

Academic Policy & Planning Committee Agenda

Meeting: Thursday May 5, 2017 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 – Denize Cain
 Fine Arts – Christopher Hite
 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 – Allie Shea

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – Janet Hooghuis and Betsy Wilcox
 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: Apr 20, 2017

Approval of the Agenda:

Agenda Item:

Program: Apprenticeship in Technical Theatre. Certificate of Achievement.

Initiator: Michael Dempsey. 09/05/2014.

Comments:

Roger DeLaurier: "There is a lot missing from this proposal. I think this is an idea we no longer want to pursue and that this proposal has been languishing in the backlog for a long time. I think we should pull this proposal out of the system."

Rick Rantz: "After consulting Mark Booher, this is an old proposal and is no longer needed or applicable to the technical theatre program."

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	EMS 102	First Aid & Safety (Lec 3)	I: Frank Ortiz R: Kristy Treur
Course Drop	FCS 123	Principles of Food 2 (Lec 1/Lab 1) P: CA 120 or FCS 120 Rationale: the course is dropped. It is no longer a cross-listed course with CA 123.	
Textbook Change	FILM 107	History of World Cinema (Lec 2.5/Lab 0.5)	

Course Review	FILM 120	Introduction to Sound Recording and Mixing (Lec 2/Lab 1)	Cross-list: MUS 115 Launch: MUS 115 The changes in FILM 120 would be reflected in the cross-listed courses when launched.
Course Review	FILM 199	Special Topics (Lec 2.5/Lab 0.5)	
Course Review Follow-up on PCA	FT 346	Driver Operator 1B Repeat: 99 P: FT 308 or State Fire Marshall certified basic firefighting academy or equivalent as determined by the Director, Fire, Safety, and Emergency Medical Services. NOTE: Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalency for licensure or employment purposes. LOE: Fire Apparatus/Operator 1A (2008 or 2015 version) and hold a valid Class C Firefighter endorsed driver's license.	Need: Update the Textbook.
Textbook Change	GRPH 114	Digital Illustration Lab (Lab 3) Repeatable: No C: GRPH 113 A: CBIS 381	There are two proposals. Textbook: Brian Wood. Adobe Press Adobe Illustrator CC Classroom in a Book (2017)
Course Drop	LS 501	Individual Learning Assessment Rationale: Section 56028: Educational Assistance Class Instruction 2015 Implementation Guidelines for Title 5: "Educational assistance classes must be primarily instructional in nature and cannot be designed to mainly offer group activities or services (e.g. assessment). The request to drop was a paper submission.	R: K Headtke This was a paper submission. Votes: Yes = 5, No = 0, and Abstain = 0.
Course Review DL Update	RE 100	Real Estate Principles (Lec 3) A: ENGL 101, Eligibility for	I: Marie Comstock R: Brent Darwin

Emergent Agenda Item: Pending Accreditation Updates: These are pending proposals that need committee action by the end of the semester. They continue to be stalled in the approval processes.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	AG 151	Winery Equipment	I: The initiator has plans to modify the courses in his programs that may impact this specific course.
Course Review	CEL 128	Intro to Renewable Energy (Lec 2/Lab 1) P: CEL 104/EL 104/ET 104	Cross-list: EL 128 (In Review) ET 128 (Draft)
	EL 128	Intro to Renewable Energy (Lec 2/Lab 1) P: CEL 104/EL 104/ET 104	
Course Review	CEL 131	Programmable Logic Controllers and Industrial Control Design (Lec 2/Lab 1) P: EL125 or CS 141	Cross-list: EL 131 ET 131
Course Review	CEL 133	Mechatronics Systems 1 (Lec 2/Lab 1)	In Review

Course Review	CEL 162	Fluid Power and Control	Cross-list: EL 162 and ET 162 were approved on 11/10/2016.
Course Review	CITZ 7000B	Preparation for Citizenship	Status: In Review
Course Review	DANC 110	Beginning Modern Dance (Lec 1.5/Lab 0.5) A: ENGL 514 Repeat: 3	Status: In Review
Course Review	EL 125	Digital Devices and Circuits (Lec 3) P: EL 113 and EL 114 or EL 118 and EL 119	Need: Launch Remove DL offering.
Course Review	ET 100	Computer Aided Drafting and Design	Status: Draft Looks OK.
Course Review	ET 140	Engineering Drawing (Lec 2/Lab 1) P: ET 100	Status: Draft
Course Review	ET 145	Advanced Engineering Drawing (Lec 2/Lab 1) P: ET 140	Status: Draft
Course Review	FCS 134	Food, Nutrition, Customs And Culture	Status: In Review
Course Review	FCS 170	Interior Design	Status: Draft.
Course Review	FCS 171	Interior Design Materials	Status: Draft.
Course Review	FCS 360	Fashion Design/Construction Lab (Lab 1) A: FCS 140	Status: Draft.
Course Review	FCS 361	Fashion Design/Construction Lab (Lab 0.5) A: FCS 140	Status: Draft.
Course Review	FILM 121	Sound Production Techniques (Lec 2/Lab 1)	Status: In Review
Course Review	FSN 112	Nutrition, Weight Management & Eating Disorders (Lec 3)	Status: Draft.
Course Review	FSN 127	Supervised Field Experience - Food Services (Lec 1/Lab 1.5) P: FCS 109 and FCS 120	Status: Draft.
Course Review	FSN 128	Supervised Field Experience – Dietetics (Lec 1/Lab 1.5)	Status: Draft.
Course Review	FSN 132	Introduction To Culinology Profession (Lec 1) A: ENGL 512	Status: Draft.
Course Review	FSN 133	Introduction To Food Science (Lec 3) P: CHEM 120	Status: Draft.
Course Review	FSN 134	Food, Nutrition Customs and Culture (Lec 3/Lab 1) A: FCS 120 or CA 120 and CA 124	Status: Draft.
Course Review	GBST 101	Introduction to Global Studies (Lec 3)	Status: Draft. Update: Textbooks and Other Texts
Course Review	MMAC 118	3D Computer Animation 2	
Course Review	PLGL 107	Ethics for Paralegals	
Course Review	SP 128	Materials and Processing (Lec 3) P: MATH 311	The course has not been offered for years. It needs to be updated or dropped.
Course Review	SPCH 189	Independent Projects in Speech	As an independent study, the course has a “boiler plate” course outline with no textbook. Consider: Update Review date.
Special Topics			
Course Review	GEOL 199A	Topics in Geology: CA Deserts (Lab 1.5)	DRAFT. References: 1975 and 1963.
Course Review	GEOL 199B	Topics in Geology (Field Geology of the California Coast) (Lab 1.5)	DRAFT. References: 1978 and 1974.
Course Review	GEOL 199C	Topics in Geology: Sierra NV (Lab 1.5)	DRAFT. References: 1979

Course Review	GEOL 199D	Topics in Geology: CA (Transect) (Lab 2)	In review. References: Current
Course Review	PHSC 199A	Colorado Plateau (Lec 1.5/Lab 2)	DRAFT. References: 1986
Course Review	PHSC 199B	Colorado Plateau - Adv Studies (Lec 1.5/Lab 2) P: PHSC 199A LOE: Completion of course application and procedures for enrollment.	DRAFT. References: 1988
Course Review	PHSC 199C	National Parks (Lec 1/Lab 1) C: PHSC 199A or PHSC B A: Concurrent or previous enrollment in college-level life or physical science course.	DRAFT. References: 1988
Course Review	PHSC 199D	National Parks - Adv Studies (Lec 1/Lab 1.5) P: PHSC 199C C: PHSC 199A or PHSC 199B A: Concurrent or previous enrollment in college-level life or physical science course. LOE: Completion of course application and procedures for enrollment.	DRAFT. References: 1988
Course Review	PHSC 199E	Death Valley (Lec 1/Lab 1) A: Concurrent or previous enrollment in college-level life or physical science course. LOE: Completion of course application and procedures for enrollment.	DRAFT Looks OK
Course Review	PHSC 199F	Death Valley - Adv Studies (Lec 1/Lab 1) P: PHSC 199E LOE: Completion of course application and procedures for enrollment.	DRAFT Looks OK
Course Review	PHSC 199G	Eastern Sierra NV (Lec 1/Lab 1)	DRAFT. References: 1975
Course Review	PHSC 199H	Eastern Sierra NV-Adv Studies (Lec 1/Lab 1)	DRAFT. References: 1975

First 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.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
New Course Proposal	BIOL 196	Self-directed Investigations (Lab 1-3) P: BIOL 189 LOE: Enrollment is limited to 8 students per instructor due to safety concerns and the need to demonstrate progression of knowledge or skills. Rationale: This course will provide an opportunity for students to continue any project that they have started in the previous semester. It will allow students the opportunity to explore a different area of interest in the biology discipline. This is particularly important for students who embark on a large-scale independent studies project and/or who wish to develop more expertise in a given area. This will also allow students to demonstrate progression of skills and knowledge. (Please see "Attached Files" for a more comprehensive justification.)	Comments: Consider: Biology Investigations Catalog Description: ...provide students the opportunity to continue (further investigate) a project from a previous semester (at a more advanced level)... Methods of Instruction: Direct one on one interaction with the instructor (to establish the project?) and laboratory/field research (projects?) Outside assignments: Should this include a project write up or other presentation of project findings, since the methods of evaluation includes "Research

		NOTE: PHYS 121 – Project and Design Lab 1 is an elective for AA in Physics. PHYS 122, PHYS 123, and PHY 124 are all stand-alone courses.	project" (write-up or presentation of finding?)
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Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	AG 310	Winemaking Operations I Advisory: AG 101 Limitation on Enrollment: "Must be 18 years of age or older and registered in the Enology/Viticulture major (no fees should be changed in this case) or must be 21 years old if not enrolled in the majors."	Change: No materials fees if under age 21 years.
Major Modification	AG 311	Winemaking Operations II (Lec 1/Lab 1) Advisory: AG 310 and AG 101 LOE: Must be 18 years of age or older and registered in the Enology/Viticulture major (no fees should be changed in this case) or must be 21 years old if not enrolled in the majors.	Change: No materials fees if under age 21 years.
Major Modification DL Update	BUS 130	Consumer & Family Finance (Lec 3) Rationale: Based on program review, the course updates included grading change to letter grade and pass/no pass, edits in course objectives, outside assignments, methods of evaluation, and text. BUS 130 LAUNCH: 02/21/2016 ECON 130 (reviewed: F 2013) FCS 130 (reviewed F 2007)	Comments: Launch proposals on the cross-listed courses to reflect the same changes with this course. Update DL elements. The course was launched in 02/21/2016
	FCS 130	Consumer and Family Finance (Lec 3)	
Major Modification	FASH 110	Apparel Construction 1 (Lec 2/Lab 1) A: BASK 7011A and BASK 7011B and HOEC 7100A and HOEC 7101B	OLD: FCS 140 Apparel Construction
Course Review Clarification Needed	GEOG 105	Geography of California (Lec 3)	I: Chris Straub R: T VanderMolen Comment: Both initiator and department agree that there is a need to thoroughly evaluate the prospect of offering the course and revising the course outline. They want the proposal to be withdrawn.
Major Modification	MA 305	Body Systems and Disease (Lec 5) Rationale: The Limitation on Enrollment was removed to allow enrollment of students from other health-related programs.	
Major Modification	MA 361	Coding for Medical Insurance (Lec 2/Lab 1) C: MA 360 LOE: Admittance to MA program Rationale: The catalog description indicated	

		the new and current coding references and procedures.	
Major Modification	OLDR 7212A	Watercolor Painting Credit Hours: 45-51 hours Rationale: The course is reviewed and updated.	Pending: Addition of activities or outside assignments.
Course Review Major Modification	WFTO 337	Division/Group Supervisor	Pending: Prerequisite language
Major Modification	Program	Agribusiness: Wine Business Associate in Science Total units: 25	
Major Modification	Program	Agribusiness: Wine Business Certificate of Achievement Total units: 25 Mission Statement:.	

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

Agenda Item: Technical Review Team: Roles and Responsibilities

Agenda Item: Curriculum Goals and Achievements

Agenda Item: Summary Report

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

Curriculum Development Handbook
AP&P Evaluation Recommendations and Follow-up
Report of Goals and Accomplishments

Call for Future Agenda Items

Call to Adjourn.

Next Meetings:

AP&P Committee Meeting: Thursday, May 11, 2017, B-100, 2:00 – 4:00 PM (Summary Report)

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