

Academic Policy & Planning Committee Minutes

Meeting: Thursday March 2, 2017 in B-100 at 2:00 PM

VOTING MEMBERS (14)

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

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – X J. Hooghuis
 and
 X Betsy Wilcox
 X Articulation – David DeGroot
 Community Education – Vacant
OTHER
 Past Chair –
 X Part-Time Faculty Union – D. Blanchard

STANDING INVITEES

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

GUESTS

X Michael Dempsey
 X Ronald Lovell

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

Committee action: A motion was made to approve the minutes of the February 16, 2017 meeting. (M/S/P: Mitchem/Lennihan). Ayes: C. Bisson, B. Darwin, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtk, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: D. Cain.

Approval of the Agenda

Committee action: A motion was made to approve the agenda. (M/S/P: Mitchem/Lennihan). Ayes: C. Bisson, B. Darwin, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtk, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.

Consent Items: None

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Minor Modification	FASH 104 Old: FCS 144	Historic Fashion/Costume (Lec 3) Rationale: Align text, teaching methods, assignments with industry standards.	I: Ginger Behnke R: C Bisson Change: Course number to 114. SAM Code: C Occupational.
Minor Modification	FILM 110	Introduction to Motion Picture and Video Production Rationale: Textbook is updated and catalog description is changed to acknowledge there is an available lab.	I: Christopher Hite R: C Hite

Committee action:	A motion was made to approve the above courses. (M/S/P: Lennihan/Mitchem). Ayes: C. Bisson, B. Darwin, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.
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First Reading:

Proposal Type	Prefix & Number	Course Title (Units)	Comments
Major Modification	AG 314	Organic/Biodynamic Winegrowing (Lec 3) Rationale: To modify title to better reflect contents.	I: Alfredo Koch R: R Lennihan Recommendations: Clarify: Catalog Description language regarding “cost of alternative...” What do you mean by “alternative...”? Consider: Textbook.
Major Modification	DANC 126	Clinic in Ballet Barre (Lab 0.5) Repeats: 0 GE: AHC Health and Wellness: Physical Activity Rationale: Course review	I: Diane McMahon R: C Hite
Major Modification	DANC 133	Hip Hop Dance Repeats: 0 A: ENGL 514 GE: AHC Health and Wellness: Physical Activity Rationale: Current repeatability rules.	I: Diane McMahon R: C Hite
Major Modification Update DL	FILM 105	Film and Television Writing 1 (Lec 2.5/Lab 0.5)	I: Christopher Hite R: C Hite Recommendation: Update the DL information. Add details regarding adjustments to the course and access to students with disabilities.
Major Modification	OLDR 7212A	Watercolor Painting Contact Hours: 45-51 Repeat: 99 Rationale: This course is undergoing review to update it and meet ACCJC standards.	I: Elaine Healy Recommendation: Clarify the absence of an outside assignment.
New Course	REC 109	Outdoor & Adventure Recreation (Lec 3) Rationale: The Recreation Major Advisory Committee has recommended that a class in Outdoor and Adventure Recreation be added to the curriculum. This recommendation is based on the observation and opinions of the committee members who are professionals in the local recreation industry. They have noted an increase in students pursuing a concentration in Recreation and Adventure Tourism within the Recreation majors at Cal State universities. Committee members also commented that even in these difficult economic times, there is an increase of	Origination Date: 04/03/2014 Experimental Course Conversion I: Sheri Bates R: S. Bates Comment: The new course meets the mission of the college as it is a course planned for inclusion in Outdoor and Adventure Tourism within the Recreation majors at CSUs.

		opportunities for employment within Outdoor and Adventure Recreation.	
Committee action:	A motion was made to approve the above courses. (M/S/P: Lennihan/Mitchem). Ayes: C. Bisson, B. Darwin, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.		

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	AG 105	Wine Marketing and Sales (Lec 3) Rationale: Enter Student Learning Outcomes and introduce text.	I: Alfredo Koch R: R Lennihan
Course Review Major Modification	AG 106	Winery and Vineyard Financial Management (Lec 3) A: ACCT 130 / CBIS 371	I: Alfredo Koch R: R Lennihan
Major Modification DL Update	AG 114	Wine Business (Lec 3) A: BUS 101 / ENGL 514	I: Alfredo Koch R: R Lennihan
Major Modification	AG 303	European Wine and Food (Lec 0.5) LOE: Must be 21 years or older	I: Alfredo Koch R: R Lennihan
Major Modification C-ID	ART 122	Life Drawing 1 (Lec 2/Lab 1) P: ART 120	I: Deborah West R: C Hite
Major Modification	CA 119	Introduction to the Hospitality Industry (Lec 2) A: ENGL 514	I: Ronald Lovell R: C Bisson
Major Modification	CA 121	Basic Baking and Pastry (Lec 2/Lab 1) P: MATH 531	I: Ronald Lovell R: C Bisson
Major Modification	CA 122	Advanced Baking and Pastry (Lec 2/Lab 1) P: CA 121	I: Ronald Lovell R: C Bisson
Committee action:	<p>A motion was made to approve the above courses. (M/S/P: Lennihan/Sanders). Ayes: C. Bisson, B. Darwin, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.</p> <p>A motion was made to approve the prerequisites, corequisites, and advisories for the above courses. (M/S/P: Headtke/Lennihan). Ayes: C. Bisson, B. Darwin, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.</p>		

Public Remarks

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

Action Item: Implementation of META, new version of CNET

Discussion:

- The committee discussed the current issues and concerns regarding CNET and the implementation of the newer version, META.
 - CONCERN: Governet continues to be weakly responsive to the needs and suggested adjustments to the upcoming version, META. In addition to their weak response to adjustments with the current CNET.
 - Option: Continue with the current CNET version and avail of the support services available. It needs to be considered that the curriculum specialist has spent a lot of hours working with Governet to address ongoing and anticipated issues and challenges.

PRO: The current version seems to be working and generally meeting the needs of the committee/college.

CON: Keeping the current version may not be supported with the implementation of newer versions of the curriculum management system.

- Option: Implement META when ready. Since the faculty is generally able to manage the current system, there is no need to rush to the next version.

PRO: META has a lot of good features including: easy-to-read and more intuitive navigation.

CON: Governet is slow to respond to the recommended changes.

- Option: Consider another curriculum management system

PRO: The prospect of a better product and service. "There has to be a better system with a better service somewhere."

CON: There is a need to research currently available curriculum management systems. There is no guarantee that other products would be free of problems. There may be challenges with the migration of data.

Committee action: A motion was made to: (1) Review the current contract with Governet. (2) Discuss challenges and options with the Vice President of Academic Affairs. (M/S/P: Mitchem/Lennihan). Ayes: C. Bisson, B. Darwin, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.

Action Item: Course Review Policy/Procedure/Course Review Packet

Discussion: The document was reviewed for typographical errors.

Committee action: A motion was made to approve the course review policy and the course review packet. (M/S/P: Mitchem/Lennihan). Ayes: C. Bisson, B. Darwin, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.

Action Item: BP/AP 4100 Graduation Requirements

Discussion: The document was checked for typographical errors and other corrections.

- J. Hooghuis drew attention to the need for a policy clarifying and reinforcing the 2016-17 AHC catalog language on Pass/No-Pass Grading Policy.

"No later than the first 30 percent of the semester, students may elect whether the basis of evaluation is to be pass/no pass or a letter grade. Pass/ no pass courses are designated in the Announcement of Courses section of this catalog.

A student may elect the pass/no pass option during online registration or by completing a pass/no pass option form and submitting it to the Admissions and Records office in Santa Maria or the administrative office of the Lompoc Valley, Solvang, or Vandenberg AFB. Center by the deadline listed in the academic calendar, which is published in this catalog and in the schedule of classes and is online. A student who has declared an option may not later rescind that choice. It is the student's responsibility to check the college catalog or with a counselor to verify that, the course is offered with the pass/no pass option. The grades are assigned to students electing will be P (pass) for those who have attained course objectives to the satisfaction of the instructor, NP (no pass) for those who have not attained the course objectives, or I (incomplete). The mechanics of pass/no-pass grading are as follows:

1. Students who perform at a level equivalent to A, B, or C will receive the grade, P. Students will be awarded units for the course but their grade point averages will not be affected.
2. Students who perform at a level equivalent to D or F will receive NP as a grade. No units will be granted and no grade points will be awarded.
3. For classes started after the beginning of the semester or term, the option must be declared at the time of enrollment.

Limitations on Pass/No-Pass Grades

Students transferring to four-year schools should not elect more than one class per semester for pass/no-pass. No more than 16 units of P graded courses may be applied toward an AA/AS degree and courses in the major should not be taken on a P/NP basis. Certain courses such as health occupations laboratory classes (pass only) are exceptions (p. 46)."

The above pass/no-pass policy was not included in the current BP/AP 4100. The pass/no-pass policy would be added to the future agenda list. There were no further changes recommended to BP/AP 4100.

Committee action: A motion was made to approve BP/AP 4100. (M/S/P: Mitchem/Lennihan). Ayes: C. Bisson, B. Darwin, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.

Action Item: Academic Year 2017-2018 Calendar

Discussion: None.

Committee action: A motion was made to approve the calendar. (M/S/P: Mitchem/Lennihan). Ayes: C. Bisson, B. Darwin, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.

Information Item: Update Credit by Exam List

Discussion: The committee suggested to re-send the document for review and have a response in one week, March 10, 2017.

Information Item: Approval Process: Integration of the Technical Review Committee

Discussion: The proposed approval process was presented for the next meeting's agenda. It added the Technical Review Committee in the approval process as well as included the types of CNET proposals.

Reports

- a. AP&P Representatives: None
- b. AP&P Vice Chair / TRC Chair: None
- c. AP&P Chair:
Laboratory Categories – 1, 2, and 3. The documents would be posted for update. The Committee does not approve or disapprove placement of laboratory courses in these categories. However, the committee can serve as a “keeper” of the information.
- d. Administration: None
- e. Admissions and Records: There are increasing number of students registering for the transfer degree courses.
- f. Counseling/Matriculation: None
- g. Articulation: None
- h. CurricUNET & Support: None

Call for Future Agenda Items

Pass/No-pass Policy
CDH and related documents

Call to Adjourn

The meeting was adjourned at 4:00 p.m. (M/S/P: Sanders/Lennihan). Ayes: C. Bisson, B. Darwin, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.