

Academic Policy & Planning Committee Meeting Minutes

Thursday September 7, 2017, Building B., Room 100, 2:00 PM

Department Representatives (Voting Members)

- ✓ Chairperson Larry Manalo Jr.
- ✓ Applied Behavioral Sciences: C. 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: TBA

Non-Noting Members

- VP, Academic Affairs – George Railey
- ✓ Curriculum Specialist – Rebecca Andres
- ✓ Admissions & Records – Janet Hooghuis
- A&R Substitute - Betsy Wilcox
- ✓ Articulation – David DeGroot
- Community Education – Vacant

Vice-Chairperson: Dave DeGroot
Notetaker: Rebecca Andres

LEGEND

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

Standing Invitees

Dean, Academic Affairs Margaret Lau	Dean, Matriculation/Counseling, Yvonne Teniente
Dean, Academic Affairs Richard Mahon	Dean, Academic Affairs Rick Rantz
Dean, LRC / Academic Affairs Robert Curry	Associate Dean/Athletic Director, Kim Ensing
Dean, Academic Affairs Sofia Ramirez Gelpi	Associate Dean/PCPA Director, Mark Booher
Dean, Student Services Robert Parisi	

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 Vice President Academic Affairs.

Approval of Minutes: A motion was made to approve the minutes of the May 11, 2017 meeting with a correction. (K. Headtke/R. Lennihan. Yes: C. Bisson, L. Maxwell, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstain: K. Adams

Approval of the Agenda: A motion was made to approve the agenda as distributed. (K. Headtke/R. Lennihan. Yes: C. Bisson, L. Maxwell, K. Adams, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstain: 0

Action Item Fall 2017 Calendar: A motion was made to approve the fall 2017 calendar as distributed. (K. Headtke/A. Sanders. Yes: C. Bisson, L. Maxwell, K. Adams, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstain: 0

Discussion: Changes to the Course Outline of Record

- Inclusion of outside of class hours, instructional categories, and ratios for each instructional category
- Instructional category TBA
- CurricQnet Meta questions: no change to the existing formula used to calculate units, but add one column to the existing units table that shows outside study hours for lecture, outside study hours for lab, outside study hours for TBA, and total outside study hours.

Information Item: AP Credit

- a student who has received a 3 or higher on the AP English Language and Composition or the AP English Literature and Composition will have met the English 101 requirement and
- a student with bachelor's degree (or higher) from any accredited university/college can take any English course at AHC (that this student has met the 101 requirement for our other courses).

Action Item: Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Rationale / Recommendations
Textbook Change	AJ 101	Introduction to Criminal Justice (Lec 3) A: Eligibility for ENGL 101 or successful completion of ENGL 514	Adopted Text updated
Course Review	CS 102	Introduction to Computing with HTML (Lec 3) A: CBOT 100 <u>and CBIS 373</u> DL: Yes	Reviewing as part of a regularly scheduled course review cycle. CBIS 373 is being added as an advisory course, assignments and evaluation methods are being updated. Recommendations: hold for update to DL section.
Textbook Change	CS 112	Fundamentals of Programming 2 (Lec 4) P: CS 111 Distance Learning: Yes	Reviewing as part of a regularly scheduled course review cycle. Recommendations: submit a new proposal to address DL update
Course Review	DANC 110	Beginning Modern Dance (Lec 1.5/Lab 0.5) Repeat: 3 A: ENGL 514	Reviewing as part of a regularly scheduled course review cycle.
Minor Modification	ECS 151	Infant and Toddler Development (Lec 3) A: ENGL 513	The textbooks are being updated with textbook editions dated 2007 and 2009. The rationale for adopting older texts is: The textbook aligns with the course outline of record and meets industry standards. Other textbooks are not available in a later edition. Recommendations: none
Course Review	EMS 306	CPR for Healthcare Providers (Lec 0.5) Repeat: 99	Reviewing as part of a regularly scheduled course review cycle. Recommendations: update dated reading materials
Course Review	FILM 123	Directing for the Camera (Lec 1/Lab 1) Repeat: 3 A: FILM 110	Reviewing as part of a regularly scheduled course review cycle. Recommendations: the course is not repeatable, references to ABCD sections in the COR should be removed
Course Drop	FT 342	Fireground Hydraulics (Lec 0.5-1)	Reviewing as part of a regularly scheduled course review cycle. This is a stand-alone course that is no longer being offered.
Minor Modification	GRPH 112	Digital Imagery (Lec 2.5/Lab 0.5) C: Completion of or concurrent enrollment in GRPH 111	Reviewing as part of a regularly scheduled course review cycle. Catalog description, methods of evaluation, semester offering, and textbook are being updated. Recommendations: none

Course Review	GRPH 360	Applied Design Graphics Lab 1 (Lab 0.5-1) C: Completion of or concurrent enrollment in any of the following: <u>ART 108</u> or GRPH 110 or GRPH 112 or GRPH 113 or GRPH 115 or GRPH 116 or GRPH 117 or GRPH 118 or GRPH 120 or GRPH 130	Reviewing as part of a regularly scheduled course review cycle. ART 108 is being proposed to the list of requisites and "or" statements are being added for clarity, the grading option is being changed to Pass/No Pass. 2017-18 Catalog Discrepancy: It does not list ART 108 in the list of corequisites. Recommendations: Since ART 107 was mentioned in the catalog description, add ART 107 in the list of co-requisites courses?
Textbook Change	MA 350	MA Fundamentals (Lec 2) LOE: Admittance to MA Program	The textbook is being updated
Course Review	MUS 100	Music Appreciation (Lec 3) Distance Learning: Yes	Recommendations: none
Course Review	NURS 106	Leadership & Management (Lec 2) LOE: Admittance to RN Program	Recommendations: none
Course Review	SOC 101	Introduction to Sociology (Lec 3) Distance Learning: Yes	Reviewing as part of a regularly scheduled course review cycle. Recommendations: remove dated materials or a provide rationale.
Textbook Change	SOC 110	Introduction to Marriage & Family (Lec 3) Distance Learning: Yes	Reviewing as part of a regularly scheduled course review cycle. Recommendations: remove dated materials or provide a rationale for using dated materials..
Textbook Change	SPAN 101	Elementary Spanish I (Lec 5) DL: Yes	Recommendations: none
Textbook Change	SPAN 102	Elementary Spanish II (Lec 5) P: SPAN 101 or 2 years of High School Spanish DL: Yes	Recommendatons: none

The wildland fire technology discipline for WFTO and WFTP were reviewed to reflect removal of the limitation on enrollment that was approved in fall 2016.

Course Review	WFTO 310	Basic Fire Suppression Orientation S-110 (Lec 0.5) A: WFT 302	
Course Review	WFTO 329	Fire Business Management Principles S-260 (Lec 1) A: WFTO 315, WFTO 321, and WFTO 330	
Course Review	WFTO 330	Basic Air Operations S-270 (Lec 1) A: WFTO 315	Recommendations: Consider: Including a more specific sample assignment. Discrepancy: Course Comparison indicates two advisories. COR lists only WFTO 315. 2017-18 Catalog Discrepancy: It lists two prerequisites. <u>A comparison of the active COR and proposed COR indicates WFTO 321 is being removed as a prerequisite.</u>
Course Review	WFTO 331	Helispot Manager J-272 (Lec 0.5)	<u>The catalog description, assignments, evaluation and text/materials have been updated.</u>

A: WFTO 315 and WFTO 320
and WFTO 330

Course Review	WFTO 334	Leadership and Organizational Development S-301 (Lec 1.5) A: WFTO 314, WFTO 315, and WFTO 329	2017-18 Catalog Discrepancy: 0.5 units.
Course Review	WFTO 335	Task Force/Strike Team Leader S-330 (Lec 1.5) A: WFTO 336 and WFTO 334	2017-18 Catalog Discrepancy: It lists more prerequisites. A comparison of the active COR and proposed COR indicates WFTO 303 is being removed as a prerequisite
Course Review	WFTO 336	Fire Suppression Tactics S-336 (Lec 2) A: WFTO 315, WFTO 325, WFTO 330, and WFTO 344	2017-18 Catalog Discrepancy: It lists more prerequisites.
Course Review	WFTO 337	Division/Group Supervisor S-339 (Lec 1.25) A: WFTO 334	Comment: The weekly lecture hours are 1.25. The total student learning hours is 60 total. The total learning hours does not meet the minimum hours of 72 hours for the course to be 1.5 units and units are awarded in half-unit increments. The course is correctly listed as 1 unit.
Course Review	WFTO 338	Intermediate Aviation Operations S-370 (Lec 2) A: WFTO 329 and WFTO 330	
Course Review	WFTO 339	Helibase Manager S-371 (Lec 2) A: WFTO 320 and WFTO 330	
Course Review	WFTO 340	Helicopter Coordinator J-374 (Lec 1.5) A: WFTO 330 and WFTO 336	2017-18 Catalog: lists 2 units.
Course Review	WFTO 341	Air Support Group Supervisor S-375 (Lec 1.5) A: WFT 303, WFTO 334, and WFTO 339	2017-18 Catalog lists 2 units.
Course Review	WFTO 342	Air Tanker Coordinator S-376 (Lec 2) A: WFTO 329, WFTO 330, and WFTO 338	2017-18 Catalog lists 1.5 units.
Course Review	WFTO 343	Air Tactical Group Supervisor S-378 (Lec 2.5) WFTO 330 and WFTO 340	2017-18 Catalog lists 1.5 units.
Course Review	WFTO 344	Introduction to Wildfire Behavior Calculations S-390 (Lec 2) A: WFTO 332	
Course Review	WFTO 345	Incident Commander S-400 (Lec 2) A: WFT 304 and WFTO 329	2017-18 Catalog lists 1.5 units.
Course Review	WFTO 346	Liaison Officer S-402 (Lec 0.5) A: WFT 304 and WFTO 337	Comment: Lecture is scheduled at 0.7 hours. 2017-18 Catalog lists 1 unit.

Course Review	WFTO 347	Safety Officer S-404 (Lec 2) A: WFT 304 and WFTO 337	2017-18 catalog lists 1.5 units.
Course Review	WFTO 348	Standards for Survival PMS 416 (Lec 0.5) A: WFT 302	
Course Review	WFTO 350	Command and General Staff S-420 (Lec 2) A: WFT 304 and WFTO 337	
Course Review	WFTO 351	Look Up, Look Down, Look Around PMS 427 (Lec 0.5) A: WFTO 311	
Course Review	WFTO 352	Learn to BEHAVE Psm-428 (Lec 1) A: WFT 302 and WFTO 344	
Course Review	WFTO 354	Operations Section Chief S-430 (Lec 2) A: WFT 304 and WFTO 337	
Course Review	WFTO 358	Facilitative Instructor PMS 925 (Lec 2) A: WFT 302	Comment: Lecture is scheduled at 2.49 hours per week.
Course Review	WFTO 363	Followership to Leadership L-280 (Lec 1) A: WFTO 311	Recommendations: Include written assignments in evaluation. Attendance cannot be used as the sole method of evaluation.
Course Review	WFTO 364	Incident Leadership L-381 (Lec 2) A: WFTO 363	Recommendations: Lecture is scheduled at 2.40 hours per week. Include written assignments in evaluation. Attendance cannot be used as the sole method of evaluation.
Course Review	WFTO 399A	Dispatch Recorder D-110 (Lec 0.5) A: WFT 101	
Course Review	WFTP 310	Prescribed Fire for Burn Bosses RX-300 (Lec 2) A: WFTO 344	Comment: Weekly lecture hours: 2 and weekly lab hours 0.5. The units were decreased from 3.5 units to 2 units.
Course Review	WFTP 311	Introduction to Wildfire Prevention P-101 (Lec 0.5) A: WFT 302	2017-18 Catalog lists 2 units.
Course Review	WFTP 312	Inspecting Fire Prone Property P-110 (Lec 0.5) A: WFTP 310	
Course Review	WFTP 313	California Basic Fire Prevention P-140 (Lec 2) A: WFT 302	
Course Review	WFTP 314	Wildfire Origin and Cause Determination P-151 (Lec 1)	Comment: Weekly lecture hours: 1.25 and weekly lab hours: 0.75
Course Review	WFTP 315	Introduction to Public Information Officer S-203 (Lec 2) A: WFT 302	2017-18 Catalog lists a prerequisite.

- Course Review WFTP 317 Intermediate Fire Prevention P-240 (Lec 2) 2017-18 Catalog lists a prerequisite.
- Course Review WFTP 320 Wildland Fire Prevention Planning P-301 (Lec 2)
A: WFT 302 and WFTP 316
- Course Review WFTP 321 Wildland Fire Prevention Marketing P-303 (Lec 2) 2017-18 Catalog lists a prerequisite.
- Course Review WFTP 322 Advanced Fire Prevention P-340 (Lec 2) 2017-18 Catalog lists a prerequisite.
- Course Review WFTP 323 Introduction to Fire Effects RX-340 (Lec 2)
A: WFTO 313
- Course Review WFTP 324 Information Officer S-403 (Lec 2)
A: WFT 304
- Course Review WFTP 326 Smoke Management Techniques RX-450 (Lec 2)
A: WFTP 322
- Committee Action: A motion was made to approve CS 112 textbook change. (K. Headtke/R. Lennihan. Yes: C. Bisson, L. Maxwell, K. Adams, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstain: 0
- Committee Action: A motion was made to recommend consent agenda items for adoption. (K. Headtke/R. Lennihan. Yes: C. Bisson, L. Maxwell, K. Adams, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstain: 0

Action Item: First Readings:

Proposal Type	Prefix & Number	Course/Program Title (units)	Rationale / Recommendations
Major Modification Noncredit	CITZ 7000B	Preparation for Citizenship (Credit Hours: 36-48)	Rationale: The course is updated to include activities/assignments. Recommendations: none
Major Modification NEW: DL Conversion	MUS 106	World Music Appreciation (Lec 3)	Rationale: The course is being proposed for DL offering. An online version will expand the departments course offerings. Recommendations: none

Action Item: Cross-listed Course Proposal Submissions

- To ensure that cross-listed course outlines of record are identical, course proposals must be submitted for each cross-listed course as an additional proposal.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	BUS /ECON/ FCS 130	Consumer & Family Finance (Lec 3) DL Status: Yes. TOP Code: 2204.00	Last Discussion: Herb Elliott, discipline faculty for ECON 130, requested that the course be aligned with the fall 2013.
Course Review	CEL./EL/ET 104	Introduction to Robotics and Mechatronics (Lec 2/Lab 1) TOP Code: 0934.10	Recommendations: update dated materials

Course Review	CEL/EL/ET 131	Programmable Logic Controllers and Industrial Control Design (Lec 2/Lab 1) P: EL 125 TOP Code: 0934.10	CEL 131 and EL 131 are aligned with ET 131.
Course Review	CEL/EL/ET 133	Mechatronic Systems 1 (Lec 2/Lab 1) P: CEL 104 or EL 104 or ET 104	CEL 133 Launched in spring 2017 and appeared on the May 4 and May 11, 2017 agendas. Committee action: "table" (at both meetings). The action to table was due to the proposal not yet at the committee review level (Review: Spring 2017 – no committee action. Unclear why the course was indicated as reviewed in 2017
Course Review	FILM 121/MUS 116	Sound Production Techniques (Lec 2/Lab 1)	The course is being reviewed as part of a regularly scheduled course review cycle. The textbook is being updated. Recommendations: launch proposal for cross-listed course MUS 116.

Committee Actions: A motion was made to table FILM 121 pending a proposal for the cross listed course MUS 116. (T. Webb;/ R. Lennihan. Yes: K. Adams, C. Bisson, L. Maxwell, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstain: 0

A motion was made to approve the changes to CEL 104 and alignment with EL 104 and ET 104. (M/S/P: R. Lennihan / D. Mitchem. Yes: K. Adams, C. Bisson, L. Maxwell, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem;, T. Vander Molen. Noes: 0. Abstain: 0)

A motion was made to approve the alignment of ECON 130 with BUS 130 and FCS 130. (M/S/P: D. Mitchem / A. Sanders. Yes: K. Adams, C. Bisson, L. Maxwell, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, T. Vander Molen. 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.

Action Item: Second Reading

Proposal Type	Prefix & Number	Course/Program Title (units)	Rationale/Recommendations
Major Modification Noncredit	CITZ 7000B	Preparation for Citizenship	Rationale: The course is updated to include activities/assignments
DL Conversion	MUS 106	World Music Appreciation (Lec 3)	Rationale: MUS 106 online will provide students another option to complete this course.

Committee Action: A motion was made to recommend 2nd readings for adoption. (M/S/P: L. Maxwell / R. Lennihan. Yes: K. Adams, C. Bisson, L. Maxwell, T. Webb, S. Bates, M. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstain: 0

Action Item: Summary Report 09/07/2017 - no action taken



Fall 2017 APP
Summary Report DR

Reports - none

Call for Future Agenda Items - none

Call to Adjourn – the meeting was adjourned at 4:05 pm

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

Resources:



CDH 2015 S2017
Review.docx



PCAH_6thEdition_J
uly_FINAL.pdf



COR Curriculum
Reference Guide Re



Academic Policy and Planning Calendar

Discipline Reviews	Technical Review Committee Meetings	Academic Policy & Planning Committee Meetings	AP&P Summary Report	Academic Senate	Board of Trustees
Spring 2017 - Retreat: Jan 18, 2017 (9 AM – 4 PM)					
Law Enforcement, Food Science Nutrition, Fashion, Culinary Arts, FCS, and Computer Electronics	1/26/2017 2/09/2017	2/02/2017 2/16/2017			
EMS, Home Economics, Fire Technology, Dance, Film, and Agri-Business	2/23/2017 3/09/2017 3/30/2017	3/02/2017 3/16/2017 4/6/2017*	April 6, 2017	April 18, 2017	May 9, 2017
Photography, Graphics, Multimedia, Recreation	4/13/2017 4/27/2017 5/11/2017	4/20/2017 5/04/2017*	May 4, 2017	May 16, 2017	June 13, 2017
Fall 2017 - Retreat: Aug 16, 2017 (9 AM-4PM)					
Anthropology, Architecture, Engineering, Engineering Technology, Registered Nursing, Sociology	8/31/2017 9/14/2017	9/07/2017*	September 7, 2017	September 19, 2017	October 10, 2017
HIST/HUM/PHIL, Kinesiology, Leadership	9/28/2017 10/12/2017 10/26/2017	9/21/2017 10/05/2017 10/19/2017 11/02/2017*	November 2, 2017	November 21, 2017	December 12, 2017
PE, Athletics, Intercollegiate Athletics	11/09/2017 11/23/2017	11/16/2017 11/30/2017*	November 30, 2017	December 5, 2017	TBA

BOLD* - The AP&P Committee will review, approve, and submit Summary report to the Senate.

NOTE: There are planned Curriculum Management System (CNET) shutdowns during summer and winter break for maintenance

