

Academic Policy & Planning Committee Minutes

Meeting: Thursday April 6, 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 – Christine Bisson
 X Business – Brent Darwin
 X 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
 Academic/Student Affairs – Kathy Headtke
 X Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 X Student Representative – Allie Shea

NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – X Janet Hooghuis and Betsy Wilcox
 X Articulation – David DeGroot
 Community Education – Vacant

OTHER

Past Chair –
 Part-Time Faculty Union – Danielle Blanchard

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
 Dean, Academic Affairs – Richard Mahon
 Dean, Academic Affairs – David 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

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: Mar 16, 2017.

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

Approval of the Agenda:

Committee action: A motion was made to approve the agenda. (M/S/P: Maxwell/Mitchem).

The agenda was modified to add "Integrating AP&P in the Course Review Process" and accommodate a guest, John Lovern.

Ayes: C. Bisson, B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, D. Mitchem, T. VanderMolen, and A. Shea. Noes: 0. Abstain: R. Lennihan.

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Minor Modification	EL 135	Electronic Measurement and Instrumentation (Lec 3) P: EL 122 and EL 123 and EL 125 and EL 126 A: EL 136	Kevin Keinert R: Gabriel Marquez
Committee action	A motion was made to approve changes to EL 135. (M/S/P: Lennihan/Mitchem). C. Bisson, B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, R. Lennihan, D. Mitchem, T. VanderMolen, and A. Shea. Noes: 0. Abstain:0.		

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
New Course	DANC 379C	Acting for Dancers (Lab 3) A: Audition Rationale: Student demand, transfer preparation: provides students with the experience of learning or directing small group choreography and preparation for a main stage performance. Demand: Individual and group discussions with students who are preparing to transfer.	This is an experimental course (179). It refers to pilot projects to test specific curriculum. Recommendation: The course cannot be used as a graduation requirement being an experimental course.
New Course	DANC 379D	Dance Repertoire (Lab 3) A: Audition Rationale: Student demand, transfer preparation: provides students with the experience of learning or directing small group choreography and preparation for a main stage performance. Demand: Individual and group discussions with students who are preparing to transfer.	This is an experimental course (179). It refers to pilot projects to test specific curriculum. Recommendation: The course cannot be used as a graduation requirement being an experimental course.
New Course	HUSV 135	Ethics for Human Services Professionals (Lec 3) Rationale: This course encourages and reinforces ethical behavior on the parts of students aspiring to become human services professionals. Currently, ethics topics are covered briefly in numerous HUSV courses, but there is not a course exclusively about ethics. Demand: Suggestions by part-time faculty and requests from students and the ongoing need for human services professionals to conduct themselves ethically.	Attachments: <ul style="list-style-type: none"> • Justification • Minutes of the meeting • Articles supporting the need for the course Discussion: The textbook was verified and was found to be the recent available resource. Recommendation: Provide sample assignments. Provide sample evaluation like a quiz question.
New Course	HUSV 145	Effective Writing for Human Services (Lec 3) Rationale: Improves writing/documentation skills needed in the workplace by human services certificate/degree completers. Demand: A strong recommendation was received at the most recent human services Advisory Committee meeting to create course work designed to improve writing / documentation skills of the certificate / degree recipients.	Attachments: <ul style="list-style-type: none"> • Justification • Minutes of the meeting • Articles supporting the need for the course Discussion: In an email, Robert Senior indicated that an English course (ENGL 100 Technical Writing) may have provide the same experience for students. John Lovern responded that the course requires the discipline-specific expertise of the discipline faculty. ENGL 100 cannot be used as a substitute for HUSV 145. Recommendation: Consider: Advisory of ENGL 513.
Course Review DL Update	CS 102	Introduction to Computing with HTML (Lec 3) A: CBOT 100 and CBIS 373	Michael Wagner R: D. Mitchem

		Rationale: Course review as recommended by the AP&P representative.	Discussion: The committee identifies strategies to promote compliance with updating the distance learning elements that include: "boiler plate language" approved by the distance learning and alternative media team. Recommendation: Complete and update the distance learning elements.
Course Review DL Update	CS 181	Game Programming (Lec 3) P: CS 111 A: CS 112 Rationale: Course review	Michael Wagner R: D. Mitchem Discussion: The course continues to have a spring, summer, and fall offering. The textbook was verified to be the recently available resource for the course.
Major Modification	DANC 138	Intermediate Hip Hop (Lab 2) A: ENGL 514, DANC 133 GE: AHC H&W: Health Education or First Aid Safety Rationale: Repeatability rules.	Diane McMahon R: C. Hite Recommendation: Change to Health and Wellness: Activity.
Major Modification	DANC 142	Intermediate Folklorico (Lab 0.5) A: DANC 140 GE: AHC H&W: Physical Activity Rationale: Course review and staying current with repeatability rules.	Diane McMahon R: C. Hite
Major Modification	DANC 145	Folklorico Zapateados (Lab 0.5) A: DANC 140 GE: AHC H&W: Physical Activity Rationale: There are no repeats with the new repetition rules.	Diane McMahon R: C. Hite
Major Modification	DANC 148	Folklorico Dance Concert Production (Lec 0.5/Lab 2.5) LOE: Audition GE: AHC H&W: Physical Activity Rationale: Due to repetition rules, this course can no longer be repeated.	Diane McMahon R: C. Hite Recommendation: Complete a Health and Wellness: Activity worksheet to document meeting the criteria for the graduation requirement.
Major Modification	DANC 151	Clinic in Tap (Lab 0.5) GE: AHC H&W: Physical Activity Rationale: Due to repeatability rules, this course can only be taken one time.	Diane McMahon R: C. Hite Recommendation: Review "throughout the length of the course" in the course content and make appropriate changes.
Major Modification	DANC 152	Beginning Tap (Lec 1.5/Lab 0.5) A: ENGL 514 GE: AHC H&W: Physical Activity Rationale: Due to repeatability rules, this course can only be taken one time.	
Major Modification	DANC 153	Intermediate Tap (Lec 1.5/Lab 0.5) A: ENGL 514 and DANC 152 GE: AHC H&W: Physical Activity	

		Rationale: Due to repeatability rules, this course can only be taken one time.	
Major Modification	DANC 155	Clinic in Pilates (Lab 0.5) GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 156	Techniques for Stretch (Lab 1) A: ENGL 514 GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 160	Clinic in Ballet (Lab 0.5) GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 161	Clinic in Intermediate Ballet (Lab 0.5) A: DANC 120 or DANC 160 GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 162	Clinic in Jazz (Lab 0.5) GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 163	Clinic in Intermediate Jazz (Lab 0.5) A: DANC 130 or DANC 162 GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 164	Clinic in Modern Dance (Lab 0.5) GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 165	Clinic in Hip Hop (Lab 0.5) GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 167	Clinic in Intermediate Tap (Lab 0.5) A: DANC 151 or DANC 152 GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 168	Clinic in Stretch (Lab 0.5) GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 170	Music for Dancers (Lec 0.5/Lab 0.5) A: DANC 110, DANC 120 or DANC 130 GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 171	Dance Composition/Choreography (Lec 2/Lab 1) A: ENGL 514 or DANC 111 or DANC 121 or DANC 131 GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	Recommendation: Complete a Health and Wellness: Activity worksheet to document meeting the criteria for the graduation requirement
Major Modification	DANC 172	Beginning Ballroom Dance (Lab 0.5) GE: AHC H&W: Physical Activity	

		Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 174	Intermediate Ballroom (Lab 0.5) A: DANC 172 GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 175	Clinic in Salsa (Lab 0.5) GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	Recommendation: Complete a Health and Wellness: Activity worksheet to document meeting the criteria for the graduation requirement
Major Modification	DANC 176	Choreography Field Work (Lab 2) GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 178	Intermediate Social Dance (Lab 0.5) A: DANC 175 GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 180	Performance Laboratory (Lab 3) A: ENGL 514 LOE: Audition GE: AHC H&W: Physical Activity Rationale: This course cannot be repeated due to repeatability rules.	Recommendation: Being a laboratory course, remove lecture as a method of instruction.
Major Modification	DANC 182	Technical Production Lab (Lab 3) LOE: Audition Rationale: This course cannot be repeated due to repeatability rules.	
Major Modification	DANC 183	Dance Ensemble (Lab 3) A: ENGL 514 LOE: Audition Repeat: 3 GE: AHC H&W: Physical Activity Rationale: Due to repeatability rules and competition rules, this course can be repeated 3 times.	Recommendation: Add documentation that supports the need for repeatability like requirement in CSU/UC.
Major Modification	DANC 185	Intro to Performance Skills (Lab 3) A: ENGL 514 LOE: Audition Rationale: This course cannot be repeated due to repeatability rules.	Recommendation: Change to H&W: Activity.
Major Modification	DANC 186	Dance Production (Lec 0.5/Lab 2.5) A: ENGL 514 LOE: Audition Rationale: This course cannot be repeated due to repeatability rules.	Recommendation: Complete a Health and Wellness: Activity worksheet to document meeting the criteria for the graduation requirement
Major Modification	DANC 188	Intermediate Composition/Choreography (Lab 3) P: DANC 171 GE: AHC H&W: Physical Activity Rationale: Due to repeatability rules, a student can only take this course 1 time.	Recommendation: Complete a Health and Wellness: Activity worksheet to document meeting the criteria for the graduation requirement.
Major Modification	DANC 189	Independent Projects (Lab 1-3) Rationale: Course review	
Committee action	A motion was made to accept HUSV 135 and HUSV 145 for first reading. (M/S/P: Lennihan/Sanders). C. Bisson, B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, and A. Shea. Noes: 0. Abstain:0.		

A motion was made to accept the above courses for first reading. (M/S/P: Maxwell/Lennihan).
C. Bisson, B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, and A. Shea. Noes: 0. Abstain:0.

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.

Second Reading: These new courses and course modifications are going to be included in the upcoming summary report if the committee does not have any further recommendations and approves these proposals.

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New Course	DANC 379D	Dance Repertoire (Lab 3) A: Audition GE: AHC H&W: Physical Activity	
New Course	HUSV 135	Ethics for Human Services Professionals (Lec 3)	
New Course	HUSV 145	Effective Writing for Human Services (Lec 3)	
Course Review DL Update	CS 102	Introduction to Computing with HTML (Lec 3) A: CBOT 100 and CBIS 373	
Course Review DL Update	CS 181	Game Programming (Lec 3) P: CS 111 A: CS 112	
Major Modification	DANC 138	Intermediate Hip Hop (Lab 2) A: ENGL 514, DANC 133 GE: AHC H&W: Health Education or First Aid Safety	
Major Modification	DANC 142	Intermediate Folklorico (Lab 0.5) A: DANC 140 GE: AHC H&W: Physical Activity	
Major Modification	DANC 145	Folklorico Zapateados (Lab 0.5) A: DANC 140 GE: AHC H&W: Physical Activity	
Major Modification	DANC 148	Folklorico Dance Concert Production (Lec 0.5/Lab 2.5) LOE: Audition GE: AHC H&W: Physical Activity	
Major Modification	DANC 151	Clinic in Tap (Lab 0.5) GE: AHC H&W: Physical Activity	
Major Modification	DANC 152	Beginning Tap (Lec 1.5/Lab 0.5) A: ENGL 514 GE: AHC H&W: Physical Activity	
Major Modification	DANC 153	Intermediate Tap (Lec 1.5/Lab 0.5) A: ENGL 514 and DANC 152 GE: AHC H&W: Physical Activity	
Major Modification	DANC 155	Clinic in Pilates (Lab 0.5) GE: AHC H&W: Physical Activity	
Major Modification	DANC 156	Techniques for Stretch (Lab 1) A: ENGL 514 GE: AHC H&W: Physical Activity	
Major Modification	DANC 160	Clinic in Ballet (Lab 0.5) GE: AHC H&W: Physical Activity	
Major Modification	DANC 161	Clinic in Intermediate Ballet (Lab 0.5) A: DANC 120 or DANC 160	

		GE: AHC H&W: Physical Activity	
Major Modification	DANC 162	Clinic in Jazz (Lab 0.5) GE: AHC H&W: Physical Activity	
Major Modification	DANC 163	Clinic in Intermediate Jazz (Lab 0.5) A: DANC 130 or DANC 162 GE: AHC H&W: Physical Activity	
Major Modification	DANC 164	Clinic in Modern Dance (Lab 0.5) GE: AHC H&W: Physical Activity	
Major Modification	DANC 165	Clinic in Hip Hop (Lab 0.5) GE: AHC H&W: Physical Activity	
Major Modification	DANC 167	Clinic in Intermediate Tap (Lab 0.5) A: DANC 151 or DANC 152 GE: AHC H&W: Physical Activity	
Major Modification	DANC 168	Clinic in Stretch (Lab 0.5) GE: AHC H&W: Physical Activity	
Major Modification	DANC 170	Music for Dancers (Lec 0.5/Lab 0.5) A: DANC 110, DANC 120 or DANC 130 GE: AHC H&W: Physical Activity	
Major Modification	DANC 171	Dance Composition/Choreography (Lec 2/Lab 1) A: ENGL 514 or DANC 111 or DANC 121 or DANC 131 GE: AHC H&W: Physical Activity	
Major Modification	DANC 172	Beginning Ballroom Dance (Lab 0.5) GE: AHC H&W: Physical Activity	
Major Modification	DANC 174	Intermediate Ballroom (Lab 0.5) A: DANC 172 GE: AHC H&W: Physical Activity	
Major Modification	DANC 175	Clinic in Salsa (Lab 0.5) GE: AHC H&W: Physical Activity	
Major Modification	DANC 176	Choreography Field Work (Lab 2) GE: AHC H&W: Physical Activity	
Major Modification	DANC 178	Intermediate Social Dance (Lab 0.5) A: DANC 175 GE: AHC H&W: Physical Activity	
Major Modification	DANC 180	Performance Laboratory (Lab 3) A: ENGL 514 LOE: Audition GE: AHC H&W: Physical Activity	
Major Modification	DANC 182	Technical Production Lab (Lab 3) LOE: Audition	
Major Modification	DANC 183	Dance Ensemble (Lab 3) A: ENGL 514 LOE: Audition Repeat: 3 GE: AHC H&W: Physical Activity	
Major Modification	DANC 185	Intro to Performance Skills (Lab 3) A: ENGL 514 LOE: Audition	
Major Modification	DANC 186	Dance Production (Lec 0.5/Lab 2.5) A: ENGL 514 LOE: Audition	
Major Modification	DANC 188	Intermediate Composition/Choreography (Lab 3) P: DANC 171 GE: AHC H&W: Physical Activity	
Major Modification	DANC 189	Independent Projects (Lab 1-3)	
Committee action	A motion was made to adopt the above courses. (M/S/P: Lennihan/Mitchem). B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, and A. Shea. Noes: 0. Abstain:0.		

	<p>A motion was made to accept prerequisites, corequisites, advisories, and limitation on enrollment. (M/S/P: Mitchem/Lennihan). B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, and A. Shea. Noes: 0. Abstain:0.</p> <p>A motion was made to accept distance learning updates. (M/S/P: Lennihan/Sanders). B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, and A. Shea. Noes: 0. Abstain:0.</p>
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Agenda Item: Summary Report – May 9, 2017

Committee action: A motion was made to approve the summary report. (M/S/P: Lennihan/Mitchem). B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, and A. Shea. Noes: 0. Abstain:0.

Information Item: Implementation of META, new version of CNET.

META access: <https://hancockcollege.sandbox.curricunet.com>.

User name: your Allan Hancock College email

Password: **fast**

Discussion: Rebecca A. provided an update on the migration to the new version, META. The committee concurred that the more urgent need is to resume the SUBMIT button to be able to process the proposals that are in the queue.

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

Discussion: The recommended revisions on the proposed process of integrating the course review warranted further discussions. The committee had to postpone action on the proposed revised process.

Information Item: Disciplines List (Rough CNET Report)

Information Item: Evaluation of the Committee and its Processes

Information Item: BP/AP 4025 Philosophy and Criteria for Associate Degree and General Education

Information Item: Technical Review Team: Roles and Responsibilities

Information Item: Curriculum Development Handbook: Annual Review

ATTACH: Program and Course Approval Handbook 5th Edition

ATTACH: Program and Course Approval Handbook 6th Edition Draft

ATTACH: ASCC COR Reference Guide 2008

Information Item: Curriculum Goals and Achievements

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

Distance Learning

Pass/No Pass

Health and Wellness list

Call to Adjourn. The meeting was adjourned at 4:15 PM.

Next Meetings:

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