

Academic Policy & Planning Committee Training Retreat Agenda

Wednesday, August 12, 2015

Morning Session: 9:00 am -12:15 pm

Afternoon Session: 1:30 - 4:00 pm

Location: Boardroom (B-100)

Professional Development Hours: 6 hours

AP&P Meetings, Including Training Retreats, Are Open To All

Topic	Time
Introduction and Welcome New Reps	9:00 a.m.
General Overview of AP&P Committee Functions and Getting the Committee ready for 2015-2016: <ul style="list-style-type: none"> • The 2015-2016 AP&P Calendar (with Q&A included) • Overview of the Proposal Submission, Review, and Approval Process • Important Aspects in Proposal Review <ul style="list-style-type: none"> ○ Justification/Need Statements ○ Program Proposals and Feasibility ○ Course Outline of Record - Meeting writing and reading requirements for rigor and intensity, assignments, units, etc. • Local Course Approval Standards: Review of course standards and criteria What is college level? Who determines? What is degree applicable and non-degree applicable? <p><i>Handouts: CO Units/Hours Worksheet, Title 5 Regulations</i></p>	9:10 a.m.
Updates: <ul style="list-style-type: none"> • Highlights from the 2015 ASCCC Curriculum Institute • CurricUnet Meta - It's Coming! • Chancellor's Office • Sunset List <p><i>Handouts: Sunset List and 1st Appearance Forms</i></p>	10:30 a.m.
VP of Academic Affairs, and deans join the meeting	11:00 a.m.
General Proposal Review Plan <ul style="list-style-type: none"> • CurricUnet Approval Processes <ul style="list-style-type: none"> ○ What is in our CNET queue? How will we review proposals? ○ AP&P Reps and CNET roles - How to help usher dept. proposals through the approval process ○ Streamlining the Process <p><i>Handouts: approval processes charts, CurricUnet Levels, sample workflows</i></p>	11:00 a.m.
Lunch	12:15 - 1:30 p.m.
<ul style="list-style-type: none"> • Prerequisites, Corequisites, and Advisories (PCAs) Training Training will cover the importance of PCA validation, when to use and the steps for steps for a rigorous content review alone; situations when Statistical Validation will be required; PCAs and disproportionate impact (DI) and what happens when DI is found. This session will also cover general aspects of the data used to establish Ps or Cs, where to get this data, who to contact, and how analyze it. This training will cover 	1:30 p.m.

Tableau dashboard on PCA validation.	
Developing the 2015-16 AP&P Goals <ul style="list-style-type: none"> • Review of the 2014-2015 Annual Committee Report • 2015-2016 AP&P Goals • Task Groups <i>Handouts: board policy list, 2015-16 goals sheet, 14-15 Annual Report</i>	3:00 p.m.
Call to Adjourn	4:00 p.m.

** There will be a MOU discussion once the retreat ends.

1st AP&P meeting: Thursday, August 27, 2015, from 2-4pm, in the Board Room (B-100)

Academic Policy & Planning Committee Agenda

Meeting: Thursday 27, 2015 – **G106A** – 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 Vice-Chair – Sofia Ramirez Gelpi
 Applied Social Sciences – Judith Dal Porto
 Business – Peggy Warrick
 Counseling – Lydia Maxwell
 English – Denise Cain
 Fine Arts – David Passage
 Kinesiology, Rec & Athletics – Sheri Bates
 Health Sciences – Larry Manalo

Industrial Technology – Robert Mabry
 Academic/Student Affairs – Sandra Bierdzinski
 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 – Joanna Davis

NON-VOTING MEMBERS

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

STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko
 Dean, Academic Affairs – David Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs –

Dean, Academic Affairs – Ardis Neilsen
 Dean, Matriculation/Counseling – Nohemy Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER:

Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union – vacant

Approval of Minutes

Approval of the Agenda

Curriculum Review – Action Items

Consent Items

Prefix & number	Course title (units)	Type of proposal	Action
BIOL 132	Marine Biology	Textbook/Materials Change Only	
BIOL 150	Cellular Biology	Textbook/Materials Change Only	
CBIS 101	Computer Concepts % Apps	Textbook/Materials Change Only	
CBIS 108	Networking and Administration	Textbook/Materials Change Only	
CBIS 141	Microsoft Excel-Comprehensive	Textbook/Materials Change Only	
CBIS 142	Microsoft Access-Comprehensive	Textbook/Materials Change Only	
CBIS 301	Computer Fundamentals 1	Textbook/Materials Change Only	
CBIS 321	Internet Business Applications	Textbook/Materials Change Only	
CBIS 371	Introduction to Excel	Textbook/Materials Change Only	
CBIS 372	Introduction to Access	Textbook/Materials Change Only	
CBIS 373	Introduction to Windows	Textbook/Materials Change Only	
ECS 100	Child Growth and Development	Textbook/Materials Change Only	
MATH 123	Elementary Statistics	Textbook/Materials Change Only	
MATH 131	College Algebra	Textbook/Materials Change Only	
MATH 182	Calculus 2	Textbook/Materials Change Only	
NURS 300	CAN/Acute Care Aide	Textbook/Materials Change Only	
THEA 198E	Glass Menagerie/Shrek	New Topic	

THEA 198F	Reportory of Sense & Sensibility & In the Heights	New Topic	
THEA 198G	Exploration of Sense and Sensibility and Trying	New Topic	
THEA 199 F	Reportory of Sense and Sensibility and In the Heights	New Topic	
THEA 199 G	Exploration of Sense and Sensibility and Trying	New Topic	
THEA 199 H	Reportory of Trying and Gidions Knot	New Topic	
THEA 199E	Reportory of The Glass Menagerie and Shrek	New Topic	

Course Proposals – 1st Reading

Prefix & number	Course title (units)	Type of proposal	Action
AB, ARCH, AT, EL, ET, MT, WLDT 370	SkillsUSA	Major Mod	
AG 124	Small Acreage Grapegrowing	New Course	
AG 130	Integrated Pest Management	Major Mod	
AG 304	Dessert Wine and Food Pairing	Major Mod	
AG 318	Advanced Winemaking	New Course	
AG 330	Harvest Boot Camp	New Course	
ANTH 102	Introduction to Cultural Anthropology	C-ID Course Mod	
ANTH 110	Biological Anthropology	C-ID Course Mod	
ART 121	Drawing 2	C-ID Course Mod	
BIOL 154	General Botany	C-ID Course Mod	
BIOL 155	General Zoology	C-ID Course Mod	
CS 161	Discrete Structures	Major Mod	
HIST 101	World Civilizations to 1600	C-ID Course Mod	
HIST 102	World Civilizations Since 1500	C-ID Course Mod	
POLS 103	American Government	C-ID Course Mod	
POLS 106	California Government and Politics	New Course	
PSY 121	Social Psychology	C-ID Course Mod	
STEM 100	Success Strategies in Science, Technology, Engineering and Mathematics (STEM)	New Course	
STEM 140	Math & Science Teaching Careers	Major Mod	

Curriculum – Other

- **Sunset List**
- **1st Appearance Sunset List Proposals**

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

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration

- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, Sept 3, 2015, in B-100, starting at 2:00 p.m.

Minutes of AP&P Agendas can be found here: <http://www.hancockcollege.edu/app/meetings.php>

Academic Policy & Planning Committee Agenda

Meeting: Thursday September 3, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 Vice-Chair – Sofia Ramirez Gelpi
 Applied Social Sciences – Judith Dal Porto
 Business – Peggy Warrick
 Counseling – Lydia Maxwell
 English – Denise Cain
 Fine Arts – David Passage
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Industrial Technology – Robert Mabry
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 Mathematics Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

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

STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko
 Dean, Academic Affairs – David Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs –

Dean, Academic Affairs – Ardis Neilsen
 Dean, Matriculation/Counseling – Nohemy Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER:

Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union – vacant

Approval of Minutes

Approval of the Agenda

Curriculum Review – Action Items

Consent Items

Prefix & number	Course title (units)	Type of proposal	Action
ACCT 100	Accounting for Entrepreneurs (3)	Textbook/Materials Change Only	
ACCT 130	Financial Accounting (3)	Textbook/Materials Change Only	
ACCT 150	Introduction to Accounting Information Systems (3)	Textbook/Materials Change Only and Outcomes Change	
ACCT 160	Introduction Financial Statement Analysis (3)	Textbook/Materials Change Only	
ACCT 170	Introduction to Tax Accounting (3)	Textbook/Materials Change Only	
ACCT 327	Payroll Accounting (3)	Textbook/Materials Change Only	
ART 121	Drawing 2 (3)	C-ID Course Mod	
BIOL 154	General Botany (5)	C-ID Course Mod	
MA 305	Body Systems and Disease (3)	Textbook/Materials Change Only	
MA 350	MA Fundamentals (2)	Textbook/Materials Change Only	
MA 351	MA Clinical Procedures 1 (3)	Textbook/Materials Change Only	
MA 352	MA Administrative Procedures (4)	Textbook/Materials Change Only	

Course Proposals – 1st Reading

Prefix & number	Course title (units)	Type of proposal	Action
BIOL 155	General Zoology (5)	C-ID Course Mod	
CS 161	Discrete Structures (3)	Major Mod	
PSY 121	Social Psychology (3)	C-ID Course Mod	

STEM 100	Success Strategies in Science, Technology, Engineering and Mathematics (STEM) (1)	New Course	
STEM 140	Math & Science Teaching Careers (1)	Major Mod	

Curriculum – Other

- Units and Hours Calculation
- MATH 309
 - Competency Graduation Requirement
 - Title 5 (55063) GE and Competency Requirements (AHC GE Category 4B)
- Board Policy Work Groups
 - Articulation
 - Remedial Course Work
 - CTE Programs
 - Repeatable Courses

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- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, Sept 10, 2015, in B-100, starting at 2:00 p.m.

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Academic Policy & Planning Committee Agenda

Meeting: Thursday, September 10, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

Chair – Dave DeGroot
 Vice-Chair – Sofia Ramirez Gelpi
 Applied Social Sciences – Judith Dal Porto
 Business – Peggy Warrick
 Counseling – Lydia Maxwell
 English – Denise Cain
 Fine Arts – David Passage
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 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER:

Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union –
 Danielle Blanchard

Approval of Minutes

Meeting Minutes from August 27, 2015

Meeting Minutes from September 3, 2015

Approval of the Agenda

Curriculum Review – Consent Items

Consent Items – 2nd Reading (C-ID Modifications)

Prefix & number	Course title (units)	Type of proposal	Action
ART 121	Drawing 2 (3)	C-ID Course Mod	
BIOL 154	General Botany (5)	C-ID Course Mod	

Consent Items – 2nd Reading (New Topics Only)

Prefix & number	Course title (units)	Type of proposal	Action
THEA 198E	Glass Menagerie/Shrek	New Topic	
THEA 198F	Repertory of Sense & Sensibility & In the Heights	New Topic	
THEA 198G	Exploration of Sense and Sensibility and Trying	New Topic	
THEA 199 F	Repertory of Sense and Sensibility and In the Heights	New Topic	
THEA 199 G	Exploration of Sense and Sensibility and Trying	New Topic	
THEA 199 H	Repertory of Trying and Gidions Knot	New Topic	
THEA 199E	Repertory of The Glass Menagerie and Shrek	New Topic	

Consent Items – 2nd Reading (SLO Changes)

Prefix & number	Course title (units)	Type of proposal	Action
ACCT 150	Introduction to Accounting Information Systems (3)	SLO Outcomes Change	

Consent Items – 2nd Reading (Textbook Changes Only)

Prefix & number	Course title (units)	Type of proposal	Action
ACCT 100	Accounting for Entrepreneurs (3)	Textbook/Materials Change Only	
ACCT 130	Financial Accounting (3)	Textbook/Materials Change Only	
ACCT 160	Introduction Financial Statement Analysis (3)	Textbook/Materials Change Only	
ACCT 150	Introduction to Accounting Information Systems (3)	Textbook/Materials Change Only	
ACCT 170	Introduction to Tax Accounting (3)	Textbook/Materials Change Only	
ACCT 327	Payroll Accounting (3)	Textbook/Materials Change Only	
BIOL 132	Marine Biology	Textbook/Materials Change Only	
BIOL 150	Cellular Biology	Textbook/Materials Change Only	
CBIS 101	Computer Concepts % Apps	Textbook/Materials Change Only	
CBIS 108	Networking and Administration	Textbook/Materials Change Only	
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ECS 100	Child Growth and Development	Textbook/Materials Change Only	
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MATH 131	College Algebra	Textbook/Materials Change Only	
MATH 182	Calculus 2	Textbook/Materials Change Only	
NURS 300	CAN/Acute Care Aide	Textbook/Materials Change Only	

Curriculum Review – Action Items

Course Proposals – 2nd Reading (Major Mods)

Prefix & number	Course title (units)	Type of proposal	Action
AB, ARCH, AT, EL, ET, MT, WLDT 370	SkillsUSA	Major Mod	

Course Proposals – 2nd Reading (C-ID Proposals)

Prefix & number	Course title (units)	Type of proposal	Action
ANTH 102	Introduction to Cultural Anthropology	C-ID Course Mod	
ANTH 110	Biological Anthropology	C-ID Course Mod	
HIST 101	World Civilizations to 1600	C-ID Course Mod	
HIST 102	World Civilizations Since 1500	C-ID Course Mod	

Course Proposals – 1st Reading (Major Mods)

Prefix & number	Course title (units)	Type of proposal	Action
CBIS 330	Database Management Concepts (3)	Major Mod	
CWE 149	Cooperative Work Experience: Occupational (1-8)	Major Mod	
DRMA 128	Stage Makeup (3)	Major Mod to meet C-ID	
ENGL 108	Literary Arts Journal 2	Major Mod	
MATH 141	Precalculus	Major Mod to meet C-ID Alignment	
SOC 104	Social Science Research Methods	Major mod to meet C-ID Mod	

Course Proposals – 1st Reading (Distance Learning Conversion)

Prefix & number	Course title (units)	Type of proposal	Action
ENGL 140	Graphic Novel as Literature	DL	
SOC 104	Social Science Research Methods	DL	

Course Proposals – 1st Reading (Minor Modifications)

Prefix & number	Course title (units)	Type of proposal	Action
CHEM 120	Introductory Chemistry (4)	Minor Mod	

Curriculum – Other.

- Units and Hours, Part 2 – A continuation of training for the committee on this topic.
- Board Policies – Development of sub-groups to start work on the following BP/APs:
 - Associate Degree & GE (BP 4025) AP&P
 - High School and University Articulation (BP 4050) AP&P
 - Repeatable Courses (BP 4227) AP&P
- Technical Review Discussion - revisit the idea of a technical review committee
- Curricunet & Major Sheets – Discussion on the use of Curricunet to generate the major sheets used in Counseling.

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- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

Call for Future Agenda Items

Call to Adjourn

Next meeting: Thursday, Sept 17, 2015, in B-100, starting at 2:00 p.m.

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