

Academic Policy & Planning Committee Minutes

Meeting: Thursday November 17, 2016 in B-100 at 2:00 PM

VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.
 X Vice-Chair – David DeGroot
 X Applied Behavioral Sciences – Christine Bisson
 X 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
 X Student Representative – Allie Shea

NON-VOTING MEMBERS

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

OTHER

Past Chair – N/A
 Part-Time Faculty Union – Danielle Blanchard
 Guest: Blake English

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
 X 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

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 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 10, 2016.

Committee action: A motion was made to approve the minutes as posted. (M/S/P: R. Lennihan/D. Mitchem) Ayes: C. Bisson, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, and T. VanderMolen. Noes: 0. Abstain: D. Cain, L. Maxwell, and A. Shea.

Approval of the Agenda:

Agenda amendments: Include Sunset proposals for SPAN 110, AJ 305, AJ 306, AJ 307, and AJ 308.

Committee action: A motion was made to approve the agenda as amended. (M/S/P: K. Headtke/R. Lennihan) Ayes: C. Bisson, A. Cremarosa, L. Maxwell, D. Cain, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.

Consent Items: Course Review

Proposal Type	Prefix & Number	Course Title (Units)	Comments
Course Review	EMS 303	Paramedic Prep (Lec 2.5)	
Course Review	EMS 309	Pre-hospital Trauma Life Support (PHTL) (Lec 1)	
Course Review DL Update	EMS 319	Emergency Response to Terrorism (Lec 3) Not open to students who are enrolled in or have received credit for FT 319.	Cross-listed Course: FT 319
Course Review DL Update	FT 319	Emergency Response to Terrorism (Lec 3) Not open to students who are enrolled in or have received credit for EMS 319.	Cross-listed Course: EMS 319

Course Review	EMS 328	Wilderness/EMS Wilderness Travel (Lec 1.5) Repeat: 99	
Course Review DL Update	FT 341	Fire Hydraulics (Lec 3) Repeat: 99 P: California State Fire Training certification standards require candidate to have met educational requirements for Fire Fighter I prior to Company Officer (Level I and II) certification or equivalent. NOTE: Approval of enrollment eligibility is not a guarantee that state regulatory licensing authorities will also grant equivalency for licensure or employment purposes.	
Course Review	FT 362	Confined Space Rescue Technician (Lec 0.5/ Lab 0.5) P: California State Fire Training certification standards require candidate to have met educational requirements for Fire Fighter I prior to Company Officer (Level I and II) certification or equivalent. NOTE: Approval of enrollment eligibility is not a guarantee that state regulatory licensing authorities will also grant equivalency for licensure or employment purposes.	Lec 0.5 = 0.5 units Lab 2.0 = 0.5 units
Course Review DL Update	GEOG 101	Physical Geography (Lec 3) A: ENGL 514	
Course Review DL Update	GEOG 102	Human Geography (Lec 3) A: ENGL 514	
Course Review DL Update	GEOG 103	World Regional Geography (Lec 3) A: ENGL 513	AHC GE 2A AHC MCGS CSU GE Area D5: Geography IGETC Area 4E: Geography
Course Review	GEOG 105	Geography of California (Lec 3)	The proposal is withdrawn since the course does not exist.
Course Review	GEOG 110	Introduction to Meteorology (Lec 3) A: MATH 311	
Course Review DL Update	HIST 105	Western Civilization Since 1650 (Lec 3)	Cross-listed: HUM 105 AHC GE 3: Humanities CSU GE C2: Humanities IGETC 3B: Humanities
Course Review	HUM 105	Western Civilization Since 1650 (Lec 3)	Cross-listed: HIST 105 AHC GE 3: Humanities CSU GE C2: Humanities IGETC 3B: Humanities
Blake English addressed all the questions regarding these courses.			
Course Review DL Update	PD 100	Personal and Career Exploration (Lec 3)	CSU GE E: Lifelong Learning and Self-Development
Course Review	PD 115	Career Planning (Lec 1)	I: Blake English Delete "An internet-based career planning course" in the catalog description. The

			department wishes to offer the course on-site, as well. Delete "Internet use and distance learning" in Course Content.
Course Review and Update	PLGL 112	Corporations, Partnership, LLC (Lec 3)	
Committee action	A motion was made to adopt the above courses. (M/S/P: R. Lennihan/D. Mitchem) Ayes: C. Bisson, A. Cremarosa, L. Maxwell, D. Cain, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.		

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification DL Update	HUM 101	World Civilizations to 1600 (Lec 3)	No recommendations.
New Course	MT 306	Advanced Machining (Lec 1.5) A: MT 109	Rationale: Students in this course will learn advanced machining principles that are not available in MT 109, MT 110, MT 111, or MT 112. Recommendations: Clarify the title with regards to the proposed title as indicated in the program review as well as the intent of the course. Modify Catalog Description to provide more clarity regarding the nature of the course.
Committee action	A motion was made to accept the above courses for first readings. (M/S/P: R. Lennihan/D. Mitchem) Ayes: C. Bisson, A. Cremarosa, L. Maxwell, D. Cain, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.		

Second Reading

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	BUS 106	Small Business Management (Lec 3) A: BUS 101 DL: Current Approval	
Major Modification	BUS 111	Internet Marketing (Lec 3) DL: Current Approval	
Major Modification DL Conversion	ENGL 512	Writing Skills 2 (Lec 4/Lab 0.5) P: A recommended placement based on the START process or ENGL 511 A: READ 510 DL Course	Rationale: The addition of distance learning as an alternative mode of instruction serves a targeted population of students.
New Course	VOCE 7200	Digital Photos & the Computer Contact Hours: 8.00-12.00 Repeat: 99	
New Course	VOCE 7201B	Digital Photography Level 1 Contact Hours: 24.00-32.00 Repeat: 99	
New Course Major Modification Duplicated Proposal	VOCE 7202B	Digital Photography Level 2 Contact Hours: 24.00-32.00 Repeat: 99	
New Course	VOCE 7203B	Digital Photography Level 3	

		Contact Hours: 24.00-32.00 Repeat: 99	
New Course	VOCE 7205	Photography for Online Sales Contact Hours: 8.00-12.00 Repeat: 99	
New Course	VOCE 7206	Food Photography Contact Hours: 8.00-12.00 Repeat: 99	
New Course	WKPR 7005	Professional Workplace Skills Contact Hours: 36-48 Repeat: 99	
New Course	WKPR 7006	Practical Workplace Skills Contact Hours: 36-48 Repeat: 99	
New Course	WKPR 7007	Technical Workplace Skills Contact Hours: 36-48 Repeat: 99	
Program Modification		Administration of Justice Associate in Science for Transfer Total units: 60	
New Program Program Modification (?)		Advanced Noncredit ESL Certificate of Completion Non-Credit: 0 units	Include: "Noncredit" as part of the program title".
Program Modification		Basic Noncredit ESL Certificate of Completion Non-credit: 0 units	Include: "Noncredit" as part of the program title".
Minor Program Modification		Sports Medicine Associate in Science Total Units: 33-38	There were edits to the program language to clarify student options.
Committee action	<p>A motion was made to adopt the above courses and programs. (M/S/P: S. Bates/R. Lennihan) Ayes: C. Bisson, A. Cremarosa, L. Maxwell, D. Cain, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.</p> <p>A motion was made to accept the prerequisites, co-requisites, advisories, and limitation of enrollment. (M/S/P: D. Mitchem/Kathy H.) Ayes: C. Bisson, A. Cremarosa, L. Maxwell, D. Cain, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.</p> <p>A motion was made to adopt Distance Learning conversions. (M/S/P: Kathy H./A Sanders) Ayes: C. Bisson, A. Cremarosa, L. Maxwell, D. Cain, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.</p>		

Sunset Proposals. The courses are listed based on the order by which the courses were scanned.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
First Appearance			
Retain	BUS 366	Promoting a Small Business (Lec 0.5)	Rationale: This is a one-day, 0.5 unit, Saturday, Fast-track class. The Business Fast Track program was significantly reduced when enrollment/budgets were a challenge. Now that growth is encouraged and economically feasible, more FastTrack courses can be offered (as
Retain	BUS 382	Advertising & PR Strategies (Lec 0.5)	

			they had in the past). The department plans to add this class back into the rotation. Plans are to have each FastTrack class offered once per year or at least once every three semesters. COR: No revisions to the course outline.
Retain	ENTR 103	New Venture Laboratory (1-3)	Rationale: The course has been modified from lec/lab combo to lecture only. This should help with enrollment as student enrollment as the lab work is better suited to homework. Last semester offered: Fall 2015 Last semester taught: Fall 2014
Retain	PLGL 111	Tort Law for Paralegals (Lec 3)	I: Marie Comstock Rationale: The course will be offered Fall 2017 and once a year thereafter. The course outline will be modified.
Drop	RE 300	Real Estate Exam Prep	I: Marie Comstock
Drop	SPAN 110	Elementary Spanish Conversation (Lec 2)	I: Ana Gomez de Torres Last semester offered: Summer 2016 Last semester successfully taught: Fall 2009 Rationale: It is part of one of the certificates. Spanish Language Skills – Elementary level (Certificate of Accomplishment). Includes: Memo from Dean
Regarding SPAN 110, Andrea S. indicated that the department decided to drop the course after careful consideration of the enrollment projections. The sunset form would be modified to indicate the “drop” option with a department vote.			
Second Appearance			
Retain	BUS 356	Managing Organizations (Lec 0.5)	Rationale: This is a one-day, 0.5 unit, Saturday, Fast-track class. The Business Fast Track program was significantly reduced when enrollment/budgets were a challenge. Now that growth is encouraged and economically feasible, more FastTrack courses can be offered (as they had in the past). The department plans to add this class back into the rotation. Plans are to have each FastTrack class offered once per year or at least once every three semesters.
Retain	BUS 357	Management: Listening (Lec 0.5)	
Retain	BUS 361	Your Leadership Style (Lec 0.5)	
Retain	BUS 368	Online Auctions (Lec 0.5)	
Retain	BUS 374	Business Incorporation (Lec 0.5)	
Retain	BUS 376	Strategic Planning (Lec 0.5)	
Retain	BUS 381	Entering Global Markets (Lec 0.5)	
Retain	BUS 387	Executive Leadership: Series (Lec 3)	
Retain	BUS 389	Customer Service: Series (Lec 3)	
Retain	BUS 390	Business Entrepreneurship Law (Lec 3)	
Retain	BUS 392	Performance Evaluation (Lec 0.5)	
Retain	BUS 393	Business Report Writing (Lec 0.5)	
Drop	BUS 395	Business Incorporation (Lec 0.5)	

Retain	BUS 396	Performance Measurement (Lec 0.5)	Rationale: This is a one-day, 0.5 unit, Saturday, Fast-track class. The Business Fast Track program was significantly reduced when enrollment/budgets were a challenge. Now that growth is encouraged and economically feasible, more FastTrack courses can be offered (as they had in the past). The department plans to add this class back into the rotation. Plans are to have each FastTrack class offered once per year or at least once every three semesters.
Retain	BUS 397	Executive Leadership (Lec 0.5)	
Retain	BUS 398	Efficient Meetings (Lec 0.5)	
Retain	RE 306	Property Management (Lec 3)	Rationale: the upturn of the real estate market should allow the department to offer more real estate courses, including this one. The course is currently being modified.
Request to Drop a Course			
Drop	AJ 305	Police Patrol Procedures (3)	Rationale: The curriculum in these courses are specific to law enforcement training and is covered within the law enforcement program. There is an alternative course for the student. The department is unanimous in the decision.
Drop	AJ 306	Technical Police Report Writing (1.5)	
Drop	AJ 307	Narcotics Investigation (1.5)	
Drop	AJ 308	Drugs & Drug Dependency (1.5)	
Regarding these dropped AJ courses, Lydia M. pointed out that the loss of these courses would impact student options.			
Committee action	A motion was made to accept department rationales to retain or drop the above courses on the sunset list. (M/S/P: D. Mitchem/R. Lennihan) Ayes: C. Bisson, A. Cremarosa, L. Maxwell, D. Cain, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.		

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:

There were no issues regarding these proposals. In the interest of including these courses in the summary report, they were reviewed for second reading.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification DL Update	HUM 101	World Civilizations to 1600 (Lec 3)	
Committee action	A motion was made to adopt HUM 101. (M/S/P: D. Mitchem/R. Lennihan) Ayes: C. Bisson, A. Cremarosa, L. Maxwell, D. Cain, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.		

Action Item: BP/AP 4100 Graduation Requirements for Degrees and Certificates / Transfer of Credit and Course Waiver. Discussion: David D, in collaboration with Lydia M., reviewed and made recommendations regarding these BP/AP.

- The BP/AP was proposed to be split into BP/AP4100 and BP/AP (yet to be numbered) Transfer of Credit and Course Waiver.
- BP/AP 4100 has a legal language that includes the use of noncredit courses as part of awarding an associate degree. There were questions as to whether the language should be part of the policy if the college does not have a current mechanism to implement the use of the noncredit courses?
- In light of this language, the committee did not have any further action of the Board Policy.

Action Item: Integrating Course Review in the Curriculum Process. No committee action.

Action Item: Summary Report.

Committee action. A motion was made to accept the summary report. (M/S/P: K. Headtke/A. Sanders) Ayes: C. Bisson, A. Cremarosa, L. Maxwell, D. Cain, T. Webb, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.

Reports

- AP&P Representatives
- AP&P Vice Chair: The upcoming unit changes in MATH would have ripple effects on the various programs.
- AP&P Chair
- Administration
- Admissions and Records
- Counseling/Matriculation
- Articulation
- CurricUNET & Support

Call for Future Agenda Items:

Call to Adjourn.

Next Meetings:

TRC Meeting: Thursday, Dec 1, 2016, B-100, 2:00 – 4:00 PM

TRC Meeting: Thursday, Dec 8, 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>