

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday September 21, 2017 in B-100 at 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
Note taker: Rebecca Andres

Standing Invitees

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

Guests

- Nancy Hernandez
- Fred Patrick

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,
- recommends new and modified curriculum for adoption to the Academic Senate.

Approval of the September 7, 2017 Meeting Minutes

A motion was made to approve the minutes of September 7, 2017 meeting with corrections. (D. Mitchem/R. Lennihan.
Yes: L. Maxwell, T. Webb, S. Bates, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen.
Noes: 0. Abstain: K. Adams, C. Bisson

Approval of the Agenda

A motion was made to approve the agenda as posted. (D. Mitchem/R. Lennihan). Yes: C. Bisson, L. Maxwell, K. Adams, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0

Agenda Item: Summary Report

A summary report for the October board meeting was distributed to those present.

Committee action: A motion was made to approve the summary report. (M/S/P R. Lennihan /D. Mitchem Yes: C. Bisson, L. Maxwell, K. Adams, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0)

Chair Report

- Larry Manalo is stepping down as the AP&P committee chair after the fall 2017 semester. Larry will take the nursing director position for his department. Larry is willing to serve as the AP&P rep for his department.
- All course proposals being reviewed at AP&P meetings which are approved general education courses will need to general education paperwork as proof of GE status.

Information Item: Defining Course Review and Other Approval Process.

- Course review process for fall 2016: All courses scheduled to complete course review will submit a proposal in CurricUNET using the "course review proposal type".

- Initiators will need to identify in the proposal (justification for modification section) the changes being made (if any), and if the changes meet the criteria for a major mod, or a minor mod.

Consent Agenda:

| Proposal Type | Prefix & Number | Course/Program Title (units) | Rationale / Recommendations |
|-------------------|---|---|---|
| Course Drop | EMS 304 | EMT Clinical Experience Lec 0.5/Lab 1) Prerequisite: EMS 301 | Rationale: The course is no longer being offered. Impact to existing curriculum: AS Emergency Medical Services Certificate of Achievement EMS |
| Course Drop | FCS 123 | Principles of Food 2 (Lec 1/Lab 1) Prerequisite: CA 120 or FCS 120 | Rationale: the course is being un-cross listed with culinary arts. Impact to existing curriculum: None, the course is still available as CA 123 |
| New Topic | THEA 199M | Exploration of Hunchback and Mamma Mia (Lab 3) | Rationale / Recommendations: This course will allow students to explore the skills necessary in a repertory theatrical production environment specifically in relation to unique repertory relationships, directors and texts. This course will give the students the opportunity to explore and develop the skills required in this complex art form. |
| Committee action: | A motion was made to recommend consent agenda items for adoption. (D. Mitchem/R. Lennihan). Yes: C. Bisson, L. Maxwell, K. Adams, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0 | | |

First Reading:

| Proposal Type | Prefix & Number | Course/Program Title (units) | Comments |
|------------------------|-----------------|--|--|
| DL Conversion | ECS 100 | Child Growth and Development (Lec 3) . | Rationale: To meet requirements for participation in the Curriculum Alignment Project (CAP) and as a result of course review. The course objectives are being modified. |
| Major Modification | ECS 112 | Introduction to Young Children with Special Needs (Lec 3) Prerequisite: ECS 100, Advisory: ENGL 513 . | Rationale: To meet requirements for participation in the Curriculum Alignment Project (CAP) and to update current practices and language in the industry. The prerequisite course is being changed to an advisory to meet industry standards and the textbook is being updated. |
| Request for General Ed | ENGL 140 | Graphic Novel as Literature (Lec 3) Prerequisite: ENGL 101 | Rationale: Request for general education categories: AHC Category 3: Humanities AHC: MultiCultural Gender Studies CSU GE Area C2 Humanities IGETC 3B Humanities |

| | | | |
|---------------------------------|----------|---|---|
| DL Update | FSN 109 | Basic Nutrition for Health (Lec 3) | <p>Rationale: The course is being reviewed for currency of course offerings. Modifications include changes in course objectives, evaluation, text, and DL addendum.</p> <p>Comment: Need AHC & CSU GE Worksheets. Good update on DL addendum. Discipline placement</p> |
| Major Modification | FSN 112 | Nutrition, Weight Management, & Eating Disorders (Lec 3) Advisory: ENGL 514 | <p>Rationale: The course is being reviewed for currency of course offerings. Modifications include changes in course objectives, assignments, evaluation, and text.</p> <p>Comment: Is class presentation part of the evaluation? Need AHC & CSU GE Worksheets.</p> |
| Major Modification | FSN 133 | Introduction to Food Science (Lec 3) Prerequisite: CHEM 120 Advisory: ENGL 514 | <p>Rationale: The course is being updated to reflect current information in the field of food science, to update the textbook, and to align curriculum as required for the Associate in Science in Nutrition and Dietetics and Associate in Science degree in Culinology.</p> <p>Modifications include discipline placement change to Nutritional Science/Dietetics, modifications to catalog description, content, objectives, SLO, assignments, and texts, and ENGL 514 is being assigned as an advisory course</p> <p>Comments: Need entrance skills for the new advisory. Chem 110 prerequ?</p> |
| Major Modification | FSN 134 | Food, Nutrition, Customs, and Culture (Lec 3/Lab 1) Advisory: CA 120 or FCS 120 and CA 124 | <p>Rationale: The course is being reviewed for currency of course offering.</p> <p>The course is being un-cross listed with the FCS discipline. Modifications are being made in the discipline placement, course objectives, added detail in instruction methods, assignments, and evaluation methods, text update.</p> <p>Comment: It seems FCS is being removed from discipline placement. If so, do you still want to list FCS 120 as an advisory? Need AHC: MultiCultural Gender Studies worksheet.</p> |
| Major Modification DL Update | HIST 107 | US History to 1877 (Lec 3) Modifications include edits on the content, update on the DL addendum, and information on GE. | <p>Rationale: The course is being reviewed as part of a regularly scheduled course review cycle.</p> <p>Recommendation: 10th edition textbook is available attach AHC GE, CSU GE, and IGETC worksheets.</p> |
| Major Modification DL Update | HIST 108 | US History 1877 to Present (Lec 3) | <p>Rationale: The course is being reviewed as part of a regularly scheduled course review cycle.</p> |

| | | | |
|------------------------------|--|-------------------------------|---|
| | | | <p>Modifications include edits in course content, and DL addendum.</p> <p>Recommendation: 10th edition textbook – 2014: attach AHC GE, CSU GE, and IGETC worksheets.</p> |
| Major Modification DL Update | HIST 118 | United States History (Lec 3) | <p>I Rationale: The course is being reviewed as part of a regularly scheduled course review cycle.</p> <p>Modifications are being made in the DL addendum.</p> <p>Comment: Update text: The Unfinished Nation. Brinkley. 8th ed.</p> |
| Committee action: | <p>A motion was made to recommend consideration of 1st readings. (K. Headtke / M. Nelson). Yes: C. Bisson, L. Maxwell, K. Adams, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0</p> | | |

Information Item: Distance Learning and Adaptive Technology

Fred Patrick, DL Coordinator, and Nancy Hernandez, Adaptive Technology Internet Access Specialist, were present to discuss DL and course accessibility compliance. The discussion included the following:

- All courses need to be accessible to all students.
- All students alike need to be able to access courses in the same manner
- The role of curriculum committees is to separately approve distance learning as an appropriate modality for courses, including consideration of course design so that all students are able able to succeed in the course.
- General idea is accessibility to all, students are not required to reveal his/her disability, students are also not required to participate in learning assistance center activities.
- Nancy provides standard accessibility guidelines and other resources to faculty
- Accessibility strategies specific to each course can be identified by scheduling a meeting with Nancy Hernandez
- Committee members expressed concern about ADA and accessibility compliance and the need to address (in the course outline of record) potential difficulties that students may have.
- Referrals to the learning assistance center are made as needed including announcements at the first class meeting, and information in the course syllabus.

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: None

Call for Future Agenda Items: DL discussion, requisites and advisories, election of AP&P chair Curriculum Development Handbook, AP&P evaluation recommendations and follow-up

Call to Adjourn

The meeting was adjourned at 3:45 p.m.

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

CROSS LISTING POLICY (MPO)

Cross listing, also known as the multiple prefix offering, or MPO, allows for courses with multiple prefixes to be offered at Hancock if placed in multiple disciplines, or as interdisciplinary, e.g. Business Economics listed as both BUS 121 / ECON 121. This practice is referred to as Cross-listing or Multiple Prefix Offering (MPO). Courses proposed for cross listing must follow the guidelines below:

1. An **identical Course Outline of Record [COR]** must be recorded under each discipline.
2. To ensure collaboration and consensus among departments on all proposed courses, affected faculty members must collaborate on authorship of the COR, on modifications to the COR, and in all discipline program reviews of the course. Following the example above a business faculty member and an economics faculty member would initially write the course, collaborate on any course modification, and participate in the course review during each discipline's program review.
3. Faculty may request multiple discipline placement of a course once they have collaborated with the affected departments. Faculty should be prepared to provide contacts, statements from affected faculty, and rationale statement to request cross-listing of a course.
4. In cases where the affected discipline-area faculty cannot agree on a common COR they will meet with the AP&P Committee Chair, the Department Chair/s, and the Dean/s, to mediate the dispute. If faculty authors are still unable to reach consensus, the course will not be considered for cross-listing. The results will be reported to AP&P and the initiators have the option of appealing to the Academic Senate.
5. Proposals to request cross-listing of a course can be submitted to AP&P via the course modification proposal form. Course outlines for each course being cross-listed must be attached. Documentation must be attached verifying contact with appropriate faculty/departments.
6. Disciplines List
7. Examples of cross listed courses:
 - a. Multiple Discipline Placement Example: BUS 121, Business Economics, must list "Business **or** Economics" on the AHC Courses Placed in Disciplines List under each program as well as on the document associated with the COR. This enables faculty from either discipline to teach the course under either prefix.
 - b. Interdisciplinary Placement Example: BUS 121, Business Economics must state the following on the AHC Courses Placed in Discipline List under each program as well as on the document associated with the COR: "Interdisciplinary: Business **and** Economics." To teach this course a faculty member must meet the minimum qualifications of one of the disciplines and have upper division or graduate course work in one of the other disciplines listed for the Interdisciplinary discipline.