Academic Policy & Planning Committee Agenda

Meeting: Thursday November 16, 2017 in B-100 at 2:00 PM

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| **VOTING MEMBERS (14)** | | NON-VOTING MEMBERS |
| Chair – Larry Manalo Jr. | Industrial Technology – Gabriel Marquez | Curriculum Specialist – Rebecca Andres |
| Vice-Chair – David DeGroot | Academic/Student Affairs – Kathy Headtke | VP, Academic Affairs – George Railey |
| Applied Behavioral Sciences – Christine Bisson | Languages & Communication – Andrea Sanders | Admissions & Records – Janet Hooghuis and Betsy Wilcox |
| Business – Brent Darwin | Life and Physical Sciences – Rob Lennihan | Articulation – David DeGroot |
| Counseling – Lydia Maxwell | Mathematics Sciences – Derek Mitchem | Community Education – Sofia Ramirez-Gelpi |
| English – Kate Adams | Public Safety – Kristy Treur | Part-Time Faculty Union – |
| Fine Arts – Tim Webb | Social & Behavioral Sciences – Tom VanderMolen | **OTHER** |
| Kinesiology, Rec & Athletics – Sheri Bates | Student Representative – Vacant | Past Chair – |
| Health Sciences – Mary Pat Nelson |  |  |
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| **STANDING INVITEES** | | **LEGEND** |
| Dean, Academic Affairs – Margaret Lau | Dean, Matriculation/Counseling – Yvonne Teniente | I = Initiator |
| Dean, Academic Affairs – Richard Mahon | Dean, Extended Campus – Rick Rantz | R = A&P Department Representative |
| Dean, Academic Affairs – Bob Curry | Associate Dean/Athletic Director – Kim Ensing | Lec = Lecture Units  Lab = Laboratory Units |
| Dean, Student Services – Robert Parisi | Associate Dean/PCPA Director – Mark Booher | CO = Chancellor’s Office |
| Dean, Academic Affairs – Sofia Ramirez Gelpi | |  |

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| **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 Academic Senate. |

**Approval of Minutes:** Nov 2, 2017

**Approval of the Agenda:**

**Chair Comments:**

**Action Item: Amendment to the Minutes of the September 7, 2017 Meeting** A documented action is needed for proposals discussed at the 09-07-2017 meeting.

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| 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 cross listed with ET 131, reviewed at the 9/7/2017 meeting. |
| Course Review | CEL/EL/ET 133 | Mechatronic Systems 1 (Lec 2/Lab 1)  P: CEL 104 or EL 104 or ET 104 | CEL 133 and ET 133 are cross listed with EL 133, reviewed at the 9/7/2017 meeting. |
| Committee Action: |  | | |

**Consent Agenda:**

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| **Proposal Type** | **Prefix & Number** | **Course/Program Title (units)** | **Comments** |
| Course Review | AG 151 | Winery Equipment (Lec 2)  Prerequisite: Completion of or concurrent enrollment in AG 101 |  |
| Course Review | ART/GRPH 108 | Design 1 on the Computer (Lec 2/Lab 1)  Modifications: Change in TOP code, SAM code, and grading method from P/NP to letter grade or P/NP, methods of evaluation, and text and materials. | Align ART 108 with GRPH 108 approved spring 2017. |
| Course Review | CEL/EL/ET 128 | Introduction to Renewable Energy (Lec 2/Lab 1)  Modifications include changes in grading method from letter grade or P/NP to letter grade only, assignments, methods of evaluation, and text and materials.  Prerequisite: CEL 104, EL 104, or ET 104 |  |
| Course Review | CEL/ET 162 | Fluid Power and Control | Align CEL and ET 162 with EL 162 approved fall 2016. |
| Course Review  Textbook Change | DA 310 | Exploring Career Opportunities (Lec 1)  LOE: Admittance to Dental Assisting program |  |
| Course Review | EL 125 | Digital Devices and Circuits (Lec 3)  Prerequisite: EL 118 and EL 119  Modifications include requisites, assignments, and textbook. |  |
| Course Review | ET 100 | Computer Aided Drafting and Design (Lec 2/Lab 1)  Modifications include changes in discipline placement, grading method from P/NP to Letter grade or P/NP, course objectives, assignments, and methods of evaluation, and text. |  |
| Course Review | ET 145 | Advanced Engineering Drawing (Lec 2/Lab 1)  Prerequisite: ET 140 | Rationale: Course update.  Modifications include assignments, methods of evaluation, and text. |
| Course Drop | FCS 360 | Fashion Design /Construction Lab (Lab 1) | Impact: None |
| Course Drop | FCS 361 | Fashion Design /Construction Lab (Lab 0.5) | Impact: None |
| Course Drop | FSN 127 | Supervised Field Experience – Food Services (Lec 1/Lab 1.5)  Rationale: Due to changes in federal regulations regarding long-term care facilities, the Dietary Service Certificate program is obsolete. FSN 127 is one of the capstone courses for this certificate, and it will no longer be offered. | Impact:  Certificate of Achievement Culinary Arts and Management: Dietetic Service Supervision |
| Course Drop | FSN 128 | Supervised Field Experience – Dietetics  Rationale: Due to changes in federal regulations regarding long-term care facilities, the Dietary Service Certificate program is obsolete. FSN 128 is one of the capstone courses for this certificate, and it will no longer be offered | Impact:  Certificate of Achievement Culinary Arts and Management: Dietetic Service Supervision |
| Course Drop | FT 322 | Fire Prevention 1A  Rationale: State Fire Training has retired the course. | Impact:  AS Fire Technology  Certificate of Achievement Fire Technology |
| Course Review | SPCH 189 | Independent Projects in Speech (Lab 1-3) |  |

**First Reading:**

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| **Proposal Type** | **Prefix & Number** | **Course/Program Title (units)** | **Comments** |
| Deactivate Program | | Culinary Arts and Management: Dietetic Service Supervision | Rationale: This program is being discontinued due to changes in federal regulation of long-term care facilities. |
| New Course Proposal | DA 320 | DA 320 DA Practicum in the Community  (Lab 1)  Prerequisite  Admittance to the Dental Assisting program |  |
| Justification:  The course provides extended opportunities for the dental assisting students to participate in community and public health settings. The current course, DA 329 poses barriers for students to complete the requirements of the Dental Board due to time restraints. The new course would alleviate the time constraints and offer opportunities to participate, volunteer, and fully engage in various dental public clinics to prevent tooth decay and promote dental care and health among children in underserved communities.  The course will be part of the dental assisting program, which continues to have a full enrollment. The course is part of the 240-hours clinical practicum requirement. The course was part of another DA course, DA 329 Dental Assisting Practicum. | | | |
| Course Review | DA 325 | Clinical Dental Procedures (Lec 2/Lab 1)  LOE: Admittance to Dental Assisting program  Rationale: The course is being reviewed as part of a regularly scheduled course review cycle and it is to reconcile course outline with the course offering. Also, the SLOs have been modified.  Modifications include course objectives and student learning outcomes, assignments, and methods of evaluation. |  |
| Major Modifications/Course Review for ECS 101, ECS 102, and ECS 104. The course modifications serve the purpose of implementing the required revisions to the California Community Colleges ECE Curriculum Alignment Project (CAP, 2015) and because of course review. The modifications include changes in the course objectives. student learning outcomes, assignments, methods of evaluation and textbook. | | | |
| Major Modification  DL update. | ECS 101 | Child, Family, and Community (Lec 3)  Advisory: ENGL 513  DL: Yes |  |
| Major Modification | ECS 102 | Child Health, Safety, & Nutrition (Lec 3)  Advisory: ENGL 514 |  |
| Major Modification | ECS 104 | Principles and Practices of Teaching Young Children (Lec 3)  Advisory: ENGL 513 |  |
| Agency Mandate /  Major Modification | ECS 115 | Care and Education for Infants and Toddlers (Lec 3)  Advisory: ECS 151 and ENGL 513  Modifications include catalog description, course title from Child Growth and Development to Infant and Toddler Development, new requisites, student learning outcomes, course objectives, and text. | Attached Files: CA Community Colleges ECE/CD CAP Expansion and SOI CAP Expansion. |
| Course Review  DL Update | ECS 122 | Positive Child Guidance (Lec 3)  Advisory: ENGL 513  Modifications include changes in the course objectives and student learning outcomes, assignments, methods of evaluation, textbook, and DL update. |  |
| Program Modification | | Fashion Studies - Associate in Science  Total: 18 units  Modification: Increased total units from 17 to 18. | Rationale: Updated curriculum to industry standards and current textbooks and to include the modified courses (FASH). |
| Program Modification | | Recreation Management - Associate in Science  Total: 21. (Core units 15 + Selected units 6) |  |
| Recreation Management - Certificate of Achievement  Total: 21. (Core units 15 + Selected units 6) |
| With REC 109 (Outdoor & Adventure Recreation) having recently been approved as a new course offering, we are adding REC 109 to the selected units list of courses for this program.  The Recreation Major Advisory Committee has recommended that a class in Outdoor and Adventure Recreation be added to the curriculum. This recommendation is based on the observation and opinions of the committee members who are professionals in the local recreation industry. They have noted the increase in students pursuing a concentration in Recreation and Adventure Tourism within the Recreation majors at Cal State universities.  Also, BUS 102 (Marketing) is being added to the selected units list of courses. BUS 102 is currently included for this program in the 2016-17 catalog. BUS 102 was not initially included in the data entry process when the college first transitioned to CNET. This modification is a correction. These are the only two modifications being proposed. | | | |
| **Noncredit Course Modifications.** These courses were reviewed and brought up-to-date with current technology levels. The modifications include changes in semester offerings, credit hours, course objectives student learning outcomes, catalog description, methods of evaluation. | | | |
| Modification  Noncredit Course | VOCE 7100 | Computers and You: Level 1  Credit Hours: 32-36  LOE: TEEN Y | These courses are in the Certificate of Completion Beginning Computer Skills Career Development |
| Modification  Noncredit Course | VOCE 7101 | Computers and You: Level 2  Credit Hour: 32-36  LOE: TEEN Y |
| Modification  Noncredit Course | VOCE 7105 | Intro to Microsoft Word  Credit Hour: 32-36  LOE: TEEN Y | These courses are in the Certificate of Completion Microsoft Office Basics Career Development |
| Modification  Noncredit Course | VOCE 7107 | Intro to Microsoft Excel  Credit Hour: 32-36  LOE: TEEN Y |
| Modification  Noncredit Course | VOCE 7108 | Computer Skills Lab  Credit Hours: 48 | The course is a part of  Certificate of Completion Beginning Computer Skills Career Development and  Certificate of Completion Microsoft Office Basics Career Development |
| **VOCE 7300 and VOCE 7310:**  These courses are designed to meet the provisions of the Adult Ed Block Grant by expanding employment opportunities and meeting the community needs of creating more licensed childcare spaces in Northern Santa Barbara County. The demand was determined by input from community partners such as WALI and Children's Resource and Referral. | | | |
| NEW Noncredit Course | VOCE 7300 | Family Childcare Business  Credit Hour: 9-15  **Mission Alignment:** This course will provide students with basic skills to obtain immediate employment upon completion. Students who complete the program will be eligible to receive a family childcare license to operate their own business. Student will further be able to continue to take classes that will prepare them to transfer into the credit ECS program.  Plan: The course is part of the Certificate of Completion: Operating a Childcare Business. | |
| NEW Noncredit Course  *Re-submit on the new noncredit proposal type* | VOCE 7310 | History of Child Development  Credit Hours: 36-48  **Mission Alignment:** This course will provide students with basic skills and contextual knowledge to bridge into the credit Early Childhood Studies program.  Comment: Clarify Credit Hours calculation. | |
| **Discipline-specific Course Reviews:** These courses were reviewed. The modifications mainly included grading method change from letter grade or P/NP to P/NP. Prerequisites have been removed and assigned as prerequisites per agency mandate. | | | |
|  | WFTL 311 | Check-in Recorder/Status Recorder J-248 (Lec 0.5)  Advisory: WFT 302 |  |
|  | WFTL 312 | Ordering Manager J-252 (Lec 0.5)  Advisory: WFTO 329 |  |
|  | WFTL 313 | Receiving and Distribution Manager J-253 (Lec 0.5)  Advisory: WFTO 329 |  |
|  | WFTL 314 | Base/Camp Manager J-254 (Lec 2)  Advisory: WFTO 329 |  |
|  | WFTL 315 | Equipment Manager J-255 (Lec 1.5)  Advisory: WFTO 329 |  |
|  | WFTL 316 | Tool and Equipment Specialist J-256 (Lec 0.5)  Advisory: WFTO 310 |  |
|  | WFTL 317 | Incident Communications manager J-257 (Lec 1.5)  Advisory: WFTO 329 |  |
|  | WFTL 318 | Communications Equipment/ Procedures S-258 (Lec 2)  Advisory: WFTL 317 |  |
|  | WFTL 319 | Security Manager J-259 (Lec 0.5)  Advisory: WFTO 329 |  |
|  | WFTL 322 | Equipment Time Recorder J-262 (Lec 1)  Advisory: WFTO 329 |  |
|  | WFTL 323 | Claims Manager J-263 (Lec 1)  Advisory: WFTO 329 |  |
|  | WFTL 324 | Compensation for Injury Manager J-264 (Lec 1)  Advisory: WFTO 329 |  |
|  | WFTL 325 | Commissary Manager J-266 (Lec 1)  Advisory: WFTO 329 |  |
|  | WFTL 326 | Documentation Unit Leader J-342 (Lec 1)  Advisory: WFTO 329 |  |
|  | WFTL 327 | Situation Unit Leader J-346 (Lec 1)  Advisory: WFTO 315 and WFTO 329 |  |
|  | WFTL 328 | Demobilization Unit Leader J-347 (Lec 1)  Advisory: WFTO 329 |  |
|  | WFTL 329 | Resources Unit Leader J-348 (Lec 1.5)  Advisory: WFTO 329 and WFTO 334 |  |
|  | WFTL 330 | Facilities Unit Leader J-354 (Lec 2)  Advisory: WFTO 329 and WFTO 334 |  |
|  | WFTL 331 | Ground Support Unit Leader J-355 (Lec 0.5)  Advisory: WFTO 329 and WFTO 334 |  |
|  | WFTL 332 | Supply Unit Leader J-356 (Lec 2)  Advisory: WFTO 329 and WFTO 334 |  |
|  | WFTL 333 | Food Unit Leader J-357 (Lec 1.5)  Advisory: WFTO 329 and WFTO 334 |  |
|  | WFTL 334 | Communications Unit Leader J-358 (Lec 4)  Advisory: WFTO 329 and WFTO 334 and WFTL 318 |  |
|  | WFTL 335 | Medical Unit Leader J-359 (Lec 1.5)  Advisory: WFTO 329 and WFTO 334 |  |
|  | WFTL 336 | Cost Unit Leader J-362 (Lec 0.5)  Advisory: WFTO 329 and WFTO 334 |  |
|  | WFTL 337 | Compensation/Claims Unit Leader J-263 (Lec 1)  Advisory: WFTO 329 and WFTO 334 |  |
|  | WFTL 338 | Time Unit Leader J-365 (Lec 0.5)  Advisory: WFTO 329 and WFTO 334 | No changes. |
|  | WFTL 339 | Procurement Unit Leader J-368 (Lec 0.5)  Advisory: WFTO 329 and WFTO 334 |  |
|  | WFTL 340 | Planning Section Chief J-440 (Lec 1.5)  Advisory: WFT 304 and WFTO 329 and WFTO 334 |  |
|  | WFTL 341 | Logistics Section Chief J-450 (Lec 2)  Advisory: WFT 304 and WFTO 329 and WFTO 334 |  |
|  | WFTL 342 | Finance Section Chief S-460 (Lec 2)  Advisory: WFT 304 and WFTO 329 and WFTO 334 |  |

**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**

* 1. AP&P Representatives
  2. AP&P Vice Chair / TRC Chair
  3. AP&P Chair
  4. Administration
  5. Admissions and Records
  6. Counseling/Matriculation
  7. Articulation
  8. CurricUNET & Support

**Call for Future Agenda Items**

Curriculum Development Handbook

AP&P Evaluation Recommendations and Follow-up

**Call to Adjourn.**

**Next Meetings**:

TRC Meeting: Nov 23, 2017 (2:00 PM – 4:00 PM)

AP&P Committee Meeting: Nov 30, 2017 (2:00 PM – 4:00 PM)

Next Summary Report: Nov 30, 2017.

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

**DEACTIVATE PROGRAM**

**Title:** CULINARY ARTS AND MANAGEMENT: DIETETIC SERVICE SUPERVISION   
**Award Type:** Certificate of Achievement

N/A - Program is being discontinued.

**The graduate of the Certificate of Achievement in CULINARY ARTS AND MANAGEMENT: DIETETIC SERVICE SUPERVISION will:**

* Denote the variety of services and business variations existing in the catering and events management sector of the hospitality industry.
* Demonstrate competency in safe, sanitary and efficient production and service operations.
* Analyze and respond to differing business climates based on best accounting and forecasting practices.
* Demonstrate competency in oral, written and electronic communications.
* Supervise and train a diverse employee pool in best industry practices.
* Follow all the governmental laws and regulations pertaining to food and beverage operations.

### Program Requirements

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| **A total of 20 units is required for the certificate.** | | |
| **Required core courses (20 units)**  **Units:** 20 | | |
| CA120  or | Principles of Foods 1 | 4 |
| FCS120 | Principles of Foods 1 | 4 |
| CA124 | Sanitation, Safety, and Equipment | 3 |
| CA125 | Supervision and Training Techniques | 3 |
| CA126 | Food Production Cost, Control and Management | 3 |
| FCS109  or | Basic Nutrition for Health | 3 |
| FSN109 | Basic Nutrition for Health | 3 |
| FSN127 | Supervised Field Experience - Food Services | 2 |
| FSN128 | Supervised Field Experience - Dietetics | 2 |

### Total Program Units

**20**

**PROGRAM MODIFICATION**

**Title:** FASHION STUDIES   
**Award Type:** Associate in Science

The associate degree and certificate program in fashion studies prepares students to transfer to universities and technical schools of fashion and costume design and merchandising. Students integrate fashion principles, textile characteristics and personal style with marketing strategies to create and present projects and a portfolio tailored to their chosen career. Job opportunities include working with the design, production and merchandising of clothing with large manufacturers or small specialty businesses.

**The graduate of the Associate in Science in FASHION STUDIES will:**

* Integrate fashion principles with respect to industry changes and marketing strategies and present project.
* Apply design principles to fashion industry conditions to achieve personal style and present portfolio.
* Analyze textile characteristics for sensory appeal and present project.
* Apply clothing design principles to construct and present a fashion design.
* Differentiate historic fashion concepts with current design trends and present portfolio.

### Program Requirements

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| **A major of 18 units is required for the associate in science degree.   Required core courses (15 units):**  **Units:** 15 | | |
| FASH101 | Fashion Industry and Marketing | 3 |
| FASH102 | Fashion Design Analysis | 3 |
| FASH110 | Apparel Construction 1 | 3 |
| FASH103 | Textiles | 3 |
| FASH104 | Historic Fashion/Costume | 3 |
|  | | |
| **Plus a minimum of 3 units selected from the following:**  **Units:** 3 | | |
| ART110 | Design 1 | 3 |
| ART120 | Drawing 1 | 3 |
| BUS101 | Introduction to Business | 3 |
| BUS102 | Marketing | 3 |

### Total Program Units

**18**

**PROGRAM MODIFICATION**

**Title:** RECREATION MANAGEMENT   
**Award Type:** Associate in Science

The Associate Science degree in Recreation Management prepares students to either obtain middle level positions in the Recreation field or advance from entry-level positions in all areas of recreation. Students can also transfer to a four-year institution to pursue a baccalaureate degree in Recreation, Hospitality or Tourism Management.

**The graduate of the Associate in Science in RECREATION MANAGEMENT will:**

* Demonstrate knowledge of career opportunities in the Recreation fields and understand the differences between the public, private, nonprofit, therapeutic and commercial settings.
* Demonstrate and apply learned leadership skills in a team building classroom environment.
* Apply and practice the skills of event planning for organizing community events.
* Apply the principals and theories of sports management for municipal, commercial and nonprofit agencies.

### Program Requirements

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| **A major of 21 units is required for the associate of science degree.   Required core courses (15 units)**  **Units:** 15 | | |
| REC101 | Intro to Recreation Management | 3 |
| REC103 | Leadership in Recreation Services | 3 |
| REC105 | Program Planning for Recreation | 3 |
| REC107 | Recreational Sports Programming | 3 |
| CWE149 | Cooperative Work Experience OCCUPATIONAL | 3 |
| **Plus a minimum of 6 units selected from the following:**  **Units:** 6 | | |
| ATH104 | Care and Prevention of Athletic Injuries | 3 |
| EMS102 | First Aid & Safety | 3 |
| HED100 | Health and Wellness | 3 |
| SOC120 | Race and Ethnic Relations | 3 |
| SPCH102 | Small Group Communication | 3 |
| REC109 | Outdoor & Adventure Recreation | 3 |
| BUS102 | Marketing | 3 |

### Total Program Units **21**