

# Academic Policy & Planning Committee Agenda

## Meeting: Thursday March 29, 2018 in B-100 at 2:00 PM

### VOTING MEMBERS (14)

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

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

### NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres  
VP, Academic Affairs – Melinda Nish  
Admissions & Records – Janet Hooghuis and Betsy Wilcox  
Articulation – David DeGroot  
Community Education – Sofia Ramirez-Gelpi  
Part-Time Faculty Union –

### OTHER

Past Chair – David DeGroot & Sofia Ramirez-Gelpi

### STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
Dean, Academic Affairs – Richard Mahon  
Dean, Academic Affairs – Bob Curry  
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

### LEGEND

I = Initiator  
R = A&P Department Representative  
Lec = Lecture Units  
Lab = Laboratory Units  
CO = Chancellor's Office

**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:** March 8, 2018

**Approval of the Agenda:**

**Chair Comments:**

- Sunset List – Refer: California Education Code § 48800 (See Endnotes).
- The noncredit department dropped their request for inclusion in the CollegeNow list.

**Action Item:** 2018 CollegeNow Update

**Action Item:** Updating a College Now

- Current practice on updating the College Now list: Discipline faculty reviews the list and determines accuracy and currency of the College Now course offerings. These are then included in the updated list for immediate implementation and inclusion in the college catalog.
- Currently, CurricUNET has a field for “College Now” that is completed at the time a course is proposed or modified. There is no mechanism to make changes to College Now status.
- Proposal: 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

- Current Policy: BP/AP 4220 Textbook Selection

- Background: **Academic Senate Policy on Textbooks** (Approved at AS meeting 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 departments to choose 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).
- Proposal:  
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 text and other materials adoption, textbook change proposal type is **only used** if the course outline of record review date is within two years for CTE and noncredit and 5 years for non-CTE. Thus, text adoption is upon **AP&P approval**.  
For “Textbook Change” proposal on CORs that have review dates **not** within two years for CTE and noncredit or five (5) years for non-CTE, the “Textbook Change” would be implemented immediately **but** the review date would not be changed. The discipline faculty should launch a new proposal that addresses the committee recommendations.

**Consent Agenda:** Review the different proposals and determine if the “Review Date” can be updated. Make recommendations if needed.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Corrections	CS 161	Discrete Structures	Semester offering correction. Review Date: Fall 2014.
Corrections	ENGR 100	Introduction to Engineering	Semester offering correction. Review Date: Spring 2012
Corrections	ENGR 161	Materials Science	Semester offering correction. Review Date: Spring 2012.
Corrections	ENGR 162	Materials Science Lab	Semester offering correction. Review Date: Spring 2012.
Corrections	ENGR 170	Electric Circuit Analysis	Semester offering correction. Review Date: Spring 2015
Corrections	ENGR 171	Electric Circuit Lab	Semester offering correction Review Date: Spring 2015
Course Drop	ENGR 172	Circuits and Electronic Devices Rationale: The course has not been taught since 2007.	The catalog entry: ENGR 172 Circuits & Devices Corequisite: ENGR 173 Program: Associate in Arts Engineering
Course Drop	ENGR 173	Circuits and Devices Laboratory Rationale: The course has not been taught since 2007.	Corequisite: ENGR 172 Program: Associate in Arts Engineering
Corrections	ENVT 450	HAZWOPER Note: HAZWOPER = Hazardous Waste Operations and Emergency Response	Semester offering, repeatability, and removal of DL status. Rationale: Repeatability. The course is an annual refresher as required by OSHA and CalOSHA regulations. Review Date: Fall 2012
Corrections	ENVT 456	FRO Refresher Note: FRO = Fire Responder Operations	Semester offering correction. <b>Review Date: Spring 2010.</b>
Minor Program Modification		Mathematics with Computer Science Emphasis <b>Associate in Arts</b> Rationale: We are updating the program learning outcomes language. Most of the changes are grammar, removal of extra language, or changing words for a preferred synonym. It makes doing our SLOs assessment easier.	
Content Review	MUS 101	Music History Ancient Baroque (Lec 3) Advisory: ENGL 101 Modifications: Semester offering. Text.	
Course Review	MUS 140	Symphonic Band (Lab 1) LOE: Audition <b>Repeat: 3</b>	

		The course is repeated at 4-year universities.	
Course Review	MUS 151	Concert Band (Lab 1) LOE: Audition <b>Repeat: 3</b> The course is repeated at 4-year universities.	
Corrections	NURS 103	RN Practicum 1 (Lab 5) Corequisite: NURS 111 LOE: Admittance to RN Program	Discipline Placement: Nursing (M) to NURSING (M) or Nursing Science/Clinical Text.
Corrections	NURS 108	RN Practicum 2 (Lab 5) Corequisite: NURS 112 LOE: Admittance to RN Program	Discipline Placement: Nursing (M) to NURSING (M) or Nursing Science/Clinical Text.

**First Reading:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	AG 125	Soils and Plant Nutrition (Lec 3/Lab 1) Advisory: CHEM 120  Rationale: The course outline is being reviewed for currency of content and updated as required. Modifications: TOP code: NEW 0104.00. Text. There were typographical and format modifications.	Consider: Switch course objectives with student learning outcomes. Separate lecture and laboratory content.
Major Program Modification <b>NEW? Program</b>		Agricultural Science <b>Certificate of Achievement</b> Required Core Courses: 14 Minimum Selected Units: 9 Total: 23	Erin Krier
<p>Justification: Agriculture has also been assigned as a focus for the Region by the California Community Colleges Chancellor's Office (CCCCO), and currently there is no other Community College offering this program in our service area. Agriculture is the main industry in northern Santa Barbara County and recently expanded in greenhouse horticulture and other related disciplines. According to the CCCCCO in the regional labor market profile for the South-Central Coast (includes San Luis Obispo, Santa Barbara and Ventura counties), it states that "agriculture in the three-county region is vital to the region's economy and capitalizing on niche markets. These employers account for more than 55,000 jobs. Through 2014, as many as 2,000 new jobs may be created in this sector."</p>			
Major Program Modification <b>NEW? Program</b>		Agricultural Science <b>Associate in Science</b> Required Core Courses: 14 Minimum Selected Units: 9 Total: 23  The Program Outline is essentially the same except for additional language in the Catalog Description.	<b>Additional language in the catalog description:</b> This program will adequately prepare students to transfer for further study in many agricultural science fields including: Crop Protection, Crop Science, Agricultural Education, Agricultural Science, Soil Science, Fruit Science, Vegetable Science or Sustainable Agriculture.
Major Modification DL Update	LBRY 170	Library Research Methods (Lec 2) Advisory: ENGL 513 Rationale: The course is being modified for two reasons. 1. to reflect a new textbook and 2. to add an additional option on the final capstone project that gives students more	

		flexibility to demonstrate knowledge of learning objectives. Modifications: Typographical and format corrections. Text. DL update.	
NEW Course	MMAC 129	Digital Tools for Visual Media (Lec 2/Lab 1)	Nancy Jo Ward Need: AHC GE, CSU GE and IGETC specific areas and worksheet. Format.
<p>Justification: This course teaches a foundational introduction to digital media that focuses on computer operations, software, media production techniques, and digital media file management. It is required for the ADT Graphic Design and will be an elective in both Applied Design/Media: Graphic Design and Multimedia A.S. degrees and certificates as it teaches students prerequisite industry standards and skills needed for success in further study of digital design and media production.</p> <p>Demand: I have been on the FDRG for the <b>ADT in Graphics</b> and been involved in drafting, reviewing and finalizing the TMC for Graphics. This course will be required in that degree.</p>			
Major Modification	MUS 122	Piano 4 Prerequisite: MUS 121 Modifications: Course title change. (OLD: Piano Repertoire). Advisory to Prerequisite. Typographical corrections in content, assignments, and evaluation methods. Detail on Methods of Instruction.	Attached: Content Review Form.
Major Modification	PHOTO 140	Introduction to Color Photography (Lec 2/Lab 1) Prerequisite: PHOTO 110 or PHOTO 170 Modifications: Added an alternative prerequisite. Text.	David Passage
NEW Noncredit	VOCE 7109	Microsoft Windows Contact Hours: 16-18 hours  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).  Demand: Microsoft Windows is the most widely used operating system for desktop and laptop computers. 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.	Comments: Instructional Materials – These should list what the student needs to have to be successful in the course. SLO needs to be written as LOs.
NEW Noncredit	VOCE 7110	Social Media Contact Hours: 16-18 hours  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 is a valuable career skill.  Demand: According to the Society for Human Resource Management (SHRM), the world's largest HR professional society, a study released in January of 2017 showed	Comment: 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"?  Instructional Materials: Are these required of students?

		that 84% of organizations used social media to recruit employees. CareerBuilder.com surveyed employers in 2016 and found that 60% of employers use social media to research job candidates.	
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**Second Reading:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification DL	CS 111	Fundamentals of Programming 1 (Lec 4) Prerequisites: MATH 331 Advisory: CS 102  Justification: Updated wording. Updated prerequisites (similar to Cal Poly). Changing textbooks.  Modifications: Catalog Description, PCA, sample questions in Sample Assignments, Text, DL addendum	Michael Wagner
Major Modification	ECS 105	Observation and Assessment (Lec 3) Prerequisites: ECS 100 Advisories: ENGL 513 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.  Rationale: This course is an approved CAP course and is included in the AS-T in Early Childhood Education.  Modification: Catalog Description. PCA. SLO. Course Objectives. Outside Assignments. Methods of Evaluation. Text.	Multiple Programs  Comments: Inclusion of the course requirements – provisions of AB 792 in Catalog Description.
Course Review	ECS 106	Introduction to Early Childhood Curriculum (Lec 3)  Prerequisite: ECS 105. Advisories: ENGL 513. 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.  Modifications: Catalog Description. Prerequisites to advisories. New prerequisite. New LOE. Content. SLO. Course Objectives. Outside Assignments. Text. Other Materials.	Thesa Roepke New Prerequisites? Content Review Form <u>versus</u> State-mandated or articulation required prerequisites.  Clarify: Instructional materials in various curriculum areas.
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	Thesa Roepke MCGS – due to the changes in course objectives, it is important to update the MCGS worksheet.  Is this a TBA class?

		Curriculum Alignment Project (CAP, 2015) and as part of course review.  Modifications: Catalog Description. SLO. Course Objectives. Outside Assignments. Methods of Evaluation. Text. DL addendum.	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 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. SLO. Course Objectives. Methods of Instruction. Methods of Evaluation. Text.	Thesa Roepke
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. Course Objectives.	<b>LINKED:</b> ECS 118 (Not Cross-listed)  Review: Catalog Description. 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  Modifications: Textbook. DL addendum. The course status: Program-applicable.	Thesa Roepke  Verify: Advisories are different. The COR must be identical.  Dean Comments: When is the course offered (F, S, U)? Two typos noted in course content screen. CB24 code appeared as stand-alone but the course is part of several programs so it should be program-applicable. All else is good.
Course Review	ECS 303	Introduction to Early Childhood (Lec 2) Advisory: ENGL 513  Modifications: Course objectives. MOE. Updates on text and other materials.	Thesa Roepke  Comment: Update text: 2011. The initiator commented that the textbook is an industry standard.
Course Review	ECS 310	Art for Young Children (Lec 0.5) Advisory: ENGL 513	Text: Lasky, L. and Mukerji <i>Art: Basic for Young Children. N.A.E. Y.C., Washington, DC, 1980</i>
Course Review	ECS 311	Creating Learning Materials (Lec 0.5)	Comments:

		Advisory: ENGL 513 Modifications: Text. Methods of Evaluation	Align Assignments with MOE. Text within 5 years- Text is a workforce standard.
Course Review	ECS 312	Music for Early Childhood Educators (Lec 0.5) Advisory: ENGL 513  Modifications: Course Objectives. Outside Assignments. Methods of Evaluation.	Thesa Roepke Text is workforce standard.
<p>Online Education Initiative (OEI) is a collaborative effort among California Community Colleges (CCCs) to ensure that significantly more students are able to complete their educational goals by increasing both access to and success in high-quality online courses.</p> <p>The OEI is sponsored by the Foothill-De Anza Community College District, in partnership with the Butte-Glenn Community College District and its CCC Technology Center at Butte College as recipients of a \$56.9 million five-year grant disbursed by the California Community College Chancellor's Office (CCCCO). The Online Education Initiative represents a comprehensive and collaborative program that leverages best practices and technology to significantly increase the opportunity for higher education degree attainment in California. <a href="http://ccconlineed.org/about-the-oei/">http://ccconlineed.org/about-the-oei/</a></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 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. 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>Justification: Meets changes mandated by POST and by state legislature. Senate Bill 11 and Senate 29 mandate <b>8 hours of mental health training</b> (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). <b>(NET INCREASE in units: 1.5 units. NET INCREASE in hours: 16-18 lecture/semester and 4.8-5.4 lab/semester).</b></p>	<p>Ken George</p> <p>Program: Law Enforcement: Basic Law Enforcement Academy</p> <p><b>Unit Calculations:</b> 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	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.	David Whitman

		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).	
Course Review	LE 425	PC 832 Firearms (Lec 0.5)  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).  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.	David Whitman
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.	Andria Keiser  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.
<p>Curriculum Duplication: All NESL faculty were given the opportunity to provide input. Adrienne Lomp also reviewed and gave feedback on this COR. Faculty are supportive of this course.</p> <p>Note: There are noncredit offerings that use <b>A, B, C, and D</b> designations. NESL 7000 U Intro to English: Pre-A <b>NESL 7001 U Intro to English A1</b> - Intro to English A1 is a beginning level English course. Students develop basic speaking and listening skills in English. Reading and writing skills are gradually introduced. <b>NESL 7002 U Intro to English A2</b> – This course is designed for students who have completed Intro to English A1 or fulfilled entry requirements by taking a placement test. Students continue developing basic speaking and listening skills in English. Emphasis is placed on reading and writing. <b>NESL 7003 U Intro to English B1</b> - This course is designed for students who have completed level A or fulfilled entry requirements by taking a placement test. Students practice reading and writing tasks related to listening exercises and continue to gain fluency in communication. <b>NESL 7004 U Intro to English B2</b> - This course is a continuation of Intro to English B1 and is designed for students who have completed B1 or fulfilled entry requirements by taking a placement test. Emphasis is placed on oral and written language communication and on developing reading skills. NESL 7005 U Intro to English C1 - This course is designed for students who have completed Intro to English B2 or fulfilled entry requirements by taking a placement test. Emphasis is placed on intermediate fluency and mastery of communication and reading and writing tasks to expand oral language skills. NESL 7006 U Intro to English C2 NESL 7007 U Intro to English D1 NESL 7008 U Intro to English D2</p>			
NEW Noncredit Course	NESL 7041	Conversation for Intermediate ESL (32-48 hours) Justification: as above.	Andria Keiser Comments: same as above.



**Action Item: Sunset Policy**

- Proposal: Change the name to “Course Sunset Policy”

**Action Item: A Review of Sunset Policy**

- **First Appearance** – a course that has not been taught for a period of two calendar years.
- **Second Appearance** – a course remaining in the sunset list for one year and has not been successfully taught ever since
- **Proposal:** Request for Drop Form should be completed and attached to the COURSE DROP/DEACTIVATE COURSE proposal type. The proposal should be launched. The initiator is responsible for informing the faculty, AP&P representatives, and respective departments whose courses and/or programs are listed in the course/program impact report.
- The **AP&P Committee** should address the impact on courses and programs and would 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 core to any degree/certificate program are exempt from the Sunset Policy. The program coordinators in these disciplines will review their list of courses annually and drop curriculum that is no longer in use by the program.

**First Reading Only: Sunset Proposals**

Note: \*One proposal was submitted to CNET as Course Drop.

	Prefix & Number	Course/Program Title (units)	Comments
<b>Course Drops:</b> The department concurs that the course should be dropped from the curriculum.			
2 <sup>nd</sup> Appearance	ART 109	American Art	John Hood p. 1 Program Impact: AA Art – Selected units
2 <sup>nd</sup> Appearance	ART 131	Portraits	John Hood p. 3 Program Impact: AA Art – Selected units
2 <sup>nd</sup> Appearance	DANC 126	Clinic in Ballet Barre	Dianne McMahon p. 6 Stand-alone.
2 <sup>nd</sup> Appearance	DANC 167	Clinic in Intermediate Tap	Dianne McMahon p. 17 Program Impact: AA Dance – Selected units CofAch Dance – Selected units
2 <sup>nd</sup> Appearance	DANC 174	Intermediate Ballroom	Dianne McMahon p. 21 Program Impact: AA Dance – Selected units CofAch Dance – Selected units
Course Drop	EMS 303	Paramedic Prep Rationale: We are not doing the paramedic program and it is not planned for the near future. Other paramedic programs do not require this course nor does it aid in getting into that program.	Course Impact: Prerequisite: EMS 333 Programs: • AS Emergency Medical Services: Paramedic Training – Required • CofAch EMS: Paramedic Training - Required
2 <sup>nd</sup> Appearance	PE 156	Beginning Golf	Sheri Bates p. 76 AAT Kinesiology – Selected units

Request to Drop a Course – Instructor Initiated	RVT 308	Seminar for Registered Veterinary Technicians The course was successfully offered in spring 2015. It had insufficient enrollment. It is an elective course in the RVT program. There is no alternate course. The department is unanimous with the decision to drop.	Robert Seidenberg p. 78 CofAch RVT - Elective No impact. Stand-alone.
<b>Course Retain:</b> The department provides rationale.			
1 <sup>st</sup> Appearance	DA 380	DA Skills Lab Rationale: The course was offered successfully in Fall 2011 but was cut due to budget cuts. Action: The course will be offered during the upcoming Spring, Summer, and/or Fall terms.	Kathy Johnson p. 5 Review Date: Fall 2011
2 <sup>nd</sup> Appearance	DANC 154	Pointe and Partnering Clinic Rationale: The course was offered successfully in Summer 2011. Action: The course will be offered during the upcoming Summer.	Dianne McMahon p.8 Review Date: Fall 2017
2 <sup>nd</sup> Appearance	DANC 155	Clinic in Pilates Rationale: The course was offered successfully and successfully taught in Fall 2013. Action: The course will be offered during the upcoming Summer.	Dianne McMahon p.11 Review Date: Spring 2017
2 <sup>nd</sup> Appearance	DANC 161	Clinic in Intermediate Ballet Rationale: The course was offered successfully and successfully taught in Summer 2015. Action: The course will be offered during the upcoming Summer.	Dianne McMahon p. 12 Review Date: Spring 2017
2 <sup>nd</sup> Appearance	DANC 162	Clinic in Jazz Rationale: The course was offered successfully and successfully taught in Summer 2015. Action: The course will be offered during the upcoming Summer.	Dianne McMahon p. 14 Review Date: Spring 2017
2 <sup>nd</sup> Appearance	DANC 172	Beginning Ballroom Dance Rationale: The course was offered successfully and successfully taught in Fall 2011. Action: The course will be offered during the upcoming Spring.	Dianne McMahon p. 19 Review Date: Spring 2017
1 <sup>st</sup> Appearance	EL 122	Electronic Devices and Circuits Rationale: The course was offered successfully in Spring 2017.	Kevin Keinert p. 22 Review Date: Fall 2016
1 <sup>st</sup> Appearance	EL 123	Electronic Devices and Circuits Lab Rationale: The course was offered successfully in Spring 2017.	Kevin Keinert p. 24 Review Date: Fall 2016
1 <sup>st</sup> Appearance	EL 135	Electronic Measurement and Instrument Rationale: The department wishes to continue with this course due to the following extenuating circumstances. Course will be taught again when enough students progress through the lower level courses and enrollment is large enough to warrant the class being offered.	Kevin Keinert p. 27 Review Date: Spring 2017
1 <sup>st</sup> Appearance	EL 136	Electronic Measurement and Instrument Lab	Kevin Keinert

		Rationale: The department wishes to continue with this course due to the following extenuating circumstances. Course will be taught again when enough students progress through the lower level courses and enrollment is large enough to warrant the class being offered.	p. 28 Review Date: Fall 2016
1 <sup>st</sup> Appearance	EL 332	Wireless Network Administrator Rationale: The department wishes to continue with this course due to the following extenuating circumstances. Course will be taught again when enough students progress through the lower level courses and enrollment is large enough to warrant the class being offered.	Kevin Keinert p. 30 Review Date: Fall 2011
1 <sup>st</sup> Appearance	EL 333	Intro to Network Security Action: The course will be offered during the upcoming Spring, Summer, and/or Fall terms.	Kevin Keinert p. 33 Review Date: Fall 2016
2 <sup>nd</sup> Appearance	ENVT 151	Hazardous Materials – Site Supervisor Rationale: The department wishes to continue with this course due to the following extenuating circumstances. Program review underway. Sunsetting the course will affect the program.	Kristy Treur p. 35 Review Date: Fall 2016
1 <sup>st</sup> Appearance	ENVT 152	Identification and Assessment of Hazardous Materials Rationale: The course was offered successfully in Spring 2011. Action: The course will be offered during the upcoming Spring, Summer, and/or Fall terms.	Kristy Treur p. 37 Review Date: Fall 2016
2 <sup>nd</sup> Appearance	ENVT 157	First Aid for HazMat Workers Rationale: The department wishes to continue with this course due to the following extenuating circumstances. Program review underway. Sunsetting the course will affect the program.	Kristy Treur p. 39 Review Date: Fall 2016
1 <sup>st</sup> Appearance	ESL 550	Grammar 1 Rationale: The course was offered and taught successfully in Fall 2014. Action: The course will be offered during the upcoming Fall 2018 at LVC.	Melinda Nishimura p. 40 Review Date: Spring 2014
2 <sup>nd</sup> Appearance	ET 104	Intro to Robotics and Mechatronics Rationale: The department wishes to continue with this course due to the following extenuating circumstances. The course should be kept until a new FT instructor is hired and decides how to restructure the EL curriculum.	Saad Sadig p. 43 Cross-list: CEL 104 (Fall 2017) and EL 104 (Fall 2017) Review Date: Fall 2017
2 <sup>nd</sup> Appearance	ET 128	Intro to Renewable Energy Rationale: The department wishes to continue with this course due to the following extenuating circumstances. The course should be kept until a new FT instructor is hired and decides how to restructure the EL curriculum.	Saad Sadig p. 45 Cross-list: CEL 128 (Fall 2017) and EL 128 (Spring 2017) Review Date: Spring 2017
2 <sup>nd</sup> Appearance	ET 131	PLCs & Industrial Control Design Rationale: The department wishes to continue with this course due to the following extenuating circumstances. The course	Saad Sadig p. 46 Cross-list: CEL 131 (Fall 2017) and EL 131 (Fall 2017)

		should be kept until a new FT instructor is hired and decides how to restructure the EL curriculum.	Review Date: Fall 2017
2 <sup>nd</sup> Appearance	ET 133	Mechatronics Systems 1 Rationale: The department wishes to continue with this course due to the following extenuating circumstances. The course should be kept until a new FT instructor is hired and decides how to restructure the EL curriculum.	Saad Sadig p. 49 Cross-list: CEL 133 (Fall 2017) and EL 133 (Fall 2017) Review Date: Fall 2017
2 <sup>nd</sup> Appearance	ET 139	Electrical Power, Motors, & Controls Rationale: The department wishes to continue with this course due to the following extenuating circumstances. The course should be kept until a new FT instructor is hired and decides how to restructure the EL curriculum.	Saad Sadig p. 49 Cross-list: CEL 139 (Fall 2016) and EL 139 (Fall 2016) Review Date: Fall 2016
2 <sup>nd</sup> Appearance	ET 162	Fluid Power & Control Rationale: The department wishes to continue with this course due to the following extenuating circumstances. The course should be kept until a new FT instructor is hired and decides how to restructure the EL curriculum.	Saad Sadig p. 53 Cross-list: CEL 162 (Fall 2016) and EL 162 (Fall 2016) Review Date: Fall 2017
1 <sup>st</sup> Appearance	FILM 104	Documentary Studies Rationale: This is a <b>new course</b> . Action: The course will be offered during the upcoming Fall 2019.	Tim Webb p. 54 Review Date: Fall 2017
1 <sup>st</sup> Appearance	FILM 106	Film and Television Writing II Action: The course will be offered during the upcoming Fall 2019.	Tim Webb p. 57 Review Date: Fall 2017
1 <sup>st</sup> Appearance	FILM 108	Film and Television in the 21 <sup>st</sup> Century Rationale: This is a <b>new course</b> . Action: The course will be offered during the upcoming Fall 2019.	Tim Webb p. 59 Review Date: Fall 2017
1 <sup>st</sup> Appearance	FILM 386	Film Festival Production Lab Rationale: The course was offered in spring 2018 and was successfully taught in spring 2016. The department wishes to continue with this course due to the following extenuating circumstances. <b>The course is being</b> rewritten to reduce hours and address repeatability.	Tim Webb p. 61 Review Date: Fall 2016
2 <sup>nd</sup> Appearance	GEOG 110	Introduction to Meteorology Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. <b>GEOG 110 will be added</b> to the list of courses within Geography transfer degree being created.	Chris Straub p. 63 No signature by the AP&P Rep Review Date: Fall 2016
2 <sup>nd</sup> Appearance	GRPH 127	History of Graphic Design Rationale: The course should not be in the sunset list. It was offered in fall 2016. Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. <b>This course is listed as required in the proposed ADT – Graphics</b> that is in the pipeline to be approved by the Chancellor's Office. The	Nancy Jo Ward p. 65 Review Date: Fall 2013

		GRPH 110 curriculum has been reviewed and modified to be changed to a DL course which should impact the enrollment positively. We are waiting on approval from AP&P. Hopefully, once these two things have happened, we will offer the course once every two years and the enrollment will be sufficient.	
1 <sup>st</sup> Appearance	LS 101	Success in College Action: The course will be offered again during the upcoming spring, summer, and/or fall terms.	p. 68 No signature approval attachment. Review Date: Spring 2016
1 <sup>st</sup> Appearance	MT 301	Introduction to Safety Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. Submitted by Bob Curry for statewide online consideration.	Robert Mabry p. 69 p. 67. MT 301, MT 302, MT 303, and MT 304 – electronically signed by P. McGuire Review Date: Spring 2015
1 <sup>st</sup> Appearance	MT 302	Quality and Process Improvement Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. Submitted by Bob Curry for statewide online consideration.	Robert Mabry p. 71 p. 67. MT 301, MT 302, MT 303, and MT 304 – electronically signed by P. McGuire Review Date: Spring 2015
1 <sup>st</sup> Appearance	MT 303	Manufacturing Processes and Production Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. Submitted by Bob Curry for statewide online consideration.	Robert Mabry p. 71 p. 67. MT 301, MT 302, MT 303, and MT 304 – electronically signed by P. McGuire Review Date: Spring 2016
1 <sup>st</sup> Appearance	MT 304	Maintenance Awareness Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. Submitted by Bob Curry for statewide online consideration.	Robert Mabry p. 75 p. 67. MT 301, MT 302, MT 303, and MT 304 – electronically signed by P. McGuire Review Date: Spring 2015
2 <sup>nd</sup> Appearance	SOC 122	Sociology of the Hispanic Culture Rationale: The course was offered successfully in unknown. Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. Looking to offer at the high school level via concurrent enrollment.	p.80 No signature by AP&P Rep Review Date: Spring 2011
1 <sup>st</sup> Appearance	STEM 140	Math and Science Teaching Careers Rationale: It is a new course. It was previously taught as EDUC 140. Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. Plan to offer in spring 2019 and every spring.	Derek Mitchem p. 82 Review Date: Fall 2015
1 <sup>st</sup> Appearance	WLDT 317	Ornamental Iron 1 Rationale: The course was last offered and successfully taught in spring 2016.	Gabriel Marquez p. 84 Review Date: Spring 2015

		Action: The course will be offered again during the upcoming spring, summer, and/or fall terms.	
1 <sup>st</sup> Appearance	WLDT 320	<p>Pipe Welding</p> <p>Rationale: The department wishes to retain the course, with course modifications via the current curriculum proposal process, for the following specific reasons. This is a new course. There has not been a chance to run the course because it did not make the catalog immediately after its approval. The course is on the schedule for fall 2018.</p>	<p>Gabriel Marquez</p> <p>p. 86 or 88 (duplicate)</p> <p>Review Date: Spring 2016</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.

### Reports

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

### Call for Future Agenda Items

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

### Call to Adjourn.

### Next Meetings:

AP&P: Apr 12, 2018 (2-4 PM)  
 TRC: Apr 5, 2018 (2-4 PM)  
 Summary Report: Apr 26, 2018 (last for the semester).

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

### Title: MATHEMATICS WITH COMPUTER SCIENCE EMPHASIS

**Award Type:** Associate in Arts

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The associate in arts degree in math is offered for those students desiring a major in mathematics and recognition of their general education accomplishments.

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### The graduate of the Associate in Arts in MATHEMATICS WITH COMPUTER SCIENCE EMPHASIS will:

- Utilize a variety of problem-solving techniques and strategies to identify, analyze, and solve problems;
- Represent mathematical information symbolically, graphically, numerically, and in writing;
- Interpret and draw inferences from mathematical models such as formulas, graphs, and tables;
- Create and analyze mathematical models of real world and/or theoretical situations, including the implications and limitations of those models;
- Check mathematical results for reasonableness.
- Use appropriate technologies to analyze and solve mathematical problems.

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**Program Requirements**

**A major of 24 units is required for the associate in arts degree.**

**Required core courses (24 units):**

		<b>Units: 24</b>
CS111	Fundamentals of Programming 1	4
CS161	Discrete Structures	3
MATH181	Calculus 1	4
MATH182	Calculus 2	4
MATH183	Multivariable Calculus	4
MATH184	Linear Algebra/Differential Equations	5

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**Total Program Units****24****Title:** Agricultural Science**Award Type:** Certificate of Achievement

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Allan Hancock College's Agricultural Science Program is designed for students preparing for or advancing in careers in agricultural sciences. The agricultural science program will prepare students for a wide variety of entry-level positions related to agribusiness and agricultural science with an emphasis on local career opportunities such as pest management and control, agronomist, agricultural mechanics, environmental horticulture, soil science, orchard/vineyard management, produce sales and marketing, agriculture equipment technician, farm management, greenhouse and nursery operations, agricultural inspection, fertilizer specialist, crop advisor, weed science, irrigation consulting, and botanist. Students will gain practical skills in effective communication, problem solving, critical thinking, collaboration, and leadership through hands-on learning and field trips to local agricultural institutions.

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**The graduate of the Certificate of Achievement in Agricultural Science will:**

- apply current agricultural industry standards, laws and regulations in the agricultural sciences or related fields.
- demonstrate knowledge of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully produce agricultural crops.
- Identify common insect and disease pests and use knowledge of pest life cycles to recommend pest prevention and management plans.
- employ effective business skills using industry analysis, market trends, business plans and other standard agribusiness techniques, when presented with a farm or ranch management situation.
- assess and differentiate effects of agricultural activities in plant systems while describing alternative practices in order to make sound agricultural decisions that ensure the quality and success of a crop.
- Demonstrate an understanding of crop plant biological functions and their application to successful commodity production.
- demonstrate basic worker safety practices.

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**Program Requirements**

**A minimum of 23 units in the major is required for the associate in science degree and certificate.**

**Required core courses 14 units:**

		<b>Units: 14</b>
AG125	Soils and Plant Nutrition	4
AG130	Integrated Pest Management	4

AG150	Introduction to Agribusiness	3
AG161	Introduction to Plant Science	3

**Plus a minimum of 9 units selected from the following:**

		<b>Units: 9</b>
AG149	Cooperative Work Experience: Occupation	1 - 3
AG152	Introduction to Animal Science	3
AG153	Introduction to Sustainable Agriculture	3
AG154	Introduction to Fruit Science	3
AG155	Introduction to Mechanized Agriculture	3
AG156	Intro to Environmental Horticulture	3
AG160	Plant Propagation and Production	3
AG315	Fertilizers & Plant Nutrition	4

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**Total Program Units**

**23**

**Title:** Agricultural Science

**Award Type:** Associate in Science

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Allan Hancock College's Agricultural Science Program is designed for students preparing for or advancing in careers in agricultural sciences. The agricultural science program will prepare students for a wide variety of entry-level positions related to agribusiness and agricultural science with an emphasis on local career opportunities such as pest management and control, agronomist, agricultural mechanics, environmental horticulture, soil science, orchard/vineyard management, produce sales and marketing, agriculture equipment technician, farm management, greenhouse and nursery operations, agricultural inspection, fertilizer specialist, crop advisor, weed science, irrigation consulting, and botanist. Students will gain practical skills in effective communication, problem solving, critical thinking, collaboration, and leadership through hands-on learning and field trips to local agricultural institutions.

**This program will adequately prepare students to transfer for further study in many agricultural science fields including: Crop Protection, Crop Science, Agricultural Education, Agricultural Science, Soil Science, Fruit Science, Vegetable Science or Sustainable Agriculture.**

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**The graduate of the Associate in Science in Agricultural Science will:**

- apply current agricultural industry standards, laws and regulations in the agricultural sciences or related fields.
- demonstrate knowledge of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully produce agricultural crops.
- Identify common insect and disease pests and use knowledge of pest life cycles to recommend pest prevention and management plans.
- employ effective business skills using industry analysis, market trends, business plans and other standard agribusiness techniques, when presented with a farm or ranch management situation.
- assess and differentiate effects of agricultural activities in plant and cropping systems, while describing alternative practices in order to make sound agricultural decisions that ensure the quality and success of a crop.
- Demonstrate an understanding of crop plant biological functions and their application to successful commodity production.
- demonstrate basic worker safety practices.



## Program Requirements

A minimum of 23 units in the major is required for the associate in science degree and certificate.

### Required core courses 14 units:

		<b>Units: 14</b>
AG125	Soils and Plant Nutrition	4
AG130	Integrated Pest Management for Grapes	4
AG150	Introduction to Agribusiness	3
AG161	Introduction to Plant Science	3

### Plus a minimum of 9 units selected from the following:

		<b>Units: 9</b>
AG149	Cooperative Work Experience: Occupation	1 - 3
AG152	Introduction to Animal Science	3
AG153	Introduction to Sustainable Agriculture	3
AG154	Introduction to Fruit Science	3
AG155	Introduction to Mechanized Agriculture	3
AG156	Intro to Environmental Horticulture	3
AG160	Plant Propagation and Production	3
AG315	Fertilizers & Plant Nutrition	4

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### Total Program Units

**23**

California Code, Education Code - EDC § 48800

(a) The governing board of a school district may determine which pupils would benefit from advanced scholastic or vocational work. The intent of this section is to provide educational enrichment opportunities for a limited number of eligible pupils, rather than to reduce current course requirements of elementary and secondary schools, and also to help ensure a smoother transition from high school to college for pupils by providing them with greater exposure to the collegiate atmosphere. The governing board of a school district may authorize those pupils, upon recommendation of the principal of the pupil's school of attendance, and with parental consent, to attend a community college during any session or term as special part-time or full-time students and to undertake one or more courses of instruction offered at the community college level.

(b) If the governing board of a school district denies a request for a special part-time or full-time enrollment at a community college for any session or term for a pupil who is identified as highly gifted, the governing board shall issue its written recommendation and the reasons for the denial within 60 days. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that falls at least 30 days after the request has been submitted.

(c) A pupil shall receive credit for community college courses that he or she completes at the level determined appropriate by the governing boards of the school district and community college district.

(d)(1) The principal of a school may recommend a pupil for community college summer session only if that pupil meets all of the following criteria:

(A) Demonstrates adequate preparation in the discipline to be studied.

(B) Exhausts all opportunities to enroll in an equivalent course, if any, at his or her school of attendance.

(2) For any particular grade level, a principal shall not recommend for community college summer session attendance more than 5 percent of the total number of pupils who completed that grade immediately before the time of recommendation.

(3) A high school pupil recommended by his or her principal for enrollment in a course shall not be included in the 5-percent limitation of pupils allowed to be recommended pursuant to paragraph (2) if the course in which the pupil is enrolled is part of a College and Career Access Pathways (CCAP) program established pursuant to Section 76004 in which a majority of the pupils served are unduplicated pupils, as defined in Section 42238.02, **the course meets one of the criteria listed in subparagraphs (A) to (C), inclusive,** and the high school principal who recommends the pupil for enrollment provides the Chancellor of the California Community Colleges, upon the request of that office, with the data required for purposes of paragraph (4).

(A) The course is a **lower division, college-level course for credit** that is designated as part of the Intersegmental General Education Transfer Curriculum or applies toward the general education breadth requirements of the California State University.

(B) The course is a **college-level, occupational course for credit** assigned a priority code of "A," "B," or "C," pursuant to the Student Accountability Model, as defined by the Chancellor of the California Community Colleges and reported in the management information system, and the course is part of a sequence of vocational or career technical education courses leading to a degree or certificate in the subject area covered by the sequence.

(C) The **course is necessary to assist** a pupil who has not passed the California High School Exit Examination (CAHSEE), does not offer college credit in English language arts or mathematics, and the pupil meets both of the following requirements:

(i) The pupil is in his or her senior year of high school.

(ii) The pupil has completed all other graduation requirements before the end of his or her senior year, or will complete all remaining graduation requirements during a community college summer session, which he or she is recommended to enroll in, following his or her senior year of high school.

(4) On or before March 1 of each year, the Chancellor of the California Community Colleges shall report to the Department of Finance the number of pupils recommended pursuant to paragraph (3) who enroll in community college summer session courses and who receive a passing grade. The information in this report may be submitted with the report required by [subdivision \(c\) of Section 76002](#).

(5) The Board of Governors of the California Community Colleges shall not include enrollment growth attributable to paragraph (3) as part of its annual budget request for the California Community Colleges.

(6) Notwithstanding Article 3 (commencing with [Section 33050](#)) of Chapter 1 of Part 20 of Division 2, compliance with this subdivision shall not be waived.

(e) Paragraphs (3), (4), and (5) of subdivision (d) shall become inoperative on January 1, 2020.

### **BP 4220 TEXTBOOK SELECTION**

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