

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday February 22, 2018 in B-100 at 2:00 PM

VOTING MEMBERS (14)

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

NON-VOTING MEMBERS

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| X Curriculum Specialist – Rebecca Andres |
| X Interim VP, Academic Affairs – M. Nish |
| X Admissions & Records – Janet Hooghuis
and Betsy Wilcox |
| X Articulation – David DeGroot |
| Community Education – S. Ramirez-Gelpi |
| X Part-Time Faculty Union – D. Blanchard |

STANDING INVITEES

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

Guests

Tom Lamica

Mission of the College: Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

Duties of the Committee: The AP&P Committee:

- guides the development of curriculum and encourages creativity, flexibility, and innovation in curriculum development. It is a multidisciplinary committee and must have the broadest of academic perspectives.
- is charged with the vigilant oversight of all of the college's curricula including the review, approval, and renewal of sound curriculum. Upon approval, the AP&P Committee shall offer its recommendations to the Academic Senate and Board of Trustees.
- certifies academic rigor, academic quality, academic integrity, and adherence to standards and regulations provided in Education Code and Title 5.
- refers curriculum matters beyond the scope of its normal business to the Academic Senate.
- examines, researches, and analyzes the issues presented for program vitality, and prepares a report with recommendations for consideration to the Academic Senate. The recommendations will be presented to the Senate Executive Committee and the Academic Senate.

Approval of Minutes: Feb 8, 2018

No action taken

Approval of the Agenda:

A motion was made to approve the agenda as posted. (M/S/P: D. Mitchem/R. Lennihan. Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, M.P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. No: 0. Abstain: 0

College Now and Concurrent Enrollment – Thomas Lamica

- [A](#) CollegeNow course is an AHC course that is taught on the AHC campus, is approved for high school student enrollment at AHC campus, and appears on the CollegeNow list as approved for high school student enrollment, is approved for CollegeNow by the discipline faculty.
- CollegeNow course list initially created for high school students capable of doing college course work, not intended for basic skills courses or for courses which are already provided by the high school.
- Concurrent Enrollment (aka Dual Enrollment) course is an AHC course that must be listed on the CollegeNow list prior to being considered for concurrent enrollment, is offered at the high school during high school class hours, is taught by high school employee who meets minimum qualifications, is approved for Concurrent Enrollment by the discipline faculty.
- A course on the CollegeNow List does not necessarily indicate a Concurrent Enrollment course. There is a separate list that lists courses approved for concurrent enrollment.
- Concurrent Enrollment benefit to students: receives college credit in high school GPA, connects students with potential career path, introduces students to college life and college study habits.

- Concurrent Enrollment benefit for colleges: receives full apportionment for enrolled high school students, closes the gap on changing the odds for students who may not have had this opportunity
- The discipline faculty are relied upon as the discipline experts to consider a course for College Now and Concurrent Enrollment. Instructors at the high school interested in a CollegeNow course for Concurrent Enrollment may contact the AHC liaison. A process is currently being developed.
- Considerations: the course should have some form of success for high school students, align with AHC current offerings, availability of the course to be offered during high school hours, courses that may encourage students and/or generate interest in attending community college and/or preparing for a specific career.
- Other areas being explored for Concurrent Enrollment: cooperative work experience, limiting concurrent enrollment to high school students only.
- Follow-up questions: Can ESL courses be considered for concurrent enrollment? How do high school transcripts show college credit courses?
- Information: AHC Administrative Procedure 5011, Admission and Concurrent Enrollment of High School Students and Other Young Students describes the process for high school students to enroll in AHC courses.

Information Item: CollegeNow List:

- Updates due March 8, 2018.

Action Item: Updating College Now Process

- Not discussed.
- No action taken

AP&P Committee Description

Handout: AP&P Committee Description

- The committee description is posted on the college website – from the quick links drop down menu, select Academic Senate/Standing Committees.
- Proposed changes were presented by Dave DeGroot in preparation of the recruitment for an AP&P committee chair for the 2018-19 academic year...
- Discussion of the proposed changes took place and additional edits to the document were made.
- A second reading will be done at a future AP&P meeting.

Chair Comments:

- Ad Hoc Committee on Graduation Requirements (GE, MCGS, H&W, CSU GE, and IGETC)
- Ad Hoc Committee on PCA
- Evaluation of AP&P Committee

Action Item: Textbook Adoption

- Handout: Current Policy BP/AP 4220 Textbook Selection
- Not discussed, no action taken

Action Item: A Review of Sunset Policy

- Sunset forms due: March 8, 2018
- Not discussed, no action taken.

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)
Course Review No Changes	PHTO 381	Black and White Photo Lab 2 (Lab 1) Corequisites: PHTO 110 or PHTO 120 or PHTO 130 or PHTO 150 or any 179, 189, Or 199 as related to black and white photo process only. LOE: Students may not be concurrently enrolled in PHTO 380 and PHTO 381.
Course Review No Changes	PHTO 382	Color Photo Lab 1 (Lab 0.5) Corequisite: PHTO 140 or any 179, 189, or 199 as related to color photo processes only. LOE: Students may not be concurrently enrolled in PHTO 380 and PHTO 381.
Course Review No Changes	PHTO 383	Color Photo Lab 2 (Lab 1) Corequisite: PHTO 140 or any 179, 189, Or 199 as related to color processes only.
Course Review No Changes	PHTO 384	Digital Photo Lab 1 (Lab 0.5) Corequisite: PHTO 170 or any 179, 189, Or 199 as related to digital photo processes only.
Course Review No Changes	PHTO 385	Digital Photo Lab 2 (Lab 1) Corequisite: PHTO 170 or any 179, 189, Or 199 as related to color processes only. LOE: Students may not be concurrently enrolled in PHTO 384 and PHTO 385.
COMMITTEE ACTION	A motion was made to recommend consent agenda items for adoption: (M/S/P R. D. Mitchem/R. Lennihan). Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, M.P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. No: 0. Abstain: 0	

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Recommendations
Major Modification	BIOL 128	Microbiology (Lec 3/Lab 1.5) Prerequisites: (BIOL 100 or BIOL 124 or BIOL 125 or BIOL 150) and (CHEM 120 or CHEM 150)	The review of BIOL 128 is temporarily postponed until the course is available for review at the committee level in CurriQunet.
Course Review/ Major Modification DL	CS 111	Fundamentals of Programming 1 (Lec 4) Prerequisites: MATH 331 Advisory: CS 102 Modifications: Catalog Description, PCA (required at CSU level) sample questions in Sample Assignments, changed text, updated DL addendum	
Course Review	ECS 303	Introduction to Early Childhood (Lec 2) Advisory: ENGL 513 Modifications: Course objectives. MOE. Updates on text and other materials.	Update text: 2011. The initiator commented that the textbook is an industry standard.

Agency Mandate	LE 320	<p>Basic Law Enforcement Academy (Lec 12/Lab 12) Advisory: ENGL 306 and PE 141 LOE: Students who are not sponsored by a law enforcement agency must complete the 18 hours Pre-Academy evaluation and preparation course, LE 310, to ensure that they are physically capable of safely meeting the rigorous State of California physical fitness requirements. Prior to enrollment, students must also complete an academy application packet and submit Livescan fingerprints to the California Department of Justice to verify that they can legally be issued and possess a firearm. Students must score 42 or higher on the POST PELLETB Test. Students must submit a completed California POST approved Medical History/Clearance form signed by their physician after medical examination. Additionally, students must be approved by the Law Enforcement Training Division of the Public Safety Department prior to enrolling.</p> <p>Justification: Meets changes mandated by POST and by state legislature. Senate Bill 11 and Senate 29 mandate 8 hours of mental health training (CIT).</p> <p>Modifications: Methods of Instruction, and Text and Materials. (INCREASE in units: 22.5 to 24 units).</p>	<p>Modify the limitation on enrollment language and place the required prior course work under prerequisite, include the standard language regarding course equivalency, remove the language referencing approval for enrollment in the course by the director.</p> <p>Unit Calculations: 1 lecture unit = 1-hour class time + 2 hours outside of class time. 1 lab unit = 3-hour class</p> <p>12 units lecture = 12 hours of class time + 24 hours of outside of class time 12 units laboratory = 36 hours of class time</p>
Course Review	LE 424	<p>PC 832 Arrest (Lec 1.5) LOE: Freedom from illness or disability that would prevent the student from safely performing the required arrest and control physical skills. Modifications: Change in lecture hours from 2.5 to 1.875, adding lab hours .625 weekly, Decrease in units from 2.5 to 1.5.</p>	
Course Review	LE 425	<p>PC 832 Firearms (Lec 0.5)</p> <p>LOE: Freedom from illness or disability that would prevent the student from safely participating in live fire shooting activities. Students not employed (as peace officer) or sponsored by a California law enforcement agency are required to obtain a CA DOJ Firearms Clearance (PC13511.5).</p>	<p>Modify the limitation on enrollment language to remove references to “sponsored students”</p>

		Justification: Updated COR for course review. Modification: Units and Hours: 1.5 units to 0.5 units. Lecture hours: 1.5 hours to 0.5 hours. Lab hours (added) 0 to 1 hour.	
NEW Noncredit Course	NESL 7040	Conversation for Beginning ESL (32-48 Hours) Justification: This course serves a need identified in AEBG 104, then AB86, student surveys. Students want and need more conversation and pronunciation-based courses in noncredit in order to increase their confidence and oral skills in speaking English in the community.	Attach supporting documentation to support need for new course, sample assignment number three--clarify what "reflect on it" means. Also, clarify meaning of levels A, B, C, and D , Level A/B is lower experience speaking English, but is there a connotation about A being high and D being low in native Spanish speakers?
NEW Noncredit Course	NESL 7041	Conversation for Intermediate ESL (32-48 hours)	
COMMITTEE ACTION:	A motion was made to recommend first readings for consideration with the exception of BIOL 128: (M/S/P R. L. Maxwell/A. Sanders). Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, M.P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. No: 0. Abstain: 0		

Information Item: Package Proposal in CNET

Not discussed

Information Item: Goals and Achievements 2018: Work in Progress

Not discussed

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.

Reports - none

Call for Future Agenda Items

- Curriculum Development Handbook
- AP&P Evaluation Recommendations and Follow-up

Call to Adjourn – the meeting was adjourned at 4:05 pm.

**Academic Senate
Academic Policy & Planning (AP&P) Committee**

Functions:

1. ~~4.~~ Provide recommendations, through the Academic Senate, to the Superintendent/President and District Board of Trustees regarding courses and instructional programs. ~~These is~~ includes:
 - a. New curriculum and programs.
 - b. Proposed changes and revisions to existing curriculum and programs.
 - c. Discontinuance of existing programs.
 - d. General Education criteria.
 - e. Board policies ~~on PCAs, curriculum development, and program discontinuance~~ pertaining to curricular matters.
2. ~~2. Provide recommendations to the Academic Senate on p~~ Policies which define AP&P Committee processes for creating and modifying curriculum courses and programs. When approved, these policies are then housed in the Academic Senate AP&P Curriculum Development Handbook.
3. ~~3.~~ Submit recommendations (from 1 and 2 above) in the Curriculum Summary report to Academic Senate at least once per semester.
4. ~~4.~~ Annually prepare and deliver a report of accomplishments, challenges, and recommendations for improvement to the Academic Senate for review at its first meeting in May.

Membership:

- Voting Members - There shall be a member from each instructional department; one member from counseling; one member representing faculty from the Academic/Student Service Department, and one student member, who shall be from the ASBG Commissioner of Curriculum.
- Non-Voting Members - The vice president, academic affairs, shall be ex-officio without vote; the articulation officer shall be ex-officio without a vote (unless such member sits as the department representative from the counseling department); one member from the admissions and records office; one member from non-credit community education and programs; and the curriculum specialist; and the Banner specialist.
- Eligibility - Faculty voting members shall be duly elected or appointed by the departments according to each department's procedures. All full-time faculty members of departments and counseling are eligible.

Length of Membership:

The term of office for faculty shall be for two years except where the incumbent is elected chairperson when it will then be extended to cover his/her tenure. The tenure of office for the student member shall be one year.

The purpose of a two-year term is to have only one-half of the membership change each year, having no more than one-half of the members in their first term. There is no limit on the number of times a member or chair may be reelected. Since the chairperson may cast deciding votes, additional representation by his/her department is not required, and the tenure of his/her replacement may be adjusted to one year or three years as required to maintain the following scheduled elections.:

ODD YEARS:

Applied Social Sciences
Counseling/Counselor
English
Health Sciences
Life and Physical Sciences

EVEN YEARS:

Business
Fine Arts
Kinesiology, Recreation, & Athletics
Industrial Technology
Languages and Communication

Election of AP&P Chair:

The election of the chair for the committee shall be in accordance with the Academic Senate Elections Code. The chairperson shall be elected on or before April 1st for the following term. Any presently serving voting member shall be eligible.

Nominations shall be from the floor and voting shall be by secret ballot.

In the event no current faculty member of the committee is willing to chair, the current chairperson of the committee shall so advise the Senate Executive Committee.

The Senate Executive Committee shall then direct the Senate Elections Committee to obtain nominations and conduct the election of the chair in accordance the Academic Senate Elections Code. The term of office shall be two years. Any Only -presently or previously serving voting member of the AP&P committee shall be eligible.

In addition to AP&P Chair Duties:

developing the agendas and presiding over meetings, the chairperson may appoint ad hoc committees to study, investigate and report on any subject within the committee's purview.

Meetings:

Meetings are held as needed as mutually agreed by the committee. ~~Past practice is that~~ Meetings are typically held on every other Thursday afternoon ~~from 2—4 pm~~ unless the curriculum review load requires back to back Thursday meetings. The Technical Review Committee meets the alternating Thursday afternoons, from 2—4 pm.

Agenda:

The chair is responsible for preparing, distributing, and posting the agenda.

Minutes:

The curriculum specialists is responsible for preparing the minutes. The chair is responsible for preparing, distributing, and posting the minutes.

Chair and Member Duties:

~~A description~~ The roles and responsibilities of the chair and member duties ~~are~~ included in the Curriculum Development Guide Handbook.

AP 5011 ADMISSION AND CONCURRENT ENROLLMENT OF HIGH SCHOOL AND OTHER YOUNG STUDENTS

To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in Education Code Sections 48800 and 76001.

Admission is subject to seat availability. The student must:

- submit an application for admission;
- submit a completed and signed College Now petition for enrollment;
- the petition for enrollment must also have signed approval of his/her principal or designee, an approved high school counselor as noted on the College Now Signatories form (NOTE: Home-schooled students must provide Allan Hancock College with a current copy of the private school affidavit on file with the California Department of Education at the time of registration);
- demonstrate that the student is capable of profiting from instruction. The Dean, Student Services has the authority to make the final decision whether a student can benefit from instruction.

To be considered for admission as a special full-time student, the student must meet the eligibility standards as established in Education Code Section 48800.05.

Admission is subject to seat availability. The student must:

- submit an Allan Hancock College application for admission;
- submit a completed and signed College Now petition for enrollment;
- the petition for enrollment must also have signed approval of his/her principal or designee, an approved high school counselor as noted on the College Now Signatories form (NOTE: Home-schooled students must provide Allan Hancock College with a current copy of the private school affidavit on file with the California Department of Education at the time of registration);
- demonstrate that the student is capable of profiting from instruction;
- obtain written approval of the governing board of the school district of attendance. The Dean, Student Services has the authority to make the final decision whether a student can benefit from instruction.

To be considered for admission as a special summer session student, the student must meet the eligibility standards as established in Education Code Section 76001.

All required documents shall be sent to the Director, Admissions and Records

I. High School Students

High school students who plan on enrolling in courses on the college campus or online will have admissions and records staff or extended campus staff review the materials, and determine if the student is eligible to participate and benefit from instruction at a community college based on established program eligibility criteria.

This determination may be done by:

- a review of the materials submitted by the student;
- meeting with the student;
- consultation with admission and records or extended campus staff; □ consideration of the welfare and safety of the student and others; and/or □ consideration of local, state, and/or federal laws.

II. Concurrent Enrollment of High School Students

Concurrent enrollment refers to college-credit bearing courses taught to high school students by college-approved high school teachers at the high school campus. Admissions and records staff, or extended campus

staff will review the materials, and will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college. This determination may be done by:

- a review of the materials submitted by the student;
- meeting with the student;
- consultation with admission and records or extended campus staff; □ consideration of the welfare and safety of the student and others; and/or □ consideration of local, state, and/or federal laws.

III. Students Enrolled in Grades below Eleventh Grade

For students attending grades below eleventh grade, the determination shall be made through an appeal process to the Dean, Student Services. The school must provide transcripts and a letter signed by the principal indicating how in his/her opinion the student can benefit from instruction. The Dean, Student Services will determine if the student has the abilities and sufficient preparation to benefit from instruction at a community college, and that the student's safety and that of others will not be affected. The decision of the Dean, Student Services shall be final. Once a decision has been made, the student, his/her parent or guardian and the school principal shall be informed of the decision. This determination may be done by applying the following criteria:

- a review of the materials submitted by the student;
- meeting with the student;
- consultation with an academic counselor;
- consideration of the welfare and safety of the student and others;
- consideration of local, state, and/or federal laws;
- review of the content of the class in terms of sensitivity and possible effects on the minor;
- requirements for supervision of the minor; and/or
- times the class(es) meet and the effect on the safety of the minor.

Students will not be admitted unless they have availed themselves of all opportunities to enroll in equivalent courses at their schools of attendance. Courses in which high school and other young students are permitted to enroll will be open to the entire college population, and will be taught with the rigor appropriate to college-level courses in accordance with the approved course outline.

If a request for special part-time or full-time enrollment is denied for a pupil who has been identified as highly gifted, the Board of Trustees shall provide written findings and reasons for the denial within 60 days. A recommendation regarding the request for admission, and the denial shall be submitted to the Board at a regularly scheduled meeting that falls at least 30 days after the request for admission has been submitted.

The Dean, Student Services, in conjunction with the Director, Admissions and Records, shall establish procedures for the admission of high school age and younger students consistent with Education Code regulations. Such students who desire to attend Allan Hancock College must meet qualifications as stated below. The Director, Admissions and Records, shall maintain a file copy of the young student supplementary admission application.

IV. Exemptions

Students attending high school wishing to participate in PROD 301 Introduction to Life and Career Planning are exempt from an appeal for this course only. Completion of the admissions process is still required.

V. Qualifications

Individuals under eighteen years of age who do not have a high school diploma or an equivalency may be admitted to the college under the circumstances outlined in this procedure and on the **College Now!** Petition form. Such students may take credit courses from an approved list as established by the college. To be considered for admittance as a special part-time student, the student must meet the eligibility standards as established in the Education Code. Admission to classes is subject to seat availability.

VI. Application Process

The college requires that the student complete the following:

1. Apply for admission online.
2. Submit a **College Now!** Petition form including signatures of the parent or guardian and the principal or designee obtained by the applicant. Forms are available on the District's website.
3. Submit a copy of high school transcript. A student participating in a home schooling program must submit a copy of his/her affidavit of home schooling.

In accordance with established criteria approved by the appropriate academic dean and the Chief Instructional Officer, each department will develop a list of courses in which students may enroll, either on the college or high school campus. Eligibility for enrollment in these courses is outlined in the college catalog. Students must maintain good academic and progress standing to participate in the **College Now!** Program.

The Chief Instructional Officer has the authority to make the final decision whether a high school or younger student is allowed to enroll.

VII. Publication of Admissions Policies and Procedures

Admissions policies and procedures will be published in the college catalog. Additional questions may be addressed directly to the Office of Admissions and Records.

References: Education Code Sections 48800, 48800.5, 76001, and 76002

VIII. Approved: 3/11/04 Revised: 6/19/12 Revised: 6/16/15 Revised: 5/10/16