

Academic Policy & Planning Committee Agenda

Meeting: Thursday September 22, 2016 in B-100 at 2:00 PM

VOTING MEMBERS (14)

Chair – Larry Manalo Jr.
 Vice-Chair – TBD
 Applied Behavioral Sciences – Christine Bisson
 Business – Anne Cremarosa
 Counseling – Lydia Maxwell
 English – Denize Cain
 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 – TBD

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 – 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
 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 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 Sep 15, 2016.

Approval of the Agenda

Action Item: Nomination and Election of the Vice-chair (and TRC Chair)

Action Item: Nomination of TRC AP&P Representatives

Action Item: Next Steps: Review of AP&P Calendar F2016-S2017 and Forming the Technical Review

Action Item: BP/AP 4100 Graduation Requirements for Degrees and Certificates

Information Item: Meta Orientation and Plan for Department Outreach

Consent Items:

| Proposal Type | Prefix & Number | Course Title (Units) | Comments |
|---------------|-----------------|----------------------|----------|
|---------------|-----------------|----------------------|----------|

First Reading:

| Proposal Type | Prefix & Number | Course/Program Title (units) | Comments |
|----------------------------|-----------------|----------------------------------|-------------------|
| Major Modification | ANTH 105 | Language and Culture (Lec 3) | I: J Jozwiak |
| Major Modification C-ID | ENGL 105 | Language and Culture (Lec 3) | R: D. Cain |
| Minor Modification | BUS 101 | Introduction to Business (Lec 3) | I: M. Comstock |
| Minor Modification | BUS 102 | Marketing (Lec 3) | R: Anne Cremarosa |

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|--------------------------|----------|--|---|
| Minor Modification | BUS 103 | Advertising (Lec 3) | Changes in accordance with the recommendations from the last program review. |
| Major Modification | BUS 104 | Business Organization and Management (Lec 3) | |
| Major Modification | BUS 107 | Human Relations in Business (Lec 3) Advisory: Eligibility for ENGL 513 | I: R Bryant R: A Cremarosa |
| Major Modification | BUS 110 | Business Law (Lec 3) | |
| Major Modification | BUS 140 | Survey of International Business (Lec 3) | |
| Major Modification | BUS 160 | Business Communications (Lec 3) Advisory: ENGL 514 and the ability to type 40 words per minute are strongly recommended | |
| Major Modification | BUS 302 | Essentials of Management (Lec 3) | |
| Major Modification | BUS 303 | Sales and Marketing (Lec 3) | |
| Major Modification | BUS 356 | Managing Organizations (Lec 0.5) | I: R Bryant R: A Cremarosa Add: Not open to students who have taken BUS 387. |
| C-ID Course Modification | CHEM 150 | General Chemistry 1 (Lec 3/Lab 2) Prerequisite: CHEM 120 or equivalent and MATH 331 or equivalent | I: D Nouri R: R Lennihan |
| Major Modification | DA 317 | Dental Assisting Theory (Lec 7) | I: K Johnson R: M.P. Nelson |
| Major Modification | DA 333 | Success in Dental Assisting Practice (Lab 0.5) | I: K Johnson R: M.P. Nelson |
| Major Modification | DA 348 | RDA Success Seminar (Lec 0.5) | I: K Johnson R: M.P. Nelson |

Second Reading

| Proposal Type | Prefix & Number | Course title (units) | Comments |
|--------------------|-----------------|---|--|
| New Course | AT 354 | Selected Projects in Automotive Machining (Lab 3) Advisory: AT 336 and ENGL 514 LOE: Must take and pass the Lab Safety Test | I: P McGuire R: G Marquez |
| Major Modification | CA 118 | Beverage Management (Lec 1) | I: B Weir R: C Bisson Removed the redundant Course Objectives 8-12. Modified OA to reflect types of assignments and sample assignments as recommended by the Committee. |

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 Representatives
- AP&P Vice Chair
- AP&P Chair
- Administration
- Admissions and Records
- Counseling/Matriculation
- Articulation
- Curricunet & Support

Call for Future Agenda Items

Call to Adjourn

Next meetings:

TR Committee: Thursday, Sep 29, 2016, B-100, 2:00 – 4:00 PM

AP&P Committee: Thursday, Oct 6, 2016, B-100, 2:00 – 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>