

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday March 8, 2018 in Building M, Room 116

VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.
Vice-Chair – David DeGroot
X Applied Behavioral Sciences – C. Bisson
X Business – Brent Darwin
X Counseling – Lydia Maxwell
X English – Kate Adams
X Fine Arts – Tim Webb
X Kinesiology, Rec & Athletics – Sheri Bates
X Health Sciences – Mary Pat Nelson

X Industrial Technology – Gabriel Marquez
X Academic/Student Affairs – Kathy Headtke
Languages & Communication – Andrea Sanders
X Life and Physical Sciences – Rob Lennihan
X Mathematics Sciences – Derek Mitchem
X Public Safety – Kristy Treur
X Social & Behavioral Sciences – Tom VanderMolen
Student Representative – Vacant

NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres
X VP, Academic Affairs – Melinda Nish
X Admissions & Records – Janet Hooghuis
Articulation – David DeGroot
Community Education – S. Ramirez-Gelpi

Guests

Lynn Becerra, Counseling
Thesa Roepke, Applied Behavioral Sciences

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
Dean, Academic Affairs – Richard Mahon
Dean, Academic Affairs – Bob Curry
Dean, Student Services – Robert Parisi
X 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

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: February 8 and February 22, 2018

A motion was made to approve the minutes of the February 8 2018 meeting as distributed. (M/S/P: K. Headtke/R. Lennihan). Yes: C. Bisson, B. Darwin, L. Maxwell, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. No: 0. Abstain: K. Adams.

A motion was made to approve the minutes of the February 22 2018 meeting as distributed. (M/S/P: K. Headtke/R. Lennihan). Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. No: 0. Abstain: 0

Approval of the Agenda:

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

Chair Comments:

- Volunteers are needed for an ad hoc committee to review graduation requirement criteria (GE, MCGS, H&W, CSU GE, and IGETC)
- Volunteers are needed for an ad hoc committee to review AP&Ps prerequisite and content review processes.
- Volunteers are needed for an ad hoc committee to create a process to evaluate AP&P committee processes.
 - A clear charge on what the tasks are for these ad hoc groups will be drafted and proposed.

Action Item: Second Reading: Academic Senate on Academic Policy and Planning Committee

- The AP&P Committee description will be sent to Academic Senate for review and approval.

Committee action: A motion was made to approve the changes to the AP&P Committee description. (M/S/P: K. Adams/R. Lennihan). Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. No: 0. Abstain: 0.

Information Item: College Now Update

- There was a discussion regarding concurrently enrolled students in 100-level math courses needing access to the math center. Remedial courses are not eligible for Concurrent Enrollment.
- An agreement is needed between K – 12 and AHC district – might be for credit only, AB288 covers basic skills credit courses but not sure about noncredit.

Action Item: Updating the College Now List

- CollegeNow courses are determined at the time that a new course proposal is created in CurriQunet.
- There is no mechanism (process) to make changes to the College Now status in CurriQunet.
- Current practice for updating the College Now list: Discipline faculty reviews courses on the list and adds and/or removes courses from the College Now course list. The updated list is housed in the Admissions and Records office for immediate implementation. The CollegeNow List is included in the catalog draft
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- Propose: For new “College Now” courses, the discipline faculty with department and dean consultation should send a memo to the AP&P Chair to update the “College Now” status. The AP&P Chair will modify the College Now status in CurricUNET. It is however, the responsibility of discipline faculty and departments to review and update the College Now list for catalog production.

Action Item: Textbook Adoption, (Reference BP/AP 4220 Textbook Selection)

- **Background:** Academic Senate Policy on Textbooks (Approved:11/26/2013). The Academic Senate reaffirms that the official course outline of record determines the textbook options for a course.
- It is the responsibility of the department to select textbooks, consider whether to allow alternatives, decide whether a text is required, and ensure these options are reflected in the official course outline of record (COR).
- It is the responsibility of the department to complete regularly scheduled course review cycles to maintain the currency of course offerings.
- **Propose:** The “Textbook Change” proposal type provides an opportunity to ensure that the COR indicates currently used text materials in course offerings. In an effort to expedite adoption of texts and other materials, the textbook change proposal type may **only be used** if the course outline of record review date is within a two year period for CTE and CTE noncredit, or within a 5 year period for non-CTE courses. Text adoption is upon AP&P approval.

When a “Textbook Change” proposal, has been launched and the review date on the COR is **not** within a two-year period (for CTE and CTE noncredit) or five (5) year period for non-CTE courses, the “Textbook Change” may be implemented but the review date will not be changed. The discipline faculty should launch a new “Course Review” proposal type to update the course outline of record and address any committee recommendations in the newly launched proposal.

Action Item: A Review of Sunset Policy

- **First Appearance** – a course on the Sunset List that has not been taught for a period of two academic years.

- **Second Appearance** – a course remaining on the sunset list for two years and has not been taught for three academic years).
- **Request to Drop – Propose:** A CurriQuent proposal to “drop/deactivate” the course should be launched in CurriQunet. When a proposal to drop has been launched, the initiator is responsible for reviewing CurriQunet’s “impact report” and informing the faculty, AP&P representatives, and respective departments whose courses and/or programs are listed on the “impact report”.
- The **AP&P Committee** will address the impact of dropped courses on other courses and programs and make appropriate recommendations.
- Courses in the areas of Emergency Medical Services, Environmental Health and Safety, Fire Technology, Wildland Firefighting, and Law Enforcement, as well as Special Topics x99 (ex. 199, 399, 499, 599) courses that are not offered on a regular cycle are exempt from the Sunset Policy. The program coordinators in these disciplines will review their list of courses annually and drop curriculum that is no longer in use by the program.
- Propose: Rename Sunset Policy to “Course Sunset Policy”.

Information Item: Sunset Report Update

- Sunset proposals due March 8, have been received from the following departments: fine arts, business, industrial technology, health sciences, math, and social and behavioral sciences

Consent Agenda

Proposal Type	Prefix & Number	Title (units)	Recommendations
Course Review	ECS 114	Parent/Child Relationships (Lec 3) Advisory: ENGL 513 Modifications: semester offering to Fall.	AHC GE: Category 5 – Living Skills
Course Review	FILM 123	Directing for the Camera	Removal of the ABCD component.
Major Modification	MUS 129	Voice 1	The committee previously approved these courses. However, the initiator requested course title changes.
Major Modification	MUS 123	Voice 2	
Major Modification	MUS 124	Voice 3	
Major Modification	MUS 127	Voice 4	
Committee action:	A motion was made to recommend consent items for adoption. (M/S/P Mitchem/Lennihan) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0. Abstentions: 0.		

First Reading

Proposal Type	Course Prefix & Number	Title (units)	Recommendations
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Major Modification	BIOL 128	<p>Microbiology (Lec 3/Lab 1.5) Prerequisites: (BIOL 100 or BIOL 124 or BIOL 125 or BIOL 150) and (CHEM 120 or CHEM 150)</p> <p>Justification: updating to align with CID descriptors. lab hours/units are decreasing to 1.5 units (from 2 units) to reflect the 5 lab hours per week, the course units are changing from 5 to 4.5 units, changes made to advisories and prerequisites to improve student success, lecture and lab content is being listed separately, text and laboratory manual editions are being updated.</p> <p>Modifications: catalog description, units, PCA, content, text and materials, and materials fee.</p>	Comments: Field Trips – remove or provide details
Major Modification	ECS 105	<p>Observation and Assessment (Lec 3) Prerequisites: ECS 100 Advisories: ENGL 513</p> <p>Rationale: This course is an approved CAP course and is being reviewed as part of course review.</p> <p>New LOE: All students enrolled in ECS 105, ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to the ECS program in order to meet the provisions of SB792.</p> <p>Modifications: catalog description, PCAs, SLOs, objectives, assignments, methods of evaluation, and text.</p>	Recommendations: Inclusion of the course requirements (provisions of AB 792) in catalog description.
Course Review	ECS 106	<p>Introduction to Early Childhood Curriculum (Lec 3)</p> <p>Prerequisite: ECS 105. Advisories: ENGL 513.</p> <p>New LOE: All students enrolled in ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to meet the provisions of AB792.</p>	Recommendation: clarify Instructional materials entered in various curriculum areas.

		Modifications: catalog description, prerequisites to advisories, new prerequisite, new LOE, content, SLOs, objectives, outside assignments, text, other materials.	
Major Modification DL Update	ECS 116	Teaching in a Diverse Society (Lec 3) Advisories: ECS 101 and ENGL 513 Rationale: The course modification serves the purpose of implementing the required revisions to the California Colleges ECE Curriculum Alignment Project (CAP, 2015) and as part of course review. Modifications: catalog description, objectives, outside assignments, methods of evaluation, text, and DL addendum.	Recommendations: due to the changes in course objectives, it is important to update the MCGS status by completing the multicultural gender studies worksheet and then attach to the proposal, review text and materials for relevance and currency,
Major Modification	ECS 118	Practicum: Preschool (Lec 1.5/Lab 1.5) Prerequisite: ECS 106 Advisory: ENGL 513 New LOE: All students enrolled in ECS 105, 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to the ECS program to meet the provisions of SB 792. Modifications: catalog description, new LOE, SLOs, objectives, methods of instruction, methods of evaluation, and text.	
Course Review	ECS 119	Practicum: Infant/Toddler (Lec 1.5/Lab 1.5) Prerequisites: ECS 106, ENGL 513, ECS 115, ECS 151 LOE: All students enrolled in ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to meet the provisions of AB792. Students must be on the waitlist and provide required documentation on the first day of class in order to receive an add code to add the class. Modifications: catalog description, semester offering to fall and spring, new advisory and LOE, objectives.	Recommendation: review the catalog description and indicate what is specific to the course.
Course Review DL Update	ECS 132 EDUC 132	Child Identity and Learning (Lec 2/Lab 1) Advisories: ECS 100 and ENGL 513	Recommendation: verify the correct advisory course(s), cross listed CORs must be identical.

		Modifications: Textbook. DL addendum. The course status: Program-applicable.	Indicate when the course is offered (F, S, U), correct two typos in course content screen, correct the CB24 coding to “program applicable” (=1)
Course Review	ECS 310	Art for Young Children (Lec 0.5) Advisory: ENGL 513 Textbook: Lasky, L. and Mukerji <i>Art: Basic for Young Children. N.A.E.Y.C., Washington, DC, 1980 .</i> There is no textbook that addresses “creative art processes” for children, that doesn’t cost a lot, the concepts are applicable to current standards	
Course Review	ECS 311	Creating Learning Materials (Lec 0.5) Advisory: ENGL 513 Modifications: Text, methods of evaluation	Recommendations: align assignments with MOE. The textbook should be dated within a 5 year period – the textbook is the workforce standard per the professional national association of NAEYC
Course Review	ECS 312	Music For Early Childhood Educators (Lec 0.5) Advisory: ENGL 513 Modifications: objectives, outside assignments, methods of evaluation. The textbook is the workforce standard.	
Major Modification	MUS 128	Piano 1 Rationale: MUS 128 lays the foundation for the beginning pianist, with instruction on the reading and counting of simple piano pieces and good hand and finger positions. MUS 128 will also acclimate the beginning pianist to performance, starting with the safe environment of a classroom. Repeatable: 3 times (corresponds to the number of allowed experiences in the CSU and UC systems, AHC’s three piano classes are being renamed so that students may understand the sequence that the courses are to be taken. This entry-level piano class prepares the student for the beginning piano course, MUS 120, or Piano 2.	

NEW Noncredit Course	VOCE 7109	<p>Microsoft Windows Contact Hours: 16-18 hours</p> <p>Rationale: Many jobs require computer skills, and the demand is growing. In the local job market, 25% of job listings required some form of computer skills (indeed.com, as of July 25, 2017).</p> <p>This course provides a general introduction to Microsoft Windows operating system from a user's point of view and is a starting point for developing other computer skills.</p>	<p>Recommendations: instructional materials should list what materials the student needs to have for successful completion of the course, SLOs need to be written as LOs.</p>
NEW Noncredit Course	VOCE 7110	<p>Social Media Contact Hours: 16-18 hours</p> <p>Rationale: Social media is used for communication on many levels, including a path to employment opportunities. Knowing how to present oneself on social media in a positive and professional manner and is a valuable career skill.</p>	<p>Recommendations: Interesting that it lists Facebook and Instagram specifically, and lists "other social media" later. I'm guessing that will change rapidly. Will a modification need to be done every time social media has a big "new thing"?</p> <p>Confirm that the instructional materials: Are these required of students?</p>
Committee action:	<p>A motion was made to recommend ECS 1st readings for consideration. (M/S/P Lennihan/Mitchem). Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, T. VanderMolen. Noes: 0 Abstentions: 0.</p>		

Second Reading – Second readings will be reviewed at the March 29, 2018 AP&P meeting.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification DL	CS 111	<p>Fundamentals of Programming 1 (Lec 4) Prerequisites: MATH 331 Advisory: CS 102</p> <p>Justification: Updated wording. Updated prerequisites (similar to Cal Poly). Changing textbooks.</p> <p>Modifications: Catalog Description, PCA, sample questions in Sample Assignments, Text, DL addendum</p>	
Course Review	ECS 303	<p>Introduction to Early Childhood (Lec 2) Advisory: ENGL 513</p> <p>Modifications: Course objectives. MOE. Updates on text and other materials.</p>	<p>Comment: Update text: 2011. The initiator commented that the textbook is an industry standard.</p>

Agency Mandate	LE 320	<p>Basic Law Enforcement Academy (Lec 12/Lab 12) Prerequisite: 310 or equivalent course or training as determined by the Director of Law Enforcement Training</p> <p>Advisory: ENGL 306 and PE 141 NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure for employment purposes</p> <p>LOE: 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..</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. Units: Lec: 11 hours to 12 hours (12 units) + Lab 35.7 hours to 36 hours (12 units). (NET INCREASE in units: 1.5 units. NET INCREASE in hours: 16-18 lecture/semester and 4.8-5.4 lab/semester).</p>	<p>Program: Law Enforcement: Basic Law Enforcement Academy</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.</p> <p>Modifications: Units and Hours. (Units: 2.5 to 1.5 units. Lec: 2.5 hours to 1.875 hours. Lab: 0 to 0.625 hours).</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</p>	

		agency are required to obtain a CA DOJ Firearms Clearance (PC13511.5). 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.	Comments: Supporting documentation. Sample assignment number three-- I'm not sure what "reflect on it" means. Also, just curious about levels A, B, C, and D. According the two classes, 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? Supporting documentation is needed to support justification statement.
NEW Noncredit Course	NESL 7041	Conversation for Intermediate ESL (32-48 hours) Justification: as above.	Andria Keiser Comments: same as above.
Committee action:			

Action Item: Summary Report for the period February 8 – March 8, 2018

- There are too few items for an April 2018 report to the board.
- A report *may* be prepared for the May 2018 board meeting, otherwise, a report summarizing committee actions from February 22 to April 26, 2018 will be prepared for the June 2018 board meeting.
- Proposals not yet recommended for adoption by April 26, 2018, will be included in a fall 2018 report to the board.

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.

Reports

- An update on sunset proposals is noted.

Call for Future Agenda Items

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

Call to Adjourn

The meeting was adjourned at 4:00 pm.

AP&P Agendas and Minutes can be found in “quick links” on the college website:
<http://www.hancockcollege.edu/app/meetings.php>

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

Functions:

1. ~~1-~~ 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.
 - ~~ef.~~ Board policies on PCAs, curriculum development, and program discontinuance pertaining to curricular matters.
2. ~~2-~~ Provide recommendations, as needed, to the Academic Senate on policies which define AP&P Committee processes for creating and modifying curriculum and programs. These policies are housed in the ~~Academic Senate~~ AP&P Curriculum Development Handbook.
3. ~~3-~~ Submit recommendations (from 1 and 2 above) in ~~the a~~ 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 Academic Senate at its first meeting in May.

Membership:

- Voting Members - There shall be a member from each instructional department (including noncredit); one member from counseling or a counselor; one member representing faculty from ~~the Academic/Student Services Department~~, and one student member, who shall be from the ASBG student body government. ~~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 senate executive committee, 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~~ Term of Office:

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.

ODD YEARS

EVEN YEARS

Applied Behavioral Sciences -	Business
Counseling Discipline/Counselor	Fine Arts
English	Kinesiology, Recreation, & Athletics
Health Sciences	Industrial Technology
Life and Physical Sciences	Languages and Communication
Mathematical Sciences	Academic/ Student Services*
Public Safety	Social & Behavioral Sciences

*The Academic/~~Student~~ Services ~~Department~~[area](#) includes the college nurse, [learning assistance](#), and the library faculty.

Committee 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~~ [November 1](#) 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 that 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 [with](#) the Academic Senate Elections Code. The term of office shall be two years. ~~Only Currently-presently or previously serving voting members of the~~ AP&P [committee](#), or other community college curriculum committee, [shall be eligible](#).

In addition to [developing the agendas](#) and presiding over meetings, the chair 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, in collaboration with the ~~curriculum specialist~~ [vice president, academic affairs](#), is responsible for preparing, distributing, and posting the agenda.

Minutes:

~~The curriculum specialist~~ 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 committee members ~~are~~ [is](#) listed in the Curriculum Development ~~Guide~~ Handbook.

BP 4220 TEXTBOOK SELECTION

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

Adopted: 12/17/96

Revised: 3/11/04

Revised:

(Replaces Board Policy 7100)

AP 4220 TEXTBOOK SELECTION

An adopted textbook should be used for at least a three-year period. Instructors may petition the department chair and the academic dean to change a text before the three-year period expires if valid reasons exist, and there is no stock on hand of the current text or the stock on hand can be returned to the publisher. Approval by the department chair and the academic dean is required for a change of an adopted textbook.

Textbooks and supplies are ordered on a form provided by the bookstore. Text orders and changes should be submitted according to the following schedule:

For spring semester - by November 1

For summer school - by April 15

For fall semester - by May 1

Approved: 12/17/96

Revised: 3/11/04

Revised:

(Replaces Administrative Procedure 7100.01)