

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday October 5, 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

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 21, 2017 Meeting Minutes

A motion was made to approve the minutes of September 21, 2017 meeting. (D. Mitchem/R. Lennihan. Yes: C. Bisson, T. Webb, B. Darwin, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0

Approval of the Agenda

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

Action Item: BP/AP 4020 Units and Hours

A revised policy was reviewed. The revisions are a result of changes in Title 5 Regulations, 55002, and 55002.5.

A motion was made to approve the revisions to BP/AP 4020. (D. Mitchem/R. Lennihan). Yes: C. Bisson, T. Webb, B. Darwin, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0

Action Item: META on Units and Hours

No action taken.

Action Item: AP&P Chair Position

No action taken

Action Item: DL Approval Process and DL Addendum Form

No action taken.

Action Item: CDH Handbook

No action taken.

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Rationale / Recommendations
Major Modification	ANTH 110	Biological Anthropology Lab (Lab 1) Corequisite: ANTH 101 or completion of	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. Text and materials have been updated.
Minor Modification	FILM 102	Hollywood and the American Film (Lec 2.5/Lab 0.5)	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. Text and materials have been updated.
Course Review	GRPH 111	Digital Imagery Lab (Lab 1) Prerequisite: Completion of or concurrent enrollment in GRPH 112	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. Text and materials have been updated.
Course Review	GRPH 130	3D modeling For Production (Lec 1.5/Lab 1.5) Advisory: GRPH 112 or GRPH 113.	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. Text and materials have been updated.
Course Review	LE 480	Women in Public Safety Careers (Lec 2/Lab 1) LOE: Students may be prohibited from enrolling based on health and safety issues. Students will be participating in vigorous physical activities including lifting weights from the floor to overhead, strength training with weight machines and free weights, calisthenics such as push-ups and sit-ups, running distances of 1 ½ miles or farther, sprinting 200 yards, climbing 6 foot fences and walls, climbing ladders, walking and climbing embankments and stairways with ambulance gurneys and stretchers, climbing flights of stairs while dragging fire hoses and wearing several pounds of equipment.	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle.
A motion was made to recommend consent agenda items for adoption. (M/S/P D. Mitchem/R. Lennihan). Yes: C. Bisson, T. Webb, B. Darwin, 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
Major Modification	AG 302	Progressive Wine and Food Pairing (Lec 0.5) LOE: Must be 21 years of age or older.	Formerly Advanced Pairing Wine and Food. The modifications include course title, catalog description, and prerequisite removal. Programs:

			<ul style="list-style-type: none"> • AS Agribusiness: Wine Business • C of Accomplishment Agribusiness: Pairing Wine and Food • C of Accomplishment Culinary Arts and Management: Catering and Events Management • C of Achievement Agribusiness: Wine Business • C of Achievement Culinary Arts and Management: restaurant Management <p>Recommendations: Include the “sip and spit” language. Suggest, “Must be 18 years of age or older and registered in the Enology/Viticulture major or must be at least 21 years old”.</p>
Major Modification	ANTH 102	Introductory Cultural Anthropology (Lec 3)	<p>Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications address C-ID recommendations, additional course objective, update DL, and textbook.</p> <p>ANTH 120 C-ID recommendation: Ethics required element and since updating the COR for this topic, consider adding specificity to the objectives. Conditional: 10/07/2015 Comments: Previously approved for DL.</p> <p>Previous Approval: AHC GE Cat 2A: Social Sciences AHC MCGS CSU GE Area D1: Anthropology and Archaeology IGETC Area 4A: Anthropology and Archaeology</p>
Major Modification	ANTH 103	Introduction to Archaeology (Lec 3)	<p>Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications include distance learning updates and textbook</p> <p>Previous Approval: AHC GE Cat 2A: Social Sciences CSU GE Area D1: Anthropology and Archaeology IGETC Area 4A: Anthropology and Archaeology</p>
Major Modification	DANC 130	Beginning Jazz (Lec 1.5/Lab 0.5) Advisory: ENGL 514 Repeatable: Fullerton College x 1	<p>Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. College Now: Yes.</p> <p>Recommendations: add laboratory content, verify content review results for ENGL 514.</p> <p>AHC GE Cat 3: Humanities AHC H & W: Physical Activity CSU GE Area E: Lifelong Learning and Self Development</p>
Major Modification	DANC 131	Intermediate Jazz (Lec 1.5/Lab 0.5)	<p>Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. Recommendations: add laboratory content.</p>

		Advisory: ENGL 514 and DANC 130 Repeatable: Fullerton College x 1	
Major Modification	DANC 135	Advanced Jazz (Lec 2/Lab 1) Advisory: ENGL 514 and DANC 131 LOE: Audition Repeatable: Fullerton College x 1	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. Recommendations: add laboratory content.
Major Modification	DANC 137	Funk Dance (Lec 1.5/Lab 0.5) Advisories: DANC 133 and ENGL 514	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications include catalog description, Comments: There is a need for outside assignments, add laboratory content.
Major Modification	DANC 140	Beginning Folklorico (Lec 1/Lab 0.5) Advisory: ENGL 514	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. Recommendations: Add laboratory content.
Major Modification	DANC 154	Clinic in Partnering (Lec 0.5/Lab 0.5) Prerequisite: <u>DANC 110 or DANC 120 Or DANC 130</u> AHC H & W: Physical Activity	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The advisory course, DANC 121 is being removed, and 110, 120, or 130 is being added as advisories. Recommendations: Add laboratory content.
Course Review	EMS 301	Emergency Medical Services Academy – 1A (Lec 4/Lab 2) Repeat: 99 Recertification. Prerequisite: EMS 300 and EMS 306 or concurrent enrollment Advisory: ENGL 514 or equivalent LOE: Admittance to the program	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications include grading method from Letter Grade to P/NP, repeatability rationale, prerequisites, and textbooks
Course Review	EMS 310	Child Care First Aid & CPR (Lec 0.5) Repeat: 99 – Recertification.	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications include addition of repeatability Recommendations: The textbook needs to be updated.
Course Review	EMS 320	Emergency Medical Response to Hazardous Material Incidents (Lec 1)	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications include grading method change from letter grade or P/NP to P/NP and methods of evaluation.
Course Review	EMS 325	Lifeguard Certification (Lec 1.5/Lab 0.5) Repeat: 99 – Recertification	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle.

		LOE: American Red Cross Requirements	The modifications include addition of repeatability and textbook update.
Course Review	GRPH 113	Digital Illustration (Lec 2.5/ Lab 0.5) Corequisite: GRPH 114 Advisory: GRPH 110, GRPH 108, or GRPH 112.	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications include SLO, methods of evaluation, and textbook Comment: the listed textbook is currently available and is the most recent.
Course Review	GRPH 116	Digital Portfolio (Lec 2/Lab 1)	Rationale: The course is being reviewed as part of a regularly scheduled course review. The modifications include catalog description, course objectives, methods of evaluation, and textbook.w cycle
Course Review	GRPH 361	Applied Design Graphics Lab 2 (Lab 1.5-3) Prerequisite: GRPH 360 Corequisites: GRPH 108 or ART 107 or ART 108 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	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications include change in grading method from letter grade or P/NP-to-P/NP, and added ART 108 and ART 107 as additional co-requisites.
Course Review	GRPH 362	Applied Design Graphics Lab 3 (Lab 0.5-1) Prerequisite: GRPH 361 Corequisite: Completion of or concurrent enrollment in any one of the following: GRPH 108, ART 108 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.	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications include change in grading method from letter grade or P/NP-to-P/NP, and added ART 108 and ART 107 as additional co-requisites.
Course Review	LE 354	Training Management Update (Lec 1.5) LOE: State required minimum professional education to qualify as a fully trained, professional law enforcement officer or appointment as a law enforcement agency training manager or coordinator.	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications include TOP code correction: 2105.50 Police Academy. SAM Code: Advanced Occupational, offering to "A", SLO
Course Review	LE 356	Crime Scene Investigation (Lec 1.5) LOE: State required minimum professional education to qualify as a fully trained, professional law enforcement officer.	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications include change in grading method from letter grade or P/NP-to-P/NP and no textbooks. Recommendations: clarification of required hours and unit value – Governet fix is needed.

Course Review	LE 366	EVOC (Lec 0.5-1) Repeat: 99 LOE: State required minimum professional education to qualify as a fully trained, professional law enforcement officer.	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications include TOP change to 2105.50 Police Academy (typo) and repeatable x 99.
Course Review	LE 421	Complaint Dispatcher (Lec 4/Lab 0.5)	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle.
Course Review	LE 441	Advanced Driving Skills II (Lec 0.5)	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications include change in semester offering to "A" and content
Minor Modification	MMAC 127	Digital Video Post-Production (Lec 1.5/Lab 1.5) Cross-list: FILM 127 Advisory: MMAC 125 or FILM 125	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications include: catalog description, semester offering to Spring, SLO, course objectives, methods of instruction, outside assignments, methods of evaluation, and textbooks Comment: Due to the nature of the modifications, the course is upgrade to a major modification.
Major Modification	PD 110	College Success Seminar (Lec 1)	Rationale: The modifications include change in TOP code to 4930.10 Career Guidance and Orientation, catalog description, semester offering to "A", content, course objectives, methods of evaluation, and textbooks.
Course Review	WFT 305	Multi-Agency Coordination I-401 (Lec 0.5) Advisory: WFT 304	Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. The modifications include change in grading method from letter grade or P/NP to P/NP. Comment: Consider removing older resources.
Minor Program Modification		AAT Kinesiology	Rationale: The modifications are a result of CI-D approval of CHEM 150 and recent articulation with CSU Northridge, and removal of courses no longer being offered. The modifications include adding CHEM 150 to restricted electives, removing PE 156, and adding PE 121, PE 122, PE 140, PE 141, PE 142, and PE 146. Recommendations: none
Committee action:	A motion was made to recommend the minor program modification for consideration. (M/S/P R. Lennihan/Mitchem). Yes: C. Bisson, T. Webb, B. Darwin, M.P. Nelson, G. Marquez, S. Bates, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0		
Committee action:	A motion was made to recommend 1 st readings for adoption. (M/S/P R. Lennihan/D. Mitchem). Yes: C. Bisson, T. Webb, B. Darwin, M.P. Nelson, G.		

Marquez, S. Bates, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	CS 102	Introduction to Computing with HTML (Lec 3) Advisory: CBOT 100 and CBIS 373	Comment; This is a follow-up on DL updates.
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 GE	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
Major Modification	FSN 109	Basic Nutrition for Health (Lec 3)	Rationale: The course is being reviewed for currency of course offerings. Modifications include changes in course objectives, evaluation, text, and DL addendum. Comment: Need AHC & CSU GE Worksheets. Good update on DL addendum. Discipline placement.
Major Modification	FSN 112	Nutrition, Weight Management, & Eating Disorders (Lec 3) Advisory: ENGL 514	Rationale: The course is being reviewed for currency of course offerings. Modifications include changes in course objectives, assignments, evaluation, and text. Comment: Is class presentation part of the evaluation? Need AHC & CSU GE Worksheets.
Major Modification	FSN 133	Introduction to Food Science (Lec 3) Prerequisite: CHEM 120 Advisory: ENGL 514 .	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

			<p>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>
Major Modification	FSN 134	<p>Food, Nutrition, Customs, and Culture (Lec 3/Lab 1) Advisory: CA 120 or FCS 120 and CA 124</p>	<p>Rationale: The course is being reviewed for currency of course offering. 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	HIST 107	US History to 1877 (Lec 3)	<p>Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. Modifications include edits on the content, update on the DL addendum, and information on GE.</p> <p>Recommendation: 10th edition textbook is available attach AHC GE, CSU GE, and IGETC worksheets.</p>
Major Modification	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. 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	HIST 118	United States History (Lec 3)	<p>Rationale: The course is being reviewed as part of a regularly scheduled course review cycle. Modifications are being made in the DL addendum.</p> <p>Comment: Update text: The Unfinished Nation. Brinkley. 8th ed.</p>
	<p>A motion was made to recommend 2nd readings for adoption. (M/S/P Mitchem/Sanders). Yes: C. Bisson, T. Webb, B. Darwin, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen. Noes: 0. Abstain: 0</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 – senate meeting grading system for noncredit courses, chair requested a bigger discussion on how we treat noncredit. May be instances where a noncredit course can be used for degree. Benefits of credit/noncredit.

Call for Future Agenda Items - Lab content on the COR, online educational resources

Call to Adjourn – The meeting was adjourned at 3:45 pm

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

Allan Hancock College Program Outline

Title: Kinesiology

Award Type: Associate in Arts for Transfer

The associate in arts in kinesiology for transfer will prepare students to move into the California State University (CSU) system to pursue a baccalaureate degree in such areas as exercise physiology, kinesiology, physical therapy, and teaching.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to the California State University, including the following:

A. The completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE). The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

B. A minimum of 18 semester units in a major or area of emphasis, as determined by the community college district.

C. Obtainment of a minimum grade point average of 2.0 with all courses in the major being completed with a grade of "C" or better.

The graduate of the Associate in Arts for Transfer in Kinesiology will:

- Demonstrate and evaluate the factors that contribute to a healthy lifestyle and contribute to the prevention of adult-related diseases such as diabetes, obesity and cardiovascular disease.
 - Synthesize health education information and apply principles of exercise in order to improve personal wellness and longevity.
 - Acquire program specific information from various sources with which to better appreciate, analyze, and communicate in different situations, involving diverse individuals and viewpoints.
-

Program Requirements

Associate in Arts in Kinesiology for Transfer Program Requirements

Units: 60

General Education

Complete one of the following:

- | | |
|---|----|
| a) CSU General Education Pattern | 39 |
| or | |
| b) Intersegmental General Education Transfer Curriculum | 37 |

A major of 21-23 units is required for the associate in arts in kinesiology for transfer degree.

Required core courses (14 units):

BIOL124	Human Anatomy	4
BIOL125	Human Physiology	4
PE100	Introduction to Kinesiology	3
and		

a maximum of one (1) course from any three (3) of the following areas (3 units) minimum):

Aquatics

Aquatics

PE120	Beginning & Intermediate Swimming	1
PE121	Swim Fitness Lab	1
PE122	Swim Fitness Lab	0.5
PE123	Aerobic Swim	1

Combatives

PE130	Self Defense	1
PE132	Cardio Kickboxing	1
PE134	Martial Arts Techniques	1

Fitness

PE133	Yoga Fitness	1
PE140	Physical Fitness Laboratory	1
PE141	Physical Fitness Laboratory	0.5
PE142	Low Impact Conditioning Exercises	1
PE143	Step Aerobics	1
PE146	Strength and Flexibility	1
PE154	Jogging/Walking	1

Individual Sports

PE160	Tennis	1
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Team Sports

PE164	Soccer	1
PE167	Basketball	1
PE170	Softball	1

PE172	Volleyball	1
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Restricted electives: select 2 courses (7-9 units) from the following:

EMS102	First Aid & Safety	3
MATH123	Elementary Statistics	4
CHEM150	General Chemistry 1	5
PHYS141	General Physics 1	4
or		
PHYS161	Engineering Physics 1	4

Double Counting:

A maximum of 7-10 units can be double counted for the major and CSU GE or IGETC general education requirements.

Transferable Electives to Reach 60 units.

5-12 units as needed

Total Program Units

60

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**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The programs and curricula of the District shall be of high-quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Board of Trustees delegates to the Academic Senate through its Curriculum Committee the authority to establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- Appropriate involvement of the faculty and Academic Senate in all processes;
- Regular review and justification of programs and course descriptions;
- Opportunities for training for persons involved in aspects of curriculum development;
- Consideration of job market and other related information for vocational and occupational programs.

All new programs and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

The chief agency for the coordination of curriculum changes is the Academic Policy and Planning Committee, a standing committee of the Academic Senate. This committee involves itself in those areas where curriculum is of prime importance. Academic freedom and standards, catalogs, college brochures, class schedules, student probation, testing, academic placement, library, audio-visual services, as well as course offerings may be areas of consideration.

Consistent with federal regulations applicable to deferral financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The District shall establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The District shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour”, where applicable. The District shall also establish procedures for using clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The District will establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The District shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour,” where applicable. The District shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

References: Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
Accreditation Standards II.A and II.A.9.

Adopted: 4/17/01

Revised: 5/9/17

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

All policies and procedures for the development and review, modification, and/or discontinuance of courses and programs are stated in the Academic Policy and Planning's Curriculum Development Handbook, and aligned with approved Board policies. Furthermore, these policies and procedures include:

- Appropriate involvement of faculty and Academic Senate in all processes;
- Regular review and justification of programs and course descriptions;
- Opportunities for training for persons involved in all aspects of curriculum development.
- Consideration of job market and other related information for vocational and occupational programs.

The Board of Trustees shall approve:

- All new programs and program deletions;
- Individual degree-applicable credit courses offered as part of a permitted educational program;
- Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program, and that satisfy all conditions authorized by Title 5 regulations.

All new programs shall be submitted to the California Community College's Chancellor's Office for approval as required.

The District College complies with Education Code and Title 5 requirements regarding credit and non-credit proposals and revisions.

An instructional program is defined as an organized sequence of courses leading to a defined objective, a degree, a certificate, or transfer to another institution of higher education.

[Standard Formula: Credit Hour Calculation](#)

The standard formula for credit hour calculations is derived from Title 5, section 55002.5.

One unit of credit as a minimum of 48 ^[R.A.1] total hours of student work, inclusive of all contact hours plus outside-of-class, or homework, hours pursuant to Title 5, section 55002.5(a). ~~This is based on the assumption of 3 hours of student work per week over a 16-week term, for 1 unit of credit~~^[R.A.2].

~~The college will use a range of the minimum 48 (16 weeks x 3 hours) to the maximum of 54 total (18 weeks x 3 hours) for total student work for this calculation. This number is referred to as the “hours-per-unit divisor”.~~ The total of all student contact hours and outside-of-class hours divided by the “hours-per-unit-divisor” determines unit calculation. The total of all contact hours and outside-of-class hours is referred to as “total student learning hours” and is the dividend in the credit calculation formula.

Definitions of Credit Hour Unit Calculations

Total Contact Hours: The total time per term that a student is under the direct supervision of an instructor or other qualified employee as defined in Title 5, section 58161. This number is the sum of all contact hours for the course in all calculations categories, including lecture, recitation, discussion, seminar, laboratory, clinical, studio, practica, activity, to-be-arranged, etc.

Outside-of-class Hours: Hours students are expected to engage in course work outside of the classroom. Federal and state regulations for credit hour calculations are based on the total time a student spends on learning, including outside-of-class hours. As a matter of standard practice in higher education, lecture and related course formats assume two hours of student work outside of class for every hour in-class. Deviations from these widely accepted standards, while permitted, should be used with caution. Since TBA hours are required to be listed separately on the COR, any outside-of-class hours expected of students in relationship to TBA contact hours must be included in the total student learning hours for the calculation.

Faculty in exceptional situations can adjust the amount of outside of class hours. If such a variation to the standard practice in higher education occurs the faculty must note the difference in the Outside Assignment section of the Course Outline of Record (COR).

Hours-per-unit Divisor: This is the value range used by the college to define the number of hours required to award each unit of credit. The value range is the minimum of 48 hours and maximum of 54 hours. This number is the total student learning hours for which the college awards one unit of credit.

Formula for credit hour unit calculations:

$$\frac{[Total\ Contact\ Hours + Outside\ -\ of\ -\ class\ Hours]}{Hours\ -\ per\ -\ unit\ Divisor} = Units\ of\ Credit$$

Fractional Unit Awards and Minimum Thresholds: Title 5, section 55002.5(ee) and (fe) govern the awarding of fractional units of credit. ~~Specifically, section (c) requires the college to award units of credit in a minimum of .5 increments; whereas section (d) allows colleges to award units in increments smaller than .5 if permitted by local policy~~^[R.A.3]. Allan Hancock College will award units in increments of 0.5. Students are awarded the next increment of credit only when they pass the next minimum threshold.

Clock Hour Unit Calculation

The definition of a clock hour program and the standards for awarding of units of credit for these programs are defined in federal regulations 34 CFR §668.8(k)(2)(i)(A) and 668.8(l) respectively. In this regulation, a program is considered to be a clock-hour program if the program is required to measure student progress in clock hours under the following conditions:

- Receiving federal or state approval or licensure to offer the program; or
- Completing clock hours is a requirement for graduates to apply for licensure or the authorization to practice the occupation that the student is intending to pursue.

Programs that meet this definition are required to use a federal formula for determining the appropriate awarding of credit that is outlined in 34 Code of Federal Regulations section 668.8(l). Compliance with this credit hour calculation is a component of regional accreditation review; however, title 5 regulations do not include specific guidance or methods for calculating credit in clock hour programs.

34 Code of Federal Regulations section 668.8(l).

(l)Formula.

(1) Except as provided in paragraph (l)(2) of this section, for purposes of determining whether a program described in paragraph (k) of this section satisfies the requirements contained in paragraph (c)(3) or (d) of this section, and determining the number of credit hours in that educational program with regard to the title IV, HEA programs:—

- (i)** A semester hour must include at least 37.5 clock hours of instruction;
- (ii)** A trimester hour must include at least 37.5 clock hours of instruction; and
- (iii)** A quarter hour must include at least 25 clock hours of instruction.

(2) The institution's conversions to establish a minimum number of clock hours of instruction per credit may be less than those specified in paragraph (l)(1) of this section if the institution's designated accrediting agency, or recognized State agency for the approval of public postsecondary vocational institutions for participation in the title IV, HEA programs, has not identified any deficiencies with the institution's policies and procedures, or their implementation, for determining the credit hours that the institution awards for programs and courses, in accordance with 34 CFR 602.24(f) or, if applicable, 34 CFR 603.24(c), so long as:—

- (i)** The institution's student work outside of class combined with the clock hours of instruction meet or exceed the numeric requirements in paragraph (l)(1) of this section;
and
- (ii)**
(A) A semester hour must include at least 30 clock hours of instruction;

- (B) A trimester hour must include at least 30 clock hours of instruction; and
- (C) A quarter hour must include at least 20 hours of instruction.

Cooperative Work Experience (CWE) Unit Calculation

Units for Cooperative Work Experience courses are calculated as follows in Title 5 §55256.5:

- Each 75 hours of paid work equals one semester credit, or 50 hours equals one quarter credit.
- Each 60 hours of non-paid work equals one semester credit, or 40 hours equals one quarter credit.

~~For purposes of federal financial aid eligibility, a “credit hour” shall be not less than:~~

- ~~• One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different amount of time; or~~
- ~~• At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.~~

Approval Criteria:

The District must document that a proposed program meets all of the below criteria before it will be approved by the Chancellor's Office. These criteria also broadly apply to the review of new courses.

1. Appropriateness to Mission: The stated goals and objectives of the proposed program, or the objectives defined in the course Outline of Record, are consistent with the mission of the community colleges as established by the Legislature in the Education Code.
2. Need: There is a demonstrable need for a course or program that meets the stated goals and objectives, at this time, and in the region the college proposes to serve with the program. The proposed new program would not cause harmful competition with any existing program at another college.
3. Quality: Outlines of Record for each course meet all the requirements of Title 5, especially Sections 55002 and 55805.5. The program is designed so that successfully completing the program requirements will enable students to fulfill the program goals and objectives. Courses and programs are integrated, with courses designed to effectively meet their objectives and the goals and objectives of the programs for which they are required.
4. Feasibility: The District has the resources to realistically maintain the program at the level of quality described in the new program application. This includes funding, faculty, and facilities and equipment.
5. Compliance: The design of the program or the course is not in conflict with any law. This includes both state and federal laws, and both statutes and regulations.

Process and Timelines for Program Development and/or Modification:

1. The Academic Policy and Planning (AP-&P) Committee offers regular training on the development and review of course outlines, use of templates, submission, and approval procedures.
2. All curriculum, new or modified, is submitted via the college's curriculum management system.
3. The appropriate Dean works with Department Chairs and AP&P representatives to assure that new or modified curriculum is technically correct and fits within the department's program offerings and College Mission.
4. The Articulation Officer determines transferability of a course.
5. Completed course outlines and course proposal forms are submitted to the Academic Policy and Planning Committee for review, discussion, modification, and approval.
6. Curriculum approved by the Academic Policy and Planning Committee is reviewed by the Academic Senate and then presented to the Office of the Superintendent/President. Finally, the curriculum is sent to Board of Trustees for consideration and final approval.
7. After Board approval, new courses and programs requiring approval are sent to the Chancellor's Office for such approval.
8. After Board approval, all new courses that are not part of an existing approved program and all new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Reports of the AP & P Committee

Actions of the Academic Planning and Policy (AP&P) Committee are reported to academic departments and student services by faculty representatives serving on the committee. Periodically, a formal report of committee actions is directed to the Academic Senate for review.

If the Academic Senate finds that the AP & P committee has not followed established policies and procedures in its development of policies and review and approval of curriculum, the Academic Senate, in accordance with approved senate procedures, may do any of the following:

1. ~~1.~~ Request additional information and/or clarification from the committee; and
2. Recommend that AP & P forward the report to the Office of the Superintendent/President with senate comment, and with or without AP & P Committee response.
3. Return the report to the committee for possible amendment and reconsideration by Academic Senate.

After Academic Senate approval, the report is forwarded to the Office of the Superintendent/President of the college.

The Office of the Superintendent/President reviews the final report for inclusion in the Board of Trustees for their approval. Implementation of all Board approved curriculum

starts upon state approval via the California Community College's Chancellor's Office, when applicable.

Approved: 4/17/01

Revised: 4/11/17

References:

[ASCCC. \(2017\). The Course Outline of Record: A Curriculum Reference Guide Revisited.](#)

[CCCCO. \(2017\). Program and Course Approval Handbook. \(6th Edition\).](#)

[34 Code of Federal Regulations section 668.8\(l\).](#)

[LM 07/29/2017](#)