL 110	Intellectual Property (3)	
	PLGL 111	Tort Law for Paralegals (3)	
	PLGL 112	Corporations, Partnerships, LLC (3)	
New Course	POLS 199A	Special Topics: Presidential Elections (1)	
New Program	BIOL	Biology (38) Associate in Science in Biology for Transfer	
Minor Mod	RVT	Veterinary Technology (20) Certificate of Achievement	

V. Course Proposals 2nd Reading - None Reviewed

VI. Program Proposals 2nd Reading - None reviewed

VII. Curriculum Other (Action Items) - Not discussed
 Pass & Non-Pass for AHC Graduation and major requirements

VIII. Curriculum Other (Information Items) - None Presented

IX. Public Remarks - None

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X. Reports - Janet Hooghuis announced that the College Now list will be distributed for review.

XI. Call for Future Agenda Items - None

XII. Call to Adjourn - the meeting was adjourned at 4 pm.

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday February 11, 2016 in B-100 at 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 Vice-Chair – Larry Manalo
 Applied Social Sciences – Judith Dal Porto
 A Business – Peggy Warrick
 Counseling – Lydia Maxwell
 English – Denize Cain
 Fine Arts – David Passage
 Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – TBD

A Industrial Technology – Robert Mabry
 Academic/Student Affairs – Sandra Bierdzinski
 Languages & Communication – Andrea Sanders
 Life and Physical Sciences – Rob Lennihan
 Mathematics Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom VanderMolen
 A Student Representative – Joanna Davis

NON-VOTING MEMBERS

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

STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko
 Dean, Academic Affairs – Dominic Dal Bello
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs – Sofia Ramirez
 Gelpi

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

OTHER:

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

Approval of Minutes – None at this time.

Approval of the Agenda

Motion: Move to accept agenda as written. (M: VanderMolen/ S: Lennihan. Ayes: Maxwell, Passage, Bates, Bierdzinski, Lennihan, Mitchem, Treur, VanderMolen, Cain, and Manalo. Nays: None. Abstain: None)

Curriculum Review – Consent Items

Proposal Type	Prefix & Number	Course title (units)	Action
Textbook Only	CA 123	Principles of Foods 2 (2)	
	CA 124	Sanitation, Safety, and Equipment (3)	
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	CA 126	Food Production Costs, Control and Management (3)	
	CA 129	Catering and Events Managements (3)	
	CA 323	Specialty and Wedding Cakes (1)	
	CA 324	Cake Decorating and Decorative Work (1)	
Minor Mod	ART 382	Art Lab 1 (Sculpture) (0.5)	
Major Mod	ART 383	Art Lab 2 (Sculpture) (0.5)	
Textbook Only	GRPH 111	Digital Imagery Lab (1)	
	GRPH 112	Digital Imagery (3)	
	GRPH 113	Digital Illustration (3)	
	GRPH 114	Digital Illustration Lab (1)	
	GRPH 115	Digital Design and Publishing (3)	
	GRPH 130	3D Modeling for Production (3)	
Major Mod	FRCH 101	Elementary French 1 (5)	2 nd Reading only (10/1)
Agency Mandated Mod	LE 320	Basic Law Enforcement Academy (22.5)	2 nd Reading only (11/5)
Major Mod	MATH 123	Elementary Statistics (4)	
Major Mod	MATH 321	First Year Geometry (3)	
Major Mod	MATH 331	Algebra 2 (4)	
Major Mod	MATH 333	Algebra 2: Part 1 (3)	
All Committee concerns have been addressed.			
Motion: (M: Lennihan. S: Bierdzinski. Ayes: Dal Porto, Maxwell, Cain, Passage, Bates, Bierdzinski, Sanders, Lennihan, Mitchem, Treur, and VanderMolen, and Manalo. Nays: None. Abstain: None)			

Curriculum Review – Action Items

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
New Course	AG 160	Plant Propagation/Production (3)	Course is a stand-alone at this time. It is part of AST. Need: GE documentation. Suggest: MOI like instructor-guided activity.
Minor Mod	ART 112	Design Color Theory (3)	Text is not indicated for the course. The student would incur art materials expenses. Recommend: Add detail to course description.
Minor Mod	ART 150	Painting in Oils 3 (3)	Check: typos and format.
Major Mod	ART 380	Art Lab (Ceramics) 1 (.5)	Check SLO to reflect the course. Example: Complete projects as detailed in contracts.
	ART 381	Art Lab (Ceramics) 2 (.5)	Check: SLO.
New Course	ASTR 121	Elementary Astronomy Laboratory (1)	Clarify: COR catalog description regarding corequisites.
New Course	AT 354	Selected Projects in Automotive Machining (1)	Recommend: Advisory of English. Check for current edition of textbook.
Minor Mod	BIOL 189	Independent Projects (1-3)	Review: SLO as it relates to what the student can accomplish in the course.
Major Mod/DL	CBIS 334	Database Security and Auditing (3)	Recommend: Instead of BlackBoard, use Learning management System (LMS)
	CBIS 336	Web DB Programming – PHP/ASP (3)	Edit: Prerequisite and advisory skills. Ensure DE provisions are integrated in the COR (not just in the comments section).
Minor Mod	CHEM 120	Introductory Chemistry (4)	No need to revisit GE documentation at this time. Consider: MATH 309 as part of the prerequisites. Attach: Memo from Math Department (in lieu of Content Review).
Major Mod	CHEM 140	Introductory Organic Chemistry (4)	Check: Format on laboratory content. Recommend: Include sample evaluation.
Major Mod/DL	DRMA 110	History of World Theatre (3)	Add: Discipline Placement Good attachment of a checklist to accommodate students.
New Course	ECS 151	Infant and Toddler Development (3)	Correct: Typos. Recommend: English 513 (Good) or English 514 (Better) as prerequisite or advisory. Check: Current textbook. Complete Content Review documentation.
Major Mod	EL 109	Networking Essentials 4 (2)	Clarify prerequisites. Clarify: Content Review documentation.
Major Mod	ITAL 103	Intermediate Italian I (5)	Clarify: Course is to be conducted in Italian. Complete: IGETC

Major Mod	ITAL 104	Intermediate Italian II (5)	Complete: IGETC Check: Format/ hanging objectives.
New Course	MA 379	Success in MA Practice (1.5)	Correct: Language regarding completion of MA within the last five years.
Major Mod	PLGL 110	Intellectual Property (3)	Check format on entrance skills. Recommend: Current textbook edition.
Major Mod	PLGL 111	Tort Law for Paralegals (3)	No comments.
Major Mod	PLGL 112	Corporations, Partnerships, LLC (3)	No comments.
New Course	POLS 199A	Special Topics: Presidential Elections (1)	Spell out: United States in the catalog description. Update text. There is a current edition. Consider: English 514 or English 101 or eligibility for
New Course	WLDT 320	Pipe Welding (3)	Review: Typos Check: current and available textbook Check Prerequisites.
<p>Motion: Move to accept the above courses for first reading. (M: Maxwell. S: Lennihan. Ayes: Dal Porto, Maxwell, Cain, Passage, Bates, Bierdzinski, Sanders, Lennihan, Mitchem, Treur, and VanderMolen, and Manalo. Nays: None. Abstain: None)</p> <p>Motion: Move to accept PCAs for the above courses. (M: Lennihan. S: Maxwell. Ayes: Dal Porto, Maxwell, Cain, Passage, Bates, Bierdzinski, Sanders, Lennihan, Mitchem, Treur, and VanderMolen, and Manalo. Nays: None. Abstain: None)</p> <p>Motion: Move to accept content review for determining PCAs. (M: Manalo. S: Lennihan. Ayes: Dal Porto, Maxwell, Cain, Passage, Bates, Bierdzinski, Sanders, Lennihan, Mitchem, Treur, and VanderMolen, and Manalo. Nays: None. Abstain: None)</p>			

Program Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
New Program	BIOL	Biology (38) Associate in Science in Biology for Transfer	The program modification accommodates the requirements of the TMC. Clarify: “Specialized study”
Minor Mod	RVT	Veterinary Technology (20) Certificate of Achievement	Keep: Unit total count to 20 units. Use: “Recommended Electives” instead of “Electives” Modify wording regarding RVT 301 which is offered during the summer semester. (Check: Dental Assisting catalog language as template). Reconcile: program information as it appears in the current college catalog (p. 117). Edit: “knowledge ...” to add what kind of knowledge. Correct: Typos.
<p>Motion: Move to accept the above programs for first reading. (M: Lennihan. S: Maxwell. Ayes: Dal Porto, Maxwell, Passage, Bierdzinski, Sanders, Lennihan, Mitchem, VanderMolen, and Manalo. Nays: None. Abstain: None)</p> <p>Motion: (M: Lennihan. S: Maxwell. Ayes: Nays: Abstain:) Rob/Lydia = nine people. Motion: Bring RVT back. Biology Lydia/Derek – all</p>			

Public Remarks

The section of the agenda is intended for members of the public to address the committee on items involving curriculum development and approval. Time limits and procedures to address the committee apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under this section as well. When public remarks are completed regarding a specific agenda item, discussion is then confined to committee members only. This practice is in accordance with the Brown Act.

Course Proposals – 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
New Course	AG 160	Plant Propagation/Production (3)	
Minor Mod	ART 112	Design Color Theory (3)	
Minor Mod	ART 150	Painting in Oils 3 (3)	
Major Mod	ART 380	Art Lab (Ceramics) 1 (.5)	
	ART 381	Art Lab (Ceramics) 2 (.5)	
New Course	ASTR 121	Elementary Astronomy Laboratory (1)	
New Course	AT 354	Selected Projects in Automotive Machining (1)	
Minor Mod	BIOL 189	Independent Projects (1-3)	
Major Mod/DL	CBIS 334	Database Security and Auditing (3)	
	CBIS 336	Web DB Programming – PHP/ASP (3)	
Minor Mod	CHEM 120	Introductory Chemistry (4)	
Major Mod	CHEM 140	Introductory Organic Chemistry (4)	
Major Mod/DL	DRMA 110	History of World Theatre (3)	
New Course	ECS 151	Infant and Toddler Development (3)	
Major Mod	ITAL 103	Intermediate Italian I (5)	
	ITAL 104	Intermediate Italian II (5)	
New Course	MA 379	Success in MA Practice (1.5)	
Major Mod	PLGL 110	Intellectual Property (3)	
	PLGL 111	Tort Law for Paralegals (3)	
	PLGL 112	Corporations, Partnerships, LLC (3)	
New Course	POLS 199A	Special Topics: Presidential Elections (1)	
New Course	WLDT 320	Pipe Welding (3)	
Motion: Move to adopt the above courses. (M: Maxwell. S: Lennihan. Ayes: Dal Porto, Maxwell, Cain, Passage, Bates, Bierdzinski, Sanders, Lennihan, Mitchem, Treur, and VanderMolen, and Manalo. Nays: None. Abstain: None)			

Program Proposals – 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
New Program	BIOL	Biology (38) Associate in Science in Biology for Transfer	
Motion: Move to adopt the above program. (M: Lennihan. S: Maxwell. Ayes: Dal Porto, Maxwell, Passage, Bierdzinski, Sanders, Lennihan, Mitchem, VanderMolen, and Manalo. Nays: None. Abstain: None)			

NOTE: EL 109 and RVT program second readings would be addressed at a future agenda to address issues.

Curriculum – Other (Action Items) – Not done

Curriculum – Other (Information Items) – Not done

Reports – Not done.

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records

- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

Call for Future Agenda Items – not done.

Call to Adjourn (M: Maxwell. S: Lennihan. Ayes: Dal Porto, Maxwell, Passage, Bierdzinski, Sanders, Lennihan, Mitchem, VanderMolen, and Manalo. Nays: None. Abstain: None)

Next meeting: Thursday, Feb. 18, 2016, 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>

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday February 18, 2016 in B-100 at 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 X Vice-Chair – Larry Manalo
 X Applied Social Sciences – Judith Dal Porto
 X Business – Peggy Warrick
 X Counseling – Lydia Maxwell
 X English – Denize Cain
 X Fine Arts – David Passage
 X Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – TBD

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – George Railey
 X Admissions – Betsy Wilcox
 X Admissions - Janet Hooghuis
 Articulation – David DeGroot
 Community Education – Vacant

OTHER

Past Chair – S. Ramirez-Gelpi
 Part-Time Faculty – D. Blanchard

STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko
 Dean, Academic Affairs – Dominic Dal Bello
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs – Sofia Ramirez Gelpi
 Dean, Matriculation/Counseling – N. Ornelas (designee)
 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 **December 3, 2015** meeting as distributed. (M/S/P Lennihan/Mitchem) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, Passage, S. Bates, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0

A motion was made to approve the minutes of the **February 4, 2016** with a correction to the date/year. (M/S/P Lennihan/Mitchem) Ayes: J. Dal Porto, P. Warrick, D. L. Maxwell, Passage, S. Bates, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: D. Cain

A motion was made to approve the minutes of the **February 11, 2016** meeting as distributed. (M/S/P Manalo/Bates) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, Passage, S. Bates, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0

II. Approval of the Agenda

A motion was made to approve the agenda as distributed. (M/S/P Lennihan/Mitchem) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0

III. Curriculum Review – Action Items

Course Proposals 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale / Recommendations
Major Mods	MATH 181	Calculus 1 (4)	<p>Rationale: The units in Math 181-183 are being reduced from 5 units to 4 to address "unit creep", however, the contact hours will remain at 5 hours per week with reduced homework of 8 hours weekly (versus 10 hours) because the students need that 5th hour in the classroom.</p> <p>Recommendations: None</p>
	MATH 182	Calculus 2 (4)	
	MATH 183	Multivariable Calculus (4)	
	SPAN 112	Advanced Spanish Conversation (3) Prerequisite: Spanish 111 or 103 or 104	<p>Rationale: The prerequisite is being modified to allow SPAN 104 and 111.</p> <p>Recommendation: Question for initiator regarding assessment language - are all instructors who will teach the course required to use the assessment methods identified in methods of evaluation?</p>

COMMITTEE ACTION:	A motion was made to recommend for consideration 1 st reading course modifications. (M/S/P Lennihan/Mitchem). Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0
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Program Proposal 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale / Recommendations
Minor Mod	GRPH	Graphics AS (35)	<p>Rationale: Corrections are being made to reconcile with current catalog; GRPH 127, History of Graphic Design is being added to selected units.</p> <p>Recommendation: Use capitalization consistently where program titles are referenced.</p>
COMMITTEE ACTION:	A motion was made to recommend for consideration program modifications to graphics degree. (M/S/P Maxwell/Lennihan). Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0		

IV. 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.

V. Proposals 2nd Reading

Proposal Type	Prefix & Number	Course title (units)
Major Mods	MATH 181	Calculus 1 (4)
	MATH 182	Calculus 2 (4)
	MATH 183	Multivariable Calculus (4)
	SPAN 112	Advanced Spanish Conversation (3) Prerequisite: SPAN 111 or SPAN 103 or SPAN 104
Minor Mod	GRPH	Associate in Science Applied Design Media: Graphics (35)
COMMITTEE ACTIONS:	<p>A motion was made to recommend for adoption MATH 181, 182, and 183. (M/S/P Warrick/Lennihan). Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0</p> <p>A motion was made to recommend for adoption all course prerequisites. (M/S/P Warrick/Bierdzinski). Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0</p> <p>A motion was made recommend for adoption SPAN 112 pending response from initiator regarding assessments in methods of evaluation. (M/S/P Warrick/Lennihan). Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0</p>	

	A motion was made to recommend for adoption program modifications for Applied Design Media: Graphics pending corrections to use of capitalization. (M/S/P Lennihan/Passage). Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0
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VI. Curriculum Other

- **College Now List**

COMMITTEE ACTION: A motion was made to recommend for adoption the changes to CollegeNow! course listing. (M/S/P Lennihan/Mitchem). Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0

- **Draft AP&P Curriculum Summary Report for February 3 – 18, 2016**

An email from AP&P Chair was shared with the committee. A draft of the March 9, 2016 summary report will be sent via email and include courses identified by AP&P Chair, and approvals from the 12/3/2015 meeting (cosmetology courses and program modifications).

- **Pass & Non-Pass for AHC Graduation and Major requirements** - Discussion included the following:

- ♦ Title 5 language which states that “P” graded courses are allowed in major coursework
- ♦ Past practice at Allan Hancock that major coursework must be taken for a “letter” grade (A, B, C, etc.)
- ♦ Whether or not colleges may impose local policies, such as requiring letter grades for major coursework.
- ♦ Pros and Cons of “P” graded coursework including transfer and GPA

VII. Reports - None

VIII. Call for Future Agenda Items - Invite Marian Quaid Maltagliati to discuss P/NP grades in the major,

IX. Call to Adjourn – The meeting was adjourned at 3:30 pm.

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday February 25, 2016 in B-100 at 2:00 PM

VOTING MEMBERS (14)

X Chair – Dave DeGroot
 X Vice-Chair – Larry Manalo
 X Applied Social Sciences – Judith Dal Porto
 X Business – Peggy Warrick
 X Counseling – Lydia Maxwell
 X English – Denize Cain
 X Fine Arts – David Passage
 X Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – TBD

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierzdzinski
 X Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 A Student Representative – Joanna Davis

NON-VOTING MEMBERS

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

GUESTS

Christine Reed
 Yvonne Teniente-Cuello

STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko
 Dean, Academic Affairs – Dominic Dal Bello
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs – Sofia Ramirez
 Gelpi

Dean, Matriculation/Counseling–N. Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER

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

Approval of Minutes – Feb. 18, 2016.

Motion: Move to accept minutes as written. S/P: Mitchem/Lennihan. Yes – Dal Porto, Warrick, Maxwell, Cain, Passage, Bates, Mabry, Bierzdzinski, Lennihan, Mitchem, Treur, and Vandermolen. No – 0. Abstain – 0.

Approval of the Agenda –

Motion: Move to accept agenda as written. S/P: Mitchem/Lennihan. Yes – Dal Porto, Warrick, Maxwell, Cain, Passage, Bates, Mabry, Bierzdzinski, Lennihan, Mitchem, Treur, and Vandermolen. No – 0. Abstain – 0.

Curriculum Review

Consent Items

Proposal Type	Prefix & Number	Course Title (units)	Action
Textbook Change	ECS 100	Growth and Development (3)	

Motion: Move to adopt the above course modification. M/S/P: Maxwell/Mitchem. Yes – Dal Porto, Warrick, Maxwell, Cain, Passage, Bates, Mabry, Bierzdzinski, Lennihan, Mitchem, Treur, Sanders, and Vandermolen. No – 0. Abstain – 0.

Curriculum Review – Action Items

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course Title (units)	Action
Major Mod	LS 101	Success in College (3)	Rationale: LS101 and PD 101 are cross-listed courses. Guest: Christine Reed and Yvonne Teniente. It is the intent of the initiator to have DL offering for LS 101, but not for PD 101. Yvonne discussed that the DL offering would not serve the students who take PD 101. Recommendation: Make the discipline placement (Minimum Qualifications) the same for both courses – Counselling, Education, and Counselling DSPS. Remove the course from the “not open to list of course” in the catalog description.
	PD 101	Success in College (3)	
Major Mod	DRMA 106	Acting II (3) Prerequisite: DRMA 104	Rationale: This course is being modified to: update the COR, bring course in line with C-ID descriptor, update text, and add SLOs.

			Recommendations: None
New Course	PROD 301	Introduction to Life and Career Planning (3)	Rationale: The new course is a response to the "Get Focused Stay Focused" campaign to reach high school students. The course has equivalent offering from other community colleges (including Santa Barbara City College and Cuesta College). The course is planned to be offered through Concurrent Enrollment to high school freshman only at the high school. Recommendations: Consider the same discipline placement that is used in Counseling courses; Counseling and Education and include Office Technology. Consider PRFD (Professional Development) as a prefix instead of PROD. Consider Pass/No Pass only as a grade option.

Motion: Move to accept the above courses for first reading. M/S/P: Maxwell/Lennihan. Yes – Dal Porto, Warrick, Maxwell, Cain, Passage, Bates, Mabry, Bierdzinski, Lennihan, Mitchem, Treur, Sanders, and Vandermolen. No – 0. Abstain – 0.

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.

Course Proposals – 2nd Reading

Proposal Type	Prefix & Number	Course Title (units)
Major Mod	LS 101	Career and Life Planning (3)
	PD 101	Career and Life Planning (3)
Major Mod	DRMA 106	Acting II (3) Prerequisite: DRMA 104
New Course	PROD 301	Introduction to Life and Career Planning (3)

COMMITTEE ACTIONS:

Motion: Move to adopt the above courses. M/S/P: Maxwell/Lennihan. Yes – Dal Porto, Warrick, Maxwell, Cain, Passage, Bates, Mabry, Bierdzinski, Lennihan, Mitchem, Treur, Sanders, and Vandermolen. No – 0. Abstain – 0.
 Motion: Move to accept the PCAs. M/S/P: Maxwell/Lennihan. Yes – Dal Porto, Warrick, Maxwell, Cain, Passage, Bates, Mabry, Bierdzinski, Lennihan, Mitchem, Treur, Sanders, and Vandermolen. No – 0. Abstain – 0.

Course Proposals – 2nd Reading (Feb 4, 2016)

NC New Course	BASK 7009A	GED Test Prep: Social Studies (0)
	BASK 7012A	Pre-GED Reading and Writing (0)
	BASK 7013	GED Prep: Computer Skills (0)
Major Mod/C-ID	CA 120	Principles of Food (1) Advisory: MATH 521
NC Major Mods	NESL 7008	Introduction to English D2 (0)
	NESL 7020A	Spanish Literacy (0)
	NESL 7000	Introduction to English: Pre-A (0)
	NESL 7001	Introduction to English A1 (0)
	NESL 7002	Introduction to English A2 (0)
	NESL 7003	Introduction to English B1 (0)
	NESL 7004	Introduction to English B2 (0)
	NESL 7005	Introduction to English C1 (0)

	NESL 7006	Introduction to English C2 (0)
	NESL 7007	Introduction to English D1 (0)
	NESL 7008	Introduction to English D2 (0)
	NESL 7020A	Spanish Literacy (0)
COMMITTEE ACTION:	Motion: Move to adopt the above courses. M/S/P: Maxwell/Dal Porto. Yes – Dal Porto, Warrick, Maxwell, Cain, Passage, Bates, Mabry, Bierdzinski, Lennihan, Mitchem, Treur, Sanders, and Vandermolen. No – 0. Abstain – 0.	

Curriculum – Other (Action Items)

- Final AP&P Curriculum Summary for February 3 - 25, 2016 –no action taken
- Draft – Drop Policy – ongoing discussion regarding the draft proposal – work on commenting on the policy. Sheri Bates presented the draft of the course drop policy (formerly: Sunset Policy). The discussions focused on:
 - First and second appearance reports
 - Options for initiators and departments regarding courses that have not been offered within the last two years.
 - The policy draft would be reviewed by the committee for second reading.
- Draft – Distance Learning Policy – no action taken
- Pass & Non-Pass for AHC Graduation and Major requirements -no action taken

Curriculum Other (Information Items) - None

Reports - none given

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, March 3, 2016, 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>

AP&P COMMITTEE PROCEDURES

COURSE DROP SUNSET POLICY

PROVISIONAL STATUS SUNSET LIST (FALL SEMESTER)

Any credit course which has not been taught* for a period of two calendar years will be placed on ~~in~~ a course provisional status list 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 on the provisional status list in the probationary file. During that ~~semester, year~~ the department will be required to present a response rationale to the committee via the First Appearance Report form in regard to the course if they wish to keep the course active. Should the department wish to offer the course again, via department vote, The 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 three two semesters, i.e. spring, summer, or fall. If the department does not submit a response to the committee via the First Appearance Report form, rationale or the response rationale is not approved by the committee, the course will be dropped from the catalog.

Subsequent to a course remaining on the provisional status list for one year, if a course is yet again not successfully taught* during that year, it will appear for a second time on the course provisional status list during the fall. At this time, should If the course appears the following fall on the Sunset list, and the department votes to offer retain it again, the department will be required to present a response to the committee via the Second and Final Appearance Report form in regard to the course. ~~the~~ 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 three two semesters, i.e. spring, summer, or fall. The course initiator, lead instructor, or department designee should attend the scheduled AP&P meeting to present the department's rationale for retention and review the outline with to the committee.

Rationales for offering the course again 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 response rationale #5 (that they would be offered one more time during the upcoming spring, summer or semester or following fall semester) will be dropped and removed from the catalog if the course is not successfully offered during that one semester. 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 course drop policy 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

~~Six~~ Five options are provided on the form which is to be completed the instructor should complete based on departmental agreement. It is recommended that if option 3 or 6 is selected, the appropriate department member (course initiator, lead instructor, or department designee) should attend the scheduled meeting for the purpose of presenting the rationale and responding to committee questions.

Second and FINAL Appearance Report

~~Six~~ Four options are provided on the form which is to be completed 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.~~ It is recommended that if option 3 or 6 is selected, the appropriate department member (course initiator, lead instructor, or department designee) should attend the scheduled meeting for the purpose of presenting the rationale and responding to committee questions. A copy of the rationale submitted the previous year requesting retention of the course should be included.

~~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.~~

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 Deletion proposal process in CurricUnet.

Courses That Have Been Dropped: If a department wishes to offer a course that has been previously dropped and removed from the catalog, a new course proposal must be submitted via the current curriculum approval process. While the new course may be based upon a previously dropped course, the new course proposal should include revisions necessary to ensure course currency.

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

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



AGENDA ITEM

To: Board of Trustees	Date: March 8, 2016	
From: Superintendent/President		
Subject: Academic Policy and Planning Committee Curriculum Summary		
Reason for Board Consideration: ACTION	Item Number:	Enclosures: Page 1 of

BACKGROUND:

The curriculum report for the period December 3, 2015 - February 25, 2016 is attached for consideration of the board of trustees. This report includes a summary of new and modified courses and programs, being recommended for adoption, including removal of courses from the catalog which are no longer offered.

FISCAL IMPACT:

New courses will be supported based on current budget allowances within the disciplines/departments either by reallocation of existing funds or cycling existing offerings to allow for the offering of new curriculum. Additionally, full-time faculty receives a stipend of \$250 per new course developed and \$150 per major course modification.

RECOMMENDATION:

Staff recommends that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee for the period.

Administrator Initiating Item: George Railey	Final Disposition:
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ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT

March 8, 2016

David DeGroot, Articulation Officer / Committee Chairperson

Sofía Ramírez-Gelpí, Vice-Chair

Judith Dal Porto, Applied Behavioral Sciences

Margaret Warrick, Business

Lydia Maxwell, Counseling

Denize Cain, English

David Passage, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Larry Manalo, Health Sciences

Robert Mabry, Industrial Technology

Andrea Sanders, Languages & Communication

Sandra Bierdzinski, Academic/Student Services

Robert Lennihan, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Kristy Treur, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Joanna Davis, ASBG Student Representative

Janet Hooghuis & Betsy Wilcox, Admissions & Records Representative (ex officio)

Non-Credit Education (vacant)

George Railey, Vice President, Academic Affairs (ex officio)

Rebecca Andres, Curriculum Specialist

Adopted by Board of Trustees: _____

President, Board of Trustees

Date

Allan Hancock Joint Community College District

NEW COURSES RECOMMENDED FOR ADOPTION

This section lists all new courses including credit, noncredit, experimental, and special topics.

NEW Courses: Effective 2017-18 catalog and pending Chancellor's Office approval.

Course prefix	Course Title	Units
AG 160	Plant Propagation/Production Rationale: This course is being introduced in preparation for a proposed transfer degree in plant science. It aligns with the C-ID course descriptor AG-EH 116, Plant Propagation/Production.	3 units
AG 318	Advanced Winemaking Prerequisite: AG 101 Rationale: This course is a continuation of AG 101, Intro to Winemaking. It includes various winemaking techniques which cannot be covered in a 16-week introductory course. This course has been offered successfully as an experimental course.	3 units
ASTR 121	Elementary Astronomy Laboratory Corequisite: ASTR 100 or completion of ASTR 100 Rationale: This course accompanies ASTR 100, Elementary Astronomy and was developed based on numerous requests from the more than 150 students who enroll in ASTR 100 each semester. Students will observe visual display of the sky through the use of telescopes emphasizing practice and interpretation of observations to meet course objectives.	1 unit
COS 303	Intermediate Cosmetology Prerequisite: COS 302 Rationale: Cosmetology courses are no longer repeatable. In order for students to complete the required content and hours, existing courses are being leveled creating two additional new cosmetology lab courses.	9
COS 304	Advanced Cosmetology Prerequisite: COS 303 Rationale: Cosmetology courses are no longer repeatable. In order for students to complete the required content and hours, existing courses are being leveled creating two additional new cosmetology lab courses.	9
ECS 151	Infant and Toddler Development Advisory: ENGL 513 Rationale: This course is part of ECS's participation in the Curriculum Alignment Project(CAP) which develops courses aligned for transfer with other California community colleges and articulation to the CSU system	3
FILM 108	Film and Television in the 21 st Century Rationale: This new courses will help with the overflow of other film courses and uses media literacy as a way for students to interact and for developing critical thinking skills. Film 101 is an aesthetics course that builds a critical understanding of film as an institution and an art form. This class strives to extend student's critical understanding to the area of television.	3

FILM 109	<p>Contemporary Asian Cinema Advisory: ENGL 101</p> <p>Rationale: This new courses will help with the overflow of other film courses and uses media literacy as a way for students to interact and for developing critical thinking skills. This is a lecture lab course.</p>	3
MA 379	<p>Success in MA Practice</p> <p>Rationale: There is a great demand for medical assistants in the community based on anecdotal requests from physicians' private clinics. This course was developed for the anticipated demands and requirements of the Affordable Care Act. The course is to assist the medical assisting student to develop knowledge, skills, and emotional readiness to assume the expanding roles and responsibilities of a certified practitioner.</p>	1.5
POLS 199A	<p>Special Topics in Political Science: Presidential Elections Advisory: Eligibility for ENGR 154 or ENGL 101</p> <p>Rationale: Teaching the electoral college is one of the more challenging aspects of POLS 103. Yet, understanding how it works, how it affects campaigns and even influences agenda-setting, is important to American voters. The course provides an approachable political science course for the campus and wider community, offering a chance for students to become more engaged in the politics of presidential elections.</p>	1
PROD 301	<p>Introduction to Life and Career Planning</p> <p>Rationale: This course is designed for AHC's Dual/Concurrent Enrollment program at local feeder high schools. Our local feeder high schools have asked for this course to better prepare their students for postsecondary education. High school students will work closely with counselors to develop a 10 year plan.</p>	3
WLDT 320	<p>Pipe Welding Prerequisite: WLDT 107</p> <p>Rationale: Pipe welding skills are difficult to acquire in one semester. Industry experts, including advisory committee members through program review, recommend the development of curriculum that improve skill building at a higher degree of skills to meet employer needs.</p>	3

NEW Noncredit Courses:

Discipline	Course Title	Contact Hours
BASK 7009A	<p>GED Test Prep: Social Studies</p> <p>Rationale: This new course is designed to meet the needs of those students who need more in-depth instruction to prepare for the GED Social Studies test. Currently, noncredit GED preparation courses are designed to review all four topics of the GED test. Subject-specific courses will allow students more practice in the areas they need it most – Basic Skills (BASK).</p>	90-120
BASK 7012A	<p>Pre-GED Reading and Writing</p> <p>Rationale: This course is designed to meet the needs of students who read and write at an elementary basic skills level who are not prepared to enter the current noncredit GED courses. Currently, this is an unmet need as the noncredit program enrolls many</p>	18-24

students who need to improve their basic reading and writing skills before they can be successful in the GED coursework.

BASK 7013	<p>GED Prep: Computer Skills</p> <p>Rationale: This course replaces the paper and pencil test and will align with a newer, computer-based GED test. Students enrolled in GED preparation classes did not have the computer skills needed to respond to all question types on the GED computer-based test. Instructors and students requested such a course so that students could master these basic computer skills.</p>	108
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NEW: Programs

Discipline	Program Title	Units
Biology	<p>Associate in Science in Biology for Transfer</p> <p>Rationale: This program is required per SB 1440.</p> <p>Program mission statement: Provide students with the appropriate course sequence to allow them to transfer to UC and CSU campuses at the completion of their AHC degree.</p>	38

MODIFICATIONS TO COURSES/PROGRAMS RECOMMENDED FOR ADOPTION

Major modifications to course content, course outline of record, or program listings are included in this section. Modifications include but are not limited to course/program units, hours, prerequisites, co-requisites, advisories, and enrollment limitations.

MODIFICATIONS Major: Effective 2017-18 catalog (*and pending Chancellor’s Office approval as needed)

Course Prefix	Course Title	Units
ART 380	<p>Art Lab 1 (Ceramics)</p> <p>Corequisites: ART 160 or ART 161 or ART 162 or ART 163 or ART 199 (related to ceramics) or ART 366 or ART 367 or ART 368 or ART 399 (related to ceramics).</p> <p>Rationale: Corrections are needed because prererequisite courses was established in error and SLO's were put in place during transfer and are not correct.</p>	0.5
*ART 381	<p>Art Lab 2 (Ceramics)</p> <p>Corequisites: ART 160 or 161 or 162 or 199 or 366 or 367 or 368 or 399</p> <p>Rationale: The course hours are changing and the units are being reduced from 0.5-4 to 0.5 units. ART 399 is being included as a corequisite course and the catalog description is being modified.</p>	0.5
*ART 383	<p>Art Lab 2 (Sculpture)</p> <p>Corequisites: ART 164 or ART 165</p> <p>Rationale: This lab is to expand student access. Specialized facility and equipment are made available for students outside of class time through this course. Course SLO's were assigned in error and need to be replaced. The course units are changing from variable units to 0.5.</p>	0.5

CA 120	<p>Principles of Foods 1 Advisory: MATH 521 RATIONALE: The course is being modified in preparation for an ADT program proposal and to align with CID descriptor. The grading option is being modified as "Letter Grade Only", modified language in catalog description and learning outcomes, lab and lecture content listed separately.</p>	4
CBIS 334	<p>Database Security and Auditing Prerequisites: CBIS 142 and CBIS 330 Rationale: This course is being reviewed as part of course and program review. Modifying course to offer as distance learning. Offering the course as a distance learning course will reach a wider group of students currently working in business information systems. The advisory courses are being changed to prerequisites, student learning outcomes have been included.</p>	3
CBIS 336	<p>Web DB Programming – PHP/ASP Rationale: This course is being reviewed as part of course and program review. Modifying course to offer as distance learning. Offering the course as a distance learning course will reach a wider group of students currently working in business information systems.</p>	3
CHEM 140	<p>Introductory Organic Chemistry Prerequisite: CHEM 120 Rationale: The course is being updated as part of course and program review. The prerequisite has been modified to remove CHEM 100, lecture and lab content are listed separately, texts and instructional materials have been updated for currency.</p>	4
*COS 301	<p>Introduction to Cosmetology Prerequisite: Levels of placement on the START test required: READ 510 or higher, ENGL 512 or higher, MATH 531 Rationale: cosmetology courses are no longer repeatable. In order for students to complete the required hours the courses are being leveled into separate courses. The course titles and units are being modified in 301 and 302. The course units are decreasing from 6 to 5 units.</p>	5
*COS 302	<p>Beginning Cosmetology Prerequisite: COS 301 with C or higher Rationale: Cosmetology courses are no longer repeatable. In order for students to complete the required hours the courses are being leveled into separate courses. The course titles and units are being modified.</p>	9
ITAL 103	<p>Intermediate Italian I Prerequisite: ITAL 102 Rationale: Modification as per the course review cycle and to remove the TBA lab component.</p>	5
ITAL 104	<p>Intermediate Italian II Prerequisite: ITAL 103</p>	5

Rationale: The purpose behind this major modification is to: Clean up and/or update screen language, provide information for the DL addendum, resubmit for AHC and CSU GE, and align SLOs to the Methods of Evaluation.

LS 101	Success in College Rationale: The entire course outline is being updated and DL modality is being requested. Modifications have been made to the language, instructional materials have been updated. This course is cross-listed with PD 101.	3
MATH 123	Elementary Statistics Prerequisite: MATH 309 or MATH 331 or MATH 333/334 Rationale: MATH 309 is being added as a prerequisite option. This additional option will shorten the math sequence for particular majors.	4
*MATH 181	Calculus 1 Rationale: The units in Math 181-183 are being reduced from 5 units to 4 to address "unit creep", however, the contact hours will remain at 5 hours per week with reduced homework of 8 hours weekly (versus 10 hours) because the students benefit from that 5th hour in the classroom.	4
*MATH 182	Calculus 2 Rationale: The units in Math 181-183 are being reduced from 5 units to 4 to address "unit creep", however, the contact hours will remain at 5 hours per week with reduced homework of 8 hours weekly (versus 10 hours) because the students benefit from that 5th hour in the classroom.	4
*MATH 183	Multivariable Calculus Rationale: The units in Math 181-183 are being reduced from 5 units to 4 to address "unit creep", however, the contact hours will remain at 5 hours per week with reduced homework of 8 hours weekly (versus 10 hours) because the students benefit from that 5th hour in the classroom.	4
MATH 321	First Year Geometry Prerequisite: MATH 309 or MATH 311 or MATH 313 and 314 Rationale: MATH 309 is being added as a prerequisite option. This additional option will shorten the math sequence for students in particular majors.	3
MATH 331	Algebra 2 Prerequisite: MATH 309 or MATH 311 or MATH 313 and 314 Rationale: MATH 309 is being added as a prerequisite option. This additional option will shorten the math sequence for students in particular majors.	4
MATH 333	Algebra 2: Part 1 Prerequisite: MATH 309 or MATH 311 or MATH 313 and 314 Rationale: MATH 309 is being added as a prerequisite option. This additional option will shorten the math sequence for students in particular majors.	3
PD 101	Success in College	3

Rationale: The entire course outline is being updated. Modifications have been made to the language, instructional materials have been updated. This course is cross-listed with LS 101.

PLGL 110	<p>Intellectual Property Law Advisory: PLGL 101</p> <p>Rationale: The prerequisite course is being changed to an advisory course and instructional materials have been updated. Students are successfully completing the course without taking the prerequisite course. Students may choose not to enroll if they see that they do not meet the prerequisite.</p>	3
PLGL 111	<p>Tort Law for Paralegals Advisory: PLGL 101</p> <p>Rationale: The prerequisite course is being changed to an advisory course and instructional materials have been updated. Students are successfully completing the course without taking the prerequisite course. Students may choose not to enroll if they see that they do not meet the prerequisite.</p>	3
PLGL 112	<p>Corporations, Partnerships, LLC Advisory: PLGL 101</p> <p>Rationale: The prerequisite course is being changed to an advisory course and instructional materials have been updated. Students are successfully completing the course without taking the prerequisite course. Students may choose not to enroll if they see that they do not meet the prerequisite.</p>	3
SPAN 112	<p>Advanced Spanish Conversation Prerequisite: Spanish 111 or 103 or 104</p> <p>Rationale: The prerequisite is being modified to allow SPAN 104 and 111.</p>	3

MODIFICATIONS Noncredit Courses:

Course Prefix	Course Title	Contact Hours
NESL	Rationale: Updating noncredit course outlines as part of program review: adding SLOs; reword the course/catalog descriptions to address the four domains of language; adding a pass/no pass at 70% or higher evaluation piece; changing the course objectives to correlate directly with the course content; omits the 'T' or 'U' after NESL as it can be offered during any term.	
NESL 7000	Introduction to English: Pre-A	90-102
NESL 7001	Introduction to English A1	90-102
NESL 7002	Introduction to English A2	90-102
NESL 7003	Introduction to English B1	90-102
NESL 7004	Introduction to English B2	90-102
NESL 7005	Introduction to English C1	90-102
NESL 7006	Introduction to English C2	90-102
NESL 7007	Introduction to English D1	90-102
NESL 7008	Introduction to English D2	102
NESL 7020A	Spanish Literacy	90-102

MODIFICATIONS Programs: Effective 2016-17 catalog (*and pending Chancellor's Office approval)

Discipline	Program Title	Units
*Cosmetology	Associate in Science Cosmetology Rationale: The cosmetology programs are being updated to reflect changes to the courses. The program units are changing from 24 to 32 units.	32
*Cosmetology	Certificate of Achievement Cosmetology (32 units) Rationale: The cosmetology programs are being updated to reflect changes to the courses. The program units are changing from 24 to 32 units.	32
Graphics	Associate in Science Applied Design Media: Graphics Rationale: Corrections are being made to reconcile with current catalog; GRPH 127, History of Graphic Design is being added to selected units.	35

APPROVED FOR DISTANCE LEARNING OFFERING

Distance learning modality provides students with additional options.

DISTANCE LEARNING: Effective summer 2016.

Course Prefix	Course Title	Units
CBIS 334	Database Security and Auditing	3
DRMA 110	History of World Theater	3
LS 101	Success in College	3

APPROVED FOR GENERAL EDUCATION

AHC General Education: Effective 2017-2018 catalog

CSU and IGETC: Effective 2017-2018 Catalog pending CSU/UC approval

General Education Categories	Course Prefix	Course Title	Units
AHC: Category 3 Human Institutions	FILM 108	Film and Television in the 21 st Century	3
	FILM 109	Contemporary Asian Cinema	3
	ITAL 103	Intermediate Italian 1	5
CSU: Area C2 Humanities	FILM 108	Film and Television in the 21 st Century	3
	FILM 109	Contemporary Asian Cinema	3
	ITAL 103	Intermediate Italian 1	5
IGETC: Area 3B Humanities	FILM 108	Film and Television in the 21 st Century	3
	FILM 109	Contemporary Asian Cinema	3

MISCELLANEOUS MINOR MODIFICATIONS

MISCELLANEOUS Minor Course Modifications: Effective summer 2016

Proposal Type	Course Prefix	Course Title	Units
Minor Modifications	ART 382	Art Lab 1 (Sculpture)	0.5
	ART 112	Design Color Theory	3
	ART 150	Painting in Oils 3	3
	BIOL 189	Independent Projects	1-3
	CHEM 120	Introductory Chemistry	4
Textbook changes	CA 123	Principles of Foods 2	2
	CA 124	Sanitation, Safety, and Equipment	3
	CA 125	Supervision and Training Techniques	3
	CA 126	Food Production Costs, Control and Management	3
	CA 129	Catering and Events Managements	3
	CA 323	Specialty and Wedding Cakes	1
	CA 324	Cake Decorating and Decorative Work	1
	EL 106	Networking Essentials 1	3
	EL 107	Networking Essentials 2	
	EL 108	Networking Essentials 3	
	GRPH 111	Digital Imagery Lab	
	GRPH 112	Digital Imagery	
	GRPH 113	Digital Illustration	
	GRPH 114	Digital Illustration Lab	
GRPH 115	Digital Design and Publishing		
GRPH 130	3D Modeling for Production		

Academic Policy & Planning Committee Meeting Minutes

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

VOTING MEMBERS

X Chair – Dave DeGroot
 X Vice-Chair – Larry Manalo
 X Applied Social Sciences – Judith Dal Porto
 X Business – Peggy Warrick
 X Counseling – Lydia Maxwell
 English – Denize Cain
 X Fine Arts – David Passage
 X Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – TBD

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 X Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – George Railey
 X Admissions – Betsy Wilcox
 X Admissions - Janet Hooghuis
 Articulation – David DeGroot
 Community Education – Vacant

OTHER

Past Chair – S. Ramirez-Gelpi
 Part-Time Faculty – D. Blanchard

STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko
 Dean, Academic Affairs – Dominic Dal Bello
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 X Dean, Academic Affairs – Sofia Ramirez Gelpi
 Dean, Matric/Counseling – N. Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

Approval of Minutes

Minutes of the February 25, 2016 meeting will be reviewed next meeting.

Approval of the Agenda

A motion was made to approve the agenda as distributed. (M/S/P Lennihan/Mitchem). Ayes: L. Manalo, J. Dal Porto, M. Warrick, L. Maxwell, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0.

Curriculum Review – Action Items

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale/Recommendations:
Major Mod	COS 310	Manicuring (9)	<p>Rationale: The course is being modified to update course outline and adjust hours and units appropriately.</p> <p>Recommendations: None</p>
New Course	ENGL 179B	Transfer Accelerated Reading and Writing Academic Skills	<p>Rationale: This course is intended as a supplemental course to English 101, Freshman Composition, for students who place into a lower level English and/or reading course (ENGL 513 or, 514 or READ 310 or 110) but may be able to successfully complete ENGL 101.</p> <p>Students who enroll in this experimental English course will also enroll in ENGL 101 (corequisite course). The courses will be linked and students will not need to go through the appeal process with assistance of admissions staff.</p> <p>If successful, the course will be proposed as a permanent 100-level course. Research shows that students who placed into ENGL 511 and 512 could not succeed in this scenario</p> <p>Recommendations: remove the “and” in the discipline placement, remove the “or above” in the prerequisite statement, list the prerequisite courses, ENGL 513, ENGL 514, READ 110 or READ 310 and complete content review for the prerequisite courses.</p>

Minor Mod	GRPH 118	Introduction to Web Graphics (3) Advisories: GRPH 112 or 113	Rationale: The catalog description is being modified to describe the software used in more general terms. This is needed so that published information remains current. Recommendations: List the lecture lab content separately, if appropriate, include the discipline placement.
	GRPH 120	Advanced Design for Publishing (3) Prerequisite: GRPH 115	Rationale: The catalog description is being modified to describe the software used in more general terms. This is needed so that published information remains current. Recommendations: Update the textbook, discipline placement is needed (is a CNET glitch)
COMMITTEE ACTIONS:	A motion was made to recommend 1 st readings for consideration. (M/S/P Lennihan/Mitchem). Ayes: L. Manalo, J. Dal Porto, M. Warrick, L. Maxwell, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0.		

Course Proposals – 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
New Course	AT 354	Selected Projects in Automotive Machining (1)	Rationale: In other areas of the automotive field (Tune-up, Emissions, Chassis) there are many opportunities for entry-level technicians. In Automotive Machining the employers, mostly small businesses with 1-3 employees, are seeking experienced technicians because they simple can't afford the reduced productivity of a trainee. Our students need more hands-on practice in order to gain employment in this area. The combined prerequisites (AT 133, 334 & 336) allow for 114 hours of machining lab. The minimum estimate to machine and assemble an engine is 24 hours of labor for an experienced technician and many times it can be double that (50 hours). If beginners are assumed to be only ½ as efficient as an experienced technician then we are not providing sufficient lab time for students to obtain a skill level any greater than that of trainee. To improve the student's skills we currently have a stop-gap solution of students taking the AT 389 Independent Projects course. This is less than ideal because of the lack of a set meeting time and instructor supervision. Recommendations: Clarify that both courses listed as advisories, ENGL 514 and AT 336 are advisories and not prerequisites as indicated in content review paperwork.
COMMITTEE ACTIONS:	A motion was made to recommend 2 nd readings for adoption. (M/S/P Lennihan/Mitchem). Ayes: L. Manalo, J. Dal Porto, M. Warrick, L. Maxwell, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0. A motion was made to recommend course advisories, pending clarification, for adoption. (M/S/P Manalo/Dal Porto). Ayes: L. Manalo, J. Dal Porto, M. Warrick, L. Maxwell, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0.		

Program Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale / Recommendations
New Program	HUSV	Addiction Studies Foundation (12)	<p>Rationale: This certificate will provide students a certificate while pursuing a degree in human services.</p> <p>Recommendation: Consider HUSV 103, Basic Counseling Skills. (Note: correct the course title for HUSV 108)</p>
COMMITTEE ACTIONS:	A motion was made to recommend 2 nd readings for adoption. (M/S/P Manalo /DalPorto). Ayes: L. Manalo, J. Dal Porto, M. Warrick, L. Maxwell, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0.		

Program Proposals – 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale / Recommendations
Minor Program Mod	RVT	Veterinary Technology (20)	<p>Rationale: The former program title no longer adequately describes the scope of the program. The demographics of the students applying to enter the program has shifted from an incumbent workforce of experienced veterinary assistants to an inexperienced population wishing to enter the workforce at the entrance level of a veterinary assistant. The content of the program has not changed as most of the skill sets and knowledge is applicable to both RVTs and veterinary assistants. One of the program goals is to still provide the educational requirements which, in conjunction with the required clinical practice experience, will qualify veterinary assistants to sit for the RVT exam under the Alternate Route category. However, an additional goal of the Veterinary Technology program is to provide to those students, without any clinical veterinary experience, the knowledge and skills to help them gain entrance into the workforce as a veterinary assistant. The program title, Veterinary Technology, encompasses both of the above goals and is the title most commonly used by other similar programs.</p> <p>Recommendation, The current description could be misleading to those students who have not yet acquired work as a vet assistant. A better description of the program sequence is needed. The recommendation includes referencing the licensure information to one area versus multiple areas.</p>
COMMITTEE ACTIONS:	None taken		

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.

Curriculum – Other (Action Items)

- Discussion – Drop Policy, Bob Nichols, Faculty, Fine Arts
Points of discussion and considerations related to the committee’s current review of its Sunset Policy included the following:
 - Legislative and Chancellor’s Office issues drive local community college processes
 - Course offerings and enrollment management decisions
 - Course offerings reduced during statewide budgetary crisis
 - Reduced offerings usually target specific disciplines during budget crisis
 - Arts, among statewide college systems, is understood as a discipline in which practice and/or repetition is needed.

NO ACTION TAKEN

- Draft – Distance Learning Proposal - no discussion
- Draft – BP/AP 4025 Philosophy/Criteria for Associate Degree and BP/AP 4100 Minimum Requirements for Associate Degree - no discussion

Curriculum – Other (Information Items) - none

Reports - none

Call for Future Agenda Items – content review and PCA approval, 15 minute presentation on the benefits of batch reduction

Call to Adjourn

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday March 17, 2016 in B-100 at 2:00 PM

VOTING MEMBERS

X Chair – Dave DeGroot
 X Vice-Chair – Larry Manalo
 X Applied Social Sciences – Judith Dal Porto
 X Business – Peggy Warrick
 X Counseling – Lydia Maxwell
 X English – Denize Cain
 X Fine Arts – David Passage
 X Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – TBD

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 X Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Ernesto Lopez

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – George Railey
 X Admissions – Betsy Wilcox
 X Admissions - Janet Hooghuis
 Articulation – David DeGroot
 Community Education – Vacant

STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko
 Dean, Academic Affairs – Dominic Dal Bello
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 X Dean, Academic Affairs – Sofia Ramirez Gelpi

Dean, Matric/Counseling – N. Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER

Past Chair – S. Ramirez-Gelpi
 Part-Time Faculty – D. Blanchard

Approval of Minutes

The committee meeting held on March 10, 2016 was devoted to policy development working groups.

Approval of the Agenda

A motion was made to approve the agenda as distributed. (M/S/P Lennihan/Mitchem). Ayes: L. Manalo, J. Dal Porto, M. Warrick, L. Maxwell, D. Passage, D. Cain, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0.

Curriculum Review – Action Items

• Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale / Action
Major Mod Request for DL	RVT 302	Veterinary Office Procedures (2) Limitation on enrollment: Acceptance to RVT program	Rationale: Having the course available online allows students in the Veterinary Technology program to reduce the number of on campus classes to 3 evenings/week. Student's travel from as far away as Atascadero and Lompoc after working their day jobs.
Committee Action:	A motion was to recommend 1 st reading of RVT 302 for consideration. (Manalo/Maxwell) Ayes: L. Manalo, J. Dal Porto, M. Warrick, L. Maxwell, D. Passage, D. Cain, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0.		

Course Proposals – 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
New Course	AG 330	Harvest Boot Camp (.5)	Rationale: This proposal is a result of a request from the Santa Barbara Vinter's Association for a course that explains specific harvest issues. Committee Recommendations: Attach supporting data/documentation, such as letter from Vintners Association and advisory board minutes, objectives need to be re-written and entered

			individually; SLOs need to be re-written and entered individually; instructor provided handouts should be listed in "other materials".
Committee Action:	A motion was made to table AG 330. (M/S/P Lennihan/Mitchem) Ayes: L. Manalo, J. Dal Porto, M. Warrick, L. Maxwell, D. Passage, D. Cain, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0		
Major Mod	COS 310	Manicuring (9) Levels of placement are required: READ 510 or higher; ENGL 512 or higher; MATH 531	Rationale: The course modification is needed to change the course hours; units are increasing from 6 to 9 units.
New Course	ENGL 179B	Transfer Accelerated Reading and Writing Academic Skills (2) Placement on START process at ENGL 513, ENGL 514, READ 310, or READ 110	Rationale: an experimental course to accelerate students who are capable of advancing in English courses with ENGL 101 as a corequisite course.
Committee Action:	A motion was made to recommend 2 nd readings for adoption.. (M/S/P Lennihan/Mitchem) Ayes: L. Manalo, J. Dal Porto, M. Warrick, L. Maxwell, D. Passage, D. Cain, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0		

Program Proposals – 2nd Reading

Proposal Type	Discipline	Course title (units)	Action
Major Program Mod	RVT	Veterinary Technology (20)	<p>Rationale: The former program title no longer adequately describes the scope of the program. The demographics of the students applying to enter the program has shifted from an incumbent workforce of experienced veterinary assistants to an inexperienced population wishing to enter the workforce at the entrance level of a veterinary assistant. The content of the program has not changed as most of the skill sets and knowledge is applicable to both RVTs and veterinary assistants. One of the program goals is to still provide the educational requirements which, in conjunction with the required clinical practice experience, will qualify veterinary assistants to sit for the RVT exam under the Alternate Route category. However, an additional goal of the Veterinary Technology program is to provide to those students, without any clinical veterinary experience, the knowledge and skills to help them gain entrance into the workforce as a veterinary assistant. The program title, Veterinary Technology, encompasses both of the above goals and is the title most commonly used by other similar programs.</p> <p>The original proposal is being changed from a minor program modification to major modification due to the</p>

			change in student population of this program and adjustments to program objectives as a result. Specifically, removal of the language in the objectives related to “correctly perform the clinical skills” and “perform animal nursing and critical care.
Committee Action:	A motion was made to recommend 2 nd readings for adoption. (M/S/P Lennihan/Maxwell) Ayes: L. Manalo, J. Dal Porto, M. Warrick, L. Maxwell, D. Passage, D. Cain, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0		

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.

Curriculum Other

- Final – Course Drop Policy Working Group: Sheri Bates, Rob Lennihan, and Andrea Sanders

The Sunset Policy Working Group Presented a 3rd Draft. The following were points of discussion:

- In preparing the proposal various references were researched and cited for the committee.
- Challenge to determine local policy where details are not explicit in Chancellor’s Office procedures or title 5 language.
- 1st and 2nd appearance on the provisional status list forms are similar
- When a course has 2nd appearance on the provisional status list there are still two options
- A dropped course means the course is removed from the catalog and becomes inactive at the state level. An inactive status in the state inventory is for 3 years.
- Process to retain a course utilizing all of the available options, including the time a course is in an inactive status at the state level could be over 5 - 7 years.
- If a course is re-activated from within the 3 years period, it should be included in the discipline’s course review cycle. After 3 years a course will be archived forever.
- Difference of drop policy versus department initiated drop policy
- Additional language to the form: when the course was last offered, last time successfully taught.
- Evidence to support a proposal to retain a course – program review? Enrollment issues?

Suggestions and edits will be incorporated by Shari Bates and sent out to the AP&P committee in preparation for a final review and vote. Dave DeGroot will request it as an Informational Item for the Academic Senate April 5th meeting.

- Evaluation of the AP&P Committee Working Group: Robert Mabry, Denize Cain, and Sandra Bierdzinski

The Evaluation of the AP&P Committee Group presented a first draft process. The following were points of discussion:

- Evaluation methods address continuing improvement, constantly moving forward.
- SGID and/or surveying faculty
- Pros and cons about SGID (value in SGID, difficulty in finding willing participants)
- Survey the faculty to see who is willing to participate in an SGID
- Who to include in the survey
- Use SGID but start with the survey initially
- Communication to all about what the intent of the survey is: the work of the committee, challenges that the committee deals with (new and/or changing policy, timelines, etc.)
- Campus wide survey with two sets of questions/directions from two groups of faculty (initiators using AP&P process and those who have not used AP&P process)

- Department feedback via AP&P Reps (explain that we are trying to improve processes, issues that cause delay, what AP&P does, and some things AP&P cannot do, roles have changed, AP&P has changed).
- Departmental SGID with non-departmental facilitator
- The perception of AP&P by others

Robert Mabry will present a simulation on how to do “batch” processing.

- Draft – BP/AP 4235, Credit by Examination
Not discussed

Curriculum Other- Information Items

- BP Standards of Scholarship

Reports - none

Call for Future Agenda Items - meeting procedures (motions, discussion, and voting)

Call to Adjourn - the meeting was adjourned at 4:05 p.m.

AP&P Evaluation sub-committee

March 10, 2016 meeting summary

Denize Cain, Judith Dal Porto, Sandra Bierdzinski, Rebecca Andres, Robert Mabry

The AP&P Evaluation sub-committee is charged with proposing a process for evaluating the committee including its structure, efficiency, and proposal processes for purposes of improving. The sub-committee began with an examination of the following as obvious areas affecting efficiency and recommended measures to improve them:

1. Curricunet training for faculty

Faculty inside and outside the AP&P committee continue to have difficulty navigating Curricunet. The sub-committee recommends continuing the scheduling of professional development opportunities to address this.

2. The long learning curve for new AP&P members

It often takes AP&P committee members several years to learn the rules and regulations of curriculum approval. This may be a factor dissuading faculty from volunteering for AP&P. The sub-committee recommends making more use of the Curriculum Development Handbook and offering more professional development activities in training AP&P members. (*Note: more often than once in the spring and fall*)

3. The curriculum development timeline

Many organizations use batch reduction to reduce lead times – the total time from order to delivery. Our current curriculum approval process uses a single batch of proposals. All are due in August, all are sent to the BOT and then the CCCCCO in December, all are expected back for catalog in March and all are available for students the next August. The sub-committee is proposing reduction from a single batch of approx. 400 proposals to a pair of batches of approx. 200 proposals each. The benefits of this batch reduction would be:

- a) Workload leveling for AP&P by increasing time for proposal consideration from 2 to 4 months
- b) Workload leveling for CCCCCO by increasing time for proposal consideration from 2 to 4 months
- c) Expanding course proposal window from August to January
- d) Enable scheduling of approved proposals in spring semester

4. Campus-wide feedback: How faculty views the AP&P committee

The sub-committee is proposing an SGID, or survey, with faculty who have submitted curriculum to AP&P. They are our “customers”. We want to learn what faculty thinks about the process of curriculum development and how they think it can be improved. We are asking Diane Auten if professional development credit is appropriate for participation in an SGID.

AP&P COMMITTEE PROCEDURES

COURSE DROP SUNSET POLICY

PROVISIONAL STATUS (?or potential course drop) SUNSET LIST (FALL SEMESTER)

Any credit course which has not been taught* for a period of two calendar years will be placed on ~~in~~ a course provisional status list 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 on the provisional status list in the probationary file. During that ~~semester, year~~ the department will be required to present a response rationale to the committee via the First Appearance Report form in regard to the course if they wish to keep the course active. Should the department wish to offer the course again, via department vote, ~~The~~ 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 ~~three~~ two semesters, i.e. spring, summer, and/or fall. If the department does not submit a response to the committee via the First Appearance Report form, ~~rationale~~ or the response rationale is not approved by the committee, the course will be dropped from the catalog.

Subsequent to a course remaining on the provisional status list for one year, if a course is yet again not successfully taught* during that year, it will appear for a second time on the course provisional status list during the fall. At this time, should ~~If the course appears the following fall on the Sunset list, and the department votes to offer~~ retain it again, the department will be required to present a response to the committee via the Second and Final Appearance Report form in regard to the course. ~~the~~ 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 ~~three~~ two semesters, i.e. spring, summer, and/or fall. The course initiator, lead instructor, or department designee should attend the scheduled AP&P meeting to present the department's rationale for retention and review the outline with to the committee.

Rationales for offering the course again ~~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 response rationale #5 (that they would be offered ~~one more time~~ during the upcoming spring, summer or semester or following fall ~~semester~~) will be dropped and removed from the catalog if the course is not successfully offered during that one semester. 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, Environmental Health and Safety, Fire Technology, and Wild and Firefighting Technology that are not core to any degree/certificate program are exempt from the course drop policy 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

Six ~~Five~~ response rationale options (see below) are provided on the form which is to be completed the instructor should complete based on departmental agreement. It is recommended that if option 3, 4, 5, or 6 is selected, the appropriate department member (course initiator, lead instructor, or

department designee) should attend the scheduled meeting for the purpose of presenting the rationale and responding to committee questions. Option 4 courses will be exempt from the course drop policy. Should option 3 or 5 be selected, course status will be reviewed subsequent to each option's process. Should option 6 be selected and approved, the course status will be reviewed by a date specified by the committee. Courses successfully taught will be removed from the provisional status list. For courses not successfully taught, and non-approved response rationales, courses will move to the Second Appearance Report.

Second and FINAL Appearance Report

Six ~~Four~~ response rationale options (see below) are provided on the form which is to be completed 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. It is recommended that if option 3, 4, 5, or 6 is selected, the appropriate department member (course initiator, lead instructor, or department designee) should attend the scheduled meeting for the purpose of presenting the rationale and responding to committee questions. A copy of the rationale submitted the previous year requesting retention of the course should also be included. Option 4 courses will be exempt from the course drop policy. Should option 3 or 5 be selected, course status will be reviewed subsequent to each option's process. Should option 6 be selected and approved, the course status will be reviewed by a date specified by the committee. Courses successfully taught will be removed from the provisional status list. For courses not successfully taught, and non-approved response rationales, courses will be dropped.

~~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.~~

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 Deletion proposal process in CurricUnet.

Courses That Have Been Dropped: When a course is dropped, it is removed from the catalog, and listed as inactive. Re-activating a course requires a departmental faculty course review process and must occur within three years. Subsequent to a course being inactive for three years, it automatically becomes archived. To offer a course that has been archived, a new course proposal must be submitted. If a department wishes to offer a course that has been previously dropped and removed from the catalog, a new course proposal must be submitted via the current curriculum approval process. While the new course may be based upon a previously dropped course, the new course proposal should include revisions necessary to ensure course currency.

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

Response Rationale Options

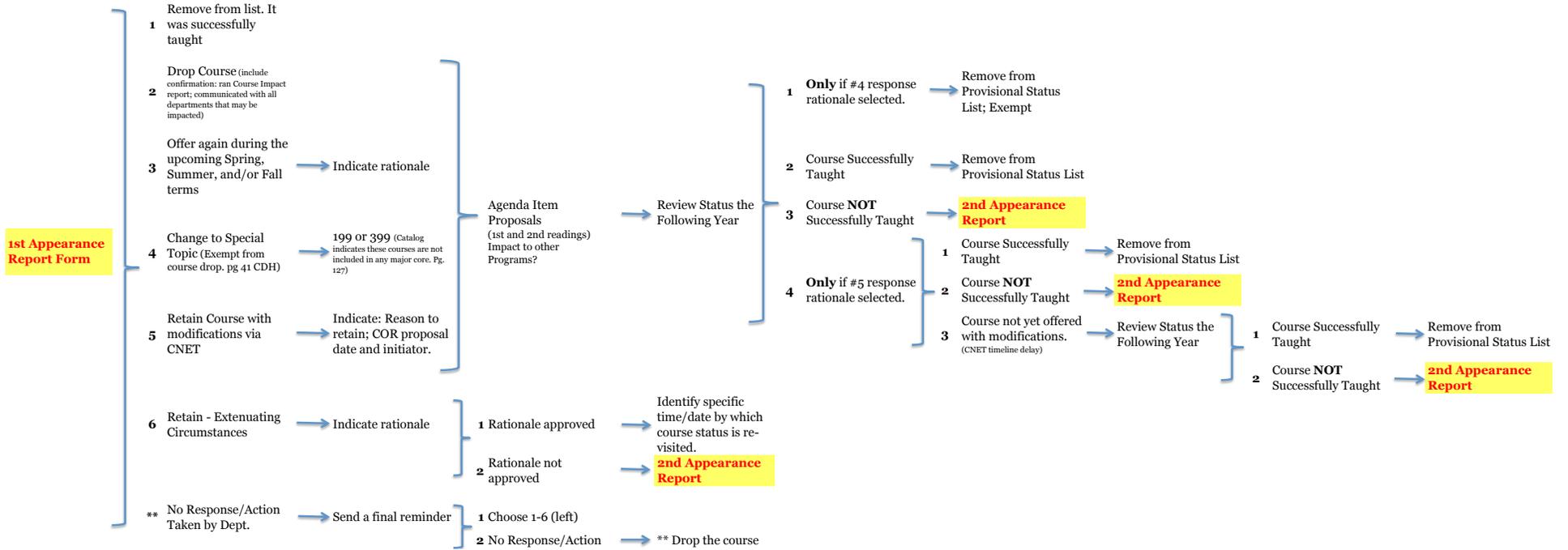
1. This course should not be on the provisional status list because it was offered successfully.
2. The department concurs that the course should be dropped from the curriculum.
3. Attempt again during the upcoming Spring, Summer, and/or Fall terms.
4. The department wishes to change the course to a Special Topic 199 or 399.

5. The department wishes to retain the course, with course modifications via the current curriculum proposal process.
6. The department wishes to continue with this course due to extenuating circumstances.

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

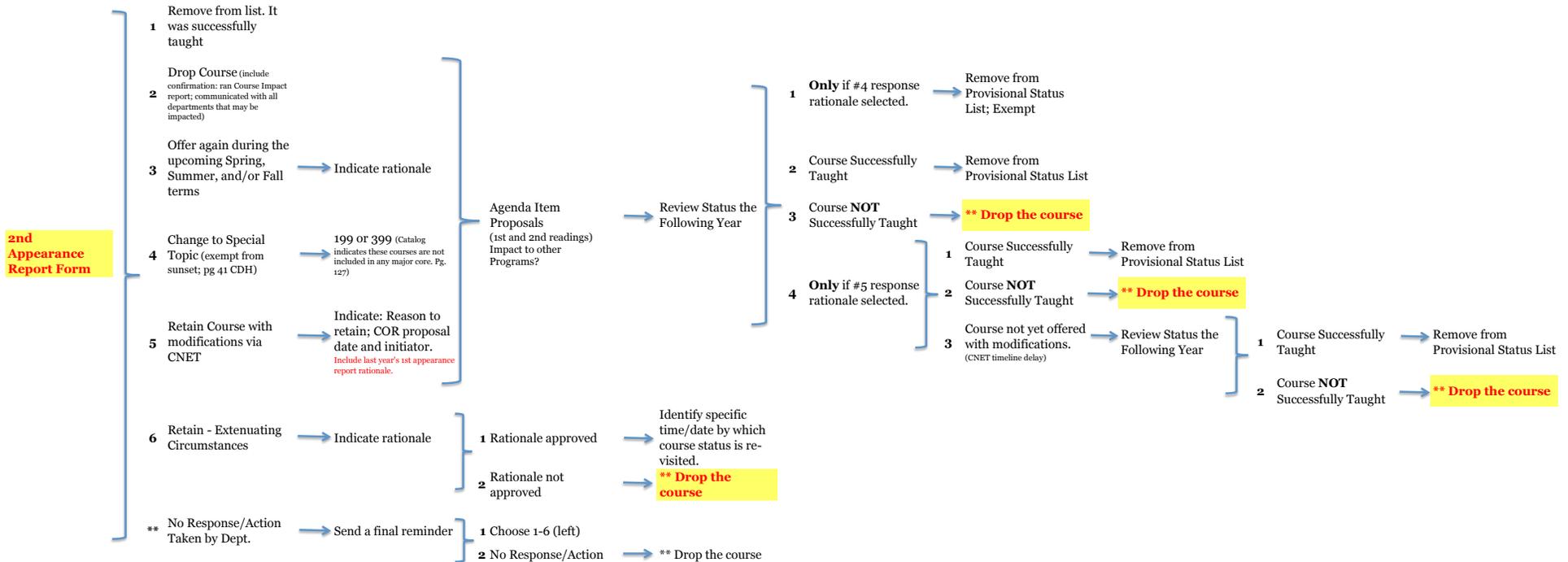
AHC Course Drop Policy
Course has not been successfully taught for **two** years.
Memo to: AP&P Rep.; Dept.; Academic Deans

** When a course is dropped, it is removed from the catalog, and listed as inactive. Re-activating a course requires a departmental faculty course review process and must occur within three years.
Subsequent to a course being inactive for three years, it automatically becomes archived. To offer a course that has been archived, a new course proposal must be submitted.
For reasons to retain course, include: when was course last taught successfully; when it was last offered; when is it planned to be on the schedule again.



AHC Course Drop Policy
Course has not been successfully taught for **three** years.
Memo to: AP&P Rep.; Dept.; Academic Deans

** When a course is dropped, it is removed from the catalog, and listed as inactive. Re-activating a course requires a departmental faculty course review process and must occur within three years.
Subsequent to a course being inactive for three years, it automatically becomes archived. To offer a course that has been archived, a new course proposal must be submitted.
For reasons to retain course, include: when was course last taught successfully; when it was last offered; when is it planned to be on the schedule again.



First Appearance Report
ACADEMIC POLICY AND PLANNING COMMITTEE
COURSE DROP POLICY

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

Course Prefix & Number _____ Course Title _____

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

1. _____ This course should not be on the potential course drop (?or provisional status) list because:

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

OR

It is a new course approved by the AP&P Committee: _____
(please give semester and year)

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

Ran Course Impact Report _____
(please give semester and year)

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

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

For rationale responses 3-6 below, also indicate:

_____ (Last semester and year offered.)

_____ (Last semester and year successfully taught.)

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

~~The department concurs that the course will should be dropped after one additional attempt to offer in next spring, summer, or fall semester.~~

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

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

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

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

PREPARED BY:

DEPARTMENT ACTION:

_____ # YES _____ # 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.

Second Appearance Report
ACADEMIC POLICY AND PLANNING COMMITTEE
COURSE DROP POLICY

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

Course Prefix & Number _____ Course Title _____

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

1. _____ This course should not be on the potential course drop (?or provisional status) list because:

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

OR

~~It is a new course approved by the AP&P Committee:~~ _____
(please give semester and year)

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

Ran Course Impact Report _____
(please give semester and year)

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

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

For rationale responses 3-6 below: include last year's 1st appearance report rationale; also indicate:

_____ (Last semester and year offered.)

_____ (Last semester and year successfully taught.)

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

~~The department concurs that the course will should be dropped after one additional attempt to offer in next spring, summer, or fall semester.~~

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

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

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

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

PREPARED BY:

DEPARTMENT ACTION:

Signature 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 & Planning Committee Minutes

Meeting: Thursday March 31, 2016 in B-100 at 2:00 PM

VOTING MEMBERS

X Chair / Articulation – Dave DeGroot
 X Vice-Chair / Past Chair – Larry Manalo
 Applied Social Sciences – J. Dal Porto
 X Business – Peggy Warrick
 Counseling – Lydia Maxwell
 X English – Denise Cain
 X Fine Arts – David Passage
 X Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – vacant

Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 X Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematical Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Ernesto Lopez

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – G. Railey
 X Admissions & Records – B. Wilcox
 X Admissions & Records - J. Hooghuis
 Articulation D. DeGroot
 Community Education – vacant
 Part-Time Faculty Union – vacant

STANDING INVITEES

Dean, Academic Affairs – M. Lau
 Interim Dean, Academic Affairs – D. Dal Ballo
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Interim Dean, Academic Affairs – S. Ramirez-Gelpi

Dean, Matriculation/Counseling – Y. Teniente-Cuello
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

Past Chair – S. Gelpi-Ramirez
 Danielle Blanchard

Approval of Minutes –

A motion was made to approve the minutes of the March 17, 2016 meeting with amendments. (M/S/P Mitchem/Lennihan)
 Ayes: L. Manalo, P. Warrick, D. Cain, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0

Approval of the Agenda

A motion was made to approve the agenda as distributed. (M/S/P Mitchem/Sanders). Ayes: L. Manalo, P. Warrick, D. Cain, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0

Curriculum Review – Consent Items

Consent Items

Proposal Type	Prefix & Number	Course title (units)	Rationale / Action
Corrections	MATH 141	Precalculus (6)	Correct numbering sequence
Course Drop	MT 179B	Machining Fundamentals 2 (2)	Experimental course
	MT 179C	Survey of Machining & CWE (2)	Experimental course
Committee Action	A motion was made to approve to recommend consent items for adoption. (M/S/P Mitchem/Lennihan) Ayes: L. Manalo, P. Warrick, D. Cain, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0		

Curriculum Review – Action Items

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale / Action
Major Mod	CA 118	Beverage Management (1)	Rationale: Updating as part of course and program review cycle Committee Recommendations: Include written papers and projects in outside assignments, remove the objectives that are listed twice, remove duplicate in course content, first section
Major Mod	CHEM 180	Organic Chemistry I (5)	Rationale: Updating in preparation for new ADT program approval.

Committee Recommendations: the course is approved for CID sequence except that some material /content needed to be added; cross reference the reaction mechanism topics so it doesn't appear that there is added content to the course, use the word "reaction mechanism".

CHEM 181 Organic Chemistry II (5)

Rationale: The course has been approved for CID sequence except that some material /content needed to be added.

Committee recommendations: Cross reference the reaction mechanism topics so it doesn't appear that there is added content to the course.

New Course

LE 427 Bicycle Patrol (1.5)

Rationale: Agency mandated course.

Committee recommendations: Place the advisory language under limitation on enrollment, remove all caps in catalog description, a number is missing in course objectives, is equipment for the class provided; objective no. 5 change the word "of. For every 1 hour of lecture in class, it is assumed that there are 2 hours outside of class study, list types of assignment for this 40 hour course. Content review is needed for this course.

Major Mod

MT 110 CNC G Code (4)

Rationale:

Committee Recommendations: entrance skills all from the MT 109 advisory course?

A motion was made to recommend 1st readings for consideration. (M/S/P Manalo/Mitchem) Ayes: L. Manalo, P. Warrick, D. Cain, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0

A motion was made to recommend prerequisites and advisories for consideration and pending completion of content review. (M/S/P Lennihan/Mitchem). Ayes: L. Manalo, P. Warrick, D. Cain, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0

Course Proposals – 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Major Mod	RVT 302	Veterinary Office Procedure (2)	Rationale: Committee recommendations: Use a generic term instead of "blackboard" such as current course management system, must give exams – if giving exams in the face to face class, must give exam in the online course.

Committee action: A motion was made to recommend 2nd reading for adoption pending verification that corrections have been made. (M/S/P Lennihan/Mitchem) Ayes: L. Manalo, P. Warrick, D. Cain, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0

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.

Curriculum – Other (Action Items)

- Units and Hours Document - review
- Draft - Repeatability BP/AP 4227

A new administrative procedure, 4227, Repeatable Courses was presented by the AP&P working group.

- ✓ Families of courses will be included in the administrative procedure
- ✓ A second draft will be presented
- ✓ Committee Action: A motion was made to recommend changes to BP/AP 4227 as reviewed. (M/S/F Warrick/Lennihan). Ayes: L. Manalo, P. Warrick, D. Cain, D. Passage, S. Bates, S. Bierzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0

- Draft – Distance Learning
- Draft – BP/AP 4025 Philosophy/Criteria for Associate Degree and BP/AP 4100 Minimum Requirements for Associate Degree - not reviewed

Curriculum – Other (Information Items)

- **BP 4220 Standards of Scholarship**
 - ✓ This policy covers a range of administrative procedures which are currently published in the catalog: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grand changes.
 - ✓ The existing textbook policy covered under the 4220 number will need to be given a different board policy number as the policy numbering is now provided with the use of templates.

Reports - none

Call for Future Agenda Items: definition of consent agenda

Call to Adjourn: the meeting was adjourned at 4:00 p.m.

AP 4227 Repeatable Courses

References:

Title 5 Sections 55040, 55041, 55253, and 56029

Note: *This procedure is legally required.*

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

The District must identify and designate such repeatable courses in its catalog.

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than **[four semesters or six quarters]**. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

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

BP 4220 STANDARDS OF SCHOLARSHIP

NOTE: *The language in red ink is legally required.*

The Superintendent/President shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the catalog.

❖ **From current AHC BP 4220 titled Textbook Selection (renumbered from BP 7100)**

Textbook Selection

The selection and discontinuance of textbooks are the responsibility of the instructor, with the approval of the department chair and the academic dean.

References: Education Code Section 70902(b)(3);
Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

NOTE: *The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from the current AHC BP 4220 titled Textbook Selection (renumbered from BP 7100) adopted on 12/17/96 and revised on 3/11/04. The language in blue ink is included for consideration.*

Adopted: 12/17/96

Revised: 3/11/04

Revised:

(Replaces Board Policy 7100)

Academic Policy & Planning Committee Minutes

Meeting: Thursday April 7, 2016 in B-100 at 2:00 PM

VOTING MEMBERS (14)

X Chair – Dave DeGroot
X Vice-Chair – Larry Manalo

X Applied Social Sciences – Judith Dal Porto

Business – Peggy Warrick
X Counseling – Lydia Maxwell
X English – Denize Cain
X Fine Arts – David Passage
X Kinesiology, Rec & Athletics – Sheri Bates
Health Sciences – TBD

X Industrial Technology – Robert Mabry
X Academic/Student Affairs – Sandra Bierdzinski

X Languages & Communication – Andrea Sanders

X Life and Physical Sciences – Rob Lennihan
X Mathematics Sciences – Derek Mitchem
Public Safety – Kristy Treur
X Social & Behavioral Sciences – Tom VanderMolen
Student Representative – Ernesto Lopez

NON-VOTING MEMBERS

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

OTHER:

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

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau

Dean, Academic Affairs – Dominic Dal Bello
Dean, Academic Affairs – Nancy Meddings
Dean, Student Services – Robert Parisi
Dean, Academic Affairs – Sofia Ramirez
Gelpi

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

Approval of Minutes – March 31, 2016. No minutes to review at this time.

Approval of the Agenda – M/S/P: Lennihan/Mitchem/P – Ayes: Dal Porto, Maxwell, Cain, Passage, Bates, Manalo, Mabry, Bierdzinski, Lennihan, VanderMolen. Nays: 0. Abstain - 0

Curriculum Review – Consent Items

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.

Curriculum – Other (Action Items)

- Final – AP 4227, Repeatability Policy
 - Primarily adopting the League’s language with a few additions.
 - Activity courses = active participatory.
 - CONSIDER: Using “semesters” as the term. REMOVE: “quarters”
 - MODIFY: Such courses may not be repeated for more than “four semesters”. Include language regarding the family of courses.
 - CORRECT: Typos “repetition for repetition”.
 - David P. would include the edits regarding the AP as discussed.
- Draft – BP/AP 4235, Credit by Examination (CBE)
 - League language: International Baccalaureate (IB) program.
 - Charge of the students: To date, there are no charges because of the low use of this procedure. CONSIDER: Including the legislative language.
 - CONSIDER: The course is approved by the discipline faculty and is listed in the college catalog...
 - ATTACH: current catalog description of the credit by examination (p. 43-44) and modify to align with the current BP/AP.
 - Lydia M. would include the edits regarding the policy and attaching the corresponding catalog description.
- Draft – Technical Review Committee (TRC) Proposal

- It ties back to the MOU.
- Board Book – May 9, 2015. June 17, 2014. The administration was supposed to follow-up with what they wanted to see in September 2015, but didn't. Administration did respond in January and moved response date for academic senate and faculty association to May 2106.
- Review of the proposal for TRC.
- Discuss function of the Technical Review Committee (TRC) - technical review taken up by the TRC
- Concern: Faculty purview of reviewing and approving course/program proposals.
- Rob: Overlap with the roles and responsibilities of the department representatives. Dave's response: AP&P Reps would still review proposals, but for the bigger picture; compliance issues and overlap with other departments courses and/or programs.
- Checklists for the TRC would be built upon each specific screen in curricunet so TRC reviewers could evaluate the proposals and faculty could see what is being evaluated.
- There are more questions regarding the implications of the TRC. The committee would continue discussion regarding the proposal. Larry suggested three questions need to be answered:
 - 1. Would the TRC affect the 40-hour work week and the reassigned time for the chair and vice chair?
 - 2. Would TRC affect the function of the AP&P Committee?
 - 3. How would the TRC affect the roles and responsibilities of the representatives?
- Final – Curriculum Committee Evaluation – not discussed at this time.

Curriculum – Other (Information Items)

Reports

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

Call for Future Agenda Items

- Election of committee chair and vice chair.

Call to Adjourn – M/S/P:

Next meeting: Thursday, April 14, 2016, 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>

AP 4227 Repeatable Courses

References:

Title 5 Sections 55040, 55041, 55253, and 56029

Note: *This procedure is legally required.*

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

The District must identify and designate such repeatable courses in its catalog.

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than **[four semesters or six quarters]**. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

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

AP 4235 CREDIT BY EXAMINATION

Students may obtain subject and/or unit credit by one of the following methods: Achievement of a score of 3 or higher on an Advanced Placement Examination (AP) administered by the College Entrance Examination Board for general education subject and unit credit and course subject and unit credit as identified on the AHC AP Examination List.

1. Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP) for general education area subject and unit credit as identified on the AHC CLEP Examination List.
2. Achievement of a score that qualifies for credit by examination in the International Baccalaureate Program (IB) for general education area subject credit as identified on the AHC IB List.
3. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
4. Achievement of an examination administered by other agencies approved by the college.

When students choose Credit by Examination administered by the college, the following determinations of Eligibility must be met in order to take the examination:

1. The student must be currently registered in the college and in good standing.
2. The student must have completed 12 units at Allan Hancock College.
3. The course is listed in the college catalog and is approved by the discipline faculty offering the course as Credit by Examination.
4. Credits acquired by examination are not applicable to meeting such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.
5. Students must apply within the first three weeks of instruction for fall and spring semester, or during the first week of instruction during the summer terms.
6. The student's academic record clearly indicates that the credit was earned by examination.

A maximum of 12 units of credit may be allowed by examination.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

The district may charge a student a fee for administering an examination pursuant to this section, provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

Reference: Title 5 Section 55050

Approved:

(This is a new procedure)

Legal Citation for AP 4235

5 CCR § 55050
Cal. Admin. Code tit. 5, § 55050

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 5. ALTERNATIVE METHODS FOR AWARDING CREDIT

§ 55050. Credit by Examination.

- (a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to credit by examination in accordance with the provisions of this section.
- (b) The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college.
- (c) The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to section 55002. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.
- (d) A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this section.
- (e) The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
- (f) Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
- (g) Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.
- (h) A district may charge a student a fee for administering an examination pursuant to this section, provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

TECHNICAL REVIEW COMMITTEE (TRC) PROPOSAL

Academic Policy and Planning (AP&P) Committee

The AP&P Committee is charged with the vigilant oversight of all of the college's curricula including the review, approval, and renewal of sound curriculum, including the compliance with California Education Code (Title 5), Chancellor's Office requirements, and accreditation standards. Upon approval, the AP&P Committee shall offer its recommendations to the Academic Senate and Board of Trustees.

TRC Goal as a subcommittee of AP&P

The goal of Technical Review Committee (TRC) is to check proposals for spelling, grammar, and format, appropriate completion of required curriculum system management fields, inclusion of adequate supportive documentation, and course outline of record integration.

TRC Role

Technical Review occurs at the beginning of the curriculum process. The TRC collaborates with the initiator/s in submission of complete and clean proposal. The TRC demonstrates completion of proposal review based on curriculum management systems proposal screen checklists. The TRC may also identify proposal issues that should be taken note of as the proposal moves through the AP&P review process.

TRC Membership

- AP&P Vice-Chair (Chairs the TRC) .2 Reassigned Time
- AP&P Committee Chair (.2 of .6 reassigned Time) .2 Reassigned Time
- Articulation Officer 40 Hour Work Week
- One CTE Faculty 40 Hour Work Week
- One Non-CTE Faculty 40 Hour Work Week
- Curriculum Specialist (Resource and Back Up Reviewer)

TRC Meetings

Meeting Times

The TRC will meet every other Thursday from 2 - 4 pm beginning the first Thursday of the semester (7-8 meetings per semester). The AP&P committee will meet every other Thursdays from 2 - 4 pm beginning the second Thursday of the semester (6-7 meetings per semester).

Meeting Tasks

TRC will revise checklists as needed, provide updates on reviewed proposals, discuss issues and concerns, and/or make recommendations to the AP&P agenda.

Review Assignments in TRC

The TRC Chair assigns proposals.

Curriculum Review/Approval Process

The TRC is the first step in the curriculum review/approval process. Proposals may go back and forth between the initiator and the TRC until they are considered “ready for review process”.

Proposed Revised Curriculum Review Process

Level	Group	Take Action
Pre- launch (TRC)		
• Level One	Technical Review Committee	(TRC Chair)
Launch (post TRC)		
• Level Two	Learning Resource Center	(LRC Dean)
• Level Three	Department Review and Vote	(Dept. Chair)
• Level Four	* Divisional Review	(Dean)
• Level Five	AP&P Committee	(AP&P Chair)
• Level Six	Academic Affairs Vice-President	(VPAA)
	*May not be needed if Feasibility Report implemented	

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday April 14, 2016 in B-100 at 2:00 PM

VOTING MEMBERS

X Chair / Articulation – Dave DeGroot
 X Vice-Chair / Past Chair – L. Manalo
 x Applied Social Sciences – J. Dal Porto
 Business – Peggy Warrick
 Counseling – Lydia Maxwell
 X English – Denise Cain
 X Fine Arts – David Passage
 X Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – VACANT

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 X Languages & Communication – Andrea Sanders
 Life and Physical Sciences – Rob Lennihan
 X Mathematical Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Ernesto Lopez

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – G. Railey
 X Admissions & Records – B. Wilcox
 Admissions & Records - J. Hooghuis
 Articulation D. DeGroot
 Community Education – vacant

STANDING INVITEES

Dean, Academic Affairs – L. Nazarenko
 Dean, Academic Affairs – D. Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs –

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

GUESTS

Danielle Blanchard

Approval of Minutes – March 31, 2016 and April 7, 2016 Manalo/Mitchem

A motion was made to approve the minutes of the April 7, 2016 meeting as distributed. (M/S/P Manalo/Mitchem Ayes: J. Dal Porto, L. Manalo, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, D. Mitchem. Noes: 0. Abstentions: D. Cain.

Approval of the Agenda –

Curriculum Review – Consent Items

Consent Items

Proposal Type	Prefix & Number	Course title (units)
Major Mod	EL 109	Network Essentials 4 (2)
Textbook Change	HUSV 126	Meditation, Mindfulness and Relaxation (3)
Textbook Change	NURS 422	EKG/Monitor (1.5)
Committee action:	A motion was made to recommend 1 st readings for consideration. (M/S/P Mitchem/Sanders). Ayes: J. Dal Porto, L. Manalo, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0	

Curriculum Review – Action Items

Course Proposals – 1st Reading

Proposal Type	Course Prefix	Rationale / Recommendations
Modifications	BUSINES	<p>Rationale: Business courses are being updated as part of its regular course and program review cycle. The courses listed below are designed to provide business students with immediate entry-level skills in a variety of work-place settings, or for students wanting to upgrade their skills for advancement. A variety of 3-unit certificate options are available when completing these courses.</p> <p>The committee recognizes that the original content of these courses were established under the “359 Institute/Topics In” format in which a generic course outline established the underlying framework for offering curriculum that had common goals and objectives and which could not change from course to course. The courses are offered on the regular 2-year cycle and the common COR providing the underlying framework no longer applies.</p>

	<p>The committee recommendations made below apply to each of the courses listed.</p> <p>Committee Recommendations: The modifications do not fit the criteria for major modification and are considered minor changes.</p> <p>The course objectives should be specific to the course not "vary from topic to topic". There should be different outcomes for each course because each course is a different topic. An example to make this change could be: "Recall significant business issues, theories, and applications relevant to "listening skills, or communication skills" or "apply active listening". In this example the additional language is taken from the course content itself.</p> <p>Align outside assignments with methods of evaluation</p> <p>Provide more information about what "instructional materials" are used in the course, such as publications, specific handouts, forms, charts, etc.</p> <p>Include in the course description the same enrollment restriction language in each .5 module that is reflected in the 3 unit series course. Use the prefix and # instead of the course title.</p> <p>Comment: it would be advisable to write measurable SLOs that are course specific.</p>		
Minor Mods	BUS	357	Management: Listening
	BUS	360	Introduction to Supervision
	BUS	361	Your Leadership Style
	BUS	363	Management: Conflict
	BUS	364	Winning Business Plans
	BUS	367	Managing Change
	BUS	369	Employment Law
	BUS	370	Ethics and Integrity
	BUS	371	Sexual Harassment Prevention
	BUS	372	Workplace Diversity
	BUS	373	Forming a Small Business
	BUS	374	Business Incorporation
	BUS	375	Patents and Copyrights
	BUS	376	Strategic Planning
	BUS	377	Managing Service Quality
	BUS	378	Effective Sales Methods
	BUS	380	Marketing Strategies
	BUS	381	Entering Global Markets
	BUS	382	Advertising & Public Relations Strategies
	BUS	386	Business Resume Writing (1)
	BUS	387	Executive Leadership: Series (3)
	BUS	389	Customer Service: Series (3)
	BUS	391	Human Resources Mgt: Series (3)
	BUS	394	Managing Verbal Communication
	BUS	397	Executive Leadership
	BUS	398	Efficient Meetings
Committee action:	<p>A motion was made to recommend 1st readings for consideration. (M/S/P Mitchem/Sanders). Ayes: J. Dal Porto, L. Manalo, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0</p>		

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.

Curriculum – Other (Action Items)

- AP&P Internal Elections
Dave DeGroot announced that he would not continue as AP&P chair in 2016-17. An inquiry was made of the committee members present to gauge the interest in the AP&P Chair position. One committee expressed interest - no nominations were made.
- Finalize Technical Review Proposal
The proposal was further discussed with no action being taken:

There were questions about the role and tasks of current committee members with a technical review committee in place.

The proposed “Curriculum Review/Approval” process allows a proposal to remain in “pending” status so that it can be edited while it is being reviewed by tech review (pre-launch), and prior to the actual submission of a proposal into the workflow.

The “Revised CurricUnet Review” process does not indicate how the current process is being changed (strikethroughs and deletions) or the place of the AP&P.
- Finalize Credit by Examination
No action taken

Curriculum – Other (Information Items)

Public Safety Required Language - The Chancellor’s Office 2015 Instructional Services Agreement Guidelines (attached) affects public safety courses provided under an agreement with public agencies, such as law enforcement and fire technology. The guidelines are specific to ensuring title 5 compliance of all instructional service agreements including open course enrollment, supervision of students, instructional activities, prerequisites, etc.

- LE 426, recently approved as a new course was submitted to the CO for approval and revisions have been requested. (attached)
- The dean, extended campus, and program coordinator at the LVC, oversee the college’s instructional service agreement processes.
- The guidelines also has an immediate effect on all course outlines for disciplines that are under outside licensing and certification agencies.
- Based on the 2015 guidelines (attached) the following language has been proposed for inclusion in all public safety course outlines of record (regardless of the existence of an instructional service agreement in that discipline):

Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.

Proposed for the publication in the college catalog, announcement of courses section, page 127:

Prerequisite: A prerequisite is a course (or equivalent skills or prior experience) that a student must complete with a grade of “C” or better (or possess) before enrolling in a more advanced course. A prerequisite is a course needed before a student may register for a subsequent course. If a student believes the prerequisite has been met by other means, an appeal for prerequisite equivalency can be filed with the dean of counseling and matriculation. Deadlines for submission of an appeal are printed in the Prerequisites, Requisites and Advisories link on myHancock at <http://www.hancockcollege.edu/Default.asp?Page=501>. NOTE regarding equivalent enrollment eligibility for state regulatory and licensing authorities: Approval of equivalent course or prior experience used to satisfy enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.

Reports

AP&P Chair

A feasibility form (formerly "fiscal impact" form) is being proposed for use during those initial steps in the curriculum development process that are done prior to completing a proposal in CurricUnet (collaboration with peers and/or those impacted by proposal, ensuring curriculum duplication is not an issue, meeting with academic dean, articulation officer, etc.).

Support

The Chancellor's Office will not be utilizing CurricUnet for the state inventory of approved courses and programs. A deadline to update the inventory has been established and is to be completed by the end of this fiscal year to coincide with the transfer of data from the current system to the new system. This update will include local curriculum management systems.

Call for Future Agenda Items**Call to Adjourn**

The meeting was adjourned at 4:00 pm

ANNOUNCEMENT OF COURSE

COURSE INFORMATION

Students should familiarize themselves with the information given below about the course descriptions. Courses are listed alphabetically. Each course is designated by a prefix and number. A descriptive title and the unit value follow the course number. The semester in which the course is usually offered is noted at the end of the course description following the grading option. See the key at the end of this section.

Numbering System: Courses numbered 100-199 are baccalaureate-level courses and will transfer to the California State University system and other four-year institutions. Please note that some of these courses would not be appropriate for specific majors or for the general education requirements for graduation. Students should check the current catalog of the institution of transfer to determine which courses are appropriate.

Courses numbered 300-399 are intended for certificate and associate degree programs. In some cases, with special arrangements, they may be acceptable for transfer to some four-year universities.

Courses numbered 400-499 are primarily vocational credit courses that are not applicable to the associate degree programs and do not transfer to four-year institutions.

Courses numbered 500-599 are college preparatory in nature and are not applicable to the associate degree programs and do not transfer to four-year institutions.

Cooperative Work Experience (149/302): Cooperative Work Experience courses provide on-the-job learning related to a student's educational or occupational goals, and are offered by numerous disciplines. See "Cooperative Work Experience" for a more complete description.

Experimental Courses (179, 379, 479, and 579): Formerly known as "Workshop," these courses are designed in specific disciplines to test new curriculum before adopting it as part of an academic program. See "Experimental Courses" for a more complete description of the concept.

Independent Projects (189/389): These courses are academic opportunities for students who are capable of independent work and who demonstrate the need or desire for additional study beyond the regular curriculum. See "Independent Projects" for a more complete description of the concept.

Special Topics Courses (199/399/499/599): Formerly known as "Institutes" or "Topics In," these courses are designed to meet specific and unique curriculum need within the college's service area. These courses address a specific topic relating to a discipline and are not offered on a regular cycle (not within a two-year period). These courses are not included in any major core.

Course Identification Numbering System (C-ID)

[The Course Identification Numbering System \(C-ID\) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify](#)

[comparable courses at different community colleges. However, students should always go to \[www.assist.org\]\(http://www.assist.org\) to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit. The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer. Students may consult the ASSIST database at \[www.assist.org\]\(http://www.assist.org\) for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.](#)

Acceptable for Credit: This designation identifies the course and unit transferability to the CSU and UC systems.

CSU - accepted towards graduation at all California State University campuses.

CSU-CL (Credit Limitation) – limited number of units accepted towards graduation at all California State University campuses.

UC - accepted towards graduation at all University of California campuses.

UC – CL (Credit Limitation) - limited number of units accepted towards graduation at all University of California campuses.

UC–DAT (Determined after Transfer) acceptance towards graduation at the UC campus is determined after the student has transferred. Course units may not be applied for the UC 60-unit admission requirement.

Course Repeatability: Effective fall 2013 only certain courses can be designated repeatable. Courses so designated will provide for increasing competency levels of performance in intercollegiate athletics, preparation for a bachelor's degree in specific majors, or preparation for non-athletic intercollegiate or vocational competitions. Please check this catalog for identification of course repeatability.

Course Requirements: Course descriptions include skill requirements or recommended levels of preparation as follows:

Prerequisite: A prerequisite is a course (or equivalent skills or prior experience) that a student must complete with a grade of "C" or better (or possess) before enrolling in a more advanced course. A prerequisite is a course needed before a student may register for a subsequent course. If a student believes the prerequisite has been met by other means, an appeal for prerequisite equivalency can be filed with the dean of counseling and matriculation. Deadlines for submission of an appeal are printed in the Prerequisites, Requisites and Advisories link on myHancock at <http://www.hancockcollege.edu/Default.asp?Page=501>. [NOTE regarding equivalent enrollment eligibility for state regulatory and licensing authorities: Approval of equivalent course or prior experience used to satisfy enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.](#)

Requisite: A corequisite is a course that must be taken prior to or at the same time the student is enrolling in the desired course. Deadlines for submission of an appeal are printed in the Prerequisites, Corequisites and Advisories link on myHancock at <http://www.hancockcollege.edu/Default.asp?Page=501>.

Advisory: An advisory is a course that a student is encouraged, but not required, to take before enrolling in a more advanced course. The

California Community Colleges
Chancellor's Office
1102 Q Street
Sacramento, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



DATE: January 4, 2016 AA 16-01
VIA E-MAIL

TO: Chief Executive Officers
Chief Instructional Officers
Chief Business Officers

FROM: Pamela D. Walker
Vice Chancellor, Education Services

Dan Troy
Vice Chancellor, Finance and Facilities Planning Division

SUBJECT: UPDATED GUIDELINES FOR INSTRUCTIONAL SERVICE AGREEMENTS

The Chancellor's Office has updated the guidelines for Instructional Service Agreements (ISA). The purpose of the update was to clarify legal requirements pertaining to advanced public safety courses therefore; sections 5(c) through 5(g) were added.

These updates will be explained in a webinar titled "ISA Update" that will be held on Tuesday January 12, 2016 from 3:00 to 4:00 PM. Public Safety Deans, Academy Directors, and Curriculum Specialists are encouraged to attend. Participants can attend the meeting using <http://bit.ly/1ITehbk>, or by calling 1-888-886-3951, passcode: 367897.

Please contact Eric Nelson by telephone at 916-327-2987 or by email at enelson@cccoco.edu, should you have any questions regarding the updated agreement or the webinar.



INSTRUCTIONAL SERVICES AGREEMENT GUIDELINES FOR COMMUNITY COLLEGE DISTRICTS AND PUBLIC AGENCIES

2015

Community college districts may claim full-time equivalent students (FTES) and state apportionment for courses given through instructional service agreements/contracts provided that California Education Code and title 5 requirements are met. The regulations are contained in California Education Code sections 78015, 84752 and California Code of Regulations, title 5, sections 51006, 53410, 55002, 55003, 55005, 55300, 58050, 58051(c)–(g), 58051.5, 58055, 58056, 58058(b), 58102-58106, 58108. Other regulations and/or statutes may apply.

These guidelines paraphrase applicable sections of Education Code and title 5 and apply only to programs and/or courses conducted in a cooperative instructional service arrangement with public agencies. (As indicated in Legal Advisory 04-01.5, although these guidelines are focused on agreements with public agencies, most of the requirements apply equally to private training partners.) The following list of required elements should be used as a guide in the preparation of agreements/contracts.

1. The governing board of a community college district, prior to establishing a vocational or occupational training program, shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program (Cal. Ed. Code, § 78015).
2. The college or district must have a written agreement/contract with the contractor stating:
 - a. the responsibilities of each party, including a notation that although operated on-site by the contractor, the college or district is responsible for the educational program and/or course(s),
 - b. the procedures, terms and conditions relating to:
 - 1) enrollment period,
 - 2) student enrollment fees,
 - 3) the number of class hours sufficient to meet the stated performance objectives,

- 4) supervision and evaluation of students,
 - 5) withdrawal of students prior to completion of a course or program, and
- c. the terms and conditions relating to cancellation and termination of the arrangement.
3. The college or district has documentation that instruction claimed for apportionment under the agreement/contract is under the immediate supervision and control of an employee of the district (Cal. Code Regs., tit. 5, § 58058) who has met the minimum qualifications for instruction in the discipline of the course in a California community college. Instructors need to provide the supervision and control necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity. As a general rule, faculty must be physically present in the classroom or lab or within line-of-sight of the students.
- a. Where the instructor is not a paid employee of the district, the college or district has an additional written agreement/contract with each instructor requiring FTES to be reported by the instructor and stating that the college or district has the primary right to control and direct the instructional activities of the instructor.
 - b. The college or district must demonstrate control and direction through such actions as providing the instructor an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly on-campus instructors.
4. The college or district lists minimum qualifications for instructors teaching agreement/ contract courses and instructor qualifications are consistent with requirements in other similar courses given by the college or district (Cal. Code Regs., tit. 5, § 53410).
5. The course(s) included in the agreement must be held at facilities which are clearly identified as being open to the general public, noting that students may be required to meet course or program prerequisites (Cal. Code Regs., tit. 5, § 58051.5).
- a. Enrollment in the course must be open to any person who has been admitted to the college and has met any applicable prerequisites (Cal. Code Regs., tit. 5, §§ 51006, 58106).
 - b. The district policy on open enrollment (Cal. Code Regs., tit. 5, § 55005) along with a description of the course and information about whether the course is offered for credit and is transferable must be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes (Cal. Code Regs., tit. 5, § 51006).

- c. Course outlines of record for advanced public safety courses, including in-service training courses in the areas of police, fire, corrections, and other criminal justice occupations, will not list as a prerequisite public safety employment, or possession of a basic course diploma. Appropriate health and safety prerequisites and/or enrollment limitations can include the requirement to pass a California Department of Justice Live Scan, as well as additional requirements established at the local level, so long as they do not violate the law, title 5, or this directive (Cal. Code Regs., tit. 5, §§ 55003, 58051(c)-(g) and 58106; Pen. Code § 832.3(c)).
- d. Course outlines of record for advanced public safety courses, including in-service training courses in public safety areas as described above, should include a sufficiently detailed list of prerequisites that are directly related to content of the advanced course, so that all prospective students can be assessed for enrollment eligibility, and shall only be put in place as provided by title 5, section 55003. Prerequisites shall not be established or construed so as to prevent academically qualified persons who are not employed by public safety agencies from enrolling in and attending courses (Cal. Code Regs., tit. 5, §§ 55003, 58051(c)-(g), 58106; Pen. Code § 832.3(c)).
- e. A student may request an evaluation of his/her previous experience and coursework to determine if it is equivalent to the listed requirements. If it is determined that a student does not meet the prerequisite requirements pursuant to title 5 section 55003(o), the student may challenge the prerequisites through the college's prerequisite challenge process pursuant to title 5 section 55003(p). The college shall maintain documentation that demonstrates that its processes for assessing student eligibility for enrollment were followed.
- f. College publications shall inform students regarding the method by which they can seek an evaluation for equivalent enrollment eligibility for advanced public safety courses (Cal. Code Regs., tit. 5, §§ 55003, 58051(c)-(g) and 58106; Pen. Code § 832.3(c)).
- g. College publications, including the course outline of record and course syllabi, shall include a notification that will advise advanced public safety course students that approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes.

6. Degree and certificate programs must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs, or the college must have received delegated authority to separately approve those courses locally.
7. The agreement/contract or addendum must specify all courses conducted in the cooperative arrangement and provide corresponding outlines of record with documentation that each has been approved by the college's curriculum committee, is consistent with title 5 course standards and has been approved by the district board of trustees.
8. Procedures are in place by the college to ensure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Faculty covered under the agreement and students are held to a comparable level of rigor to all courses offered at the college.
9. Permanent records of student attendance, grades and achievement will be maintained by the public agency or college (as determined appropriate by the community college district). Records will be open for review at all times by college officials and submitted on a schedule developed by the community college district.
10. It is agreed that both contractor and community college district will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment Tutoring).
11. The community college district must certify that it does not receive full compensation for the direct education costs of the course(s) from any public or private agency, individual, or group.
12. The community college district is responsible for obtaining certification from the public agency verifying that the instructional activity to be conducted will not be fully funded by other sources.*
13. If the course(s) will be located outside the boundaries of the district, the district must comply with the requirements of title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.

* In accordance with Assembly Bill 444 (Stats. 1996, ch. 637) effective September 16, 1996; title 5, section 58051.5, was amended to include appropriate language to implement California Education Code Section 84752. See Legal Opinion O 11-01.

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday April 21, 2016 in B-100 at 2:00 PM

VOTING MEMBERS

Chair / Articulation – Dave DeGroot
 X Vice-Chair / Past Chair – Larry Manalo
 X Applied Social Sciences – J. Dal Porto
 X Business – Peggy Warrick
 X Counseling – Lydia Maxwell
 X English – Denise Cain
 X Fine Arts – David Passage
 X Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – vacant

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 X Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematical Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Ernesto Lopez

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – G. Railey
 X Admissions & Records – B. Wilcox
 X Admissions & Records - J. Hooghuis
 Articulation D. DeGroot
 Community Education – vacant
 Part-Time Faculty Union – vacant

STANDING INVITEES

Dean, Academic Affairs – M. Lau
 Interim Dean, Academic Affairs – D. Dal Ballo
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 X Interim Dean, Academic Affairs – S. Ramirez-Gelpi

Dean, Matriculation/Counseling – Y. Teniente-Cuello
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher
 Past Chair – S. Gelpi-Ramirez

GUESTS

Jody Derry
 Susan Farley

Approval of Minutes – March 31, 2016 and April 14, 2016

A motion was made to approve the minutes of the March 31, 2016 meeting as distributed. (M/S/P Mitchem/Lennihan)

Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0

A motion was made to approve the minutes of the April 14, 2016 meeting as distributed. (M/S/P Mitchem/Lennihan) Ayes:

J. DalPorto, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: P. Warrick, R. Lennihan, L. Maxwell.

Approval of the Agenda

A motion was made to amend the order of agenda items to accommodate guests. (M/S/P Mitchem/Bierdzinski) Ayes: J.

DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0

Curriculum Review – Consent Items

Consent Items

Proposal Type	Prefix & Number	Course title (units)	Rationale / Action
Major Mod	EL 109	Network Essentials 4 (2) Prerequisites: EL 108	The proposal is pending a correction to the content review worksheet. EL 106 and 107 are being added as prerequisites.
Committee action:	A motion was made to table EL 109. (M/S/P Maxwell/Lennihan) J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0		

Curriculum Review – Action Items

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale / Action
New Course	DANC 379B	Dance Improvisation (3)	Rationale: An improvisation course is required by most 4 year colleges - this course is being introduced as an experimental course. Recommendations: items in course content (no. 10 and 11) look more like course objectives, please restate as course content

			or list under objectives if appropriate for this course, begin each objective with lower case letter, align outside assignments and methods of evaluation (integrated COR).
Major Mod	ENGL 101	Freshman Composition: Exposition (4) Prerequisite: recommended placement on the START process or successful completion of ENGL 514 or READ 110 or ENGL 595	Rationale: A change to the prerequisite language will allow students who take the new course, ENGL 595, to move directly to English 101. English 595 is an accelerated basic skills class, designed to allow basic skills English students faster access to transfer level English. Proposed prerequisite change: successful completion of READ 110 or ENGL 595 or ENGL 514. Discussion: Content review versus CSU/UC equivalents, 500 level courses as prerequisites to degree-applicable courses, language on multiple measures associated with placement versus or in addition to START process. Recommendations: remove the language that has been keyed in entrance skills, unless these are in addition to the entrance skills that automatically populate the entrance skills field with language from the requisite courses.
Major Mod	MT 111	CNC CAD-CAM (4)	Rationale: Title incorrectly suggests that this course should follow MT 110 when students with MT 109 advisory skills can follow with either MT 110 or MT 111. MT 109 is being added as an advisory course, the title of the course is being modified, and the required textbook and materials are being replaced by online materials. Recommendations: The abbreviated term, CNC, may need to be spelled in the course title per Chancellor's Office requirements, align outside assignments with methods of evaluation, complete course data elements.
	MT 112	CNC MULTI-AXIS (4)	not reviewed
	MT 113	SolidWorks 1 (3)	not reviewed
	MT 114	SolidWorks 2 (3)	not reviewed
	MT 303	Manufacturing Processes and Production (2)	not reviewed
	MT 304	Maintenance Awareness (2)	not reviewed
Committee action	A motion was made to recommend DANC 379B, ENGL 101, AND MT 111 for consideration.. (M/S/P DalPort/Maxwell) J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0		

Course Proposals – 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Major Mod	MT 110	CNC G Code (4)	not reviewed

Program Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale / Action
Major Mod	CBOT		Rationale: CBOT programs are updated regularly to stay current with the technology changes in the office technology industry. The current modifications are limited to the addition and/or removal of courses.
		Computer Business Office Skills (Certificate of Accomplishment) (4)	Removing BUS 401, 377, CBOT 336, and 360. Adding CBOT 361, and CBIS 371. The program units are increasing from 4 units to 5 units.
		Administration Assistant/Secretarial AS (29)	Catalog description: spreadsheets is being included as part of the description, "apply proper administrative operations for business" is being removed from program outcomes. From selected units: removing ACCT 100 and 130, CBOT 362, and 336. Adding BUS 386 <i>Correction: addition of CBOT 312 is from a previously submitted paper proposal.</i>
		Administrative Assistant/Secretarial (Certificate Of Achievement) (29)	Catalog description: spreadsheets is being included as part of the description, "apply proper administrative operations for business" is being removed from program outcomes. From selected units: removing ACCT 100 and 130, CBOT 362, and 336. Adding BUS 386 <i>Correction: addition of CBOT 312 is from a previously submitted paper proposal.</i>
		Legal Secretarial (AS) (30)	From selected units: removing ACCT 100 and CBOT 362. Adding BUS 375 and 369. <i>Correction: replacing BUS 149 with CWE 149. Clarification: the unit changes, the language for selected units, and the inclusion of PLGL 101 and 107 are not part of the current modifications, but are corrections based on approval of a previously submitted paper proposal.</i>
		Legal Secretarial (Certificate Of Achievement) (30)	From selected units: removing ACCT 100 and CBOT 362. Adding BUS 375 and 369. <i>Correction: replacing BUS 149 with CWE 149. Clarification: the unit changes, the language for selected units, and the inclusion of PLGL 101 and 107 are not part of the current modifications, but are corrections based on approval of a previously submitted paper proposal.</i>
		Word/Information Processing (AS) (24)	Catalog description: correction to grammar in first sentence, wording change in the first program outcome. From selected units: removing CBOT 336, 362, and ENGL 101. Adding BUS 160, 372 and 377. <i>Correction: replacing BUS 149 with CWE 149</i>
		Word/Information Processing (Certificate Of Achievement) (24)	Catalog description: correction to grammar in first sentence, wording change in the first program outcome.

			From selected units: removing CBOT 336, 362, and ENGL 101. Adding BUS 160, 372 and 377. <i>Correction: replacing BUS 149 with CWE 149.</i>
		Computer Business Presentation and Publishing (Certificate of Accomplishment) (4)	Catalog description: addition of "legal office procedures" to program objective. From required courses: removing CBOT 336, and 362. Adding BUS 394 and 333. The program units are increasing from 4 units to 5.5 units.
Committee action:	A motion was made to recommend 1 st readings for consideration.. (M/S/P DalPort/Maxwell) J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0		

Program Proposals – 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Cert of Accomplishment	HUSV	Addiction Studies Foundation (12)	Not reviewed
	HUSV	Addiction Studies Basic (12)	Not reviewed
	HUSV	Addiction Studies Advanced (12)	Not reviewed

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.

Curriculum – Other (Action Items)

- **Vote for AP&P Chair and AP&P Vice-chair**
 - Unclear because of pending issues
- **Final – AP 4235, Credit by Examination**
 - A motion was made to recommend AP 4235 Credit by Exam for adoption. (M/S/P Mitchem/Lennihan) J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0
- **Final – Technical Review Committee Proposal**
 - Multiple questions need to be worked out:
 - Status of the vice-chair position moving forward?
 - Is there consensus for formation of a TRC?
 - Are there other alternatives to be presented for restructuring?
 - A motion was made to table TRC proposal. (M/S/P Bates/Warrick) J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0

Reports

None

Call for Future Agenda Items

None

Call to Adjourn

The meeting was adjourned at 4:00 pm



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

AP 4235 CREDIT BY EXAMINATION

NOTE: This procedure is optional but it is legally advised if the Board of Trustees has approved a policy to allow credit by examination.

Students may obtain credit Credit by Examination may be obtained by one of the following methods: (Colleges must determine appropriate methods. The following are common.)

- Achievement of a score of [3 or higher] on an Advanced Placement Examination administered by the College Entrance Examination Board.
Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP).
Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
Achievement of an examination administered by other agencies approved by the college.

When students choose Credit by Examination administered by the college, the following Determinations of Eligibility must be met in order to take the examination:

- The student must be currently registered in the college and in good standing.
The student must have completed 12 units at Allan Hancock College.
The course, deemed as credit by examination, is approved by the discipline faculty and is listed in the college catalog.
Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.
Students must apply within the first three weeks of instruction for fall and spring semester, or during the first week of instruction during the summer terms.
The student's academic record clearly indicates that the credit was earned by examination.
A maximum of 12 units of credit may be allowed by examination.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

(This will need some editing) The District shall impose a fee of \$xx for each unit of credit requested via Credit by Examination. Foster Youth and Veterans are exempt from paying this fee. (This is a Marian/Noahemy question: how much per unit? Other groups to exempt?)

NOTE: Additional local procedures may be inserted, which must include:

A maximum of 12 units of credit may be allowed by examination.

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~~Students must apply within the first three weeks of instruction for fall and spring semester, or during the first week of instruction during the summer terms.~~

~~The student's academic record clearly indicates that the credit was earned by examination.~~

~~Limits on the number of units that may be applied to the Associate degree.~~

~~Other limits on student and course eligibility for credit by examination.~~

Reference: [Title 5 Section 55050](#)

NOTE: The red ink signifies language that is legally advised and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).

Approved:

(This is a new procedure)

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Legal Citation for AP 4235

5 CCR § 55050
Cal. Admin. Code tit. 5, § 55050

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 5. ALTERNATIVE METHODS FOR AWARDED CREDIT

§ 55050. Credit by Examination.

- (a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to credit by examination in accordance with the provisions of this section.
- (b) The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college.
- (c) The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to section 55002. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.
- (d) A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this section.
- (e) The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
- (f) Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
- (g) Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.
- (h) A district may charge a student a fee for administering an examination pursuant to this section, provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

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TECHNICAL REVIEW COMMITTEE (TRC) PROPOSAL

Academic Policy and Planning (AP&P) Committee

The AP&P Committee is charged with the vigilant oversight of all of the college's curricula including the review, approval, and renewal of sound curriculum, including the compliance with California Education Code (Title 5), Chancellor's Office requirements, and accreditation standards. Upon approval, the AP&P Committee shall offer its recommendations to the Academic Senate and Board of Trustees.

TRC Rationale

The AP&P Committee has historically had a workload that is overwhelming, tedious and time consuming. Additionally, there are countless things to consider with curriculum, not just the content of a course but Education Code, articulation, counseling, general education, AHC policies and procedures, content overlap, etc. Traditionally, it takes a couple years to understand most of these processes and regulations. Some departments have a quick turn-around of committee members leaving just a few people are on the committee long enough to understand and oversee processes. It is essential that a team of individuals who can stay abreast of the processes and regulations and provide faculty with constructive feedback to assist them to develop a complete and clean proposal. Such individuals should be compensated for their expertise and time.

TRC Goal & Responsibilities (as a subcommittee of AP&P)

The goal of the Technical Review Committee (TRC) is to identify and handle proposal issues before the proposal moves through the AP&P review process. The tasks would include but are not limited to assuring required curriculum system management fields are complete, assuring consistency within the proposal fields, checking proposals for formatting problems, spelling and grammar errors, assisting with adequate supportive documentation, and ensuring course outline of record integration.

The TRC Chair coordinates the assignments of the proposals to individual TRC members. TRC members collaborate with their assigned initiator/s in the submission of a complete and clean proposal. Determination of a complete proposal is based on curriculum management systems proposal screen checklists. The TRC committee will be responsible for updating the checklists as additional items are identified through the review process, state mandates and/or Chancellor Office requirements.

TRC Membership

- AP&P Vice-Chair (Chairs the TRC) .2 Reassigned Time
- AP&P Committee Chair (.2 of .8 reassigned Time) .2 Reassigned Time
- Articulation Officer 40 Hour Work Week
- One CTE Faculty 40 Hour Work Week
- One Non-CTE Faculty 40 Hour Work Week
- Curriculum Specialist (Resource and Back Up Reviewer)

TRC Meetings

The TRC will meet every other Thursday from 2 - 4 pm beginning the first Thursday of the semester (7-8 meetings per semester).

The AP&P committee will meet every other Thursday from 2 - 4 pm beginning the second Thursday of the semester (6-8 meetings per semester).

At AP&P committee meetings, the TRC members will provide updates on reviewed proposals, discuss issues and concerns, and/or make recommendations to the AP&P agenda.

Curriculum Review/Approval Process

The TRC is the first step in the curriculum review/approval process. Currently, in the Curricunet system, this will involve the implementation of a Pre-Launch step. Once proposals are considered complete the initiator will be allowed to submit the proposal for review.

Proposed Revised Curricunet Review Process

Level	Group	Take Action
Pre- launch (TRC)		
•	Technical Review Committee	(TRC Chair)
Launch		
• Level One	AP&P Rep	(AP&P Rep)
• Level Two	Learning Resource Center	(LRC Dean)
• Level Three	Department Review and Vote	(Dept. Chair)
• Level Four	Divisional Review	(Dean)
• Level Five	AP&P Committee	(AP&P Chair)
• Level Six	Academic Affairs Vice-President	(VPAA)

Academic Policy & Planning Committee Minutes

Meeting: Thursday April 28, 2016 in B-100 at 2:00 PM

VOTING MEMBERS (14)

X Chair – Dave DeGroot
 X Vice-Chair – Larry Manalo
 X Applied Social Sciences – Judith Dal Porto
 X Business – Peggy Warrick
 X Counseling – Lydia Maxwell
 X English – Denize Cain
 X Fine Arts – David Passage
 X Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – TBD

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierzdzinski
 X Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Ernesto Lopez

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – George Railey
 X Admissions – B. Wilcox & J. Hooghuis
 Articulation – David DeGroot
 Community Education – Vacant

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
 Dean, Academic Affairs – Dominic Dal Bello
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Y. Teniente-Cuello
 Dean, Academic Affairs – S. Ramirez Gelpi
 Dean, Matriculation/Counseling – Y. Teniente
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

GUESTS

Part-Time Faculty Union – D. Blanchard
 Christine Bisson
 Christine Reed
 Marla Allegre
 Roger Hall

Approval of Minutes – April 21, 2016

A motion was made to approve the minutes as amended for ENGL 101 (M/S/P Lennihan/Bierzdzinski) L. Manalo, J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierzdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: K. Treur

Approval of the Agenda

A motion was made to approve the re-order of the agenda: MOU/TRC, elections, course proposals; a correction to NURS 392 and NURS 332 from minor mods to major mods. (M/S/P DalPort/Maxwell) J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierzdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0

Curriculum Review – Consent Items

Consent Items

Proposal Type	Prefix & Number	Course title (units)	Rationale
	LE 427	Bicycle Patrol (1.5)	
Major Mod Courses	CHEM 180	Organic Chemistry I (5)	The modifications to chemistry are being made for C-ID approval and in preparation of new ADT program proposal.
	CHEM 181	Organic Chemistry II (5)	
	EL 109	Network Essentials 4 (2)	The prerequisites for EL 109 are being modified per CISCO industry related skills.
	FT 308	Firefighter Academy 1B (11)	The state curriculum has changed and modifications are needed to maintain program status.
Course Outcome Changes	MATH 521	Foundations of Mathematics (5)	
	ENGL 513	Writing Skills 3 (4)	
Course Correction	DRMA 124	Stagecraft (3)	A correction to the hours was needed in order to be in compliance as a 3-unit course.
Major Mod Programs	CBOT	Computer Business Office Skills Certificate of Accomplishment (5)	Updating per changes in industry need and part of the regular review cycle.

	CBOT	Administration Assistant/Secretarial Associate in Science (29)	
	CBOT	Administration Assistant/Secretarial Certificate Of Achievement (29)	
	CBOT	Legal Secretarial Associate in Science (30)	
	CBOT	Legal Secretarial Certificate Of Achievement (30)	
	CBOT	Word/Information Processing Associate in Science (24)	
	CBOT	Word/Information Processing Certificate Of Achievement (24)	
	CBOT	Computer Business Presentation and Publishing Certificate of Accomplishment (5.5)	
New Programs	HUSV	Addiction Studies Foundation Certificate of Accomplishment (12)	
	HUSV	Addiction Studies Basic Certificate of Accomplishment (12)	
	HUSV	Addiction Studies Advanced Certificate of Accomplishment (12)	
Committee action	A motion was made to recommend 1 st readings for adoption. (M/S/P DalPort/Maxwell) J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0		

Curriculum Review – Action Items

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale
Major Mod	DA 326	Dental Radiography (4)	
	DA 327	Dental Screening (.5)	
Major Mod/C-ID	FSN 110	Nutrition Science (3)	Rationale: The course is being modified for CID approval and new transfer degree.
New Program	CHEM	Associate in Science in Chemistry for Transfer (36)	Rationale: Required to offer chemistry transfer program if an associate degree in this major is offered.
New Program	CS	Associate in Science in Computer Science for Transfer (30)	Rationale: Required to offer computer science transfer program if an associate degree in this major is offered.

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.

Curriculum – Other (Action Items) – None

Curriculum – Other (Information Items)

AP&P MOU and TRC Proposal

- A review of the MOU between the faculty association, academic senate, and AP&P committee was heard. Discussion of the Technical Review Committee (TRC) proposal followed.

Reports - None

Call for Future Agenda Items

Call to Adjourn - the meeting was adjourned at 4:00 p.m.

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday May 5, 2016 in B-100 at 2:00 PM

VOTING MEMBERS (14)

X Chair – Dave DeGroot
 X Vice-Chair – Larry Manalo
 X Applied Social Sciences – Judith Dal Porto
 X Business – Peggy Warrick
 X Counseling – Lydia Maxwell
 X English – Denize Cain
 X Fine Arts – David Passage
 X Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – TBD

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 X Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Ernesto Lopez

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – George Railey
 X Admissions – B. Wilcox & J. Hooghuis
 Articulation – David DeGroot
 Community Education – Vacant

GUESTS

Dean, Academic Affairs – Margaret Lau
 Dean, Academic Affairs – Dominic Dal Bello
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Rob Parisi
 Dean, Academic Affairs – S. Ramirez Gelpi

STANDING INVITEES

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

Part-Time Faculty Union – D. Blanchard
 Christine Bisson

Approval of Minutes April 28, 2016

A motion was made to table the minutes of the April 28, 2016 meeting. (M/S/P Mabry/Lennihan) L. Manalo, J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0

Approval of the Agenda

A motion was to approve the agenda as corrected: remove the double listing of FSN 110, correct NURS 323 from a minor modification to textbook only change.

Curriculum Review – Consent Items

Consent Items

Proposal Type	Course Prefix	Course Title and Units	Rationale
New Course	DANC 379B	Dance Improvisation (3)	An experimental course.
Major Mod	FSN 110	Nutrition Science (3) Advisory: ENGL 514 or recommended placement in ENGL 101 based on the START process.	The course is being modified in preparation for CID approval and new transfer program in dietetics.
Committee action:	A motion was made to recommend consent items for adoption. (M/S/P Mitchem/DalPorto) L. Manalo, J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0		

Curriculum Review – Action Items

Course Proposals – 1st Reading

Proposal Type	Course Prefix	Course Title and Units	Rationale / Recommendations
Major Mods	MT 112	CNC Multi-Axis (4) Advisory: MT 111	Rationale: The title of the course is changing from CNC Principles and Practices 3 to better describe the course, the required text is being replaced by optional online e-materials. Committee Recommendations: in catalog description, include the full course title with abbreviation in parentheses at first mention, then abbreviation thereafter.

	MT 113	SolidWorks 1 (3)	Rationale: Drafting is being added to the discipline placement for this course and the catalog description, objectives, instruction methods, assignments, textbook, and evaluation sections of the course outline have been updated. Committee Recommendations: in catalog description, spell out full titles with abbreviation in parentheses at first mention, then abbreviation thereafter.
	MT 114	SolidWorks 2 (3) Advisory: MT 113	Rationale: Drafting is being added to the discipline placement for this course and the catalog description, content, objectives, instruction methods, textbook, and evaluation sections of the course outline have been modified. Committee recommendations:
	MT 303	Manufacturing Processes and Production (2)	Rationale: A correction in the catalog description clarifies the Manufacturing Skills Standards Council (MSSC) assessment fees are optional. Committee recommendations:
	MT 304	Maintenance Awareness (2)	Rationale: A correction in the catalog description clarifies the Manufacturing Skills Standards Council (MSSC) assessment fees are optional. Committee recommendations:
	DA 326	Dental Radiography (4) Limitation on enrollment: Admittance to dental assisting program	Rationale: Modifications are being made per dental board requirements. Modifications are being made to course topics, addition of "digital radiographs to course objectives and revised outcomes.
	DA 327	Dental Screening (.5) Limitation on enrollment: Admittance to dental assisting program	Rationale: Rationale: Modifications are being made per dental board requirements. Modifications are being made to catalog description, instructional methods, materials, and outcomes.
	NURS 329	Endocrine and Reproductive Systems (2.5) Prerequisite: Successful completion of NURS 310 and admission to the vocational nursing program.	The course outline is being updated and modifications are being to course objectives, assignments, evaluation methods, textbook, and instructional materials.
	NURS 332	Neurosensory System (2) Prerequisite: Successful completion of NURS 310 and admission to the vocational nursing program.	The course outline is being updated and modifications are being to course objectives, evaluation methods, textbook, and instructional materials
	PHYS 161	Prerequisite: PHYS 110 and MATH 182 (may be taken concurrently)	Rationale: The course is being updated in preparation of new transfer program. The lecture and lab hours are being reduced from 5 lecture hours and 3 lab

		The course is being updated in preparation of new transfer program. The lecture and lab hours are being reduced from 5 lecture hours and 3 lab hours to 4 lecture and 4 lab hours. The units are also reduced from 5 units to 4 units.	hours to 4 lecture and 4 lab hours. The units are being reduced from 5 units to 4 units. Committee recommendations:
	PHYS 162	Engineering Physics 2 (4) Prerequisite: PHYS 161 and MATH 182	Rationale: The course is being updated in preparation of new transfer program. The lab hours are being reduced from 4 lab hours to 3 lab hours changing the total course hours; the units are being reduced from 5 units to 4 units. Committee recommendations: clarification of the prerequisite course is needed.
	PHYS 163	Engineering Physics 3 (4) Prerequisite: PHYS 161 and MATH 182 Advisory: completion of or concurrent enrollment in MATH 183 is recommended	Rationale: The course is being updated in preparation of new transfer program. The lab hours are being reduced from 4 lab hours to 3 lab hours changing the total course hours. The units are also reduced from 5 units to 4 units. Committee recommendations: clarification of the prerequisite course is needed.
Textbook Change	NURS 323	Respiratory System (2) Limitation on enrollment: Admittance to VN Program and/or successful completion of NURS 310	Rationale: This is a textbook change only
Committee action:	A motion was made to recommend 1 st readings, course mods, for consideration. (M/S/P Mitchem/DalPorto) L. Manalo, J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0		

Program Proposals – 1st Reading

Proposal Type	Discipline	Program Title/Award	Rationale/Recommendations
New Programs	CHEM	Associate in Science in Chemistry for Transfer (36)	Rationale: The development of this program is required per SB 1440; IGETC for Stem is the required general education pattern for chemistry transfer program. Committee recommendations: correct the format in CurricUnet to include the required AST language.
	CS	Associate in Science in Computer Science for Transfer (30)	Rationale: The development of this program is required per SB 1440. Committee recommendations: correct the format in CurricUnet to include the required AST language.
	FSN	Associate in Science in Nutrition and Dietetics for Transfer (28-30)	Rationale: The development of this program is required per SB 1440. Committee Recommendations: courses need to be submitted for CID approval;

			correct the format for listing double counted units.
Committee action:	A motion was made to recommend 1 st readings, new programs, for consideration. (M/S/P Lennihan/DalPorto) L. Manalo, J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: R. Mabry.		

Course Proposals – 2nd Reading

Proposal Type	Course Prefix	Course Title and Units	Rationale / Recommendations
Major Mod	MT 110	CNC G Code (4) Advisory: MT 109	Rationale: The title of the course is being modified from CNC Principles and Practices 2 to clarify the sequence of courses in the machining program; advisory language is being removed (not the advisory course); required textbook and materials are being replaced by optional, online materials.
	MT 111	CNC CAD-CAM (4) Advisory: MT 109	Rationale: The title of the course is being modified from CNC Principles and Practices 2 to clarify the sequence of courses in the machining program; MT 109 is being added as an advisory course; required textbook and materials are being replaced by optional, online materials.
Committee action:	<p>A motion was made to recommend 2nd readings for adoption. (M/S/P Maxwell/Manalo). L. Manalo, J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0</p> <p>A motion was made to recommend advisory for adoption. (M/S/P Lennihan/Mitchem). L. Manalo, J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0</p>		

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.

Curriculum Other Action Items

- TRC and AP&P Proposal to AS & FA
Committee action: a motion was made to submit a package proposal: TRC/Additional TRC Member/Additional Hour for AP&P Members
- AP&P Summary Report Draft

Curriculum Other Information Items - None

Reports - None

Call for Future Agenda Items - None

Call to Adjourn - The meeting was adjourned at 4:00 p.m.



ACTION ITEM

To: Board of Trustees	Date:
From: Superintendent/President	June 14, 2016
Subject: Academic Policy and Planning Committee Curriculum Summary	Item Number:
Strategic Goal: Goal SLS2: To support student access, achievement, and success.	Enclosures: Page of

BACKGROUND:

The curriculum report for the period March 3 - May 12, 2016 is attached for consideration of the board of trustees. This report includes a summary of new and modified courses and programs that are being recommended for adoption.

FISCAL IMPACT:

New courses will be supported based on current budget allowances within the discipline/departments either by reallocation of existing funds or cycling of existing offerings to allow for the offering of new curriculum. Additionally, full-time faculty receive a stipend of \$250 per new course development and \$150 per major course modification.

RECOMMENDATION:

Staff recommends that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee for the period.

Administrator Initiating Item: George A. Railey	Final Disposition:
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ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT

June 14, 2016

David DeGroot, Committee Chairperson / Articulation Officer

Larry Manalo, Vice-Chair

Judith Dal Porto, Applied Behavioral Sciences

Margaret Warrick, Business

Lydia Maxwell, Counseling

Denize Cain, English

David Passage, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Health Sciences (vacant)

Robert Mabry, Industrial Technology

Andrea Sanders, Languages & Communication

Sandra Bierdzinski, Academic/Student Services

Robert Lennihan, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Kristy Treur, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Eric ASBG Student Representative

Janet Hooghuis & Betsy Wilcox, Admissions & Records Representatives (ex officio)

Non-Credit Education (vacant)

George Railey, Vice President, Academic Affairs (ex officio)

Rebecca Andres, Curriculum Specialist

Adopted by Board of Trustees: _____

President, Board of Trustees

Date

Allan Hancock Joint Community College District

NEW COURSES RECOMMENDED FOR ADOPTION

This section lists all new courses including credit, noncredit, experimental, and special topics.

NEW Courses: Effective 2017-18 catalog and pending Chancellor's Office approval.

Course prefix	Course Title	Units
AG 330	Harvest Boot Camp	
AT 354	Selected Projects in Automotive Machining	

DANC 379B	Dance Improvisation	
ENGL 179B	Transfer Accelerated Reading and Writing Academic Skills Prerequisite: Placement on START process at ENGL 513, ENGL 514, READ 310, or READ 110. An experimental course to accelerate students who are capable of advancing in English courses with ENGL 101 as a co-requisite course.	
LE 427	Bicycle Patrol	1.5

NEW Programs:

Discipline	Course Title	Program Units
Chemistry	Associate in Science in Chemistry for Transfer	36
Computer Science	Associate in Science in Computer Science for Transfer	30
Food Science and Nutrition	Associate in Science in Nutrition and Dietetics for Transfer	28-30
Human Services	Addiction Studies Basic Certificate of Accomplishment	12
	Addiction Studies Advanced Certificate of Accomplishment	12
	Addiction Studies Foundation Certificate of Accomplishment	12

MODIFICATIONS TO COURSES/PROGRAMS RECOMMENDED FOR ADOPTION

Major modifications to course content, course outline of record, or program listings are included in this section. Modifications include but are not limited to course/program units, hours, prerequisites, co-requisites, advisories, and enrollment limitations.

MODIFICATIONS Major: Effective 2017-18 catalog (*and pending Chancellor's Office approval as needed)

Course Prefix	Course Title	Units
CA 118	Beverage Management The course is being updated as part of course/program review.	1
CHEM 180	Organic Chemistry I Modifications to the course outline of records are being made for C-ID approval and in preparation of new transfer program proposal. The course content and instructional materials listed in the course outline have been updated.	5
CHEM 181	Organic Chemistry II Prerequisite: CHEM 180 Modifications to the course outline of record are being made for C-ID approval and in preparation of new transfer program proposal. The course content and instructional materials listed in the course outline have been updated.	5

*COS 310	<p>Manicuring</p> <p>Levels of placement are required: READ 510 or higher; ENGL 512 or higher; MATH 531.</p> <p>The course modification is needed to change the course hours; units are increasing from 6 to 9 units.</p>	9
*DA 326	<p>Dental Radiography</p> <p>Limitation on enrollment: Admittance to dental assisting program.</p> <p>The student learning outcomes have been modified and the catalog description, course topics, objectives, and evaluation methods have been updated on the course outline of record. The limitation on enrollment statement has been modified. The modifications are necessary to maintain dental board compliance.</p>	4
*DA 327	<p>Dental Screening</p> <p>Limitation on enrollment: Admittance to dental assisting program.</p> <p>The student learning outcomes have been modified and instructional materials have been updated on the course outline. The limitation on enrollment statement has been modified. The modifications are necessary to maintain dental board compliance.</p>	0.5
*EL 109	<p>Networking Essentials 4</p> <p>Prerequisite: EL 106 or EL 107 or EL 108</p> <p>The prerequisites for EL 109 are being modified per CISCO industry related needs.</p>	2
*ENGL 101	<p>Freshman Composition</p> <p>Prerequisite: recommended placement on the START process or successful completion of ENGL 514 or successful completion of READ 110.</p> <p>A change to the prerequisite language will allow students who take the new course, ENGL 595, to move directly to English 101. English 595 is an accelerated basic skills class, designed to allow basic skills English students faster access to transfer level.</p>	4
*FSN 110	<p>Nutrition Science</p> <p>Advisory: ENGL 514 or recommended placement in ENGL 101 based on the START process</p> <p>The course modifications are needed to align with the C-ID course descriptor for NUTR 110; advisory is being added; the textbook and software used in for this course are being updated.</p>	3
*FT 308	<p>Firefighting Academy 1B</p> <p>Prerequisite: FT 307</p> <p>The state curriculum has changed and modifications are needed to maintain program status. The course units are increasing from 6 units to 11 units.</p>	11
MT	<p>The machine technology courses have completed a regularly scheduled review cycle. The course outlines have been updated as described below.</p>	

*MT 110	CNC G CODE Advisory: MT 109 The title of this course is being changed from Computer Numerical Controlled (CNC) Principles and Practices 1 to clarify the sequence of this course in the MT program. Current titles for MT 110 and MT 111 (CNC 1 and CNC 2) were assigned in the sequence the courses were created and they wrongly imply that CNC 1 is an intro course and CNC 2 is an intermediate course. In fact, students can also start with CNC 2 and follow with CNC 1. MT 109 is being added as advisory course.	4
*MT 111	CNC CAD-CAM Advisory: MT 109 The title of this course is being changed from Computer Numerical Controlled (CNC) Principles and Practices 2 in order to clarify the sequence of this course in the MT program. Current titles for MT 110 and MT 111 (CNC 1 and CNC 2) were assigned in the sequence the courses were created and they wrongly imply that CNC 1 is an intro course and CNC 2 is an intermediate course. In fact, students can also start with CNC 2 and follow with CNC 1. MT 109 is being added as an advisory course; textbook and materials are being replaced by optional, online materials.	4
*MT 112	CNC Multi-Axis Advisory: MT 111 The title of the course is changing from Computer Numerical Controlled (CNC) Principles and Practices 3, the required text is being replaced by optional online e-materials.	4
MT 113	Solid Works 1 Drafting is being added to the discipline placement for this course and the catalog description, objectives, instruction methods, assignments, textbook, and evaluation sections of the course outline have been updated.	3
*MT 114	Solid Works 2 Advisory: MT 113 Drafting is being added to the discipline placement for this course and the catalog description, content, objectives, instruction methods, textbook, and evaluation sections of the course outline have been updated.	3
MT 303	Manufacturing Processes and Production A correction in the catalog description clarifies the Manufacturing Skills Standards Council (MSSC) assessment fees are optional.	2
MT 304	Maintenance Awareness A correction in the catalog description clarifies the Manufacturing Skills Standards Council (MSSC) assessment fees are optional.	2
NURS 329	Endocrine and Reproductive Systems Prerequisite: Successful completion of NURS 310 and admission to vocational nursing program. The course outline is being updated and modifications are being made to course objectives, assignments, evaluation methods, textbook, and instructional materials.	2.5

NURS 332	<p>Neurosensory System</p> <p>Prerequisite: Successful completion of NURS 310 and admission to the vocational nursing program.</p> <p>The course outline is being updated and modifications are being made to course objectives, evaluation methods, textbook, and instructional materials.</p>	2
*PHYS 161	<p>Engineering Physics 1</p> <p>Prerequisite: PHYS 110 or MATH 182 (may be taken concurrently)</p> <p>The course is being updated in preparation of new transfer program. The lecture and lab hours are being reduced from 5 lecture hours and 3 lab hours to 4 lecture and 4 lab hours. The units are also reduced from 5 units to 4 units.</p>	4
*PHYS 162	<p>Engineering Physics 2</p> <p>Prerequisite: PHYS 161 and MATH 182</p> <p>The course is being updated in preparation of new transfer program. The lab hours are being reduced from 4 lab hours to 3 lab hours changing the total course hours. The units are also reduced from 5 units to 4 units.</p>	4
*PHYS 163	<p>Engineering Physics 3</p> <p>Prerequisite: PHYS 161 and MATH 182</p> <p>Advisories</p> <p>The course is being updated in preparation of new transfer program. The lab hours are being reduced from 4 lab hours to 3 lab hours changing the total course hours. The units are also reduced from 5 units to 4 units.</p>	4

MODIFCATIONS Programs: Effective 2017-18 catalog and pending Chancellor’s Office approval. **May require ACCJC SubChange Application.

Discipline	Program Title	Units
Art	<p>Art</p> <p>The program course listing is being corrected to accurately list course listings and units.</p>	30
Computer Business Office Technology	<p>Administrative Assistant/Secretarial Associate in Science</p> <p>The catalog description is being modified to include spreadsheets; from selected units: removing ACCT 100, ACCT 130, CBOT 362, and CBOT 336. Adding BUS 386. The addition of CBOT 312 is being made as a correction.</p>	29
Computer Business Office Technology	<p>Administrative Assistant/Secretarial Certificate of Achievement</p> <p>The catalog description is being modified to include spreadsheets; from selected units: removing ACCT 100, ACCT 130, CBOT 362, and CBOT 336. Adding BUS 386. The addition of CBOT 312 is being made as a correction.</p>	29

Computer Business Office Technology	Legal Secretarial Associate in Science From selected units: removing ACCT 100 and CBOT 336. Adding BUS 375 and 369. Replacing BUS 149 with CWE 149 as a correction. CurricUnet corrections: the unit changes, the language for selected units, and the inclusion of PLGL 101 and 107 are not part of the current modifications, but are corrections based on approval of a previously submitted paper proposal.	30
Computer Business Office Technology	Legal Secretarial Certificate of Achievement From selected units: removing ACCT 100 and CBOT 336. Adding BUS 375 and 369. Replacing BUS 149 with CWE 149 as a correction. CurricUnet corrections: the unit changes, the language for selected units, and the inclusion of PLGL 101 and 107 are not part of the current modifications, but are corrections based on approval of a previously submitted paper proposal.	30
Computer Business Office Technology	Word/Information Processing Associate in Science Correction to grammar in catalog description; from selected units: removing CBOT 336, CBOT 362, and ENGL 101. Adding BUS 160, 372 and 377. Correction: replacing BUS 149 with CWE 149.	24
Computer Business Office Technology	Word/Information Processing Certificate of Achievement Correction to grammar in catalog description; from selected units: removing CBOT 336, 362, and ENGL 101. Adding BUS 160, 372 and 377. Correction: replacing BUS 149 with CWE 149.	24
Computer Business Office Technology	Computer Business Technology Office Skills Certificate of Accomplishment Removing BUS 401 and CBOT 336. Adding CBOT 361, and CBIS 371. The program units are increasing from 4 units to 5 units.	5
Computer Business Office Technology	Computer Business Presentation and Publishing Certificate of Accomplishment Catalog description: addition of "legal office procedures" to program objective. From required courses: removing CBOT 336, and 362. Adding BUS 394 and 333. The program units are increasing from 4 units to 5.5 units.	5.5
Veterinary Technology	**Veterinary Technology Certificate of Achievement The former program title, Registered Veterinary Technology, no longer adequately describes the scope of the program. The demographics of the students applying to enter the program has shifted from an incumbent workforce of experienced veterinary assistants to an inexperienced population wishing to enter the workforce at the entrance level of a veterinary assistant. The content of the program has not changed as most of the skill sets and knowledge is applicable to both RVTs and veterinary assistants. One of the program goals is to still provide the educational requirements which, in conjunction with the	20

required clinical practice experience, will qualify veterinary assistants to apply for the RVT exam under the Alternate Route category. However, an additional goal of the Veterinary Technology program is to provide to those students, without any clinical veterinary experience, the knowledge and skills to help them gain entrance into the workforce as a veterinary assistant. The program title, Veterinary Technology, encompasses both of the above goals and is the title most commonly used by other similar programs.

The original proposal is being changed from a minor program modification to major modification due to the change in student population of this program and adjustments to program objectives as a result. Specifically, removal of the language in the objectives related to “correctly perform the clinical skills” and “perform animal nursing and critical care.

APPROVED FOR DISTANCE LEARNING OFFERING

Distance learning modality provides students with additional options.

<u>Course Prefix</u>	<u>Course Title</u>	<u>Units</u>
RVT 302	Veterinary Office Procedures	2

SUNSET LIST PROPOSALS

COURSE DROPS: Effective summer 2016.

<u>Course Prefix</u>	<u>Course Title</u>	<u>Units</u>
CEL 103	Cabling and Fiber Optics	2
EL 111	Fundamentals of DC Circuit Analysis	1.5
EL 112	Fundamentals of DC Circuit Analysis Lab	1
EL 113	Fundamentals of AC Circuit Analysis	1.5
EL 114	Fundamentals of AC Circuit Analysis Lab	1
ENVT 338	Land Navigation	1.5
MT 179B	Machining Fundamentals 2	2

COURSES TO RETAIN: Effective summer 2016.

<u>Course Prefix</u>	<u>Course Title</u>	<u>Units</u>
ARCH 320	Uniform Building Code	3
CEL/EL/ET 104	Introduction to Robotics and Mechatronics	3
ENVT 151	Hazardous Materials Site Supervisor	1
ENVT 157	First Aid for HAZMAT Workers	1.5
EL 122	Electronic Devices and Circuits	3
EL 123	Electronic Devices and Circuits Lab	2
EL 125	Digital Devices and Circuits	3
EL 126	Digital Devices and Circuits Lab	2

EL/CEL 128	Introduction to Renewable Energy	3
EL/CEL 131	PLCs and Industrial Control Design	3
EL 135	Electronics Measurement and Instrumentation	3
EL 136	Electronics Measurement and Instrumentation Lab	2
EL/CEL 139	Electrical Power, Motors, and Controls	3
EL 146	Electronic Product Design, Fabrication and Documentation	2
EL/CEL 162	Fluid Power and Control	2
EL 332	Wireless Network Administrator	3
EL 333	Introduction to Network Security	2

MISCELLANEOUS

MISCELLANEOUS: MINOR MODIFICATIONS:

Proposal Type	Course Prefix	Course Title	Units
Textbook Changes	DA 327	Dental Screening	0.5
	HUSV 126	Meditation, Mindfulness and Relaxation	3
	NURS 422	EKG/Monitor	1.5
	NURS 323	Respiratory System	2
Course Outcomes	ENGL 513	Writing Skills 3	3
	MATH 521	Foundations of Mathematics	5
Corrections	DRMA 124	Stagecraft A correction to the hours was needed in order to be in maintain compliance as a 3-unit course.	3
	LE 426	Rifle Course Revisions to the prerequisite section, limitation on enrollment and assignments are needed to be in compliance.	0.5

SUNSET POLICY:

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday May 12, 2016 in B-100 at 2:00 PM

VOTING MEMBERS (14)

Chair – Dave DeGroot
 X Vice-Chair – Larry Manalo

 X Applied Social Sciences – Judith Dal Porto

 Business – Peggy Warrick
 X Counseling – Lydia Maxwell
 English – Denize Cain
 X Fine Arts – David Passage
 X Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – TBD

Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski

 X Languages & Communication – Andrea Sanders

 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Ernesto Lopez

NON-VOTING MEMBERS

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

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau

 Dean, Academic Affairs – Dominic Dal Bello
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs – Sofia Ramirez
 Gelpi

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

OTHER:

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

Approval of Minutes – April 28, 2016 and May 5, 2016

Motion: Accept April 28, 2016 Minutes as amended. (M/S/P: Lennihan/Maxwell. Yes - J. Dal Porto, L. Maxwell, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. No – 0. Abstain – 0)

Motion: Accept May 5, 2016 Minutes as amended. (M/S/P: J. Dal Porto, L. Maxwell. Yes - J. Dal Porto, L. Maxwell, D. Passage, S. Bates, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. No – 0. Abstain – A. Sanders)

Approval of the Agenda

Motion: Accept Agenda as written. (M/S/P: L. Maxwell/ R. Lennihan. Yes - D. Passage, S. Bates, S. Bierdzinski, R. Lennihan, D. Mitchem, A. Sanders, K. Treur, T. VanderMolen. No – 0. Abstain –0)

Curriculum Review – Consent Items

Consent Items

Proposal Type	Prefix & Number	Course Title (Units)	Action
Major Mod	DA 326	Dental Radiography (4)	Changes made.
	DA 327	Dental Screening (.5)	Changes made.
New Course	LE 427	Bicycle Patrol (1.5)	Prerequisite was modified. "POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency". No need for content review.
Major Mod	MT 110	CNC G Code (4)	No changes needed.
	MT 111	CNC CAD-CAM (4)	Need to align OA with MOE. Make sure that the MOE reflects OA. Are these OA graded? If so, then indicate these in MOE. 1. Research three-dimensional modeling software on the Internet. 2. Use the Internet to explore, compare and contrast three-dimensional designs. 3. Use student learning software to

			create three-dimensional designs. 4. Work on assigned worksheets 5. Write assigned reports.
	MT 112	CNC MULTI-AXIS (4)	Need to align OA with MOE: Make sure that the MOE reflects OA. Are these OA graded? 1. Visit an outside manufacturing facility to observe and report on complex surfacing and multi-axis manufacturing. 2. Use the Internet to explore, compare and contrast various computerized manufacturing operations. 3. Complete and submit regular worksheets. 4. Use student learning software to create geometry and multi-axis toolpaths. Make sure that the MOE reflects OA.
	MT 113	SolidWorks 1 (3)	Changes made.
	MT 114	SolidWorks 2 (3)	Changes made.
	MT 303	Manufacturing Processes and Production (2)	Changes made.
	MT 304	Maintenance Awareness (2)	Need to align OA with MOE: Make sure that the MOE reflects OA. Are these OA graded? 1. Maintain notebook on weekly class topics. 2. Use the Internet to research preventive maintenance practices. 3. Complete and submit regular worksheets.
Minor Mod	NURS 323	Respiratory System (2)	Changes made
Major Mod	NURS 329	Endocrine and Reproductive Systems (2.5)	Changes made
	NURS 332	Neurosensory System (2)	Changes made
Major Mod	PHYS 161	Engineering Physics 1 (4)	No change needed.
	PHYS 162	Engineering Physics 2 (4)	Prerequisites: PHYS 161 and MATH 182.
	PHYS 163	Engineering Physics 3 (4)	PCA clarified: Prerequisites: PHYS 161 and MATH 182. Advisory: MATH 183 or concurrent enrollment.
Textbook Change Only	NURS 422	EKG/Monitor (1.5)	No changes needed.

Motion: Move to adopt the above courses including textbook change for NURS 422. (M/S/P: L. Maxwell, R. Lennihan) Yes - J. Dal Porto, L. Maxwell, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. No – 0. Abstain – 0

Motion: Move to table MT 111, MT 112, and MT 304. (M/S/P: L. Maxwell, R. Lennihan) Yes - J. Dal Porto, L. Maxwell, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, K. Treur, T. VanderMolen. No – 0. Abstain – Mitchem)

NEED: Motion: Accept PCAs for the above courses. (M/S/P:

Sunset Courses

Dropped Course	CEL 103	Cabling & Fiber Optics (2)	Drop
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	EL 111	Fundamentals of DC Circuit Analysis (1.5)	Drop Rationale: Replaced by EL 118 and EL 119
	EL 112	Fundamentals of DC Circuit Analysis Lab (1)	Drop. Rationale: Courses were consolidated.
	EL 113	Fundamentals of AC Circuit Analysis (1.5)	Drop. Rationale: Courses were consolidated.
	EL 114	Fundamentals of AC Circuit Analysis Lab (1)	Drop. Rationale: Replaced by EL 118 and EL 119.
	ENVT 338	Land Navigation (1.5)	Drop.
	MT 179B	Machining Fundamentals 2 (2)	Drop.
	MT 179C	Surveying of Machining (2)	Drop.

Motion: Accept the department rationale for dropping the above courses. (M/S/P: R. Lennihan, D. Mitchem) Yes - J. Dal Porto, L. Maxwell, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. No – 0. Abstain – 0.

Sunset Retain

	CEL 128	Renewable Energy (3)	Retain Rationale: Part of program. Cross listed as EL 128
	EL 128	Renewable Energy (3)	Retain. Rationale: Part of program. Cross listed as CEL 128
	CEL 131	PLCs & Industrial Control Design (3)	Retain Rationale: Part of a program – same form as EL 131
	EL 131	PLCs & Industrial Control Design (3)	Retain: Rationale: Part of a program
	CEL 162	Fluid Power and Control (2)	Need Sunset forms.
	EL 122	Electronic Devices & Circuits (3)	Need Sunset forms.
	EL 123	Electronic Devices & Circuits Lab (2)	Need Sunset forms.
	EL 125	Digital Devices & Circuits (3)	Need Sunset forms.
	EL 126	Digital Devices & Circuits Lab (2)	Need Sunset forms.
	EL 135	Electronic Measurement and Instrument (3)	Need Sunset forms.
	EL 136	Electronic Measurement and Instrument Lab (2)	Need Sunset forms.
	EL 139	Electrical Power, Motors & Controls (3)	Retain
	CEL 139	Electrical Power, Motors & Controls (3)	Retain
	EL 146	Electronic Product Design/Fabrication (2)	Need Sunset forms.
	EL 162	Fluid Power and Control (2)	Retain
	EL 332	Wireless Network Administrator (3)	Retain
	EL 333	Intro to Network Security (2)	Retain
	ENVT 151	HazMat – Site Supervisor (1)	Need Sunset forms.

Motion: Accept the department rationale for retaining the above courses pending submission of the sunset forms. (M/S/P: S. Bates, R. Lennihan) Yes - J. Dal Porto, L. Maxwell, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. No – 0. Abstain – 0.

Curriculum Review – Action Items

Program Proposals – 2nd Reading

Proposal Type	Discipline	Program Title (Units)	Action
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New Program	CHEM	Chemistry AS-T (36)	Changes made to include required language for AST. Need: Clarify language regarding the use of CSUGE or IGETC specifically for STEM. Can the “formulate” language for CSU/IGETC be removed for this program. Align narrative for the program proposal with the program.
New Program	CS	Computer Science AS-T (30)	Changes made.
New Program	FSN	Nutrition and Dietetics (28-30)	Changes made.

Motion: Adopt new programs Computer Science AST and Nutrition and Dietetics AST. (M/S/P: L. Maxwell, A. Sanders) Yes - J. Dal Porto, L. Maxwell, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. No – 0. Abstain – 0.

Motion: Table AST in Chemistry. (M/S/P: L. Maxwell, A. Sanders) Yes - J. Dal Porto, L. Maxwell, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. No – 0. Abstain – 0.

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.

Curriculum – Other (Action Items)

- Final AP&P Summary Report Review
 - Changes were made to accommodate May 12, 2016 committee meeting.
 - K. Treur requested that FT 308 Firefighter Academy 1B be removed from the summary report. She plans on making more revisions.
 - Motion: Accept May 12, 2016 Summary Report as amended. (M/S/P: R. Lennihan, L. Maxwell) Yes - J. Dal Porto, L. Maxwell, D. Passage, S. Bates, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. No – 0. Abstain – 0.

Curriculum – Other (Information Items)

Reports

- a. AP&P Representatives
- b. AP&P Vice Chair
 - Read ASE President email regarding the status of TRC.
 - Announced that there would be “tentative proposed” CNET shutdowns for maintenance: Dec. 1, 2016 – Jan 15, 2017 and May 1, 2017 – Aug 1, 2017. CNET would be available for developing curricula but the ability to submit proposals would be disabled.
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. CurriCunet & Support

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, Sept. 1, 2016, 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>

ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT

June 14, 2016

David DeGroot, Committee Chairperson / Articulation Officer

Larry Manalo, Vice-Chair

Judith Dal Porto, Applied Behavioral Sciences

Margaret Warrick, Business

Lydia Maxwell, Counseling

Denize Cain, English

David Passage, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Health Sciences (vacant)

Robert Mabry, Industrial Technology

Andrea Sanders, Languages & Communication

Sandra Bierdzinski, Academic/Student Services

Robert Lennihan, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Kristy Treur, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Ernesto Lopez, ASBG Student Representative

Janet Hooghuis & Betsy Wilcox, Admissions & Records Representative (ex officio)

Non-Credit Education (vacant)

George Railey, Vice President, Academic Affairs (ex officio)

Rebecca Andres, Curriculum Specialist

Adopted by Board of Trustees: _____

President, Board of Trustees

Date

Allan Hancock Joint Community College District

NEW COURSES RECOMMENDED FOR ADOPTION

This section lists all new courses including credit, noncredit, experimental, and special topics.

NEW Courses: Effective 2017-18 catalog and pending Chancellor's Office approval.

Course prefix	Course Title	Units
DANC 379B	Dance Improvisation Limitation on enrollment: Audition This is an experimental course that will attempt to bring our curriculum aligned with four-year dance degrees.	3
ENGL 179B	Transfer Accelerated Reading and Writing Academic Skills Prerequisite: Placement on START process at ENGL 513, ENGL 514, READ 310, or READ 110. An experimental course to accelerate students who are capable of advancing in English courses with ENGL 101 as a corequisite course.	2
LE 427	Bicycle Patrol Prerequisite: POST certified basic law enforcement academy or equivalent as determined by the Director, Law Enforcement Training. NOTE: Approval of equivalent training is not a guarantee state regulatory or licensing agencies will also grant equivalency. Limitation on enrollment: Students must 1) Be free of felony convictions; 2) possess a valid California Driver's License; 3) undergo a fingerprint and criminal history check; 4) be a minimum of 18 years of age; 5) be a United States high school graduate; pass the GED, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university; and 6) complete a medical suitability examination. This course will meet the needs for certified bicycle patrols.	1.5

NEW Programs:

Discipline	Program Title	Program Units
Computer Science	Associate in Science in Computer Science for Transfer	30
Food Science and Nutrition	Associate in Science in Nutrition and Dietetics for Transfer	28-30
Human Services	Addiction Studies Basic Certificate of Accomplishment	12
	Addiction Studies Advanced Certificate of Accomplishment	12
	Addiction Studies Foundation Certificate of Accomplishment	12

MODIFICATIONS TO COURSES/PROGRAMS RECOMMENDED FOR ADOPTION

Major modifications to course content, course outline of record, or program listings are included in this section. Modifications include but are not limited to course/program units, hours, prerequisites, co-requisites, advisories, and enrollment limitations.

MODIFICATIONS Major: Effective 2017-18 catalog (and pending Chancellor's Office approval as needed)

Course Prefix	Course Title	Units
CHEM 180	Organic Chemistry I Prerequisite: CHEM 151 Modifications are being made for C-ID approval and in preparation of new transfer program. The course content and instructional materials listed in the course outline have been updated.	5
CHEM 181	Organic Chemistry II Prerequisite: CHEM 181 Modifications are being made for C-ID approval and in preparation of new transfer program. The course content and instructional materials listed in the course outline have been updated.	5
COS 310	Manicuring Levels of placement are required: READ 510 or higher; ENGL 512 or higher; MATH 531. Modifications are needed to change the course hours; units are increasing from 6 to 9 units.	9
DA 326	Dental Radiography Limitation on enrollment: Admittance to dental assisting program. The student learning outcomes have been modified and the catalog description, course topics, objectives, and evaluation methods have been updated on the course outline of record. The limitation on enrollment statement has been modified. The modifications are necessary for compliance with the	4
DA 327	Dental Screening Limitation on enrollment: Admittance to dental assisting program. The student learning outcomes have been modified and instructional materials have been updated on the course outline. The limitation on enrollment statement has been modified.	0.5
EL 109	Networking Essentials 4 Prerequisite: EL 106 or EL 107 or EL 108 The prerequisites for EL 109 are being modified per CISCO industry related skills.	2
ENGL 101	Freshman Composition Prerequisite: A recommended placement on the START process or successful completion of ENGL 514 or READ 110 or ENGL 595 A change to the prerequisite language will allow students who take the new course, ENGL 595, to move directly to English 101. English 595 is an accelerated basic skills class, designed to allow basic skills English students faster access to transfer level.	4
FSN 110	Nutrition Science Advisory: ENGL 514 or recommended placement in ENGL 101 based on the START process The course modifications are needed to align with the C-ID course descriptors for NUTR 110. The required textbook and software need to be updated.	3

MT	The machine technology courses have completed a regularly scheduled course review cycle. The course outlines have been updated as described below.	
MT 110	CNC G CODE Advisory: MT 109	4
	The title of this course is being changed from CNC Principles and Practices 1 and the course outline has been updated. This course is included in the machining and manufacturing technology program.	
MT 113	SolidWorks 1	3
	Drafting is being added to the discipline placement for this course and the catalog description, objectives, instruction methods, assignments, textbook, and evaluation sections of the course outline have been updated.	
MT 114	SolidWorks 2 Advisory: MT 113	3
	Drafting is being added to the discipline placement for this course and the catalog description, content, objectives, instruction methods, textbook, and evaluation sections of the course outline have been updated.	
MT 303	Manufacturing Processes and Production	2
	A correction is being made in the catalog description to clarify that Manufacturing Skills Standards Council (MSSC) assessment fees are optional for students. This correction aligns with the current catalog.	
NURS 329	Endocrine and Reproductive Systems	2.5
	Prerequisite: Successful completion of NURS 310 and admission to the vocational nursing program.	
	The course outline is being updated and modifications are being made to course objectives, assignments, evaluation methods, textbook, and instructional materials.	
NURS 332	Neurosensory System	2
	Prerequisite: Successful completion of NURS 310 and admission to the vocational nursing program.	
	The course outline is being updated and modifications are being made to course objectives, evaluation methods, textbook, and instructional materials.	
PHYS 161	Engineering Physics 1	4
	Prerequisite: PHYS 110 and MATH 182 (may be taken concurrently)	
	The course is being updated in preparation of new transfer program. The lecture and lab hours are being reduced from 5 lecture hours and 3 lab hours to 4 lecture and 4 lab hours. The units are also reduced from 5 units to 4 units.	
PHYS 162	Engineering Physics 2	4
	Prerequisite: PHYS 161 and MATH 182	
	The course is being updated in preparation of new transfer program. The lab hours are being reduced from 4 lab hours to 3 lab hours changing the total course hours. The units are also reduced from 5 units to 4 units.	
PHYS 163	Engineering Physics 3	4

Prerequisite: PHYS 161 and MATH 182

Advisory: Completion of or concurrent enrollment in MATH 183 is recommended.

The course is being updated in preparation of new transfer program. The lab hours are being reduced from 4 lab hours to 3 lab hours changing the total course hours. The units are also reduced from 5 units to 4 units.

MODIFICATIONS Programs: Effective 2017-18 catalog (and pending Chancellor’s Office approval)

Discipline	Program Title	Units
Art	Associate in Arts The program course listing is being corrected to include ART 120. This change adds 3 units to the major core units, from 24 to 27, and to the total program units from 27 to 30 units.	30
Computer Business Office Technology	Associate in Science / Certificate of Achievement Administrative Assistant/Secretarial The catalog description is being modified to include spreadsheets; removing ACCT 100 and 130, CBOT 362 and CBOT 336 from selected units; BUS 386 is being added to selected units. The addition of CBOT 312 is a correction.	29
	Associate in Science / Certificate of Achievement Legal Secretarial ACCT 100 and CBOT 336 are being removed from selected units; .BUS 375 and BUS 369 are being added to selected units; the replacement of BUS 149 with CWE 149 is a correction. Clarification: in CurricUnet, the unit changes, the language for selected units, and the inclusion of PLGL 101 and PLGL 107 are not part of the current modifications but are corrections based on approval of a previously submitted paper proposal.	30
	Associate in Science / Certificate of Achievement Word/Information Processing Correction to grammar in catalog description; CBOT 336, CBOT 362, and ENGL 101 are being removed BUS 160, BUS 372, and BUS 377 are being added to selected units; .replacement of BUS 149 with CWE 149 is a correction..	24
	Certificate of Accomplishment Computer Business Office Skills BUS 401 and CBOT 336 are being removed; CBOT 361 and CBIS 371 are being added. The program units are increasing from 4 units to 5 units.	4
	Certificate of Accomplishment Computer Business Presentation and Publishing The catalog description is being modified to include “legal office procedures”; CBOT 336 and CBOT 362 are being removed; BUS 394 and CBOT 333 are being added. The program units are increasing from 4.5 to 5.5 units.	5.5

Veterinary Technology

The former program title no longer adequately describes the scope of the program. The demographics of the students applying to enter the program has shifted from an incumbent workforce of experienced veterinary assistants to an inexperienced population wishing to enter the workforce at the entrance level of a veterinary assistant. The content of the program has not changed as most of the skill sets and knowledge is applicable to both RVTs and veterinary assistants. One of the program goals is to still provide the educational requirements which, in conjunction with the required clinical practice experience, will qualify veterinary assistants to apply for the RVT exam under the Alternate Route category. However, an additional goal of the Veterinary Technology program is to provide to those students, without any clinical veterinary experience, the knowledge and skills to help them gain entrance into the workforce as a veterinary assistant. The program title, Veterinary Technology, encompasses both of the above goals and is the title most commonly used by other similar programs.

The original proposal is being changed from a minor program modification to major modification due to the adjustments to program objectives specifically, removal of the language “correctly perform the clinical skills” and “perform animal nursing and critical care.

APPROVED FOR DISTANCE LEARNING OFFERING

Distance learning modality provides students with additional options.

DISTANCE LEARNING: Effective summer 2016

Course Prefix	Course Title	Units
RVT 302	Veterinary Office Procedures	2
	An online offering of this course will allow students in the veterinary technology program to reduce the number of on-site attendance to 3 evenings per week. Students travel from as far away as Atascadero and Lompoc after working their day jobs.	

SUNSET LIST PROPOSALS**COURSE DROPS: Effective Summer 2016**

Course Prefix	Course Title	Units
CEL 103	Cabling and Fiber Optics	2
EL 111	Fundamentals of DC Circuit Analysis	1.5
EL 112	Fundamentals of DC Circuit Analysis Lab	1
EL 113	Fundamentals of AC Circuit Analysis	1.5
EL 114	Fundamentals of AC Circuit Analysis Lab	1
ENVT 338	Land Navigation	1.5
MT 179B	Machining Fundamentals 2	2
MT 179C	Surveying of Machining	2

COURSES TO RETAIN:

Course Prefix	Course Title	Units
ARCH 320	Uniform Building Code	3
CEL/EL/ET 104	Introduction to Robotics and Mechatronics	3
ENVT 151	Hazardous Materials Site Supervisor	1
ENVT 157	First Aid for HAZMAT Workers	1.5
ENVT 338	Electronic Devices and Circuits	3
EL 122	Electronic Devices and Circuits Lab	2
EL 123	Digital Devices and Circuits	3
EL 125	Digital Devices and Circuits Lab	2
EL 126	Introduction to Renewable Energy	3
EL/CEL 128	Uniform Building Code	3
EL/CEL 131	PLCs and Industrial Control Design	3
EL 135	Electronics Measurement and Instrumentation	3
EL 136	Electronics Measurement and Instrumentation Lab	2
EL/CEL 139	Electrical Power, Motors, and Controls	3
EL 146	Electronic Product Design, Fabrication and Documentation	2
EL/CEL 162	Fluid Power and Control	2
EL 332	Wireless Network Administrator	3
EL 333	Introduction to Network Security	2

MISCELLANEOUS MODIFICATIONS**MISCELLANEOUS Minor Course Modifications:** Effective summer 2016

Proposal Type	Course Prefix	Course Title	Units
Textbook Changes	HUSV 126	Meditation, Mindfulness and Relaxation	3
	NURS 422	EKG/Monitor	1.5
	NURS 323	Respiratory System	2
Course Outcomes	ENGL 513	Writing Skills 3	4
	MATH 521	Foundations of Mathematics	5
Corrections	DRMA 124	Stagecraft A correction to the hours was needed in order to be in maintain compliance as a 3-unit course.	3
	LE 426	Rifle Course Revisions to the prerequisite section, limitation on enrollment and assignments are needed to be in compliance.	0.5

Sunset Policy Revisions

The Sunset Policy describes the process for keeping course offerings listed in the catalog current. An annual report which flags courses with no enrollment data is generated in spring for distribution to departments in the fall semester. The revised policy provides additional options for retaining a course, and revised forms to address course/program impact.

AP&P COMMITTEE PROCEDURES

SUNSET POLICY

Department Initiated Course Drop

A Request to Drop a Course form should be submitted when a department agrees to drop a credit course that has been successfully taught within the previous two years. These forms are 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 Deletion proposal process in CurricUnet.

SUNSET LIST (FALL SEMESTER)

Any credit course that has not been taught for a period of two calendar years will be placed on a sunset list, 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 on the sunset list. During that semester, the department will be required to present a response to the committee via the First Appearance Report form in regard to the course. Should the department wish to offer the course again, via department vote, 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 three semesters, i.e. spring, summer, and/or fall. If the department does not submit a response to the committee via the First Appearance Report form, or the response rationale is not approved by the committee, the course will be dropped from the catalog.

Subsequent to a course remaining on the sunset list for one year, if a course is yet again not successfully taught during that year, it will appear for a second time on the sunset list during the fall. At this time, should the department vote to offer it again, the department will be required to present a response to the committee via the Second Appearance Report form in regard to the course. The course will be reviewed at a regularly scheduled committee meeting that semester. 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 any of the next three semesters, i.e. spring, summer, and/or fall. The course initiator, lead instructor, or department designee should attend the scheduled committee meeting to present the department's rationale for retention to the committee.

Rationales for offering the course again 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.

Exempt

Courses in the areas of Emergency Medical Services, Environmental Health and Safety, Fire Technology, Wildland Firefighting, and Law Enforcement, as well as Special Topics x99 (ex. 199, 399, 499, 599) courses that are not core to any degree/certificate program are exempt from the Sunset Policy. 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

Six response rationale options (see below) are provided on the form, which is to be completed based on departmental agreement. It is recommended that if option 3, 4, 5, or 6 is selected, the

appropriate department member (course initiator, lead instructor, or department designee) should attend the scheduled meeting for the purpose of presenting the rationale and responding to committee questions. Option 4 courses will be exempt from the Sunset Policy. Should option 3 or 5 be selected, course status will be reviewed subsequent to each option's process. Should option 6 be selected and approved, the course status will be reviewed by a date specified by the committee. Courses successfully taught will be removed from the sunset list. For courses not successfully taught, and non-approved response rationales, courses will move to the Second Appearance Report.

Second Appearance Report

Six response rationale options (see below) are provided on the form, which is to be completed based on departmental agreement. It is recommended that if option 3, 4, 5, or 6 is selected, the appropriate department member (course initiator, lead instructor, or department designee) should attend the scheduled meeting for the purpose of presenting the rationale and responding to committee questions. A copy of the rationale submitted the previous year requesting retention of the course should also be included. Option 4 courses will be exempt from the Sunset Policy. Should option 3 or 5 be selected, course status will be reviewed subsequent to each option's process. Should option 6 be selected and approved, the course status will be reviewed by a date specified by the committee. Courses successfully taught will be removed from the sunset list. For courses not successfully taught, and non-approved response rationales, courses will be dropped.

Courses That Have Been Dropped: When a course is dropped, it is removed from the catalog, and listed as inactive. Re-activating a course requires a departmental faculty course review process and must occur within three years. Subsequent to a course being inactive for three years, it automatically becomes archived. To offer a course that has been archived, a new course proposal must be submitted via the current curriculum approval process. While the new course may be based upon a previously dropped course, the new course proposal should include revisions necessary to ensure course currency.

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

Response Rationale Options

1. This course should not be on the sunset list because it was offered successfully.
2. The department concurs that the course should be dropped from the curriculum.
3. Offer again during the upcoming Spring, Summer, and/or Fall terms.
4. The department wishes to change the course to a Special Topic x99 (ex. 199, 399, 499, 599).
5. The department wishes to retain the course, with course modifications via the current curriculum proposal process.
6. The department wishes to continue with this course due to extenuating circumstances.

Computer Science-Associate in Science for Transfer

Computer science is the study of the theory and methods of processing information in digital computers, the design of computer software and hardware, and the applications of computers. Courses cover programming fundamentals, data structures, discrete mathematics, and computer architecture, along with specific programming languages. The Associate in Science in Computer Science for Transfer degree is offered for those students desiring a major in computer science at a California State University.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to the California State University, including the following:

A. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education]

B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.

C. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "C" or better.

The graduate of the associate in science for transfer program in computer science will:

- Recall significant computer science concepts, vocabulary, and theories.
- Produce programming projects using a contemporary programming language.
- Find and correct programming errors.

Associate in Science in Computer Science for Transfer Program Requirements

Units

1. GENERAL EDUCATION: Complete one of the following:

a) CSU General Education Pattern	39
or	
b) Intersegmental General Education Transfer Curriculum	37

2. MAJOR CORE COURSES: A major of 30 units is required for the Associate in Science in Computer Science for Transfer.

Units

CS 111	Fundamentals of Programming 1	4
CS 112	Fundamentals of Programming 2	4
CS 131	Computer Organization	3
CS 161	Discrete Structures	3
MATH 181	Calculus 1	4
MATH 182	Calculus 2	4
PHYS 161	Engineering Physics 1	4
PHYS 163	Engineering Physics 3	4

Program Totals:

Units

Total Major Units: 30
General Education Units: 37-39
Double Counted Units: 7

Total Major Units

60 - 62

Nutrition and Dietetics-Associate in Science for Transfer

The Associate in Science in Nutrition and Dietetics for Transfer program provides education in nutrition science and the relationship of the human diet to health and lifestyle-related diseases. The Associate in Science in Nutrition and Dietetics prepares students for transfer into the CSU system to complete a baccalaureate degree in nutrition and dietetics. This major provides the opportunity for students to begin their career path in the field of nutrition and dietetics, with a wide variety of career possibilities in nutrition, public health, and clinical settings.

Students may pursue further education and training to become registered dietitians (RD) or registered dietitian nutritionists (RDN). To earn certification as an RD or RDN, specific education and training requirements must be met, as established by the Accreditation Council for Education in Nutrition and Dietetics. Requirements include successful completion of a bachelor's degree, an accredited nutrition curriculum, an extensive supervised program of practice at a healthcare facility or food service organization or community agency, and passing a rigorous registration exam. RD's and RDN's have opportunities to work in hospitals, healthcare agencies, food service companies, and many other areas involving nutrition education, counseling, and management.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to the California State University, including the following:

A. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.]

B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.

C. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "C" or better.

The graduate of the associate in science for transfer program in nutrition and dietetics will:

- identify essential nutrients and describe their chemical structures, food sources, digestion, absorption, transport, metabolism, functions in the body, and requirements for optimal health.
- apply dietary guidelines to develop meal plans and lifestyle patterns that meet individual needs, promote health, and reduce disease risk.
- critically evaluate scientific research and nutrition information, and develop evidence-based responses to questions about diet and health.
- communicate nutrition concepts clearly, accurately, and effectively.

Associate in Science in Nutrition and Dietetics for Transfer Program Requirements

Units

1. GENERAL EDUCATION: Complete one of the following:

a) CSU General Education Pattern

or

b) Intersegmental General Education Transfer Curriculum

General education units

37 - 39

2. MAJOR CORE COURSES: A major of 28-30 units is required for the associate in science in nutrition and dietetics for transfer program.

Units

Required core courses 21 units:

BIOL 128	Microbiology	5
CHEM 150	General Chemistry 1	5
CHEM 151	General Chemistry 2	5
FSN 110	Nutrition Science	3
PSY 101	General Psychology	3

List A - Select one course (4-5 units) from the following:

		Units
BIOL 124	Human Anatomy	4
BIOL 125	Human Physiology	4
CHEM 180	Organic Chemistry I	5
MATH 123	Elementary Statistics	4

List B - Select one course (3-4 units) from the following:

		Units
CA 120	Principles of Foods 1	4
	or	
FCS 120	Principles of Foods 1	4
FSN 133	Introduction To Food Science	3
FSN 134	Food, Nutrition Customs and Culture	4

Program Totals

Total Major Units: 28-30
CSU or IGETC General Education Units: 37-39
Double Counted Units: 13
Elective Units (as needed to total 60 units): 4-8

Units

Total Major Units

60

Addiction Studies Foundation-Certificate of Accomplishment

This certificate of accomplishment provides a foundation of knowledge and skills needed for a student to undertake basic and advanced courses in addiction studies.

The graduate of the certificate of accomplishment program in addiction studies foundation will:

- Possess and be prepared to perform basic counseling and case management skills.
- Name and describe at least two helping professions.

Required Core Courses (12 units):

		Units
FCS 131	Life Management	3
HUSV 104	Group Dynamics	3
HUSV 108	Crisis Intervention Strategies	3
HUSV 110	Alcohol, Drugs, and Addiction	3

Total Major Units

12

Addiction Studies Basic-Certificate of Accomplishment

This certificate of accomplishment provides basic knowledge and skills needed for a student to undertake advanced courses in addiction studies.

The graduate of the certificate of accomplishment program in addiction studies basic will:

- Recognize and intervene with clients who are experiencing a crisis and will be prepared to organize and conduct a group program or intervention.
- Explain what addiction is and describe at least three drugs to which a person may become addicted.
- Define cultural competence and explain how to work with culturally diverse clients.

A total of 12 units is required for the certificate.

Units

HUSV 104	Group Dynamics	3
HUSV 107	Serving Culturally Diverse Clients	3
HUSV 108	Crisis Intervention Strategies	3
HUSV 110	Alcohol, Drugs, and Addiction	3

Total Major Units

12

Addiction Studies Advanced-Certificate of Accomplishment

This certificate of accomplishment provides advanced knowledge and skills in addiction studies.

The graduate of the certificate of accomplishment program in addiction studies advanced will:

- Explain how family systems are affected by addiction in a family member, and describe the symptoms of post traumatic stress disorder.
- Describe how at least two drugs to which people may become addicted affect the human brain.
- Describe and be prepared to provide the core competencies of an addiction counselor.
- Name and describe two mental disorders that often co-occur with substance use disorders.

Required core courses (12 units):

Units

HUSV 106	Family Systems, Addiction & Trauma	3
HUSV 111	Addiction Treatment and Recovery	3
HUSV 132	Drugs, the Brain and the Body	3
HUSV 142	Co-Occuring Disorders: Engagement	3

Total Major Units

12

ART-Associate in Arts

Art and design have permeated human experience for thousands of years. The fine artist and the designer both require knowledge of the same visual principles. An art major is trained in visual perception, design principles, and manual skills necessary for personal expression or a commercial career in various art media.

The graduate of the associate in arts program in art will:

- Demonstrate understanding of concepts, materials, and processes involved in the creation of visual art throughout history by participation in discussions, knowledge of terminology, and successful execution of projects and assignments.
- Participate in a variety of visual arts, demonstrating accomplishment of skill, techniques, and processes involved in their creation, through a portfolio of work.

A total of 30 units is required for the associate in arts degree.

		Units
Required core courses (27 units):		
ART 103	Art History Ancient to Medieval	3
ART 104	Art History Renaissance to Modern	3
ART 106	Art of the 20th Century	3
ART 107	Computer Fine Art	3
ART 108	Design 1 on the Computer	3
	or	
ART 110	Design 1	3
ART 112	Design Color Theory	3
ART 113	Three Dimensional Design	3
	or	
ART 160	Ceramics 1	3
	or	
ART 164	Sculpture 1	3
ART 120	Drawing 1	3
ART 121	Drawing 2	3
	or	
ART 122	Life Drawing 1	3

		Units
Plus a minimum of 3 units selected from the following:		
ART 105	Art History of Mexico	3
ART 109	Art History: American Art	3
ART 115	Introduction to Animation	3
	or	
MMAC 115	Introduction To Animation	3
ART 121	Drawing 2	3
ART 122	Life Drawing 1	3
ART 123	Life Drawing 2	3
ART 124	Mixed Media 1	3
ART 125	Painting In Acrylics 1	3

ART 127	Painting in Watercolor 1	3
ART 129	Painting in Oils 1	3
ART 131	Portraits	1.5
ART 132	Landscape	1.5
ART 133	Composition Studies: Figure 1	0.5
ART 134	Composition Studies: Figure 2	0.5
ART 154	Composition Studies: Figure 3	0.5
ART 199	Topics in Art	0.5 - 3
ART 160	Ceramics 1	3
ART 164	Sculpture 1	3
GRPH 116	Digital Portfolio	3
PHTO 110	Basic Photography	3

Total Major Units

30

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Administrative Assistant/Secretarial is designed to prepare students for entrance into positions working with upper level management. Training includes all phases of administrative/secretarial work with emphasis on software applications such as word processing, desktop publishing, spreadsheets, presentation graphics and records management. Business communication and administrative operations and procedures are also emphasized.

The graduate of the associate in science program in computer business office technology: administrative assistant/secretarial will:

- Create memos and letters addressing critical thinking assignments.
- Apply proper filing rules and create an electronic database using appropriate software.
- Apply proper administrative operations and procedures for business.
- Demonstrate the use of software applications to accomplish appropriate tasks.
- Analyze and solve problems related to administrative operations.
- Communicate clearly and professionally.

A major of 29 units is required for the associate of science degree 'UbX'WfhjzVUHY.

Required core courses (23 units):		Units
BUS 160	Business Communications	3
CBIS 141	Microsoft Excel-Comprehensive	3
CBOT 131	Introduction to Word Processing	3
CBOT 132	Advanced Word Processing	3
CBOT 302	Records Management	2
CBOT 333	Business Desktop Publishing	3
CBOT 334	Administrative Office Procedures	3
CBOT 337	Presentation Design - PowerPoint	3

Plus a minimum of 6 units selected from the following:		Units
ACCT 317	Bookkeeping 1	3
BUS 107	Human Relations in Business	3
CBIS 142	Microsoft Access-Comprehensive	3
CBOT 312	Keyboarding Speed and Development	1
CBIS 371	Intro to Excel	1
CBIS 372	Intro to Access	1
CBIS 373	Intro to Windows	1
BUS 386	Business Resume Writing	1
CWE 149	Coop. Work Exp: OCCUPATIONAL	1 - 4

Total Major Units	29
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Legal Secretarial is designed to provide training for specialized secretarial/administrative assistant careers in law offices, legal departments of businesses, real estate firms, and civil service. Training includes all phases of administrative/secretarial work with emphasis on business law and legal office procedures.

The graduate of the associate in science program in computer business office technology: legal secretarial will:

- Demonstrate the use of software applications to accomplish appropriate tasks.
- Analyze and solve problems related to legal office procedures and administrative operations.
- Communicate clearly and professionally.
- Apply proper administrative operations and procedures for business.

A major of 30 units is required for the associate of science degree 'UbX'WfHjZVUHY.

Required core courses (21 units):		Units
BUS 110	Business Law	3
BUS 160	Business Communications	3
CBOT 131	Introduction to Word Processing	3
CBOT 132	Advanced Word Processing	3
CBOT 305	Legal Office Procedures	3
CBOT 334	Administrative Office Procedures	3
PLGL 101	Intro to Paralegal Studies	3

Plus a minimum of 9 units selected from the following:		Units
ACCT 130	Financial Accounting	3
BUS 107	Human Relations in Business	3
CBIS 141	Microsoft Excel-Comprehensive	3
CBIS 142	Microsoft Access-Comprehensive	3
CWE 149	Cooperative Work Experience OCCUPATIONAL	1 - 8
CBIS 337	Presentation Design - PowerPoint	3
or		
CBOT 337	Presentation Design - PowerPoint	3
CBIS 373	Intro to Windows	1
CBOT 302	Records Management	2
CBOT 333	Business Desktop Publishing	3
PLGL 107	Ethics for Paralegals	1
BUS 375	Patents and Copyrights	0.5
BUS 369	Employment Law	0.5

Total Major Units **30**

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Word/Information Processing, is designed to provide specialized training for the development of the skills needed for those in management positions that want to enhance their technical office skills. Training includes administrative office procedures with emphasis on word processing, desktop publishing and presentation graphics.

The graduate of the associate in science program in computer business office technology: word/information processing will:

- Demonstrate the use of software applications to accomplish tasks.
- Apply proper administrative operations and procedures for business.
- Analyze and solve problems related to administrative operations.
- Communicate clearly and professionally.

A major of 24 units is required for the associate of science degree 'UbX'WfhjzVUHY.

Required core courses (15 units):

		Units
CBOT 131	Introduction to Word Processing	3
CBOT 132	Advanced Word Processing	3
CBOT 333	Business Desktop Publishing	3
CBOT 334	Administrative Office Procedures	3
CBOT 337	Presentation Design - PowerPoint	3

Plus a minimum of 9 units selected from the following:

		Units
ACCT 100	Accounting for Entrepreneurs	3
	or	
ACCT 130	Financial Accounting	3
ACCT 150	Introduction to Accounting Information Systems	3
BUS 101	Introduction to Business	3
BUS 160	Business Communications	3
CBIS 141	Microsoft Excel-Comprehensive	3
CBIS 142	Microsoft Access-Comprehensive	3
CBIS 373	Intro to Windows	1
BUS 372	Workplace Diversity	0.5
BUS 377	Managing Service Quality	0.5
CWE 149	Coop. Work Exp: OCCUPATIONAL	1 - 4

Total Major Units	24
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Computer Business Office Technology: Office Skills'Certificate of Accomplishment

Computer Business Office Skills is designed to provide the basic clerical and customer service skills needed to work in an office. Computer skills such as word processing and presentation software are emphasized along with customer service skills. This certificate contains six courses and is intended to allow students to move quickly into an office position.

The graduate of the certificate of accomplishment program in computer business office technology: office skills will:

- Demonstrate the use of software applications to accomplish appropriate tasks.
- Communicate clearly and professionally.
- Apply proper administrative operations and procedures for business.
- Analyze and solve problems related to administrative operations.

A total of 5 units is required for the certificate.

Core courses		Units
BUS 362	Management: People Skills	0.5
BUS 377	Managing Service Quality	0.5
CBIS 373	Intro to Windows	1
CBOT 360	Word - Basics	1
CBOT 361	Intro to PowerPoint	1
CBIS 371	Intro to Excel	1
Total Major Units		5

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Computer Business Presentations and Publishing is designed to provide training to develop presentation and publishing skills required in many business areas for training, sales and customer service jobs. Computer skills such as word processing, presentation software and desktop publishing are emphasized. Students will also receive training in advertising and public relations strategies.

The graduate of the certificate of accomplishment program in computer business presentations and publishing will:

Communicate clearly and professionally.

Apply proper administrative operations and procedures for business.

Demonstrate the use of software applications to accomplish appropriate tasks.

Analyze and solve problems related to legal office procedures and administrative operations.

A total of 5.5 units is required for the certificate.

		Units
Core courses		
BUS 382	Advertising & Public Relations Strategies	0.5
or		
BUS 394	Managing Verbal Communication	0.5
CBOT 360	Word - Basics	1
CBOT 361	Intro to PowerPoint	1
CBOT 333	Business Desktop Publishing	3
<hr/> Total Major Units		5.5

Veterinary Technology'Certificate of Achievement

Allan Hancock College's Veterinary Technology Program introduces technical skills and veterinary medical concepts necessary to pursue a career as a veterinary assistant and meets the educational requirements of the California Veterinary Medical Board (VMB) for veterinary assistants to become Registered Veterinary Technicians (RVT)*.

*In addition to completing the educational requirements, 4,416 hours of practical work experience with a California-licensed veterinarian are required in order to be eligible to take the veterinary technician licensing exams. The VMB eligibility requirements are subject to change at any time and without notice to educational providers or their students.

Veterinary Assistants and Registered Veterinary Technicians are integral to the animal health care team that works under the supervision of veterinarians to perform various types of tasks including veterinary laboratory procedures, surgical and anesthesia assisting, digital imaging (including x-ray technology), dental procedures, medical nursing, emergency care, and veterinary office procedures.

The Veterinary Technology Certificate of Achievement program requires the completion of 20 units. Specific content coverage includes the following areas:

- Dental prophylaxis & extractions
- Anesthetic instrumentation, induction and monitoring
- Surgical nursing, assisting and instrumentation, suturing techniques, and application of casts & splints
- Radiology & radiation safety (including diagnostic imaging)
- Diseases and animal nursing including zoonotic diseases and emergency veterinary care
- IV Catheter placement

The graduate of the certificate of achievement program in veterinary technology will:

- Demonstrate the knowledge necessary to perform animal medical nursing care.
- Demonstrate the knowledge necessary to perform animal surgical nursing and dental care.
- Demonstrate the knowledge necessary to safely perform veterinary radiology.
- Understand the proper techniques for performing veterinary laboratory procedures used in clinical settings.
- Demonstrate effective communication skills in the performance of veterinary office procedures.

To be admitted into the program, students must have completed BIOL 100 and CHEM 120 (or the equivalent). A major of 20 units is required for the certificate of achievement.

Units

Fall semester courses

RVT 301	Veterinary Anatomy, Physiology and Terminology	3
RVT 302	Veterinary Office Procedures	2
RVT 303	Veterinary Pharmacology	2
RVT 304	Clinical Pathology & Microbiology	3

Spring semester courses

RVT 305	Medical Nursing & Animal Care	4
RVT 306	Surgical Nursing & Dentistry	4
RVT 307	Veterinary Radiology and Radiation Safety	2

Total Major Units

20

AP&P COMMITTEE PROCEDURES

SUNSET POLICY

Department Initiated Course Drop

A Request to Drop a Course form should be submitted when a department agrees to drop a credit course that has been successfully taught within the previous two years. These forms are 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 Deletion proposal process in CurricUnet.

SUNSET LIST (FALL SEMESTER)

Any credit course that has not been taught for a period of two calendar years will be placed on a sunset list, 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 on the sunset list. During that semester, the department will be required to present a response to the committee via the First Appearance Report form in regard to the course. Should the department wish to offer the course again, via department vote, 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 three semesters, i.e. spring, summer, and/or fall. If the department does not submit a response to the committee via the First Appearance Report form, or the response rationale is not approved by the committee, the course will be dropped from the catalog.

Subsequent to a course remaining on the sunset list for one year, if a course is yet again not successfully taught during that year, it will appear for a second time on the sunset list during the fall. At this time, should the department vote to offer it again, the department will be required to present a response to the committee via the Second Appearance Report form in regard to the course. The course will be reviewed at a regularly scheduled committee meeting that semester. 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 any of the next three semesters, i.e. spring, summer, and/or fall. The course initiator, lead instructor, or department designee should attend the scheduled committee meeting to present the department's rationale for retention to the committee.

Rationales for offering the course again 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.

Exempt

Courses in the areas of Emergency Medical Services, Environmental Health and Safety, Fire Technology, Wildland Firefighting, and Law Enforcement, as well as Special Topics x99 (ex. 199, 399, 499, 599) courses that are not core to any degree/certificate program are exempt from the Sunset Policy. 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

Six response rationale options (see below) are provided on the form, which is to be completed based on departmental agreement. It is recommended that if option 3, 4, 5, or 6 is selected, the appropriate department member (course initiator, lead instructor, or department designee) should attend the scheduled meeting for the purpose of presenting the rationale and responding to committee questions. Option 4 courses will be exempt from the Sunset Policy. Should option 3 or 5 be selected, course status will be reviewed subsequent to each option's process. Should option 6 be selected and

approved, the course status will be reviewed by a date specified by the committee. Courses successfully taught will be removed from the sunset list. For courses not successfully taught, and non-approved response rationales, courses will move to the Second Appearance Report.

Second Appearance Report

Six response rationale options (see below) are provided on the form, which is to be completed based on departmental agreement. It is recommended that if option 3, 4, 5, or 6 is selected, the appropriate department member (course initiator, lead instructor, or department designee) should attend the scheduled meeting for the purpose of presenting the rationale and responding to committee questions. A copy of the rationale submitted the previous year requesting retention of the course should also be included. Option 4 courses will be exempt from the Sunset Policy. Should option 3 or 5 be selected, course status will be reviewed subsequent to each option's process. Should option 6 be selected and approved, the course status will be reviewed by a date specified by the committee. Courses successfully taught will be removed from the sunset list. For courses not successfully taught, and non-approved response rationales, courses will be dropped.

Courses That Have Been Dropped: When a course is dropped, it is removed from the catalog, and listed as inactive. Re-activating a course requires a departmental faculty course review process and must occur within three years. Subsequent to a course being inactive for three years, it automatically becomes archived. To offer a course that has been archived, a new course proposal must be submitted via the current curriculum approval process. While the new course may be based upon a previously dropped course, the new course proposal should include revisions necessary to ensure course currency.

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

Response Rationale Options

1. This course should not be on the sunset list because it was offered successfully.
2. The department concurs that the course should be dropped from the curriculum.
3. Offer again during the upcoming Spring, Summer, and/or Fall terms.
4. The department wishes to change the course to a Special Topic x99 (ex. 199, 399, 499, 599).
5. The department wishes to retain the course, with course modifications via the current curriculum proposal process.
6. The department wishes to continue with this course due to extenuating circumstances.

First Appearance Report
ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET POLICY

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

Course Prefix & Number _____ 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.)

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

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

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

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

For rationale responses 3-6 below, indicate:

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

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

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

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

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

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

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

PREPARED BY:

DEPARTMENT ACTION:

_____ # YES _____ # NO _____ # ABSTENTIONS _____

Signature of Initiator

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.

Second Appearance Report
ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET POLICY

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

Course Prefix & Number _____ 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.)

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

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

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

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

For rationale responses 3-6 below, indicate:

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

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

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

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

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

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

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

PREPARED BY:

DEPARTMENT ACTION:

_____ # YES _____ # NO _____ # ABSTENTIONS _____

Signature of Initiator

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. Last year and semester that the course was successfully offered, if known, or indicate if more than three years has elapsed since the course was successfully offered: _____
3. Reason for dropping course: Insufficient Enrollment: Yes ___ No ___ Other: _____

4. Is this course part of a program in any discipline, or requisite to another course? _____
If yes, have the appropriate discipline faculty aware the course is being dropped? _____

5. Is there an alternative course for the student? Yes ___ No ___
6. Is the department unanimous in this decision? Yes ___ No ___
7. If not unanimous, please attach Minority Report.

Initiator Date

Academic Dean Date

AP&P Representative Date

AP&P Chairperson Date

Department Chair Date

Vice President, Academic Affairs Date