

Academic Policy & Planning Committee Meeting

Spring 2013, Wednesday, January 16, 2013, 9:00 am, Bldg. C Room 11B

VOTING MEMBERS		NON-VOTING MEMBERS
<ul style="list-style-type: none"> x Chair – Sofia Ramirez-Gelpi Applied Social Sciences – Judith DalPorto Business – Carmen Montañez-Rodríguez x Counseling – Lydia Maxwell x English – Susan Farely x Fine Arts – Michael Dempsey x Health and Physical Education – S. Bates x Health Sciences – Larry Manalo 	<ul style="list-style-type: none"> x Industrial Technology – Robert Mabry x Languages & Communication – Noé Chavez-Magaña x Life and Physical Sciences – Rob Lennihan x Mathematical Sciences – Derek Mitchem Miscellaneous – Kerry Runkle Public Safety – Mike Messina Social & Behavioral Sciences – Lubna Haddad Student Representative – vacant 	<ul style="list-style-type: none"> x Curriculum Specialist – Rebecca Andres x Admissions & Records – Janet Hooghuis x Articulation – David DeGroot Non-Credit Education – Vacant VP, Academic Affairs – Luis Sanchez <p style="text-align: center;">OTHER</p> <ul style="list-style-type: none"> Past AP&P Chair – Karen Tait
INVITEES		
<ul style="list-style-type: none"> Dean, Academic Affairs – Roanna Bennie Dean, Academic Affairs – Nancy Meddings Dean, Academic Affairs – Paul Murphy 	<ul style="list-style-type: none"> Dean, Academic Affairs – Ardis Neilsen Dean, Matriculation/Counseling – C.Osiris Dean, Extended Campus – Rick Rantz 	

I. Approval of Minutes

- a. The minutes of the previous meeting will be reviewed/approved at the January 31, 2013 meeting.

II. Approval of the Agenda

- a. A motion was made to approve the agenda as distributed. M/S/P (Dempsey/Maxwell)

III. College Now! List

- a. The current list was distributed and departments were asked to review and submit corrections by February 15.

IV. CurricUNET (CU) Update

- a. The CU review/approval process was drafted at an October 2012 meeting by the CU Steering Committee and tested in November –December – the tests failed and another look at the process will be revisited by the CU Steering Committee; CU course outline data review is about 90% complete; a preliminary review of AHC programs has been completed; CU training for faculty is tentatively scheduled for March.

V. Curriculum Development Handbook (CDH)

- a. The committee reviewed a list of new CDH additions and incomplete sections pending committee discussion.
- b. ACTION: A motion was made to include a disclaimer statement to the CDH. M/S/P (Dempsey/Manalo)

VI. Review of General Education Criteria

- a. Discussion included impact of modified GE criteria on existing GE courses; grandfathering existing GE courses; multicultural gender studies; definition for Health & Wellness to establish criteria for eligibility

VII. 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.

VIII. FAQs

- a. Repeatability language has been finalized

IX. Call for Future Agenda Items

GE criteria review, CDH sections 1 and 2, matriculation plan and the PCA component, program and course recency requirements

X. Call to Adjourn

- a. The meeting was adjourned at 4:00 pm

Academic Policy & Planning Committee Minutes

Meeting: Thursday, January 31, 2013 – Location: C 33 – 2:00 PM

VOTING MEMBERS

X Chair – Sofía Ramírez-Gelpí
X Applied Social Sciences – Judith Dal Porto
X Business – Carmen Montañez-Rodríguez
X Counseling – Lydia Maxwell
X English – Susan Farley
X Fine Arts – Michael Dempsey
X Kinesiology, Rec & Athletics – Sheri Bates
Health Sciences – Larry Manalo

X Industrial Technology – Robert Mabry
X Languages & Communication – Noé Chavez-Magaña
X Life and Physical Sciences – Rob Lennihan
X Mathematics & Engineering – Derek Mitchem
X Miscellaneous – Kerry Runkle
X Public Safety – Mike Messina
X Social & Behavioral Sciences – Lubna Haddad
X Victoria Gonzalez – ASBG Student Representative

NON-VOTING MEMBERS

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

OTHER:

Karen Tait, past AP&P Chair

INVITEES

Dean, Academic Affairs – Roanna Bennie
Dean, Academic Affairs – Paul Murphy
Dean, Extended Campus – Rick Rantz

Dean, Academic Affairs – Ardis Neilsen
Dean, Matriculation/Counseling – Charles Osiris
Dean, Academic Affairs – Nancy Meddings

I. Approval of Minutes -

- a) **ACTION:** a motion was made to approve the minutes of the November 8, 2012 meeting with corrections. M/S/P (Runkle/Lennihan)
- b) **ACTION:** A motion was made to approve the minutes of the January 16, 2013 planning meeting. M/S/P (Maxwell/Montanez)

II. Approval of the Agenda - A motion was made to approve the agenda as distributed. M/S/P (Lennihan/Farley)

III. Curriculum 2nd Reading - NONE AT THIS TIME

IV. Curriculum First Reading - NONE AT THIS TIME

V. Curriculum Other

- a) **ACTION:** TBA
A motion was made to approve the addition of a TBA field in the units/hours table of the COR. TBA hours are needed in the calculation of total contact hours. M/S/P (Lennihan/Runkle)
- b) Title 5 Changes to PCA Language: General Overview and Next Steps

A review of modified Title 5 language pertaining to prerequisites, corequisites, and advisories was presented. The new language affects the following areas and revisions to existing documents:

- i. Board Policy 7940
- ii. Academic Senate – revisions to content review and Course Review Resource Guide
- iii. Counseling – revisions to the Matriculation Plan
- iv. Institutional Research & Planning - implementation and documentation for validating PCA's w/statistical data

- c) Curriculum Development Handbook (CDH)

ACTION: After review and discussion a motion was made to accept Sections 1 and 2 of the CDH with edits. M/S/P (Dempsey/Lennihan)

- o Section 1: The AP&P Committee
- o Section 2: Roles and Responsibilities

VI. Public Remarks

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

VII. Reports

a) AP&P Chair

ACTION: A motion was made to adopt the following process pertaining to Chancellor's Office (CO) requests to make corrections to submitted proposals :

In addition to the faculty initiator, the AP&P Chair will be notified of "revisions requested" made by the CO. The AP&P Chair and faculty initiator will make corrections appropriately and the proposal re-submitted for approval. Revisions made to proposals as a result of "revisions requested" will be reported to the AP&P Committee at the next AP&P meeting. M/S/P (Lennihan/Mitchem)

Sofia reported on the status of un-assessed courses/programs and the urgency for faculty to complete their assessments. An email previously sent on the status of programs without program level outcomes will be forwarded to the committee.

VIII. Call for Future Agenda Items

a) Catalog deadline is approaching. The following items need to be finalized by the end of February in order for these to be included in the 2013-2014 catalog.

- Articulation Officer to review the language used for the CSU and IGETC GE criteria vis-a-vis our paperwork.
- Work on the criteria for the AHC GE graduation requirements.
- Work on developing criteria for the Health and Wellness graduation requirements.
- Review the criteria for MCGS graduation requirements.
- Review of the graduation requirements section of the catalog vis-à-vis double counting, etc.
- Repeatability language (group already working on this).
- Catalog Rights language (group already working on this).

b) Items that may require review, but possibly outside of AP&P purview:

- Matriculation forms as per request to repeat course due to: extenuating circumstances, significant lapse of time [i.e. recency].
- External transcripts.
- 8th component of the Matriculation Plan dealing with PCAs.

IX. Call to Adjourn - A motion was made to adjourn at 4:06 pm M/S/P (Dempsey/Maxwell)

Academic Policy & Planning Committee Meeting Minutes

Thursday, February 7, 2013, 2:00 p.m., Captain's Room

VOTING MEMBERS		NON-VOTING MEMBERS
x Chair – Sofia Ramirez-Gelpi	x Industrial Technology – Robert Mabry	x Curriculum Specialist – Rebecca Andres
x Applied Social Sciences – Judith DalPorto	x Languages & Communication – Noé Chavez-Magaña	x Admissions & Records – Janet Hooghuis
Business – Carmen Montañez-Rodríguez	x Life and Physical Sciences – Rob Lennihan	x Articulation – David DeGroot
Counseling – Lydia Maxwell	x Mathematical Sciences – Derek Mitchem	Non-Credit Education – Vacant
x English – Susan Farely	x Miscellaneous – Kerry Runkle	VP, Academic Affairs – Luis Sanchez
x Fine Arts – Michael Dempsey	x Public Safety – Mike Messina	OTHER
x Health and Physical Education – S. Bates	Social & Behavioral Sciences – Lubna Haddad	Past AP&P Chair – Karen Tait
x Health Sciences – Larry Manalo	x Student Representative – Victoria Gonzalez	
INVITEES		
Dean, Academic Affairs – Roanna Bennie	Dean, Academic Affairs – Ardis Neilsen	
Dean, Academic Affairs – Nancy Meddings	Dean, Matriculation/Counseling – C.Osiris	
Dean, Academic Affairs – Paul Murphy	Dean, Extended Campus – Rick Rantz	

I. Approval of Minutes

- a) A motion was made to approve the minutes of the January 31, 2013 meeting. M/S/P (Dempsey/Manalo)

II. Approval of the Agenda

- a) A motion was made to approve the agenda as distributed. M/S/P (Dempsey/Manalo)

III. Curriculum 2nd Reading - none

IV. Curriculum 1st Reading - none

V. Curriculum Other

- a) Title 5 Changes to PCA Language – Academic Senate agrees that AP&P is the correct body to work on revising Board Policy 7940, (PCAs). A draft has been prepared per the template provided by the college's legal office. The discussion focused on math, writing, and reading requisites and how statistical data will be used (*see attached*). A meeting is scheduled with Laurie Pemberton next week to determine the type of research data needed.
- b) Criteria for the AHC GE graduation requirements – Committee members were asked to review GE criteria and courses in their area.
- c) Criteria for the Health & Wellness graduation requirements – Sheri Bates presented guiding principles and criteria for determining health & wellness courses (*see attached*). Committee members were asked to share the document with their department faculty and provide feedback by February 21, 2013.
- d) Criteria for the MCGS graduation requirements – Committee members were asked to review GE courses in their area by February 21, 2013.
- e) Review of the graduation requirements section of the catalog – Discussion tabled
- f) Repeatability language (informational item) – Information tabled pending repeatability meeting scheduled for 2-8-13.
- g) Catalog rights language (information item) – Information tabled pending repeatability meeting scheduled for 2-8-13.

- h) CDH revisions to Section 3: Curriculum Development and Approval Process – Discussion tabled pending available media equipment.

VI. Public Remarks

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

VII. Reports

- a) Fine Arts - Michael Dempsey reported that new course proposals from fine arts are being proposed as a result of courses in his area no longer being repeatable (*effective fall 2013 many courses identified as repeatable in the AHC catalog will no longer be repeatable*). Michael requested a pdf version of the AHC catalog.
- b) Admissions & Records - Janet Hooghuis reported that the College Now! list has been revised and will be distributed. Also, the course challenge list (credit by examination) will be distributed for review.
- c) Articulation – Dave DeGroot reported that colleges must have completed 100% of comparable transfer degrees by fall 2014.

VIII. Call for Future Agenda Items – repeatability, catalog rights, CDH section 3, graduation requirements, establishing PCA's

IX. Call to Adjourn

- a. The meeting was adjourned at 4:00 pm

Barclays Official California Code of Regulations Currentness

Title 5. Education

Division 6. California Community Colleges

Chapter 6. Curriculum and Instruction

Subchapter 1. Programs, Courses and Classes

Article 1. Program, Course and Class Classification and Standards

➔ § 55003. Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation.

(a) The governing board of a community college district may establish prerequisites, corequisites, and advisories on recommended preparation, but must do so in accordance with the provisions of this article. Nothing in this subchapter shall be construed to require a district to establish prerequisites, corequisites, or advisories on recommended preparation; provided however, that a prerequisite or corequisite shall be required if the course is to be offered for associate degree credit and the curriculum committee finds that the prerequisite or corequisite is necessary pursuant to sections 55002(a)(2)(D) or 55002(a)(2)(E). Unless otherwise specified in this section, the level of scrutiny required to establish prerequisites, corequisites, and advisories on recommended preparation shall be based on content review as defined in subdivision (c) of section 55000 or content review with statistical validation as defined in subdivision (f) of this section. Determinations about prerequisites and corequisites shall be made on a course-by-course or program-by-program basis.

(b) A district governing board choosing to establish prerequisites, corequisites, or advisories on recommended preparation shall, in accordance with the provisions of sections 53200-53204, adopt policies for the following:

- All PCAs
- (1) the process for establishing prerequisites, corequisites, and advisories on recommended preparation. Such policies shall provide that in order to establish a prerequisite or corequisite, the prerequisite or corequisite must be determined to be necessary and appropriate for achieving the purpose for which it is being established.
 - (2) procedures to assure that courses for which prerequisites or corequisites are established will be taught in accordance with the course outline of record, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or corequisite.
 - (3) the process to ensure that each section of the prerequisite or corequisite is to be taught by a qualified instructor and in accordance with a set of objectives and with other specifications defined in the course outline of record, as required in section 55002 for all courses.
 - (4) the process, including levels of scrutiny, for reviewing prerequisites and corequisites to assure that they remain necessary and appropriate. These processes shall provide that at least once each six years all prerequisites and corequisites established by the district shall be reviewed, except that prerequisites and corequisites for vocational courses or programs shall be reviewed every two years. These processes shall also provide for the periodic review of advisories on recommended preparation.
 - (5) the bases and process for an individual student to challenge the application of a prerequisite or corequisite.

(c) A district governing board choosing to use content review as defined in subdivision (c) of section 55000 to establish prerequisites or corequisites in reading, written expression or mathematics for degree-applicable courses not in a sequence shall first adopt a plan specifying:

- (1) the method to be used to identify courses to which prerequisites might be applied;
- (2) assurance that courses are reasonably available to students when prerequisites or corequisites have been established using content review as defined in subdivision (c) of section 55000. Such assurance shall include sufficient availability of the following:
 - (A) appropriate courses that do not require prerequisites or corequisites, whether basic skills or degree-applicable courses; and
 - (B) prerequisite or corequisite courses;

(3) provisions for training for the curriculum committee; and

(4) the research to be used to determine the impact of new prerequisites based on content review.

(d) Prerequisites or corequisites may be established only for any of the following purposes:

(1) the prerequisite or corequisite is expressly required or expressly authorized by statute or regulation; or

(2) the prerequisite will assure, consistent with section 55002, that a student has the skills, concepts, and/or information that is presupposed in terms of the course or program for which it is being established, such that a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course (or at least one course within the program) for which the prerequisite is being established; or

(3) the corequisite course will assure, consistent with section 55002, that a student acquires the necessary skills, concepts, and/or information, such that a student who has not enrolled in the corequisite is highly unlikely to receive a satisfactory grade in the course or program for which the corequisite is being established; or

(4) the prerequisite or corequisite is necessary to protect the health or safety of a student or the health or safety of others.

(e) Except as provided in this subdivision, no prerequisite or corequisite may be established or renewed unless it is determined to be necessary and appropriate to achieve the purpose for which it has been established. A prerequisite or corequisite need not be scrutinized using content review as defined by subdivision (c) of section 55000 or content review with statistical validation as defined by subdivision (f) of this section, if:

(1) it is required by statute or regulation; or

(2) it is part of a closely-related lecture-laboratory course pairing within a discipline; or

(3) it is required by four-year institutions; or

(4) baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite.

(f) Content review with statistical validation is defined as conducting a content review (as defined in subdivision (c) of section 55000) and the compilation of data according to sound research practices which shows that a student is highly unlikely to succeed in the course unless the student has met the proposed prerequisite or corequisite.

(g) If the curriculum committee, using content review with statistical validation, initially determines, pursuant to section 55002(a)(2)(E), that a new course needs to have a communication or computation skill prerequisite or corequisite, then, despite subdivision (e) of this section, the prerequisite or corequisite may be established for a single period of not more than two years while the research is being conducted and the final determination is being made, provided that all other requirements for establishing the prerequisite or corequisite have been met. The requirements of this subdivision related to collection of data shall not apply when the prerequisite or corequisite is required for enrollment in a program, that program is subject to approval by a state agency other than the Chancellor's Office and both of the following conditions are satisfied:

(1) colleges in at least six different districts have previously satisfied the data collection requirements of this subdivision with respect to the same prerequisite or corequisite for the same program; and

(2) the district establishing the prerequisite or corequisite conducts an evaluation to determine whether the prerequisite or corequisite has a disproportionate impact on particular groups of students described in terms of race, ethnicity, gender, age or disability, as defined by the Chancellor. When there is a disproportionate impact on any such group of students, the district shall, in consultation with the Chancellor, develop and implement a plan setting forth the steps the district will take to correct the disproportionate impact.

(h) Prerequisites, corequisites, and advisories on recommended preparation must be identified in college publications available to students as well as the course outline of any course for which they are established.

(i) By August 1 of each year districts choosing to establish prerequisites, corequisites or advisories shall submit to the Chancellor's Office in the manner specified by the Chancellor the prerequisites and corequisites that were established during the prior academic year. Districts shall also specify the level of scrutiny, i.e., content review as defined in subdivision (c) of section 55000 or content review with statistical validation as defined in subdivision (e) of this section, used to determine whether the prerequisite or corequisite was necessary and appropriate for achieving the purpose for which it was established.

(j) Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course-by-course basis.

(k) The determination of whether a student meets a prerequisite shall be based on successful completion of an appropriate course or on an assessment using multiple measures, as required by section 55521(a)(3). Any assessment instrument shall be selected and used in accordance with the provisions of subchapter 6 (commencing with section 55500) of this chapter.

(l) If a prerequisite requires precollegiate skills in reading, written expression, or mathematics, the district shall:

(1) ensure that courses designed to teach the required skills are offered with reasonable frequency and that the number of sections available is reasonable given the number of students who are required to meet the associated skills prerequisites and who diligently seek enrollment in the prerequisite course.

(2) monitor progress on student equity in accordance with section 54220. Monitoring shall include:

(A) conducting an evaluation to determine the impact on student success including whether the prerequisite or corequisite has a disproportionate impact on particular groups of students described in terms of race, ethnicity, gender, age or disability, as defined by the Chancellor.

(B) where there is a disproportionate impact on any such group of students, the district shall, in consultation within the Chancellor, develop and implement a plan setting forth the steps the district will take to correct the disproportionate impact.

(m) Whenever a corequisite course is established, sufficient sections shall be offered to reasonably accommodate all students who are required to take the corequisite. A corequisite shall be waived as to any student for whom space in the corequisite course is not available.

(n) No exit test may be required to satisfy a prerequisite or corequisite unless it is incorporated into the grading for the prerequisite or corequisite course.

(o) The determination of whether a student meets a prerequisite shall be made prior to his or her enrollment in the course requiring the prerequisite, provided, however, that enrollment may be permitted pending verification that the student has met the prerequisite or corequisite. If the verification shows that the student has failed to meet the prerequisite, the student may be involuntarily dropped from the course. If the student is dropped, the applicable enrollment fees shall be promptly refunded.

Otherwise a student may only be involuntarily removed from a course due to excessive absences or as a result of disciplinary action taken pursuant to law or to the student code of conduct.

(p) Any prerequisite or corequisite may be challenged by a student on one or more of the grounds listed below. The student shall bear the initial burden of showing that grounds exist for the challenge. Challenges shall be resolved in a timely manner and, if the challenge is upheld, the student shall be permitted to enroll in the course or program in question. Grounds for challenge are:

(1) The prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites and corequisites;

(2) The prerequisite or corequisite is in violation of this section;

(3) The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner;

(4) The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite;

(5) The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available; or

(6) Such other grounds for challenge as may be established by the district governing board.

(q) In the case of a challenge under subdivision (p)(3) of this section, the district shall promptly advise the student that he or she may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division. If the student elects to proceed with the challenge, completion of the challenge procedure shall be deemed to constitute an informal complaint pursuant to section 59327.

(r) District policies adopted pursuant to this section shall be submitted to the Chancellor's Office as part of the district's matriculation plan pursuant to section 55510.

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

HISTORY

1. New section filed 7-17-2007; operative 8-16-2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

2. Amendment of section and Note filed 4-25-2011; operative 5-25-2011. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2011, No. 18).

5 CCR § 55003, ~~5~~ 5 CA ADC § 55003 ~~5~~

This database is current through 1/25/13 Register 2013, No. 4

§55521

(a) In implementing matriculation services, community college districts shall not, except as provided in subdivision (b), do any of the following:

- (1) use an assessment instrument which has not been approved by the Chancellor pursuant to section 55524, except that the Chancellor may permit limited field-testing, under specified conditions, of new or alternative assessment instruments, where such instruments are not used for placement and are evaluated only in order to determine whether they should be added to the list of approved instruments;
- (2) use any assessment instrument in a manner or for a purpose other than that for which it was developed or has been otherwise validated;
- (3) use any single assessment instrument, method or procedure, by itself, for placement, required referral to appropriate services, or subsequent evaluation of any student, provided however that, in the case of assessment instruments, the use of two or more highly correlated instruments does not satisfy the requirement for use of multiple measures;
- (4) use any assessment instrument, method or procedure to exclude any person from admission to a community college, except that a college may determine the admission of special part-time or full-time students under Education Code section 76002 based on an assessment which involves multiple measures and complies with other requirements of this subchapter;
- (5) use any assessment instrument, method or procedure for mandatory placement of a student in or exclusion from any particular course or educational program, except that districts may establish appropriate prerequisites pursuant to sections 55002 and 55003; or
- (6) use any matriculation practice which has the purpose or effect of subjecting any person to unlawful discrimination prohibited by subchapter 5 (commencing with section 59300) of chapter 10.

Referred citations

§55000

(f) “Content review” means a rigorous, systematic process developed in accordance with sections 53200 to 53204, approved by the Chancellor as part of the **district matriculation plan** required under section 55510, and that is conducted by faculty to identify the necessary and appropriate body of knowledge or skills students need to possess prior to enrolling in a course, or which students need to acquire through simultaneous enrollment in a corequisite course.

§55510

(a) Each community college district shall adopt a matriculation plan describing the services to be provided to its students. The plan shall include, but not be limited to:

- (1) a description of the methods by which required services will be delivered;
- (2) the district's budget for matriculation;
- (3) plans for faculty and staff development;
- (4) computerized information services and institutional research and evaluation necessary to implement this subchapter;
- (5) criteria for exempting students from participation in the matriculation process;
- (6) procedures for establishing and periodically reviewing prerequisites pursuant to section 55003;
- (7) procedures for considering student challenges to prerequisites established pursuant to section 55003; and
- (8) in districts with more than one college, arrangements for coordination by the district of the matriculation plans of its various colleges.

(b) The plan shall be developed through consultation with representatives of the academic senate, students, and staff with appropriate expertise, pursuant to section 51023 et seq.

(c) Such plans shall conform to the requirements of this subchapter and shall be submitted to the Chancellor for review and approval. The Chancellor may require periodic updates of such plans.

§55002

(3) **Course Outline of Record.** The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value the expected number of contact hours for the course as a whole, the prerequisites, corequisites or advisories on recommended preparation (if any) for the course, the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met by students.

(4) **Conduct of Course.** Each section of the course is to be taught by a qualified instructor in accordance with a set of objectives and with other specifications defined in the course outline of record.

**ACADEMIC POLICY AND PLANNING COMMITTEE
REQUEST FOR HEALTH AND WELLNESS CONSIDERATION**

Department: _____

Initiator: _____

Course Prefix and Number: _____

Course Title: _____

Statement of Purpose

The purpose of the Health and Wellness graduation requirement is to promote awareness and understanding of the significance/importance of the lifelong process of actively increasing the quality of one's decision making such that it leads towards a more positive, comprehensive state of well-being, which is by far, above and beyond a state of merely being free from illness, injury, and/or disease.

Health and Wellness Definitions

Health:

A multi-dimensional state of being, which encompasses aspects of: physical, psychological, social, intellectual, spiritual, and environmental health, that indicate more than merely being absent of illness or disease.

Wellness:

A dynamic state of being that spans a continuum, and requires one to actively become aware of the decision making process that leads towards a more positive and balanced existence.

Guiding Principles for Health and Wellness

A course that satisfies the Health and Wellness requirement **must meet at least six** of the following goals and criteria relative to the specific area being proposed. The emphasis in each course should be substantial and thematic rather than incidental or supplemental to a different focus.

CRITERIA Area 1 - Physical Activity	COURSE OBJECTIVE NUMBER	OTHER EVIDENCE IN THE OUTLINE
1. Identify the lifelong benefits of physical activity.		
2. Identify specific techniques relevant to physical activity.		
3. Explore the importance of physical activity in daily life.		
4. Increase students' knowledge and understanding of the benefits of physical activity.		
5. Develop an awareness of proper methods for increasing physical fitness.		
6. Promote critical thinking about issues relevant to physical activity.		
7. Identify practices of adaptation, modification, and integration leading towards better levels of physical activity.		
8. Recognize artistic achievements and aesthetic values of physical activity.		
9. Provide opportunities for students to recognize their own attitude physical activity.		
10. Encourage an understanding view of physical activity.		

CRITERIA Area 2 – Health Education or First Aid Safety	COURSE OBJECTIVE NUMBER	OTHER EVIDENCE IN THE OUTLINE
1. Study the history or experience of health related issues.		
2. Identify specific impacts one has on one's own state of health.		
3. Explore the individual decision making process in daily life impacting wellness.		
4. Increase students' knowledge and understanding of health and wellness.		
5. Develop an awareness of health and wellness.		
6. Promote critical thinking about issues relevant to health and wellness.		
7. Identify theories and practices of adaptation, modification, and integration leading towards better levels of wellness.		
8. Acquaint students with societal distinctions of health and wellness.		
9. Provide opportunities for students to recognize their own attitude toward health and wellness.		
10. Encourage an understanding of the behavior modification process.		

**ACADEMIC POLICY AND PLANNING COMMITTEE SIGNATURE PAGE
REQUEST FOR H&W GENERAL EDUCATION CONSIDERATION**

Course Prefix and Number:		Course Title:	
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This page contains all the required signatures, including department vote. Follow instructions carefully to avoid delays in the processing of your proposal. Work closely with your AP&P department representative to assist you in meeting deadlines.

PREPARED BY:

Name of the initiator [printed]:	
Campus extension:	
Email address:	
Signature:	Date:

DEPARTMENT ACTION:

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

# YES votes:	# NO votes:	# Abstentions:
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The signatures below certify that the content in this form is accurate and that due diligence was followed in ensuring curriculum development criteria, such as appropriateness to the mission of the college, need, curriculum standards, adequate resources, and CEC and Title 5 compliance. Furthermore, the signature of the academic dean and vice president, academic affairs, further indicates that planning, which includes the provision for adequate resources, has taken place to ensure that the proposed curriculum can be offered within two years of adoption.

REVIEWED BY:

	NAME [printed]:	SIGNATURE:	DATE:
AP&P Representative			
Department Chair			
Academic Dean			
AP&P Chair, on behalf of the committee	Sofia Ramirez Gelpi		
Vice President, Academic	Luis Sanchez		

Affairs			
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Academic Policy & Planning Committee Meeting Minutes

Thursday, February 14, 2013, 2:00 p.m., Captain's Room

VOTING MEMBERS		NON-VOTING MEMBERS
x Chair – Sofia Ramirez-Gelpi	x Industrial Technology – Robert Mabry	x Curriculum Specialist – Rebecca Andres
Applied Social Sciences – Judith DalPorto	x Languages & Communication – Noé Chavez-Magaña	x Admissions & Records – Janet Hooghuis
x Business – Carmen Montañez-Rodríguez	x Life and Physical Sciences – Rob Lennihan	x Articulation – David DeGroot
x Counseling – Lydia Maxwell	x Mathematical Sciences – Derek Mitchem	Non-Credit Education – Vacant
x English – Susan Farely	Miscellaneous – Kerry Runkle	VP, Academic Affairs – Luis Sanchez
x Fine Arts – Michael Dempsey	x Public Safety – Mike Messina	OTHER
x Health and Physical Education – S. Bates	x Social & Behavioral Sciences – Lubna Haddad	Past AP&P Chair – Karen Tait
x Health Sciences – Larry Manalo	x Student Representative – Victoria Gonzalez	
INVITEES		
Dean, Academic Affairs – Roanna Bennie	Dean, Academic Affairs – Ardis Neilsen	
Dean, Academic Affairs – Nancy Meddings	Dean, Matriculation/Counseling – C.Osiris	
Dean, Academic Affairs – Paul Murphy	Dean, Extended Campus – Rick Rantz	

I. Approval of Minutes

- a) A motion was made to approve the minutes of the February 7, 2013 meeting. M/S/P (Manalo/Farley)

II. Approval of the Agenda

- a) A motion was made to approve the agenda as amended: Item *V. f. Feedback on revision to Board Policy 7900 Curriculum Development* is tabled for discussion per request by Academic Senate. M/S/P (Manalo/Montanez)

III. Curriculum 2nd Reading - none

IV. Curriculum 1st Reading - none

V. Curriculum Other

- a) Catalog Rights language (informational item) – A group of faculty and staff met during the fall and spring semesters to address Catalog Rights. The language in the current catalog has been interpreted differently by two different departments and applied differently. Sofia presented the draft language and discussion followed.
- b) Review of the CSU and IGETC graduation requirements – criteria has been reviewed under the guidance of the articulation officer and the project is ongoing.
- c) Review of the criteria for the AHC GE graduation requirements – two departments have reviewed the general education criteria and confirmed that the courses listed under general education categories meet the criteria: Languages & Communication, Counseling. In addition, Lydia Maxwell requested that LS 101 and LD 111 be listed in category 5, living skills, as they have been inadvertently excluded. Lubna Haddad, Social & Behavioral Sciences, requested a 1 week extension to the February 21 deadline for reviewing GE criteria and courses in her area.
- d) Review of the criteria for the Health & Wellness graduation requirement – a revision will be made to include the definition of “physical activities”. Sheri Bates (Kinesiology, Recreation, and Athletics) will distribute the revision electronically.
- e) Review of the criteria for the MCGS graduation requirements – Lydia Maxwell, Counseling, stated that NURS 101 (2) should be removed. NURS 101 has not been included in the multicultural general education list for some time.
- f) Feedback on revisions to Board Policy 7900 Curriculum Development – tabled

g) CDH revisions to Section 3: Curriculum Development and Approval Process

ACTION: a motion was made to approve CDH Section 3, Curriculum Development and Approval Process. M/S/P (Dempsey/Manalo)

VI. Public Remarks

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

VII. Reports

Michael Dempsey, Fine Arts, thanked Roanna Bennie and Nancy Meddings for the number of proposals being reviewed and signed.

Lydia Maxwell, Counseling, requested hard copies of proposals.

VIII. Call to Adjourn

a. The meeting was adjourned at 3:45 pm

Academic Policy & Planning Committee Meeting Minutes

Thursday, February 21, 2013, 2:00 p.m., Captain's Room

VOTING MEMBERS		NON-VOTING MEMBERS
x Chair – Sofia Ramirez-Gelpi x Applied Social Sciences – Judith DalPorto x Business – Carmen Montañez-Rodríguez x Counseling – Lydia Maxwell x English – Susan Farely x Fine Arts – Michael Dempsey x Health and Physical Education – S. Bates x Health Sciences – Larry Manalo	x Industrial Technology – Robert Mabry x Languages & Communication – Noé Chavez-Magaña x Life and Physical Sciences – Rob Lennihan x Mathematical Sciences – Derek Mitchem x Miscellaneous – Kerry Runkle x Public Safety – Mike Messina x Social & Behavioral Sciences – Lubna Haddad x Student Representative – Victoria Gonzalez	x Curriculum Specialist – Rebecca Andres x Admissions & Records – Janet Hooghuis x Articulation Officer – David DeGroot Non-Credit Education – Vacant VP, Academic Affairs – Luis Sanchez <div style="text-align: right;">OTHER</div> Past AP&P Chair – Karen Tait
INVITEES		
Dean, Academic Affairs – Roanna Bennie Dean, Academic Affairs – Nancy Meddings Dean, Academic Affairs – Paul Murphy	Dean, Academic Affairs – Ardis Neilsen Dean, Matriculation/Counseling – Vacant Dean, Extended Campus – Rick Rantz	

I. Approval of Minutes

- a) A motion was made to approve the minutes of the February 14, 2013 meeting with corrections. M/S/P (Manalo/Maxwell).

II. Approval of the Agenda

- a) A motion was made to approve the agenda with corrections: remove DRMA 305, 306, 307, and 308 as they being proposed as THEA 305, 306, 307, and 308; move GIS 111, 112, and GIS program proposal from the consent agenda to item IV. 1st Readings.

III. Curriculum Consent Agenda Items

Textbook change	CHEM 180	Organic Chemistry I
Textbook change	CHEM 181	Organic Chemistry II
Drop course	AG 360	Advances in Viticulture
Drop course	AG 361	Advances in Winemaking
Add one course objective to meet C-ID	SPCH 101	Public Speaking
Update textbook	ECON/BUS/FCS 130	Consumer and Family Finance

ACTION: A motion was made to recommend consent agenda items for adoption.

IV. Curriculum 1st Reading

Request to drop course	AG/GIS 111	Global Positioning Systems (GPS)
	AG/GIS 112	Fundamentals of Mapping with GIS
Request to drop program	Agribusiness	Geographic Information Systems with Agricultural Applications (Certificate of Accomplishment)

The courses in the program have not been offered since fall 2005 and spring 2008.

ACTION: A motion was made to approve the department rationale for dropping GIS 111, 112, and the GIS w/Agricultural Applications Certificate of Accomplishment program. M/S/P (Manalo/Dempsey)

New courses New courses in theatre are being proposed as a result of drama courses losing repeatability. The prefix THEA is being created to differentiate between academe and general offering dramatic arts courses.

To replace DRMA 401, THEA 103, 104, 122, and 123 are being proposed. (*THEA 122 and 123 will be reviewed at a future meeting TBA*)

THEA 103 Beginning Professional Theatre Dance Styles

Committee recommendation: no need to be descriptive in evaluation no. 3

THEA 104 Intermediate Professional Theatre Dance Styles

To replace DRMA 112, Theatre Production Lab, the following courses are being proposed:

THEA 110 Beginning Production Laboratory

THEA 111 Intermediate Production Laboratory

THEA 112 Advanced-Intermediate Production Laboratory

THEA 113 Advanced Production Laboratory

Committee recommendations: correct the number of units; adjust the Banner course title so the word “intermediate is identifiable; define “professionalism in evaluation or provide examples of how this is assessed; identify, in course objective no. 1, the varying levels at which students will “function effectively in a production situation” for each course, e.g. beginning, intermediate, advanced, etc. For THEA 113 indicate in the catalog description the course is the final course in a series of production laboratory.

To replace DRMA 113, Performance Laboratory, the following courses are being proposed:

THEA 114 Beginning Performance Laboratory

THEA 115 Intermediate Performance Laboratory

THEA 116 Intermediate-Advanced Performance Laboratory

THEA 117 Advanced Performance Laboratory

Committee recommendations: correct the number of units; the courses are too similar and wording is needed to show progression of skills; clearly define the objectives for “performance labs” so they are not confused with “production lab”

ACTION: A motion was made to recommend 1st readings for consideration. M/S/P (Manalo/Maxwell)

V. Curriculum Other

- a) Review of the criteria for the AHC GE graduation – no additional feedback from department
- b) Review of the criteria for the MCGS graduation requirements – no additional feedback from departments
- c) Review of the criteria for the Health & Wellness graduation requirement – no additional feedback from departments.

VI. Public Remarks

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

VII. Reports

Chair Report – Fred Patrick will report on the use of Blackboard at the upcoming DL committee meeting; an invitation to attend an AP&P meeting will be extended to Board members via the president's office.

Admissions & Records – Janet Hooghuis reported that Adela Esquivel-Swenson, Director, Admissions & Records, has accepted a position with Peralta College and her last day at Allan Hancock College will be March 1. She will be missed!!

Counseling & Matriculation – Lydia Maxwell reported that the dean position in her department has been vacated by Charles Osiris.

Articulation – Dave DeGroot reported that the CID newsletter recently forwarded to AP&P representatives has some good information on course descriptors. He reminded everyone that CID descriptors do not apply to all disciplines but that they are tied to transfer degrees and encouraged faculty completing course/program review to check in with him.

CurricUNET – Rebecca Andres reported that test courses are slowly being routed to the CurricUNET Steering Committee; training on the use of CNET is tentatively scheduled to begin in March; paper proposals should not be started for fall submission (all paper proposals have to be entered into CNET); the initial review of CNET data is complete and student learning outcomes and previously approved new courses/programs are currently being entered.

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

Academic Policy & Planning Committee Meeting Minutes

Thursday, February 28, 2013, 2:00 p.m., Captain's Room

VOTING MEMBERS		NON-VOTING MEMBERS
x Chair – Sofia Ramirez-Gelpi x Applied Social Sciences – Judith DalPorto x Business – Carmen Montañez-Rodríguez x Counseling – Lydia Maxwell x English – Susan Farely x Fine Arts – Michael Dempsey x Health and Physical Education – S. Bates x Health Sciences – Larry Manalo	x Industrial Technology – Robert Mabry x Languages & Communication – Noé Chavez-Magaña x Life and Physical Sciences – Rob Lenniham x Mathematical Sciences – Derek Mitchem x Miscellaneous – Kerry Runkle Public Safety – Mike Messina x Social & Behavioral Sciences – Lubna Haddad x Student Representative – Victoria Gonzalez	x Curriculum Specialist – Rebecca Andres x Admissions & Records – Janet Hooghuis Articulation Officer – David DeGroot Non-Credit Education – Vacant VP, Academic Affairs – Luis Sanchez <div style="text-align: right;">OTHER</div> Past AP&P Chair – Karen Tait
INVITEES		
Dean, Academic Affairs – Roanna Bennie Dean, Academic Affairs – Nancy Meddings Dean, Academic Affairs – Paul Murphy	Dean, Academic Affairs – Ardis Neilsen Dean, Matriculation/Counseling – Vacant Dean, Extended Campus – Rick Rantz	

I. Approval of Minutes

- a) A motion was made to approve the minutes of the February 21, 2013 meeting. M/S/P (Manalo/Lenniham).

II. Approval of the Agenda

- a) A motion was made to approve the agenda as distributed

III. Curriculum Consent Agenda Items

Textbook changes	PHIL 101	Survey of Philosophy
	PHIL 102	Existence and Reality
	PHIL 105	Ethics
	PHIL 112	Logic
	PHIL 114	Critical Thinking
	PHIL 121	Religions of the Modern World
	PHIL 122	Exploring Religious Issues

ACTION: A motion was made to recommend consent agenda items for consideration. M/S/P (Manalo/Dempsey)

IV. Curriculum 1st Reading

Course mod	ESL 531	Reading Skills 1
	ESL 534	Reading Skills 2
	ESL 537	Reading Skills 3
	ESL 540	Reading Skills 4

The courses in ESL are being modified to reflect the addition of student learning outcomes and to reflect the progression of skills in the ESL reading series. TBA language has also been addressed

Committee recommendations: language in the course outline referring to “START” should be discussed with the Testing Center staff; include a sample evaluation to show progression of skills; TOP/SAM codes are needed.

PE 145	Intercollegiate Conditioning
	The course is being modified in response to the recent action related to repeatability and maximum contact hours (350) student-athletes. The title of the course is being changed from Varsity Conditioning; units and contact hours are being modified to variable units; course description, content, and evaluation methods to include skill development information specific to intercollegiate competitions.

Committee recommendations: TOP code needed; additional language in method of evaluation no. 4 and 5.

ENGL 101	Freshman Composition: Exposition
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The course is being modified to add READ 110 to the prerequisite statement: recommended placement based on the START process or satisfactory completion of ENGL 514 or READ 110. The textbook is also being changed.

Committee recommendations: modify course content by moving some of the language to evaluation and/or assignments; verify that the course is/is not included in the A.A.T/English before 2nd reading

READ 110 Reading for College 4
The course is being modified to allow students an alternative pathway to ENGL 101. Modifications include an increase in units from 2 to 3 units; one lab hour in lieu of one homework hour.

Program
Mod

CBOT AS Degree and Certificate Administrative Assistant/Secretarial

As a recommendation from the advisory committee, the program is being modified to replace CBIS 371, Intro to Excel in the core with CBIS 142, Microsoft Excel-Comprehensive. Replacing the intro course with the comprehensive course will give students who complete the degree/certificate a better knowledge of this software and the skills they need to be competitive in the workplace. CBIS 372, Intro to Access is being added to the selective units to give students more choices based on their needs and skill level. The major units will increase from 27 to 29 units; the core courses will increase from 21 to 23 units.

CBOT AS Degree and Certificate Legal Secretary
The program is being modified to remove CBOT 336, Intro to Internet Explore from the core, and adding PLGL 101, Intro to Paralegal Studies to the core; the major units are being increased from 28 to 30 units and the core units are being increased from 19 to 21 units; PLGL 107, Ethics for Paralegals is being added to the selective units.

New courses New courses in theatre are being proposed as a result of drama courses losing repeatability. The prefix THEA is being created to differentiate between academe and general offering dramatic arts courses.

Together with THEA 103 and 104 (reviewed previously) THEA 122 and 123 are being proposed to replace DRMA 401

THEA 122 Advanced Intermediate Professional Theatre Dance Styles

THEA 123 Advanced Professional Theatre Dance Styles

Committee recommendations: if possible an alternative abbreviation for the Banner course title, INT can be misleading.

To replace DRMA 303 the following courses are being proposed:

THEA 301 Beg Prep for Repertory Prod

THEA 302 Int Prep for Repertory Prod

THEA 303 Int-Adv Prep for Repertory Prod

THEA 304 Adv Prep for Repertory Prod

To replace DRMA 304 the following courses are being proposed:

THEA 305 Materials, Tools, and Techniques 1

THEA 306 Materials, Tools, and Techniques 2

THEA 307 Planning, Production, and Management 1

THEA 308 Planning, Production, and
Management 2

To replace DRMA 115 the following courses are being proposed:

THEA 310 Beginning Summer Repertory Production

THEA 311 Intermediate Summer Repertory Production

THEA 312 Advanced-Intermediate Summer Repertory Production

THEA 313 Advanced Summer Repertory Production
Committee recommendations: since these courses are only offered in the summer, label these courses differently so as not to confuse with other summer course titles and suggest to add the word "touring".

ACTION: A motion was made to recommend 1st readings for consideration. M/S/P (Lennihan/Dempsey)

V. Curriculum Other

- a) Review of the criteria for the AHC GE graduation – Social and Behavioral Sciences had no changes as a result of their review.

ACTION: a motion was made to approve the AHC GE criteria. M/S/P (Dempsey/Farley)

- b) Review of the criteria for the MCGS graduation requirements – Social and Behavioral Sciences had no changes as a result of their review.

ACTION: a motion was made to approve the MCGS criteria. M/S/P (Dempsey/Lennihan)

- c) Review of the criteria for the Health & Wellness graduation requirement – Social and Behavioral Sciences has completed their review.

ACTION: a motion was made to approve the H&W criteria pending edits. M/S/P (Dempsey/Bates)

VI. Public Remarks

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

VII. Reports

Fine Arts -

AP&P Chair Report – Sofia reported that Academic Senate has requested a rationale to support their request for reassigned time.

Admissions & Records – Janet Hooghis reported that Marian Quaid-Maltagliata is the Interim Director, A&R.

Support – Rebecca reported the following corrections to course outlines:

LE 320 – Limitation on enrollment - Students must place into ENGL 514 or or higher on the START Test.

LE 329 – SLO's

LE 181 – SLO's

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

Academic Policy & Planning Committee Meeting Minutes

Thursday, March 7, 2013, 2:00 p.m., Captain's Room

VOTING MEMBERS		NON-VOTING MEMBERS
x Chair – Sofia Ramirez-Gelpi x Applied Social Sciences – Judith DalPorto x Business – Carmen Montañez-Rodríguez Counseling – Lydia Maxwell x English – Susan Farely x Fine Arts – Michael Dempsey x Health and Physical Education – S. Bates x Health Sciences – Larry Manalo	x Industrial Technology – Robert Mabry x Languages & Communication – Noé Chavez-Magaña x Life and Physical Sciences – Rob Lennihan x Mathematical Sciences – Derek Mitchem x Miscellaneous – Kerry Runkle x Public Safety – Mike Messina x Social & Behavioral Sciences – Lubna Haddad x Student Representative – Victoria Gonzalez	x Curriculum Specialist – Rebecca Andres x Admissions & Records – Janet Hooghuis x Articulation Officer – David DeGroot Non-Credit Education – Vacant VP, Academic Affairs – Luis Sanchez <div style="text-align: right;">OTHER</div> Past AP&P Chair – Karen Tait
INVITEES		
Dean, Academic Affairs – Roanna Bennie Dean, Academic Affairs – Nancy Meddings Dean, Academic Affairs – Paul Murphy	Dean, Academic Affairs – Ardis Neilsen Dean, Matriculation/Counseling – Vacant Dean, Extended Campus – Rick Rantz	

I. Approval of Minutes

- a) A motion was made to approve the minutes of the February 28, 2013 meeting with corrections. M/S/P (Runkle/Farley).

II. Approval of the Agenda

- a) A motion was made to approve the agenda with a change in the order of items: Social and Behavioral Sciences – Lubna Haddad reported that Thomas Vandermolen will be the AP&P representative for Social and Behavioral Sciences beginning fall 2013. Mr. Vandermolen will begin attending AP&P meetings with Ms. Haddad. M/S/P (Dempsey/Manalo)

III. Curriculum Consent Agenda Items – 2nd readings

Textbook changes	CHEM 180	Organic Chemistry I
	CHEM 181	Organic Chemistry II
	PHIL 101	Survey of Philosophy
	PHIL 102	Existence and Reality
	PHIL 105	Ethics
	PHIL 112	Logic
	PHIL 114	Critical Thinking
	PHIL 121	Religions of the Modern World
	PHIL 122	Exploring Religious Issues
	ECON/BUS/FCS130	Consumer and Family Finance
Request to drop	AG 360	Advances in Viticulture
	AG 361	Advances in Winemaking
	AG/GIS 111	Global Positioning Systems (GPS)
	AG/GIS 112	Fundamentals of Mapping with GIS
	Agribusiness	Certificate of Accomplishment in Geographic Information Systems with Agricultural Applications
Course modifications	SPCH 101	Public Speaking Add one course objective to meet C-ID.
	PE 145	Intercollegiate Conditioning The course is being modified in response to the recent action related to repeatability and maximum contact hours (350) for student-athletes. The title of the course is being changed from Varsity Conditioning; units and contact hours are being modified to variable units.

ACTION: A motion was made to recommend consent agenda items for adoption. M/S/P (Dempsey/Manalo)

IV. Curriculum Consent Agenda Items 2nd Reading – New Courses

- New courses New courses in theatre are being proposed as a result of drama courses losing repeatability. The prefix THEA is being created to differentiate between academe and general offering dramatic arts courses.
- THEA 103 Beginning Professional Theatre Dance Styles
- THEA 104 Intermediate Professional Theatre Dance Styles
Advisory: THEA 103
- THEA 110 Beginning Production Laboratory
Advisory: Eligibility for MATH 311
- THEA 111 Intermediate Production Laboratory
Advisory: THEA 110 and Eligibility for MATH 311
- THEA 112 Advanced Intermediate Production Laboratory
Advisory: THEA 111 and Eligibility for MATH 311
- THEA 113 Advanced Production Laboratory
Advisory: THEA 112 and Eligibility for MATH 311
- THEA 114 Beginning Performance Laboratory
Advisory: Eligibility for ENGL 100 or ENGL 101
- THEA 115 Intermediate Performance Laboratory
Advisory: THEA 114 and Eligibility for ENGL 100 or ENGL 101
- THEA 116 Advanced Intermediate Performance Laboratory
Advisory: THEA 115 and Eligibility for ENGL 100 or ENGL 101
- THEA 117 Advanced Performance Laboratory
Advisory: THEA 116 and Eligibility for ENGL 100 or ENGL 101

ACTION: A motion was made to recommend new courses for adoption. M/S/P (Dempsey/Manalo)

ACTION: A motion was made to recommend new course advisories for adoption. M/S/P (Dempsey/Manalo)

V. Curriculum Other

- a) Review of the CDH:

Section 4: Curriculum Proposals and Submission

ACTION: a motion was made to table discussion of Section 4. M/S/P (Dempsey/Manalo)

Section 5: Program Proposals

ACTION: a motion was made to approve Section 5. M/S/P (Dempsey/Manalo)

Section 6: AHC Curriculum Related Policies

ACTION: a motion was made to recommend 2nd reading of Section 6. M/S/P (Dempsey/Manalo)

Section 7: Forms and Instructions

ACTION: a motion was made to recommend 2nd reading of Section 7. M/S/P (Dempsey/Manalo)

Section 8: Appendices

ACTION: a motion was made to approve Section 7 with amendments. M/S/P (Dempsey/Manalo)

VI. Public Remarks

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VII. Reports

Fine Arts – Michael Dempsey reported that he will not be in attendance at the next AP&P meeting and inquired about the status of the DRMA 199 proposals submitted.

Articulation – Dave DeGroot reported on the status of transfer degrees: transfer model curriculum templates will soon be available for biology and chemistry; prior to completing/submitting a transfer degree course outlines should be updated and obtain C-ID approval if applicable.

VIII. Call to Adjourn – the meeting was adjourned at 3:40 pm.

Academic Policy & Planning Committee Meeting Minutes

Thursday, March 28, 2013, 2:00 p.m., Captain's Room

VOTING MEMBERS		NON-VOTING MEMBERS
x Chair – Sofia Ramirez-Gelpi Applied Social Sciences – Judith DalPorto x Business – Carmen Montañez-Rodríguez Counseling – Lydia Maxwell x English – Susan Farely x Fine Arts – Michael Dempsey x Health and Physical Education – S. Bates x Health Sciences – Larry Manalo	x Industrial Technology – Robert Mabry x Languages & Communication – Noé Chavez-Magaña x Life and Physical Sciences – Rob Lennihan x Mathematical Sciences – Derek Mitchem x Miscellaneous – Kerry Runkle x Public Safety – Mike Messina x Social & Behavioral Sciences – Lubna Haddad x Student Representative – Victoria Gonzalez	x Curriculum Specialist – Rebecca Andres x Admissions & Records – Janet Hooghuis x Articulation Officer – David DeGroot Non-Credit Education – Vacant VP, Academic Affairs – Luis Sanchez <div style="text-align: center;">OTHER</div> Past AP&P Chair – Karen Tait
INVITEES		
Dean, Academic Affairs – Roanna Bennie Dean, Academic Affairs – Nancy Meddings Dean, Academic Affairs – Paul Murphy	Dean, Academic Affairs – Ardis Neilsen Dean, Matriculation/Counseling – Vacant Dean, Extended Campus – Rick Rantz	GUESTS: Herb Elliot, Jessica Scarffe, Alfredo Koch

I. Approval of Minutes

- a) A motion was made to approve the minutes of the March 7, 2013 meeting with corrections. M/S/P (Lennihan/Manalo).

II. Approval of the Agenda

- a) A motion was made to approve the agenda. M/S/P (Dempsey/Manalo)

III. Curriculum Consent Agenda Items – 2nd readings

New Courses	Course Prefix	Course Title	Units
	THEA 122	Advanced Intermediate Professional Theatre Dance Styles Advisory: THEA 104	2
	THEA 123	Advanced Professional Theatre Dance Styles Advisory: THEA 122	2
	THEA 301	Beginning Preparation for Repertory Production	1
	THEA 302	Intermediate Preparation for Repertory Production Advisory: THEA 301	1
	THEA 303	Intermediate Advanced Preparation for Repertory Production Advisory: THEA 302	1
	THEA 304	Advanced Preparation for Repertory Production Advisory: THEA 303	1
	THEA 305	Materials, Tools, and Techniques I Advisory: Eligibility for MATH 311 and ENGL 100 or ENGL 101	10
	THEA 306	Materials, Tools, and Techniques 2 Advisory: THEA 305 and eligibility for MATH 311 and ENGL 100 or ENGL 101	10
	THEA 307	Planning, Production, and Management 1 Advisory: THEA 305, THEA 306, eligibility for MATH 311 and eligibility for ENGL 100 or ENGL 101	10
	THEA 308	Planning, Production, and Management 2 Advisory: THEA 307 and eligibility for MATH 311 and eligibility for ENGL 100 or ENGL 101	10
	THEA 310	Beginning Summer Repertory Production	10
	THEA 311	Intermediate Summer Repertory Production Advisory: DRMA 310	10
	THEA 312	Advanced Intermediate Summer Repertory Production Advisory: DRMA 311	10
	THEA 313	Advanced Summer Repertory Production Advisory: DRMA 312	10

ACTION: A motion was made to recommend consent agenda items for adoption. M/S/P (Mitchem/Montanez)
ACTION: A motion was made to recommend prerequisites, corequisites, and advisories for adoption. (Lennihan/Mitchem)

IV. Curriculum 1st Reading Consent Agenda Items

Type Of Proposal	Course Prefix & Number	Course Title
Grading Option Change to Letter Letter Grade or Pass/No pass	MATH 579	Foundations of Mathematics
Correction to MQ listing in COR	PEIA courses	100, 105, 110, 120, 125,130, 135, 140, 145, 150, 155, 160, 165, 170, 175, and PE 145
Request to drop course –	ECS 121	Family Child Care Business
Request to drop course p.	ECS 323	Infants in Family Child Care

ACTION: A motion was made to recommend consent agenda items for consideration. M/S/P (Lennihan/Mitchem)

V. Curriculum 1st Reading

Program Modifications

Program Title

Certificate - Drama: Design and Technical Theatre
 The courses in the program are being replace by the new THEA courses due to inability to repeat.

Certificate – Drama: Professional Acting
 The courses in the program are being replace by the new THEA courses due to inability to

A.S. Degree in Physical Education
 The selective courses are being updated as a result of ATH 106 increasing to 4 units.

New Courses

Prefix	Course Title	
DRMA 199O	Repertory of Fiddler on the Roof and Spamalot	3
DRMA 199P	Repertory of Always...Patsy Cline & Cyrano de Bergerac	3
DRMA 199Q	Exploration of Fiddler on the Roof through Cyrano de Bergerac	0.5
DRMA 199R	Exploration of Cyrano de Bergerac through Clybourne Park Committee recommendations: include SLO's on all 199 course outlines, provide an example of an evaluation or rubric section given the use of the word "subjectively".	0.5
ART 199N	Lidded Vessels	2
ART 199P	Creative Solutions for Ceramics	2
ENVT 199	Topics in Environmental Technology	0.5-2.5

EMS 199	Topics in Emergency Medical Services	0.5-2.5
DA 333	Success in Dental Assisting Practice	0.5

**Course
Modifications**

Prefix	Course Title
ECS/EDUC 130	Exploring Teaching The course is being modified as part of program review and address TBA language
ECS/EDUC 140	Math and Science Teaching Careers The course is being modified as part of program review and to address TBA language.
LE 320	Basic Law Enforcement Training Academy The course is being modified to increase the number hours per state mandate. Committee recommendations: include student learning outcomes, course is at its maximum hours for units/weeks – additional hours will require a new course.
SOC 101	Introduction to Sociology The sociology course outlines are being updated as part of program review.
SOC 110	Personal and Family Relationships in the 21 st Century
ECON 101 ECON 102	Principles of Macro-Economics Principles of Micro-Economics For both 101 and 102 - math 311 is being added as a prerequisite to align with C-ID descriptor; the advisory language is being moved to the catalog description; textbook is being updated.
ECON/BUS 121 ECON/ BUS/GBST 141	Business Economics Global Economics For both 121 and 141 - the textbook is being updated and the advisory language is being moved to the catalog description
POLS 101	Introduction to Political Science The political science courses are updated as part of program review.
POLS 103	Committee recommendations: correct the total contact hours American Government
POLS 104	Committee recommendations: correct the number of weekly hours International Relations
AG 101	Introduction to Winemaking The agribusiness courses are being updated as part of program review. Committee recommendations: correct the Banner course title, textbook for 100-level courses should be more recent
AG 102 AG 103	Introduction to Viticulture Sensory Evaluation of Wine Committee recommendations: include age information in the catalog description
AG 104	Advanced Wine Evaluation Committee recommendations: include age information in the catalog description, collect data prior to assigning English advisory
AG 120 AG 121	Viticulture Operations 1 Viticulture Operations 2

AG 122	Viticulture Operations 3 Committee recommendations: change the number of weeks to 16 weeks
AG 140	Viticulture Operations 4
AG 141	Viticulture Operations 5
AG 142	Viticulture Operations 6
AG 307	Vineyard Irrigation
AG 320	Wine Tasting Room Sales Committee recommendations: enter total contact hours
NURS 310	Pharmacology The course outline is being modified to update the content and to meet COR requirements. A limitation on enrollment statement is being added: admittance to the VN program.
BIOL 154	General Botany The course outline is being updated due to changes in botanical taxonomy. Committee recommendations: correct the number of total contact hours

ACTION: a motion was made to recommend 1st readings for consideration. M/S/P (Manalo/Haddad)
ACTION: a motion was made to recommend prerequisites for consideration. M/S/P (Haddad/Mitchem)

VI. Public Remarks

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

A motion was made to nominate Sofia Ramirez-Gelpi for AP&P Chairperson. M/S/P (Lennihan/Maxwell)

VII. Reports

Support – Rebecca distributed a template design for a new curriculum webpage; a matrix of CNET meeting topics was also distributed.

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

CurricUNET Meeting Topics

PROPOSE	RATIONALE	FEEDBACK FROM COMMITTEE
1. New course review process - add a "pre-launch" level for specialty reviewer levels: articulation officer, library resources, adaptive technology, curriculum specialist. The AP&P rep would be the next reviewer after the pre-launch	A pre-launch level provides the opportunity for the initiator to submit/launch a proposal that has already been reviewed/corrected for errors, articulation info, available resources, and adaptive technology recommendations.	
2. Major/substantial course modification process – use the same steps/process in no. 1 above	Substantial/major modifications to COR's or programs require full curriculum committee review and approval. A list of substantial changes are listed in the AP&P handbook.	
3. Minor/non-substantial course modifications review process: a) Pre-launch-Curriculum Spec. b) Dept., chair, dean, faculty c) AP&P Chair d) Consent agenda mtg. item e) Summary report	Some curriculum changes do not require a full review of the course outline. The state academic senate recommends that minor changes to the COR be presented to the curriculum committee as consent agenda items for approval. A list of non-substantial topics are listed in the AP&P handbook.	
4. Minor/non-substantial program modification process	Changes to courses may require minor revisions to catalog program listings including course titles, course unit changes or minor adjustments to program catalog descriptions (objectives/outcomes)	
5. Timeline for proposals – what levels should include time limits for review? How many days are needed for a thorough review? How long should the initiator be given to make requested changes?	Time limits are needed to keep proposals moving forward. Also, this information is needed to produce the AP&P calendar.	

Other CNET Issues

Test courses have not yet been through the entire review process without any problems. Governet has addressed an issue with email notifications not being received and assistance from our IT department has been requested.

Work to the CNET database is still needed to include all the curriculum proposal elements for submitting new courses: addition of PCA content review analysis fields/screen, inclusion of the required course data elements in the proposal process (currently CB data elements such as TOP/SAM codes are not included as part of the CNET proposal process. Without these fields in the proposal process the initiator (or in this case, the dean) would need to provide the information to me separately and I would then have to enter the info in CNET)

	Opening Page	AP&P Committee <i>(email links on committee names)</i>	
Curriculum Approval Process <i>(flow chart, and other considerations in the process – scheduling, CO approval)</i>	Academic Planning & Policies Committee <i>(brief description, duties/responsibilities)</i> AP&P calendar News/Announcements	Chairperson	Sofia Ramirez-Gelpi
Curriculum Proposals <i>(types of proposals, compliancee – links: printable worksheets, AP&P curriculum handbook, COR reference handbook, PCAH)</i>		Applied Social Sciences	Judith Dal Porto
Articulation and Transfer <i>(info and links)</i>		Business	Carmen Montanez
CurricUNET <i>(CNET description, functions, links: CNET user guide, CNET site)</i>		Counseling	Lydia Maxwell
AP&P Committee Meeting Minutes and Agendas		English	Susan Farley
Academic Program and Course Content Review <i>(compliance, processes, local schedule, links: IRP, CO inventory site)</i>		Fine Arts	Michael Dempsey
TBA Link		Health Sciences	Larry Manalo
	Industrial Technology	Robert Mabry	
	Kinesiology, Recreation & Athletics	Sherri Bates	
	Languages & Communication	Noe Chavez	
	Life & Physical Sciences	Robert Lennihan	
	Mathematical Sciences	Derek Mitchem	
	Public Safety	Michael Messina	
	Social & Behavioral Sciences	Lubna Haddad	
	Miscellaneous	Kerry Runkle	
	Articulation	David DeGroot	
	Admissions & Records	Janet Hooghuis	
	Noncredit	Vacant	
		Academic Affairs	
		Vice President Curriculum Specialist	Luis P. Sanchez Rebecca Andres
TBA Link			

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday, April 4, 2013 – Captain’s Room – 2:00 PM

VOTING MEMBERS		NON-VOTING MEMBERS
X Chair – Sofia Ramirez-Gelpi	X Industrial Technology – Robert Mabry	X Curriculum Specialist – Rebecca Andres
X Applied Social Sciences – Judith Dal Porto	Languages & Communication – Noé Chavez-Magaña	X Admissions & Records – Janet Hooghuis
Business – Carmen Montañez-Rodriguez	X Life and Physical Sciences – Rob Lennihan	X Articulation – David DeGroot
Counseling – Lydia Maxwell	X Mathematics & Engineering – Derek Mitchem	Non-Credit Education – vacant
English – Susan Farley	X Miscellaneous – Kerry Runkle	VP, Academic Affairs – Luis Sanchez
Fine Arts – Michael Dempsey	Public Safety – Mike Messina	
Kinesiology, Rec & Athletics – Sheri Bates	X Social & Behavioral Sciences – Lubna Haddad	OTHER:
X Health Sciences – Larry Manalo	X Student Representative – Victoria Gonzalez	Karen Tait, past AP&P Chair
INVITEES		
Dean, Academic Affairs – Roanna Bennie	Dean, Academic Affairs – Ardis Neilsen	
Dean, Academic Affairs – Paul Murphy	Dean, Matriculation/Counseling – Charles Osiris	
Dean, Off Campus – Rick Rantz	Dean, Non-Credit – Nancy Meddings	

- I. **Approval of Minutes**—a motion was made to approve the minutes of the March 28, 2013 meeting. (M/S/P Runkle/Manalo)
- II. **Approval of the Agenda** a motion was made to approve the agenda as distributed. (M/S/P Mitchem/Manalo)
- III. **Curriculum 2nd Reading**

Course Prefix	Course Title	Type Of Proposal
MATH 579	Foundations of Mathematics	Grading Option Change
PEIA courses	100, 105, 110, 120, 125,130, 135, 140, 145, 150, 155, 160, 165, 170, 175, and PE 145	Correction to MQ listing in COR
ECS 121	Family Child Care Business	Request to drop course
ECS 323	Infants in Family Child Care	Request to drop course
Drama	Certificate - Drama: Design and Technical Theatre	Program Mod
Drama	Certificate – Drama: Professional Acting	Program Mod
ECS/EDUC 130	Exploring Teaching	Adding TBA Language
ECS / EDUC 140	Math and Science Teaching Careers	Adding TBA Language
ART 199N	Lidded Vessels	Special Topic course
ART 199P	Creative Solutions for Ceramics	Special Topic course
ENVT 199	Topics in Environmental Technology	Special Topic shell
EMS 199	Topics in Emergency Medical Services	Special Topic shell
LE 320	Basic Law Enforcement Training Academy	Course mod
SOC 101	Introduction to Sociology	Course Mod
SOC 110	Introduction to Marriage and Family	Course Mod
ECON 101	Principles of Macro-Economics Prerequisite: MATH 311	Course Mod
ECON 102	Principles of Micro-Economics Prerequisite: MATH 311	Course Mod
ECON/BUS 121	Business Economics	Course Mod
ECON/BUS/GBST 141	Global Economics	Course Mod
Physical Education	A.S. Degree in Physical Education	Program Mod
AG 101	Introduction to Winemaking/Enology	Course Mod
AG 102	Introduction to Viticulture	Course Mod
AG 103	Sensory Evaluation of Wine	Course Mod
AG 120	Viticulture Operations 1	Course Mod
AG 121	Viticulture Operations 2	Course Mod

AG 122	Viticulture Operations 3	Course mod
AG 140	Viticulture Operations 4	Course Mod
AG 141	Viticulture Operations 5	Course Mod
AG 142	Viticulture Operations 6	Course Mod
AG 307	Vineyard Irrigation	Course mod
AG 320	Wine tasting Room Sales	Course mod
BIOL 154	General Botany	Course mod
NURS 310	Pharmacology Limitation on enrollment: admittance to the VN program	Course Mod
DA 333	Success in Dental Assisting Practice	New Course
POLS 101	Introduction to Political Science	Course Mod
POLS 103	American Government	Course Mod
POLS 104	International Relations	Course Mod
ENGL 101	Freshman Composition: Exposition	Course Mod
READ 110	Reading for College 4	Course Mod
ESL 531	Reading Skills 1	Course mod
ESL 534	Reading Skills 2	Course mod
ESL 537	Reading Skills 3	Course mod
ESL 540	Reading Skills 4	Course mod

ACTION: a motion was made to recommend 2nd readings for adoption. (M/S/P Mitchem/Lennihan)

ACTION: a motion was made to recommend prerequisites, corequisites, and advisories for adoption. (M/S/P Manalo/Mitchem)

ACTION: a motion was made to recommend certificates in drama for adoption. (M/S/P Manalo/Mitchem)

IV. Curriculum – First Reading

Course Prefix	Course title	Type of Proposal
SOC 101	Introduction to Sociology	GE Request
SOC 101	Introduction to Sociology	MCGS Request
SOC 110	Introduction to Marriage and Family	GE Request
SOC 110	Introduction to Marriage and Family	MCGS Request

ACTION: a motion was made to recommend GE requests for consideration. (M/S/P Manalo/Haddad)

V. Curriculum – Other

- Course Repeatability and Course Families/Discussion on Guidelines and Standards – the committee reviewed and discussed the Chancellor’s Office Enrollment Limitations Table and guidelines developed by Napa Valley College.
- Course Family Requests – the committee completed a preliminary review of the requests for families of courses.
- Election of the AP&P Chair – a motion was made to table election of AP&P Chair. (M/S/P Runkle/Dal Porto)

VI. Public Remarks

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VII. Reports

- Admissions & Records, Janet Hooghuis reported that the Credit by Exam has been finalized.

VIII. Call for Future Agenda Items - none

IX. Call to Adjourn