

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday September 8, 2016 in B-100 at 2:00 PM

VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.
Vice-Chair – TBD

Applied Behavioral Sciences – C. Bisson
Business – Anne Cremarosa
X Counseling – Lydia Maxwell
X English – Denize Cain
X Fine Arts – Tim Webb
X Kinesiology, Rec & Athletics – Sheri Bates
X Health Sciences – Mary Pat Nelson

X Industrial Technology – Gabriel Marquez
X Academic/Student Affairs – Kathy Headtke

X Languages & Communication – Andrea Sanders
X Life and Physical Sciences – Rob Lennihan
X Mathematics Sciences – Derek Mitchem
X Public Safety – Kristy Treur
X Social & Behavioral Sciences – Tom VanderMolen
Student Representative – TBD

NON-VOTING MEMBERS

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

OTHER

Past Chair – N/A
Part-Time Faculty Union – Danielle Blanchard

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
Dean, Academic Affairs – Richard Mahon
Dean, Academic Affairs – Nancy Meddings
Dean, Student Services – Robert Parisi
X Dean, Academic Affairs – Sofia Ramirez Gelpi

Dean, Matriculation/Counseling – Yvonne Teniente
Dean, Extended Campus – Rick Rantz
Associate Dean/Athletic Director – Kim Ensing
Associate Dean/PCPA Director – Mark Booher

Guests

Robert Bryant

Legend

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 discontinuance, 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

A motion was made to approve the minutes of the Sep 1, 2016 meeting with amendments. (M/S/P Mitchem/Nelson) Ayes: L. Maxwell, D. Cain, S. Bates, M. Nelson, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0

Approval of the Agenda

A motion was made to remove THEA proposals from the agenda pending a department vote from Fine Arts. (M/S/P Lennihan/Mitchem) Ayes: L. Maxwell, D. Cain, T. Webb, S. Bates, M. Nelson, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0

Action Items

CDH Review: Duties of AP&P Representatives – Larry Manalo Jr.

- Discussion included clarification of existing duties, language and grammar
- COMMITTEE ACTION: A motion was made to approve the "Roles and Responsibilities of AP&P representatives as amended. (M/S/P) Lennihan/Mitchem) Ayes: L. Maxwell, D. Cain, T. Webb, S. Bates, M. Nelson, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. VanderMolen, K. Treur. Noes: 0. Abstentions: 0

CDH Review: Implementing the New Sunset Policy – Larry Manalo Jr.

- Deadline to submit a sunset proposal for courses on the sunset list is October 31, 2016
- The 2016-17 AP&P Calendar will be amended to include this date
- Distribution of a final sunset list will include a memo to all faculty
- The memo will inform adherence to the Sunset Policy in removing courses from the catalog
- Sunset forms, 1st appearance, 2nd appearance, and drop will be posted on myHancock "Faculty" Tab.

- **COMMITTEE ACTION:** A motion was made to approve the sunset forms as amended. Ayes: L. Maxwell, D. Cain, T. Webb, S. Bates, M. Nelson, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. Vandermolten, K. Treur. Noes: 0. Abstentions: 0

Consent Agenda Items

Proposal Type	Prefix & Number	Program title (Units)	Rationale
Minor Modifications	EL	Electronics Technology: Mechatronics Certificate of Achievement	Rationale: Course listing corrections due to sunset of EL 111, 112, 113, and 114.
	EL	Electronics Technology: Mechatronics Associate in Science	
Course Drop	LE 321	Basic Law Enforcement Academy 1A (12)	Rationale: The course is no longer being offered.
New Topics	THEA 198H	Rep of Beauty and the Beast and Newsies (3)	Tabled pending department vote.
	THEA 198I	Rep of Newsies and Fences (1)	
	THEA 199J	Exploration of Twelfth Night and Fences (1)	
	THEA 199 K	Rep Beauty and the Beast and Twelfth Night (1)	
COMMITTEE ACTION:	A motion was made to recommend for adoption EL program changes and LE 321 course drop. (M/S/P) Lennihan/Mitchem) Ayes: L. Maxwell, D. Cain, T. Webb, S. Bates, M. Nelson, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. Vandermolten, K. Treur. Noes: 0. Abstentions: 0		

First Reading

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Program Modification	AG	Agribusiness: Enology/Viticulture Associate in Arts	Rationale: Assembly Bill 1989 allows students 18 years or older who are registered in an enology/viticulture program at an approved institution (AHC is one of them) to "sip and spit" wine. Thus AG 310, Winemaking Operations I, and AG 311, Winemaking Operations II, are being added back into the program.
COMMITTEE ACTION:	A motion was to recommend 1 st readings for consideration. (M/S/P Mitchem/Lennihan) Ayes: L. Maxwell, D. Cain, T. Webb, S. Bates, M. Nelson, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. Vandermolten, K. Treur. Noes: 0. Abstentions: 0		

Second Readings

Proposal Type	Prefix & Number	Course title (units)	
Major Modifications	BUS 357	Management: Listening (0.5)	
	BUS 360	Introduction to Supervision (0.5)	
	BUS 361	Your Leadership Style (0.5)	
	BUS 363	Management: Conflict (0.5)	
	BUS 364	Winning Business Plans (0.5)	
	BUS 367	Managing Change (0.5)	
	BUS 369	Employment Law (0.5)	
	BUS 370	Ethics and Integrity (0.5)	
	BUS 371	Sexual Harassment Prevention (0.5)	
	BUS 372	Workplace Diversity (0.5)	
	BUS 373	Forming a Small Business (0.5)	
	BUS 374	Business Incorporation (0.5)	
	BUS 375	Patents and Copyrights (0.5)	
	BUS 376	Strategic Planning (0.5)	
	BUS 377	Managing Service Quality (0.5)	
	BUS 378	Effective Sales Methods (0.5)	
	BUS 380	Marketing Strategies (0.5)	
	BUS 381	Entering Global Markets (0.5)	
	BUS 382	Advertising & Public Relations Strategies (0.5)	
	BUS 386	Business Resume Writing (1)	
BUS 394	Managing Verbal Communication (0.5)		
BUS 397	Executive Leadership (0.5)		
BUS 398	Efficient Meetings (0.5)		
.	BUS 387	Executive Leadership: Series (3)	Modify current catalog description: <u>This course is not open to students who have completed BUS 397 Executive Leadership; BUS 361 Your Leadership Style; BUS 376 Strategic Planning; BUS 356 Managing Organizations; BUS 367 Managing Change; BUS 362 Management: People Skills.</u>
	BUS 389	Customer Service: Series (3)	Modify current catalog description: <u>This course is not open to students who have completed BUS 377 Managing Service Quality; BUS 394 Mgt: Verbal; BUS 357 Mgt: Listening; BUS 363 Managing Conflict (is this the same as Management: Conflict?); BUS 362 Mgt: People Skills; BUS 370 Ethics and Integrity.</u>
	BUS 391	Human Resources Mgt: Series (3)	Modify current catalog description: <u>This course is not open to students who have completed BUS 369 Employment Law, BUS 371 Sexual Harassment Law/Prevention; BUS 372 Workplace Diversity, BUS 396 Performance Measurement, BUS 370 Ethics and Integrity, or BUS 363 Mgt Conflict</u>
DISCUSSION:	<ul style="list-style-type: none"> • Types of assignments for 0.5 unit courses • Criteria for degree-applicable credit courses • Non repeatable language 		
COMMITTEE ACTION:	<p>A motion was made to recommend 2nd readings for adoption pending a language modification to the current catalog description as noted above for BUS 387, BUS 389, and BUS 391. (M/S/P) Lennihan/Mitchem. Ayes: L. Maxwell, D. Cain, T. Webb, S. Bates, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. Vandermolen, K. Treur. Noes: 0. Abstentions: M. Nelson.</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

AP&P Chair

TRC - Academic Senate approved the proposal for a Technical Review Committee with the understanding that the proposal will include a selection process for determining how the 3 faculty positions are chosen, and an evaluation process for evaluating the TRC. Dave DeGroot said he would work on this.

Proposal Types and Access to CurricUNET Fields - A spreadsheet listing proposal types and the available fields for editing was distributed.

Call for Future Agenda Items – TRC duties, roles and responsibilities

Call to Adjourn - The meeting was adjourned at 4:00 pm

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