

Academic Policy & Planning Committee Meeting Minutes

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

VOTING MEMBERS

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

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

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – George Railey
 Admissions – B. Wilcox, J. Hooghuis
 X Articulation – David DeGroot
 Community Education – vacant
OTHER
 Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union – vacant

STANDING INVITEES

X Dean, Academic Affairs – L. Nazarenko
 Dean, Academic Affairs – D. Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Academic Affairs – Ardis Neilsen
 Dean, Student Services – Robert Parisi

Dean, Matriculation/Counseling – N. Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

GUESTS

Jessica Scarffe
 Brian Stokes
 Gary Bierly
 Alfredo Koch

I. Approval of Minutes

A motion was made to approve the minutes of the April 30, 2015 meeting as distributed. (M/S/P Lennihan/Manalo).

Ayes: S. Ramirez-Gelpi; J. Dal Porto; P. Warrick; L. Maxwell; D. Cain; D. Passage; S/ Bates; L. Manalo; S. Bierdzinski; R. Lennihan; D. Mitchem; T. VanderMolen. **Noes:** 0. **Abstentions:** D. Cain; A. Sanders; K. Treur.

II. Approval of the Agenda

A motion was made to approve the agenda with amendments:

- a) Change the order of review of agribusiness proposals for when the initiator is present at 3 pm.
- b) Table 1st reading of STEM proposals for the September 3, 2015 AP&P meeting when the initiator is able to be present.

(M/S/P Lennihan/Mitchem). **Ayes:** S. Gelpi; J. Dal Porto; P. Warrick; L. Maxwell; D. Cain; D. Passage; S/ Bates; L. Manalo; S. Bierdzinski; R. Lennihan; D. Mitchem; T. VanderMolen; D. Cain; A. Sanders; K. Treur. **Noes:** 0.

Abstentions: 0.

III. Curriculum Review – Consent Items

Committee members may request that items on the consent agenda be pulled for full committee review and discussion. Such a request must be made during the approval of the agenda.

Type of Proposal	Course Prefix	Course Title
a) Textbook Change Only	BIOL 132	Marine Biology
	BIOL 150	Cellular Biology
	CBIS 101	Computer Concepts & Apps
	CBIS 108	Networking and Administration
	CBIS 141	Microsoft Excel-Comprehensive
	CBIS 142	Microsoft Access-Comprehensive
	CBIS 301	Computer Fundamentals 1
	CBIS 321	Internet Business Applications
	CBIS 371	Introduction to Excel
	CBIS 372	Introduction to Access
	CBIS 373	Introduction to Windows
	ECS 100	Child Growth and Development
	MATH 123	Elementary Statistics
	MATH 131	College Algebra
	MATH 182	Calculus 2
	NURS 300	CAN/Acute Care Aide

b) New Topics	THEA 198E	Glass Menagerie/Shrek
	THEA 198F	Repertory of Sense & Sensibility & In the Heights
	THEA 198G	Exploration of Sense and Sensibility and Trying
	THEA 199F	Repertory of Sense and Sensibility and In the Heights
	THEA 199G	Exploration of Sense and Sensibility and Trying
	THEA 199H	Repertory of Trying and Gidions Knot
	THEA 199E	Repertory of The Glass Menagerie and Shrek

c) Committee Action A motion was made to recommend consent agenda items for consideration. (M/S/P S. Bierzdinski/D. Mitchem) Ayes: S. Ramirez-Gelpi; J. Dal Porto; P. Warrick; L. Maxwell; D. Cain; D. Passage; S/ Bates; L. Manalo; S. Bierzdinski; R. Lennihan; D. Mitchem; T. VanderMolen; D. Cain; A. Sanders; K. Treur. Noes: 0 Abstentions: 0

IV. Course Proposals – 1st Reading

Initiators present: Jessica Scarffe, Brian Stokes, Gary Bierly, and Alfredo Koch.

Type of Proposal	Course Prefix	Course Title	
a) New Courses	AG 124	Small Acreage Grapegrowing	<p>Rationale: this course has been offered successfully as an experimental course, AG 179C.</p> <p>COMMITTEE RECOMMENDATIONS:</p> <ul style="list-style-type: none"> Consider the course as a 300-level course. This “practical operations course” does not include the criteria for a 100-level course (assignments, reading/writing) and there are no comparable CSU courses evidenced in the proposal. Attach enrollment data as the basis for enrollment projections; include advisory board meeting minutes if applicable.
	AG 318	Advanced Winemaking Prerequisite: AG 101 Limitation on enrollment: must be 18 years of age	<p>Rationale: This course is needed to cover more theory-related concepts that do not fit in the “introductory” course which covers basic winemaking explanations. This course has been offered successfully in spring 2011.</p> <p>COMMITTEE RECOMMENDATIONS:</p> <ul style="list-style-type: none"> Change the age limitation from 18 years of age to 21 years. Complete content review worksheet and attach in Curricunet. Include advisory board meeting minutes and/or other supporting data.
	AG 330	Harvest Boot Camp	<p>Rationale: This proposal is a result of a request from the Santa Barbara Vinter’s Association for a course that explains specific harvest issues.</p> <p>COMMITTEE RECOMMENDATIONS:</p> <ul style="list-style-type: none"> Attach supporting data/documentation, such as letter from Vintners Association and advisory board minutes.
b) New Courses	POLS 106	California Government and Politics	<p>Rationale: If the political science faculty choose to amend the current AHC AP Equivalency listing for U.S. Government and Politics, this course will provide an opportunity for students with a score of 3 or higher on</p>

the Advanced Placement U.S. Government and Politics examination to earn credit for POLS 103. It also would add depth and variety to current Political Science degrees as a selected units offering. COMMITTEE RECOMMENDATIONS:

- Complete and attach GE worksheets for GE if requesting this course for GE.
- Work with the articulation officer to research the use of U.S. Government and Politics AP exam to fulfill the U.S. History and American Institutions requirement for CSU GE and IGETC.
- Include data to support the enrollment projections.
- In course content correct the font to be consistent with other COR fields.

b) Major Mods	AG 130	Integrated Pest Management	Rationale: The course is being reviewed as part of course review process. COMMITTEE RECOMMENDATIONS: <ul style="list-style-type: none"> • remove permission from instructor language in the prerequisite
	AG 304	Dessert Wine and Food Pairing	Rationale: The course is being updated as part of course and program review. COMMITTEE RECOMMENDATIONS: <ul style="list-style-type: none"> • Remove the text entered in entrance skills as they are the same as the objectives.
	AB, ARCH, AT, EL, ET, MT, WLDT 370	Skills USA	Rationale: T The courses were previously approved using course number 350 which is already assigned to a previous course and therefore not an available course number; language is being modified for clarity; lab hours are being removed. These cross-listed course offerings are competition based courses which require enrolled students to participate in a vocational competition. COMMITTEE RECOMMENDATIONS: <ul style="list-style-type: none"> • Please confirm that the number of times the course can be repeated is one time as listed on the COR. • Confirm the discipline placement for the courses, should they be discipline specific?
c) C-ID Course Mods	ANTH 102	Introduction to Cultural Anthropology	Rationale: T he course is being modified to address CI-D recommended modifications. COMMITTEE RECOMMENDATIONS: none
	ANTH 110	Biological Anthropology	Rationale: The course is being modified to address CI-D recommended modifications. COMMITTEE RECOMMENDATIONS: none
	HIST 101	World Civilizations to 1600	Rationale: The course is being modified to address CI-D recommended modifications. COMMITTEE RECOMMENDATIONS: <ul style="list-style-type: none"> • Complete the modifications for the cross-listed course HUM 101.
	HIST 102	World Civilizations Since 1500	Rationale: the course is being modified to address CI-D recommended modifications.

COMMITTEE RECOMMENDATIONS:

- Complete the modifications for the cross-listed course HUM 102.

POLS 103 American Government

Rationale: The course is being modified to address C-ID recommended modifications.

COMMITTEE RECOMMENDATIONS:

- Update the distance learning information (instructor contact hours are missing).

d) COMMITTEE ACTION A motion was made to recommend 1st readings IV “a through c” above for consideration. (M/S/P Lennihan/Manalo). **Ayes:** S. Ramirez-Gelpi; J. Dal Porto; P. Warrick; L. Maxwell; D. Cain; D. Passage; S/ Bates; L. Manalo; S. Bierdzinski; R. Lennihan; D. Mitchem; T. VanderMolen; D. Cain; A. Sanders; K. Treur. **Noes:** 0 **Abstentions:** 0

e) COMMITTEE ACTION A motion was made to table 1st reading items IV “e” below (ART 121, BIOL 154, BIOL 155, CS 161, PSY 121, STEM 100, and STEM 140). (M/S/P S. Bierdzinski/D. Mitchem) **Ayes:** S. Ramirez-Gelpi; J. Dal Porto; P. Warrick; L. Maxwell; D. Cain; D. Passage; S/ Bates; L. Manalo; S. Bierdzinski; R. Lennihan; D. Mitchem; T. VanderMolen; D. Cain; A. Sanders; K. Treur. **Noes:** 0 **Abstentions:** 0

C-ID Course Mods	ART 121	Drawing 2	Table to 9/3
	BIOL 154	General Botany	Table to 9/3
	BIOL 155	General Zoology	Table to 9/3
	PSY 121	Social Psychology	Table to 9/3
Major Mods	CS 161	Discrete Structures	Table to 9/3
	STEM 140	Math & Science Teaching Careers	Table to 9/3
New Course	STEM 100	Success Strategies in Science, Technology, Engineering and Mathematics (STEM)	Table to 9/3

IV.V. Curriculum Other

- a) Sunset List – a review of the final 2015 sunset list
- b) 1st Appearance Sunset List Proposals

COURSE PREFIX	COURSE TITLE	RATIONALE TO RETAIN COURSE
ECS 133	Technology for Educators	Required course for ADT, AS
ART 127	Painting in Watercolor 1	plans to offer
ART 128	Landscape	plans to offer
ART 131	Portraits	plans to offer
ART 132	Painting in Watercolor 2	plans to offer
ART 146	Painting in Acrylics 3	part of 3 linked classes needed for skills improvement
DANC 138	Intermediate Hip/Hop	plans to offer in fall 2015
DANC 151	Clinic in Tap	plans to offer in spring 2016
DANC 153	Intermediate Tap	plans to offer in fall 2015
DANC 154	Pointe and Partnering Clinic	plans to offer in spring 2016
DANC 162	Clinic Jazz	included in summer 2015 schedule
DANC 164	Clinic in Modern Dance	included in summer 2015 schedule
DANC 167	Clinic in Intermediate Tap	scheduled for fall 2015 term 2
DANC 168	Clinic in Stretch	scheduled for summer 2015

DANC 172	Beginning Ballroom Dance	plans to offer in spring 2016
DANC174	Intermediate Ballroom	plans to offer in spring 2016
DANC 178	Intermediate Social Dance	plans to offer in spring 2016
FILM 112	Studio Production	plans to offer to course in new fine arts building
FILM 114	Local Programming	plans to offer course in new fine arts building
MUS 150	Instrumental Ensemble	scheduled as needed for smaller ensembles
MUS 151	Concert Band	plans to offer within the year
MUS 160	Music Business	valuable course - difficulty finding instructor

- c) **COMMITTEE ACTION** A motion was made to consider retaining courses 1st appearance on the Sunset List. (M/S/P Manalo/Mitchem) Ayes: S. Ramirez-Gelpi; J. Dal Porto; P. Warrick; L. Maxwell; D. Cain; D. Passage; S/ Bates; L. Manalo; S. Bierdzinski; R. Lennihan; D. Mitchem; T. VanderMolen; D. Cain; A. Sanders; K. Treur. Noes: 0 Abstentions: 0

VI. Public Remarks - None

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.

VII. Reports - None

VIII. Call for Future Agenda Items - Math 309 graduation requirement, Curricunet help

IX. Call to Adjourn – the meeting was adjourned at 4:00 pm

Next meeting: Thursday, Sept 3, 2015, in B-100, 2:00 - 4:00 p.m.

AP&P minutes and agendas can be found at on the AP&P Group Channel on myHancock

Academic Policy & Planning Committee Meeting Minutes

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

VOTING MEMBERS

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

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

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – George Railey
 XX Admissions – B. Wilcox, J. Hooghuis
 X Articulation – David DeGroot
 Community Education – vacant
OTHER
 Past Chair – Sofia Ramirez Gelpi
 Part-Time Faculty Union – Danielle Blanchard

STANDING INVITEES

Dean, Academic Affairs – L. Nazarenko
 X Dean, Academic Affairs – D. Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Academic Affairs – Ardis Neilsen
 Dean, Student Services – Robert Parisi

Dean, Matriculation/Counseling – N. Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

GUESTS

Liz West

I. Approval of Minutes

A motion was made to table the minutes of the August 27, 2015 meeting pending clarification of POLS 106 rationale statement. (M/S/P Sanders/Lennihan). Ayes: J. Dal Porto; L. Maxwell; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; A. Sanders; R. Lennihan; D. Mitchem; K. Treur; T. VanderMolen. Noes: 0. Abstentions: 0.

II. Approval of the Agenda

A motion was made to amend the agenda to add 2nd reading of consent agenda items. (M/S/P Manalo/Davis). Ayes: J. Dal Porto; L. Maxwell; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; A. Sanders; R. Lennihan; D. Mitchem; K. Treur; T. VanderMolen. Noes: 0. Abstentions: 0.

III. Curriculum Review – Action Items

a) Consent Items 1st Reading

Type of Proposal	Course Prefix	Course Title (Units)
Textbook/Materials Changes	ACCT 100	Accounting for Entrepreneurs (3)
	ACCT 130	Financial Accounting (3)
	ACCT 150	Introduction to Accounting Information Systems (3)
	ACCT 160	Introduction Financial Statement Analysis (3)
	ACCT 170	Introduction to Tax Accounting (3)
	ACCT 327	Payroll Accounting (3)
	MA 305	Body Systems and Disease (3)
	MA 350	MA Fundamentals (2)
	MA 351	MA Clinical Procedures 1 (3)
C-ID Course Mods	ART 121	Drawing 2 (3)
	BIOL 154	General Botany (5)
COMMITTEE ACTION	A motion was made to recommend consent agenda items for consideration. (M/S/P Mitchem/Lennihan). Ayes: J. Dal Porto; L. Maxwell; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; A. Sanders; R. Lennihan; D. Mitchem; K. Treur; T. VanderMolen. Noes: 0. Abstentions: 0.	

IV. Course Proposals – 1st Reading

Type of proposal	Course Prefix	Course title (units)	RECOMMENDATIONS
New Course	STEM 100	Success Strategies in Science, Technology, Engineering and Mathematics (STEM) (1)	Rationale: this course will serve STEM/MESA students to address academic success strategies specific to STEM majors and which is not provided in any other course. COMMITTEE RECOMMENDATIONS: Attach enrollment data to support the enrollment projections; include a comparable course(s).
Major Mods	CS 161	Discrete Structures (3)	Rationale: A mathematics discipline placement is being added; this course serves the needs of computer science and computer engineering majors that want a flexible offering of this course. COMMITTEE RECOMMENDATIONS: none
	STEM 140 (formerly EDUC 140)	Math & Science Teaching Careers (1) Advisory: ENGL 514 and MATH 311	Rationale: Formerly EDUC 140, the placement of this course from applied behavioral sciences is more appropriate for placement in mathematical sciences with a STEM prefix. The course is also taught by faculty in the mathematical sciences department. The applied behavioral sciences department also recommends it be moved; the advisory courses are changing from ENGL 101 and MATH 331 to ENGL 514 and MATH 311. COMMITTEE RECOMMENDATIONS: remove the extra wording in PCA section; update the textbook
C-ID Course Mod	BIOL 155	General Zoology (5) Prerequisite:	Rationale: the course is being modified to align with CID course descriptor. COMMITTEE RECOMMENDATIONS: add prerequisite Math 309; remove the extra wording in entrance skills; confirm the 2011 textbook is the current text being used.
	PSY 121	Social Psychology (3) Prerequisite: PSY 101 and ENGL 101 and MATH 123	Rationale: the course is being modified to align with CID course descriptor. COMMITTEE RECOMMENDATIONS: remove the Math 123 prerequisite;
COMMITTEE ACTION	A motion was made to recommend 1 st readings for consideration. (Maxwell /Manalo) Ayes: J. Dal Porto; L. Maxwell; D. Passage; S. Bates; L. Manalo; S. Bierdzinski; A. Sanders; R. Lennihan; D. Mitchem; K. Treur; T. VanderMolen. Noes: 0. Abstentions: R. Mabry; J. Davis.		

V. Curriculum – Other (action)

- Title 5 (55063) GE and Competency Requirements (AHC GE Category 4B)
MATH 309 and Math Competency Graduation Requirement

“Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary Algebra as a prerequisite, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified mathematics course. Satisfactory completion of a mathematics course at the level of Intermediate Algebra shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(ii) of this section”. 5CCR 55063

- Math 309 is comprised of both Math 311, Algebra I (Elementary Algebra) and Math 331, Algebra II (Intermediate Algebra).
- The course does not list the required elementary algebra course as a prerequisite.
- This course is “at the level” of intermediate algebra and has elementary algebra built in. Rather than removing content, the design of the course minimizes the amount of time spent on those topics which prepare students for calculus. More time is spent on content that prepares students for statistics such as linear modeling and exponentials.
- This course is designed for non-stem majors and will provide students with the math they need and use in everyday situations.
- This course will be a prerequisite for Math 123, Statistics and Math 100, Nature of Math
- STEM majors should not take this course.
- Will this course meet the nursing prerequisite as Math 331 does? Follow-up will be done by Larry Manalo.
- AP&P Committee statement: The committee encourages the creation of innovative and alternative courses to meet the needs of students and is committed to ensuring quality and compliant courses. Based on the content of Math 309, in which the required prerequisite of Elementary Algebra is incorporated into the course, the committee recommends that the graduation requirements be amended to include Math 309:

6. COMPETENCY IN READING, IN WRITTEN EXPRESSION, AND IN MATHEMATICS has been demonstrated.

Students will demonstrate competence in reading by completing the general education requirements (below).

Students will demonstrate competence in written expression by completing English 100 (grade C or higher) or English 101 (grade C or higher).

NOTE: Students who plan to transfer to a four-year institution should demonstrate competence in written expression by completing English 101 rather than English 100.

Students will demonstrate competence in mathematics by meeting any one of the following standards:

- A. Pass one of the following courses with a C or better: Math 309, Math 321, Math 331, Math 333/334, or any 100-level math course of at least three units.
- B. Receive a math placement recommendation for any 100-level math course based on the current Allan Hancock START process.

Committee action: a motion was made to recommend Math 309 as meeting the math competency graduation requirement. (M/S/P Maxwell/Mitchem) Ayes: J. Dal Porto; L. Maxwell; D. Passage; S. Bates; L. Manalo; R. Mabry; S. Bierdzinski; A. Sanders; R. Lennihan; D. Mitchem; K. Treur; T. VanderMolen. Noes: 0. Abstentions: 0.

- Board Policy Work Groups - tabled
 - Articulation
 - Remedial Course Work
 - CTE Programs
 - Repeatable Courses

VI. Public Remarks - none

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.

None

VII. Reports - none

VIII. Call for Future Agenda Items- Curricunet and the development of major sheets for counselors; Curricunet and the development of a technical review sub-group to assist with technical review of proposals; Curricunet and locking faculty out of screens (inability of faculty to edit screens until proposal is returned by AP&P Chair).

IX. Call to Adjourn - the meeting was adjourned at 4:00 pm

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

Academic Policy & Planning Committee Meeting Minutes

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

VOTING MEMBERS

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

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 X Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

Curriculum Specialist – R. Andres
 VP, Academic Affairs – George Railey
 Admissions & Records – J. 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, Academic Affairs – Ardis Neilsen
 Dean, Student Services – Robert Parisi

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
 PT Faculty - D. Blanchard

I. Approval of Minutes

A motion was made to approve the August 27, 2015 meeting minutes. (M/S/P Lennihan/ Mitchem) Ayes: L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem. Noes: 0. Abstentions: K. Treur, P. Warrick

A motion was made to approve the September 3, 2015 meeting minutes with a correction. (M/S/P Manalo/ Mitchem) Ayes: L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur. Noes: 0. Abstentions: P. Warrick

II. Approval of the Agenda

Chair requests removal of BIOL 154 off the consent section of the agenda and placed in the regular 2nd reading; Add to DL Conversion ENGL 108, MATH 141 and CBIS 330.

COMMITTEE ACTION: A motion was to approve the agenda with amendments. (M/S/P Lennihan/Mitchem). YES: L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, P. Warrick, K. Treur. Noes: 0 Abstentions: 0

III. Curriculum Review – Consent Items 2nd Reading

Consent Items – 2nd Reading

Type of proposal	Course Prefix	Course title (units)
C-ID Course Mod New Topics	ART 121	Drawing 2 (3)
	THEA 198E	Glass Menagerie/Shrek
	THEA 198F	Repertory of Sense & Sensibility & In the Heights
	THEA 198G	Exploration of Sense and Sensibility and Trying
	THEA 199 F	Repertory of Sense and Sensibility and In the Heights
	THEA 199 G	Exploration of Sense and Sensibility and Trying
	THEA 199 H	Repertory of Trying and Gidions Knot
	THEA 199E	Repertory of The Glass Menagerie and Shrek
	SLO Outcomes Change Textbook Changes Only	ACCT 150
ACCT 100		Accounting for Entrepreneurs (3)
ACCT 130		Financial Accounting (3)
ACCT 160		Introduction Financial Statement Analysis (3)
ACCT 150		Introduction to Accounting Information Systems (3)
ACCT 170		Introduction to Tax Accounting (3)
ACCT 327		Payroll Accounting (3)
BIOL 132		Marine Biology
BIOL 150		Cellular Biology
CBIS 101		Computer Concepts % Apps

CBIS 108	Networking and Administration
CBIS 141	Microsoft Excel-Comprehensive
CBIS 142	Microsoft Access-Comprehensive
CBIS 301	Computer Fundamentals 1
CBIS 321	Internet Business Applications
CBIS 371	Introduction to Excel
CBIS 372	Introduction to Access
CBIS 373	Introduction to Windows
ECS 100	Child Growth and Development
MA 305	Body Systems and Disease (3)
MA 350	MA Fundamentals (2)
MA 351	MA Clinical Procedures 1 (3)
MA 352	MA Administrative Procedures (4)
MATH 123	Elementary Statistics
MATH 131	College Algebra
MATH 182	Calculus 2
NURS 300	CAN/Acute Care Aide

COMMITTEE ACTION: A motion was made to recommend 2nd Reading Consent items for adoption. (M/S/P Lennihan/Mitchem). Yes: L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, P. Warrick, K. Treur. Noes: 0 Abstentions: 0

IV. Curriculum Review – Action Items

Course Proposals – 2nd Reading

Type of proposal	Prefix & number	Course title (units)	Rationale
Major Mod	AB, ARCH, AT, EL, ET, MT, WLDT 370	SkillsUSA	Rationale: The course is being modified to clarify language in catalog description and course content; the lab element is being removed. COMMITTEE RECOMMENDATIONS: Add info in the catalog description that prohibits students from enrolling in two of these courses at once. No concurrent enrollment language.
C-ID Course Mods	BIOL 154	General Botany (5) Prerequisites: BIOL 100 or 150 and MATH 309 or 331	Rationale: The course is being modified to align with transfer model curriculum - the prerequisite is being modified, and modifications are being made to course content, objectives, instruction and evaluation methods, textbook, and learning outcomes sections. COMMITTEE RECOMMENDATIONS: Add MATH 309 to BIOL 154. Currently MATH 331. Memo from MATH dept. on establishment of MATH 309 as a comparable prerequisite to MATH 331.
	ANTH 102	Introduction to Cultural Anthropology	Rationale: The course is being modified to align with transfer model curriculum - modifications are being made to course objectives and professional ethics is being added to course topics. COMMITTEE RECOMMENDATIONS: none

ANTH 110	Biological Anthropology Corequisites: ANTH 101 or completion of ANTH 101	Rationale: The course is being modified to align with transfer model curriculum - modifications are being made to the course content, objectives, evaluation methods, and textbook sections. COMMITTEE RECOMMENDATIONS: none
HIST/HUM 101	World Civilizations to 1600	Rationale: The course is being modified to align with transfer model curriculum - modifications are being made to course content, objectives, and instruction and evaluation methods, and textbook section. COMMITTEE RECOMMENDATIONS: Complete modifications and submit proposal for cross-listed course HUM 101.
HIST/HUM 102	World Civilizations Since 1500	Rationale: The course is being modified to align with transfer model curriculum - COMMITTEE RECOMMENDATIONS: Complete modifications and submit proposal for cross-listed course HUM 102.

COMMITTEE ACTIONS:

A motion was made to recommend AB/ARCH/AT/EL/ET/MT/WLDT 370 for adoption pending amendment to catalog description. (Maxwell/Manalo). Yes: L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierdzniski, A. Sanders, R. Lennihan, D. Mitchem, P. Warrick, K. Treur. Noes: 0 Abstentions: 0

A motion was made to recommend ANTH 102, 110, HIST/HUM 101, 102 for adoption. (M/S/P Manalo/Maxwell). Yes: L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierdzniski, A. Sanders, R. Lennihan, D. Mitchem, P. Warrick, K. Treur. Noes: 0 Abstentions: 0

A motion was made to recommend BIOL 154 with memo from department on establishment of MATH 309 as a prerequisite. (M/S/P Lennihan/Warrick). Yes: L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierdzniski, A. Sanders, R. Lennihan, D. Mitchem, P. Warrick, K. Treur. Noes: 0 Abstentions:

A motion was made recommend 2nd reading prerequisites and advisories for adoption. (M/S/P Manalo/Lennihan). Yes: L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierdzniski, A. Sanders, R. Lennihan, D. Mitchem, P. Warrick, K. Treur. Noes: 0 Abstentions:

A motion was made to approve content review of prerequisites. (Manalo/Lennihan) Yes: L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierdzniski, A. Sanders, R. Lennihan, D. Mitchem, P. Warrick, K. Treur. Noes: 0 Abstentions.

V. Course Proposals – 1st Reading

Type of proposal	Prefix & number	Course title (units)	Rationale
DL Request/ Major Mods	CBIS 330	Database Management Concepts (3) Advisories: CBIS 101, CBIS 142	Rationale: The course is being reviewed as part of course and program review. Modifying course to offer as distance learning. Offering the course as a distance learning course will

reach a wider group of students currently working in business information systems.

COMMITTEE RECOMMENDATION: include types of assignments; provide specific information on DL adjustments.

	ENGL 108	Literary Arts Journal 2	Rationale: This course is the second course in a two-part sequence, following ENGL 107, which has recently been approved by AP&P. Both courses needed to be updated to be current, as the CORS were outdated. The course is being proposed for distance learning modality. COMMITTEE RECOMMENDATIONS: clean-up the PCA language; remove the hanging "or" in the discipline field; remove language in #3 homework section referencing BB.
	CWE 149	Cooperative Work Experience: Occupational (1-8)	TABLED
CID/Major Mod	DRMA 128	Stage Makeup (3)	DISCUSSION: per J. Hooghuis, students could change the P/NP to a letter grade before the deadline, depending on the length of the course. COMMITTEE RECOMMENDATIONS: consider adding P/NP grading option; add lab activities in course content.
DL Request/ CID/ Major Mod	MATH 141	Precalculus Prerequisites: MATH 321 and MATH 331 or MATH 321 and MATH 333/334	Rationale: We are adding 1 unit and aligning the course description, content and objectives to match the CI-ID descriptor. We are also updating the textbook and modifying the SLOs. COMMITTEE RECOMMENDATIONS: none
DL Request/ CID/ Major Mod	SOC 104	Social Science Research Methods Prerequisite: SOC 101	Rationale: This course is being modified per CID recommendations: SOC 101 is being added as a prerequisite course; modifications to course content, objectives, and textbook section are being made; psychology discipline placement is being removed; the course is being proposed for distance learning. COMMITTEE RECOMMENDATION: consider math advisory

COMMITTEE ACTIONS:

A motion was made to table discussion of CWE 149 until the initiator could be present. (M/S/P Manalo/Sanders). Yes: L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierdniski, A. Sanders, R. Lennihan, D. Mitchem, P. Warrick, K. Treur. Noes: 0 Abstentions 0.

A motion was made to recommend 1st readings for consideration. (M/S/P Manalo/Warrick). Yes: L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierdniski, A. Sanders, R. Lennihan, D. Mitchem, P. Warrick, K. Treur. Noes: 0 Abstentions 0.

VI. Curriculum – Other Not discussed

- 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.

VII. Public Remarks - None

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.

VIII. Reports - None

IX. Call for Future Agenda Items

- X. Call to Adjourn** - The meeting was adjourned at 4:04 p.m.

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

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday September 17, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

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

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierzdzinski
 X Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 X VP, Academic Affairs – G. Railey
 X Admissions – J. Hooghuis
 Community Education – vacant

OTHER:

Part-Time Faculty Union – 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 – N. Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

GUESTS

Emily Smith
 Jody Derry

I. Approval of Minutes

A motion was made to table approval of the September 3, 2015 meeting minutes. (M/S/P Manalo/ Mitchem) Ayes: J. Dal Porto, P Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierzdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, Noes: 0. Abstentions: 0 (R. Mabry absent for this vote)

II. Approval of the Agenda

A motion was made to review / discuss CWE 149 ahead of other proposals on the agenda. (M/S/P Manalo/Passage) Ayes: J. Dal Porto, P Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierzdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur. Noes: 0. Abstentions: 0 (R. Mabry absent for this vote)

III. Consent Items - 2nd Reading

Proposal Type	Course Prefix	Course Title (units)	Rationale
C-ID Mod	POLS 103	American Government (3)	Rationale: The course is being modified to align with transfer model curriculum.
	PSY 121	Social Psychology (3) Prerequisite: PSY 101 and ENGL 101	Rationale: The course is being modified to align with transfer model curriculum; MATH 123 is also being removed as a prerequisite course.
Major Mods	AG 130	Integrated Pest Management for Grapes (4) Prerequisite: AG 102	Rationale: The course is being updated as part of program review.
	AG 304	Dessert Wine and Food Pairing (.5) Limitation on enrollment: must be 21 years of age or older	Rationale: The course is being updated as part of program review.
	CS 161	Discrete Structures (3) Prerequisite: MATH 181 and CS 111	Rationale: The discipline placement is being modified to include mathematics in addition to computer science.

COMMITTEE ACTION

A motion was made to recommend 2ND reading course modifications for adoption. (M/S/P Mitchem/Passage)) Ayes: J. Dal Porto, P Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierzdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur. Noes: 0. Abstentions: 0.

A motion was made to recommend adoption of the prerequisite courses as indicated. (M/S/P Manalo/Lennihan) Ayes: J. Dal Porto, P Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierdzniski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur,. Noes: 0. Abstentions: 0.

IV. 2nd Reading

Proposal Type	Course Prefix	Course Title (units)	Rationale
C-ID Mod	BIOL 155	General Zoology (5) Prerequisite: MATH 331 and BIOL 150	The course is being modified to align with transfer model curriculum.
COMMITTEE ACTION		A motion was made to recommend BIOL 155 modifications for adoption. (M/S/P Lennihan/Manalo) Ayes: J. Dal Porto, P Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzniski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur,. Noes: 0. Abstentions: 0.	
		A motion was made to recommend adoption of the prerequisite courses for BIOL 155 as indicated. (M/S/P Manalo/Lennihan) Ayes: J. Dal Porto, P Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzniski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur,. Noes: 0. Abstentions: 0.	

V. Consent Items – 1st Reading

DISCUSSION TABLED

Proposal Type	Prefix & Number	Course title (units)	Rationale
Course Drops	DRMA 118	Introduction to Technical Theatre Lab (1)	
	DRMA 123	Theatre Graphics (2)	
	DRMA 125	Properties Stagecraft (2)	
	DRMA 126	Script Analysis for Technicians (2)	
	DRMA 136	Design & Technology – Sets 1 (2)	
	DRMA 137	Design & Technology – Sets 2 (1)	
	DRMA 140	Design & Technology – Lights 1 (2)	
	DRMA 141	Design & Technology – Lights 2 (1)	
	DRMA 151	Design & Technology – Costumes 1 (2)	
	DRMA 152	Design & Technology – Costumes 2 (1)	
	DRMA 161	Design & Technology – Sound 1 (2)	
	DRMA 162	Design & Technology – Sound 2 (1)	
	DRMA 165	Scene Painting 1 (1)	
	DRMA 166	Scene Painting 2 (2)	
	DRMA 173	Project Development in Theatrical Design (1)	
	DRMA 175	Advanced Scenery Stagecraft (1)	
	DRMA 176	Advanced Properties Stagecraft (1)	
	DRMA 177	Scenography (2)	
	DRMA 178	Basic Competencies in Technical Theatre (6)	
	DRMA 401	Professional Theatre Dance Styles (2)	
	ECS 315	Discipline: Effective/Caring Approach (.5)	
	ESL 560	Crossroads Café 1 (3)	
	ESL 561	Crossroads Café 2 (3)	
	ESL 562	Connect with English 1 (3)	
	ESL 563	Connect with English 2 (3)	
	ESL 574	Interpersonal Speaking Skills (3)	
	PE 110	Techniques and Theory of Baseball (3)	
	PE 112	Techniques and Theory of Football (3)	

PE 114 Techniques and Theory of Softball (3)
 PE 131 Tai Chi for Health (1)
 COMMITTEE ACTION: A motion was made to table discussion of course drops pending review of proposal forms submitted clarification of AP&P Sunset Policy language. (M/S/P Mitchem/Lennihan) Ayes: J. Dal Porto, P Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdniski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur,. Noes: 0. Abstentions: 0.

VI. Curriculum Review – Action Items

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale
DL	ENGL 140	Graphic Novel as Literature Prerequisite: ENGL 101	Rationale: A request for distance learning modality is being proposed to provide students another option to enroll. COMMITTEE RECOMMENDATIONS: Please include specific information on the adjustments necessary for online assignments (how will the assignments be submitted when the course is taught online, etc.); provide a sample assignment in outside assignments; on the DL page include specific information on the adjustments to evaluation methods (how will quizzes and tests be done for online students?); include more language in the catalog description about the content of the course; remove the last sentence in the catalog description referring to units.
Major Mod	CWE 149	Cooperative Work Experience: Occupational (8)	Rationale: The course is being updated to be compliant. In order to promote student success the plan for this course is to allow a maximum of 4 units of CWE per semester versus the allowable 8 units - exceptions will be made on a case by case basis for students pursuing 5 or more units. COMMITTEE RECOMMENDATIONS: Remove “papers” in methods of evaluation as “writing requirements” is sufficient language; include the 16-unit maximum for CWE in limitation on enrollment; the discipline placement field may require a text box in order to enter the discipline placement for this course.
Minor Mod	CHEM 120	Introductory Chemistry (5) Prerequisite: MATH 311 or MATH 313/314	Rationale: The course outline is being updated to the newer course outline of record form. The Math prerequisite is not changing – there is a glitch in CNET which strikethroughs through MATH 313/314. COMMITTEE RECOMMENDATIONS: Clarify the grading option is being changed to letter grade only.
1st. Appearance on Sunset List	CEL/EL/ET 104	Introduction to Robotics & Mechatronics (3)	Rationale: The department wishes to retain the course because it is included in a degree program. COMMITTEE DISCUSSION: How are students completing this degree? Is it required in the core or selected units?

COMMITTEE ACTIONS: A motion was made to recommend 1st readings above for consideration. (M/S/P Mitchem/Lennihan) Ayes: J. Dal Porto, P Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzniski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur,

A motion was made to approve content review of prerequisites.. (M/S/P Manalo/Mitchem). Ayes: J. Dal Porto, P Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzniski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur,

A motion was made to consider the rationale for CEL/EL/ET 104. . (M/S/P Mitchem/Lennihan) Ayes: J. Dal Porto, P Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzniski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur

1st Appearance on the Sunset List cont.

NOT REVIEWED DUE TO TIME:

DA 331	Infection Control in Dentistry (.5)	Rationale: course is needed for licensure in infection control.
ECS 133	Technology for Educators (3)	Rationale: course is included in ECS degree programs
ENGL 100	Writing in Careers & Technical Fields (4)	Rationale: Non-English disciplines want course offered
ENGL 107	Literary Arts Journal 1 (3)	Rationale: modified in fall 2014
ENGL 108	Literary Arts Journal 2 (3)	Rationale: submitted for AP&P modification
ENGL 109	Applied Composition (1.5)	Rationale: Tutors need
ENGL 116	Writing Poetry (3)	Rationale: waiting on link status with ENGL 115
ENGL 132	Literature & Film (3)	Rationale: going through major mod for course review
ENGL 137	Children's Literature (3)	Rationale: course will be offered spring 2016
ENGL 139	Ideas of Difference in Literature (3)	Rationale: going through major mod for course review
ENGL 144	Ancient Literature (3)	Rationale: course will be offered in fall 2016
ENGL 148	Hispanic Literature in Translation (3)	Rationale: AP&P approved modification in spring 2015

VII. Curriculum – Other (Action Items) – Not discussed due to time.

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

VIII. Public Remarks - None

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.

IX. Reports - None

X. Call for Future Agenda Items -

XI. Call to Adjourn – the meeting was adjourned at 4:05 p.m.

Next meeting: Thursday, Sept 24, 2015, in B-100, starting at 2:00 p.m.

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday September 24, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

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

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

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 X VP, Academic Affairs – G. Railey
 X Admissions & Records – B. Wilcox
 X Admissions & Records - J. Hooghuis
 X Articulation t
 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 – N. Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER

Part-Time Faculty Union – vacant
 Guests:
 Emily Smith

I. Approval of Minutes

A motion was made to approve the September 10, 2015 meeting minutes. (M/S/P Warrick/Manalo) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, A. Sanders, D. Mitchem, K. Treur, T. VanderMolen, J. Davis. Noes: 0. Abstentions: R.Lennihan

A motion was made to approve the September 17, 2015 meeting minutes. (M/S/P Warrick/Manalo) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, J. Davis. Noes: 0. Abstentions: D. Cain

II. Approval of the Agenda

A motion was made to amend the order of the agenda: I) Curriculum Other, II) all 2nd readings, III) summary report, IV) First Readings. (M/S/P Ramirez/Manalo). Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, J. Davis. Noes: 0. Abstentions: 0.

III. Curriculum Review – Consent Items

Consent Items – 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale
New Course	POLS 106	California Government and Politics (1)	Rationale: If the political science faculty choose to amend the current AHC AP Equivalency listing for U.S. Government and Politics, this course will provide an opportunity for students with a score of 3 or higher on the U.S. Government and Politics Advanced Placement Exam.
C-ID Major Mod	SOC 104	Social Science Research Methods (3) Prerequisite: SOC 101	Rationale: This course is being modified per CID recommendations: SOC 101 is being added as a prerequisite course; modifications to course content, objectives, and textbook section are being made; psychology discipline placement is being removed.
Major Mod	ENGL 108	Literary Arts Journal 2 (3) Prerequisite: ENGL 101	Rationale: This course is the second course in a two-part sequence, following ENGL 107,

which has recently been approved by AP&P. Both courses needed to be updated to be current, as the CORS were outdated

MATH 141 Precalculus (6)
Prerequisites: MATH 321 and MATH 331 or MATH 321 and MATH 333/334

Rationale: The course units are being increased from 5 units to 6; modifications to the course description, content and objectives are being made to align with the CI-D descriptor; textbook has changed and SLO's are being modified.

Request for DL ENGL 108 Literary Arts Journal 2 (3)
MATH 141 Precalculus (6)
SOC 104 Social Science Research Methods(3)

COMMITTEE ACTION: A motion was made to recommend, 2ND reading consent items for adoption. (M/S/P Maxwell/Mitchem) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, J. Davis. Noes: 0. Abstentions: 0.

A motion was made to recommend, 2ND reading requisites and advisories for adoption. (M/S/P Mitchem/Mitchem) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, J. Davis. Noes: 0. Abstentions: 0

Consent Items – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Course Drops	ECS 315	Discipline: Effective/Caring Approach (.5)	Drop
	ESL 560	Crossroads Café 1 (3)	Drop
	ESL 561	Crossroads Café 2 (3)	Drop
	ESL 562	Connect with English 1 (3)	Drop
	ESL 563	Connect with English 2 (3)	Drop
Course Sunset	DRMA 118	Introduction to Technical Theatre Lab (1)	Sunset
	DRMA 123	Theatre Graphics (2)	Sunset
	DRMA 125	Properties Stagecraft (2)	Sunset
	DRMA 126	Script Analysis for Technicians (2)	Sunset
	DRMA 136	Design & Technology – Sets 1 (2)	Sunset
	DRMA 137	Design & Technology – Sets 2 (1)	Sunset
	DRMA 140	Design & Technology – Lights 1 (2)	Sunset
	DRMA 141	Design & Technology – Lights 2 (1)	Sunset
	DRMA 151	Design & Technology – Costumes 1 (2)	Sunset
	DRMA 152	Design & Technology – Costumes 2 (1)	Sunset
	DRMA 161	Design & Technology – Sound 1 (2)	Sunset
	DRMA 162	Design & Technology – Sound 2 (1)	Sunset
	DRMA 165	Scene Painting 1 (1)	Sunset
	DRMA 166	Scene Painting 2 (2)	Sunset
	DRMA 173	Project Development in Theatrical Design (1)	Sunset
	DRMA 175	Advanced Scenery Stagecraft (1)	Sunset
	DRMA 176	Advanced Properties Stagecraft (1)	Sunset
	DRMA 177	Scenography (2)	Sunset
	DRMA 178	Basic Competencies in Technical Theatre (6)	Sunset
	DRMA 401	Professional Theatre Dance Styles (2)	Sunset
ESL 574	Interpersonal Speaking Skills (3)	Sunset	
PE 110	Techniques and Theory of Baseball (3)	Sunset - No longer	

	PE 112	Techniques and Theory of Football (3)	offering Sunset - No longer offering
	PE 114	Techniques and Theory of Softball (3)	Sunset - No longer offering
	PE 131	Tai Chi for Health (1)	Sunset - No longer offering
Textbook Changes Only	ECS 105	Observation and Assessment (3)	
COMMITTEE ACTION	A motion was made to recommend 1 ST reading consent items for consideration. (M/S/P Warrick/Dal Porto) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdniski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, J. Davis. Noes: 0. Abstentions: 0.		

IV. Curriculum Review – Action Items

Course Proposals - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale
Major Mod	CBIS 330	Database Management Concepts (3) Advisories: CBIS 101, CBIS 142	Rationale: The course is being reviewed as part of course and program review.
Request for DL	CBIS 330	Database Management Concepts (3)	Rationale: Modifying course to offer as distance learning. Offering the course as a distance learning course will reach a wider group of students currently working in business information systems
COMMITTEE ACTION	A motion was made to recommend 2 nd readings for adoption. (M/S/P Maxwell/Manalo) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdniski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, J. Davis. Noes: 0. Abstentions: A. Sanders.		
	A motion was made to recommend advisories for adoption (M/S/P Manalo/Passage) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdniski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, J. Davis. Noes: 0. Abstentions: 0.		

Course Proposals 1st Reading - Not discussed due to time constraints.

Proposal Type	Prefix & Number	Course title (units)	Rationale
1 st Appearance on the Sunset List	DA 331	Infection Control in Dentistry (.5)	Licensure
	ECS 133	Technology for Educators (3)	Part of degrees
	ENGL 100	Writing in Careers & Technical Fields (4)	Non-English disciplines want course offered
	ENGL 107	Literary Arts Journal 1 (3)	AP&P approved F14 Modification
	ENGL 108	Literary Arts Journal 2 (3)	Going through AP&P Review F15
	ENGL 109	Applied Composition (1.5)	Tutors need
	ENGL 116	Writing Poetry (3)	Waiting on link status with ENGL 115 to ENGL 116

ENGL 132	Literature & Film (3)	Currently under major mod for course review of program review.
ENGL 137	Children's Literature (3)	Will be offered S16
ENGL 139	Ideas of Difference in Literature (3)	Currently under major mod for course review of program review.
ENGL 144	Ancient Literature (3)	Will be offered F16
ENGL 148	Hispanic Literature in Translation (3)	AP&P approved S15 Modification
GEOG 110	Introduction to Geography (3)	Hope to hire full time and offer regularly
SOC 122	Sociology of the Hispanic Culture (3)	Course will be core or elective for future Latino Studies program.
SOC 166	Cities and Urban Life (3)	Course will be core or elective for future Latino Studies program.

V. Curriculum – Other (Action Items)

Summary Report

Fashion Studies Certificate of Accomplishment Discussion

- The program was previously listed in the catalog as an AS degree and certificate of achievement.
- Effective with the 15-16 catalog, the program units went from 19 units to 17 units due to FCS 140 AB course listed incorrectly as 4 units. The course should have been listed as a non-repeatable course of 2 units: FCS 140, 2 units.
- The fashion studies program could not be listed as an associate degree or certificate of achievement because such programs are required to be at least 18 or more units. Listing the program as a degree program of 17 units is not compliant with Title 5 regulations.
- The program is currently listed as a certificate of accomplishment which does not require state submission for approval. There was no modification submitted for this catalog change.
- Per a 9/17/15 meeting the applied behavioral sciences department will submit modifications (split FCS 140AB into two courses) so that the original intent of the program is maintained. However, the program is currently taught by part-time faculty who is currently on leave.
- The department wishes to have the original program award designation (degree/certificate of achievement) re-established in a 15-16 catalog addendum so the program is aligned with the state inventory of programs. Listing the “recommended electives” as “selected units and requiring 2 units” would bring the program back to 19 units and maintain its degree status and provide some time to prepare proposals to modify FCS 140 appropriately.
- The committee recognizes that the program modification process has not been used and the modification to the change the language in the Fashion Studies program (elective units to selected units) cannot be implemented until a proposal is submitted.
- COMMITTEE RECOMMENDATIONS for FASHION STUDIES: instead of changing the elective courses to selected units (selected units means the units are included in the total program units) move FCS 131 from recommended electives to the required core courses or, add a business course to required core courses; submit the necessary course and program modification proposals.
- COMMITTEE RECOMMENDATIONS for SUMMARY REPORT: include the effective date/term for new and modified curriculum.

COMMITTEE ACTION on SUMMARY REPORT: motion was made to remove the FCS Fashion Studies program from the summary report until a program modification proposal is submitted. (M/S/P Manalo/Warrick)
Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S.

Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, J. Davis. Noes: 0. Abstentions: 0.

Drop vs Sunset Terms: there is a sense that drop means a course is dropped and never brought back, whereas sun-setting a course allows its return after being removed from the catalog.

Calendar Revision - not discussed

Board Policies – Development of sub-groups to start work on the following:

- College Level Course Work Sandra Bierdzinski, Rob Lennihan
- Associate Degree & GE (BP 4025) Lydia Maxwell, Rebecca Andres
- High School and University Articulation (BP 4050) Not an AP&P item
- Repeatable Courses (BP 4227) Rebecca Andres, Larissa Nazarenko, Janet Hooghuis
- PCAs Sofia Ramirez-Gelpi, Rebecca Andres, Peggy Warrick, Judith Dal Porto
- Program Vitality David Passage, (contact Michael Dempsey)
- Distance Learning Derek Mitchem, Larry Manalo, Sherry Bates (contact Fred Patrick)
- Learning Outcomes Rebecca Andres, Sofia Ramirez-Gelpi (contact Jennie Robertson)
- Evaluation of AP&P Committee Robert Mabry, Judith Dal Porto, Rebecca Andres
- Curriculum Development Handbook - when changes need to be made Peggy Warrick, Rebecca Andres
- Technical Review - revisit the idea of a technical review committee Larry Manalo, Lydia Maxwell, Dave DeGroot, Rebecca Andres
- Sunset Drop Policy - definition of terms Sherry Bates, Andrea Sanders
- Credit by Exam Janet Hooghuis, Lydia Maxwell
- Textbook Policy Sandra Bierdzinski, Judith Dal Porto, Andrea Sanders
- Grants and Curriculum Robert Mabry, Judith Dal Porto

Curricunet & Major Sheets Discussion on the use of Curricunet to generate the major sheets used in Counseling.

- Major sheets are used by counselors to advise students.
- Major sheets can be downloaded from CurricUnet and will be available online when the college moves to an online catalog.
- Joanna Davis, student rep, supported the need for the major sheets because they are also used by students to aid them in declaring a major. Having these sheets available in print is needed as there are students who either do not have access to online information, or have not acquired skills to access online information.
- Historically, the major sheets have been provided by academic affairs to the counseling department, however, the counseling department has not received them for the past few years.
- The curriculum specialist will provide counselors with the major sheets as they appear in the printed 2015-16 catalog.

VI. Information Only

Family Consumer Science: Fashion Studies Program Change – because of repeatability a course in the core was not repeatable, thus the associate degree dropped below 18 units. The program was 19 units with one course at 2 units repeatable one time. The degree was modified to add a Selective Units section requiring a minimum of 2 units to bring the degree back up to 19 units

VII. Public Remarks - None

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.

VIII. Reports - none

IX. Call for Future Agenda Items

x. **Call to Adjourn** - the meeting was adjourned at 4:00 p.m.

Next meeting: Thursday, Oct 1, 2015, in B-100, starting at 2:00 p.m.

FAMILY AND CONSUMER SCIENCES: FASHION STUDIES (A.S. & Certificate of Accomplishment)

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 certificate program 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.

A major of ~~17~~ 19 units is required for the degree and certificate

COURSE NUMBER	TITLE	UNITS
Required core courses (17 units):		
ART 110 or ART 108 or ART 120	Design 1	3
FCS 137	Fashion Industry and Marketing	3
FCS 138	Professional and Personal Apparel Selection	3
FCS 139	Textiles	3
FCS 140	Apparel Construction	2
FCS 144	Historic Fashion/Costume	3
Recommended electives: Plus a minimum of 2 units selected from the following:		
FCS 131	Life Management	3
FCS 199	Special Topics in Family and Consumer Science (related to Fashion Studies)	0.5-3

FAMILY AND CONSUMER SCIENCES: FASHION MERCHANDISING (Certificate of Accomplishment)

The certificate program in fashion merchandising prepares students for immediate employment and to transfer to universities and technical schools of fashion and costume design. 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 store buyer or manager, fashion consultant, fashion promotion and sales representatives.

The graduate of the certificate program in fashion merchandising 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 in class portfolio.
- Analyze textile characteristics for sensory appeal and present project.
- Differentiate historic fashion concepts with current design trends and display in portfolio.
- Apply all fashion merchandising principles in a work setting.

A total of 16 units is required for the certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (16 units):		
BUS 103	Advertising	3
FCS 137	Fashion Industry and Marketing	3
FCS 138	Professional and Personal Apparel Selection	3
FCS 139	Textiles	3
FCS 144	Historic Fashion/Costume	3
FCS 149	Cooperative Work Experience: Occupational (related to Fashion Merchandising)	1
Recommended electives:		
BUS 102	Marketing	3
BUS 377	Managing Service Quality	0.5
BUS 378	Effective Sales Methods	0.5
BUS 380	Marketing Strategies	0.5
CBIS 101	Computer Concepts and Applications	3
FCS 131	Life Management	3

FAMILY AND CONSUMER SCIENCES: INTERIOR DESIGN MERCHANDISING (A.S. & Certificate of Achievement)

The associate degree and certificate program in interior design merchandising prepares students to transfer to universities and technical schools of interior design and for immediate employment as specialty store salespersons, design product representatives or owners and managers of their own businesses. Students integrate design 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 store buyer or manager, interiors consultant, interiors promotion and sales representatives.

The graduate of the AS or certificate program in interior design merchandising will:

- Integrate fashion principles with respect to industry changes and marketing strategies and present project.
- Analyze textile characteristics for sensory appeal and present project.
- Create a portfolio and project using interior design elements and principles by selecting color and furniture combinations and placements which achieve the desired interior character and effect.
- Compare and contrast various types of window treatments, wall coverings, soft and hard surface floor coverings, paints, glass, metals, plastics, woods, fabrics and lighting fixtures. See business department for Business SLO's (BUS 102 103).

A major of 24 units is required for the associate in science degree and certificate.

COURSE NUMBER	TITLE	UNITS
Required core courses (18 units):		
BUS 102	Marketing	3
BUS 103	Advertising	3
FCS 137	Fashion Industry and Marketing	3
FCS 139	Textiles	3
FCS 170	Interior Design	3
FCS 171	Interior Design Materials	3
Plus a minimum of 6 units selected from the following:		
ART 110 or ART 108 ART 112 ART 113 ARCH 121 BUS 106	Design 1 Design 1 on the Computer Design Color Theory Three Dimensional Design Architectural Drawing 1 Small Business Management	3 3 3 4 3

AP&P AP&P Sub Groups – Local Policy Development

POLICY TYPE	PURPOSE/CHARGE OF THIS POLICY	LEADER AND GROUP MEMBERS	TIMELINES
Local policy on what constitutes college-level course work	Consistent guidelines/standards on what constitutes an appropriate 100-level COR are needed (i.e. statements on rigor, intensity, Reading/writing/critical thinking requirements, degree-applicable, etc.)	Group Leader: Sandra Bierdzinski	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE
Local Policy on the establishment and/or validation of PCAs.	Local policy/resource guide on how to establish/validate PCAs (i.e. when to use content review alone; when to use content review with statistical validation; analysis of the statistical data, etc.)	Group Leader: Sofia Ramirez Gelpi Armando Cortez	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with IRP</p>
Program Vitality Resource Guide	A resource guidebook with local policy that clearly articulates the parameters and procedures for review of programs under this BP/AP.	Group Leader: David Passage Sofia Ramirez Gelpi Possible: Michael Dempsey Cinthya Diaz	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE
Distance Learning Conversion Process	Local policy on the conversion of courses to DL in CNET that meets accreditation standards, evaluation of the process, and improvement of the process.	Group Leader: Derek Mitchem Larry Manalo Sherry Bates Possible: Fred Patrick	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with the DL Committee.</p>
Learning Outcomes in the	More than policy, a discussion needs to get started on the value/weight of	Group Leader:	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting -

COR	SLOs in course review and/or development. If SLO data could be used to modify courses and/or create new courses, then SLOs should be discussed at AP&P and used as one more review component to drive curriculum development.	Derek Mitchem Rebecca Andres Sofia Ramirez Gelpi Possible: Jennie Robertson	<ul style="list-style-type: none"> • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with LOAC-AA.</p>
Evaluation of the Curriculum Committee	Policy on how and when to evaluate the curriculum committee, including its structure and its efficiency.	Group Leader: Robert Mabry Judith Dal Porto Rebecca Andres	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE
Curriculum Development Handbook (CDH) Distribution	Policy on how to distribute the CDH upon update of local and/or state-related processes, including when to review the CDH for purposes of updating it.	Group Leader: Peggy Warrick Rebecca Andres	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE
Development of a Technical Review Committee	Our Curriculum Specialist needs assistance providing technical review to our hundreds of proposals. This sub-group of AP&P would be trained to critically look at specific technical components of a proposal. The policy would determine the make up of the group, roles and duties, and division of labor.	Group Leader: Larry Manalo Lydia Maxwell Dave DeGroot Rebecca Andres	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE
Sunset and Drop Policy	Definitions for course/program sunset and drop (if applicable) that align with current data (i.e. Tableau) and CMS are needed, including timelines, responsible parties, including policy	Group leader: Sherry Bates Andrea Sanders	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading)

	guidelines on how to reactivate a course and/or program when applicable. Once policy is in place, such policy can be programmed into CNET so these take place via CNET.		<ul style="list-style-type: none">• Presentation to ACADEMIC SENATE
--	---	--	---

AP&P Committee Sub Groups – Board/Administrative Policy Review/Development

POLICY TYPE	PURPOSE/CHARGE OF THIS POLICY	LEADER AND GROUP MEMBERS	TIMELINES
BP/AP 4220. Textbook Selection	Current BP/AP doesn't align with current processes and it needs to be revised accordingly.	Group Leader: Sofia* Sandra Bierdszinski Judith Dal Porto Andrea Sanders	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with the Bookstore</p>
BP/AP 4235. Credit by Examination	Colleges that offer such services to students should have a BP/AP in place. (See p. 44 of the college catalog)	Group Leader: Sofia* Janet Hooghuis Lydia Maxwell	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with the 3SP Committee</p>
BP/AP 4227. Repeatable Courses	Colleges need to identify the processes by which courses can be designated as repeatable. BP/AP required by Title 5 §55033.	Group Leader: Sofia* Rebecca Andres Larissa Nazarenko Janet Hooghuis	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE
BP/AP 4100. Minimum Requirements for the Associate Degree	Colleges need to identify the processes for the transfer of credit and course waiver. (See catalog pp. 29, 41)	Group Leader: Sofia*	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) –

			<ul style="list-style-type: none"> • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with the 3SP Committee</p>
BP/AP 4025. Philosophy and Criteria for Associate Degree and GE	Colleges need to have in place their philosophy and criteria for courses meeting an associate degree and GE. (See catalog pp. 59)	<p>Group Leader: Sofia*</p> <p>Lydia Maxwell Rebecca Andres</p>	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with the 3SP Committee</p>
BP/AP ???. Grants and Curriculum Development	Development of a BP/AP looking specifically at how curriculum connected to grant funding is to be reviewed to ensure compliance before grant proposal is submitted.	<p>Group Leader: Sofia*</p> <p>Robert Mabry Judith Dal Porto</p>	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with Grants Office (?)</p>

* AS Liaison - Ensures final policy version goes forward to Academic Senate.

Group Leader tasks: keep group on task, collect finalized policy version, possibly present at AP&P/Senate

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday October 1, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

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

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierzdzinski
 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
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – G. Bailey
 Admissions & Records – B. Wilcox
 X Admissions & Records - J. Hooghuis
 X Articulation D. DeGroot
 Community Education – vacant

OTHER

Part-Time Faculty Union – vacant

STANDING INVITEES

X Dean, Academic Affairs – L. Nazarenko
 Dean, Academic Affairs – D. Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs –

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

GUESTS

Emily Smith
 Susan Farley
 Jody Derry

I. Approval of Minutes

A motion was made to approve the September 24, 2015 meeting minutes with corrections. (M/S/P Mitchem/Warrick)
 Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierzdzinski, D. Mitchem, T. VanderMolen.. Noes: 0. Abstentions: R.Lennihan (Treur absent from vote)

II. Approval of the Agenda

A motion was made to amend the agenda to include the 2nd reading of the Curriculum Summary report. (M/S/P Mitchem/Warrick). Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierzdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0.

A motion was made to approve the agenda with corrections and re-order of the items listed to accommodate guests. (M/S/P /Manalo/Lennihan). Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierzdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0.

III. Curriculum Review – Consent Items

Consent Items - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale
C-ID Major Mod	DRMA 128	Stage Makeup (3)	This course is being modified to align with a C-ID course descriptor.
Request for DL	ENGL 140	Graphic Novel as Literature (3) Prerequisite: ENGL 101	Rationale: A request for distance learning modality is being proposed to provide students another option to enroll.
Drop	ECS 315	Discipline: Effective/Caring Approach (.5)	Rationale: The course is no longer being offered and the topics are embedded in other courses due to low enrollment in this course.
Drop	ESL 560	Crossroads Café 1 (3)	Rationale: This course is based on a 1991 video and is outdated. Students will have more conversation practices with new courses recently approved.
Drop	ESL 561	Crossroads Café 2 (3)	Rationale: This course is linked with ESL 560.
Drop	ESL 562	Connect with English 1 (3)	Rationale: This course is linked with ESL 561.

Drop	ESL 563	Connect with English 2 (3)	Rationale: This course is linked with ESL 562.
Sunset	DRMA 118	Introduction to Technical Theatre Lab (1)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 123	Theatre Graphics (2)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 125	Properties Stagecraft (2)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 126	Script Analysis for Technicians (2)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 136	Design & Technology – Sets 1 (2)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 137	Design & Technology – Sets 2 (1)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 140	Design & Technology – Lights 1 (2)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 141	Design & Technology – Lights 2 (1)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 151	Design & Technology – Costumes 1 (2)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 152	Design & Technology – Costumes 2 (1)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 161	Design & Technology – Sound 1 (2)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 162	Design & Technology – Sound 2 (1)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 165	Scene Painting 1 (1)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 166	Scene Painting 2 (2)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 173	Project Development in Theatrical Design (1)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 175	Advanced Scenery Stagecraft (1)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 176	Advanced Properties Stagecraft (1)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 177	Scenography (2)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 178	Basic Competencies in Technical Theatre (6)	Rationale: This course has been replaced in current curriculum.
Sunset	DRMA 401	Professional Theatre Dance Styles (2)	Rationale: This course has been replaced in current curriculum.
Sunset	ESL 574	Interpersonal Speaking Skills (3)	Rationale: New curriculum (ESL 542, 543, and 544) provide ample opportunity for students to practice interpersonal communication skills.
Sunset	PE 110	Techniques and Theory of Baseball (3)	Rationale: This course is no longer being offered.
Sunset	PE 112	Techniques and Theory of Football (3)	Rationale: This course is no longer being offered.
Sunset	PE 114	Techniques and Theory of Softball (3)	Rationale: This course is no longer being offered.
Sunset	PE 131	Tai Chi for Health (1)	Rationale: This course is no longer being offered.
COMMITTEE ACTION		A motion was made to recommend 2 nd readings for adoption. (M/S/P Mitchem/Lennihan) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry S. Bierdzniski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0	

Consent Items – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale
Drop	LATN 101	Elementary Latin (3)	There are no plans to offer this course.
Sunset	PE 161	Body-Ball Workout (1)	This course is no longer being offered.
Sunset	PE 165	Advanced Baseball (1)	This course is no longer being offered.
Sunset	PE 168	Touch Football (1)	This course is no longer being offered.
Sunset	PE 179	Circuit Weight Training Lab (1)	This course is no longer being offered.
Sunset	PEIA 160	Intercollegiate Tennis, Men (3)	This course is no longer being offered.
Sunset	PEIA 165	Intercollegiate Tennis, Women (3)	This course is no longer being offered.
Sunset	PEIA 175	Intercollegiate Golf, Women (3)	This course is no longer being offered.
Textbook Changes Only	CA 124	Sanitation, Safety, and Equipment (3)	This course is currently being updated as part of course and program review.
COMMITTEE ACTION		A motion was to recommend 1 st reading consent items for consideration. (M/S/P Mitchem/Lennihan). Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry S. Bierdzniski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0	

IV. Curriculum Review – Action Items

Course Proposals - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale
Major Mod	CWE 149	Cooperative Work Experience: Occupational	Rationale: The course is being modified to comply with regulations.
COMMITTEE ACTION		A motion was made to recommend 2 nd readings for adoption. (M/S/P Manalo/Lennihan) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry S. Bierdzniski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0	

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Agency Mandated Course Modification	ECS 115	Infant and Toddler Care and Education (3) Advisories: ECS 100 and ENGL 513	Rationale: The course outline is being updated to meet the standards for the Curriculum Alignment Project (CAP). The title of the course is being changed from Caring for Infants and Toddlers; modifications are being made to course content, objectives, and learning outcomes. COMMITTEE RECOMMENDATIONS: the proposal type should be changed to the major modification process; align methods of evaluation with assignments.
Major Course Mod	ECS 112	Introduction to Young Children with Special Needs (3) Prerequisite: ECS 100 Advisory: ENGL 513	Rationale: To meet requirements for participation in the Curriculum Alignment Project (CAP) and to update to current practices and language in the industry. The course title is changing from The

			<p>Preschool Child with Special Needs; modifications are being made to course content, objectives, evaluation and instruction methods, and learning outcomes; special education is being removed from discipline placement.</p> <p>COMMITTEE RECOMMENDATIONS: the proposal type should be changed to the major modification process; align methods of evaluation with assignments.</p>
	ECS 113	<p>Curriculum and Strategies for Children with Special Needs (3)</p> <p>Prerequisite: ECS 100 and ECS 112 Advisory: ECS 115 and ENGL 513</p>	<p>Rationale: To meet requirements for the Curriculum Alignment Project (CAP) and to provide instructional continuity and current information in the Early Childhood intervention and special needs courses. The title of the course is changing from Early Intervention: Infants and Toddlers; ECS 112 is being added as a prerequisite course; special education is being removed from discipline placement.</p> <p>COMMITTEE RECOMMENDATIONS: align methods of evaluation with assignments; remove the word "or" in the discipline placement.</p>
Major Course Modification	CBOT 305	Legal Office Procedures (3)	<p>Rationale: The course is being reviewed as part of course and program review. The prerequisite "ability to type 40 words per minute" is being removed; the textbook is also being updated.</p> <p>COMMITTEE RECOMMENDATIONS: revise language in course content; update DL sections; re-enter discipline placement.</p>
	CBOT 312	Keyboarding Speed and Development (1)	<p>Rationale: The course is being reviewed as part of course and program review. The course is being modified from a lab course to a lecture course, 3 lecture hours weekly; the units are increasing from 1 unit to 3 units; repeatability is being removed; letter grading option is being added; the prerequisite course, CBOT 100, is being changed to an advisory.</p> <p>COMMITTEE RECOMMENDATIONS: list the homework assignments for the course (2 hours of homework is required for every 1 hour in class); clarify evaluation methods; submit appropriate program modifications if applicable; update DL sections.</p>
	CWE 302	Cooperative Work Experience: General (1-6)	<p>Rationale: the course is being updated to comply with current regulations.</p> <p>COMMITTEE RECOMMENDATIONS: none</p>

	FRCH 101	Elementary French I (5)	Rationale: The lab hours are being removed. COMMITTEE RECOMMENDATIONS: update the catalog description to remove lab language.
	FRCH 102	Elementary French II (5) Prerequisite: FRCH 101 or 2 years of high school French	Rationale: The lab hours are being removed. COMMITTEE RECOMMENDATIONS: update the catalog description to remove the lab language; include the latest textbook edition.
	ITAL 101	Elementary Italian (5)	Rationale: Course is undergoing modification as part of its course review cycle; the TBA hour is being removed. COMMITTEE RECOMMENDATIONS:
	ITAL 102	Elementary Italian (5) Prerequisite: ITAL 101 or 2 years of high school Italian	Rationale: Course is undergoing modification as part of its course review cycle; the TBA hour is being removed. COMMITTEE RECOMMENDATIONS
New Course	ENGL 515	Accelerated Reading and Writing Skills (4.5)	Rationale: Statistics show that in schools with three levels of remediation (Hancock has four) only 7% of students who begin at the lowest level of basic skills ever complete transfer level English. This proposal includes data that shows that accelerated classes can significantly increase the number of students who begin in basic skills and successfully complete transfer level English. This type of accelerated program began at Chabot College and has a report on the overall effectiveness of acceleration done by an outside entity. COMMITTEE RECOMMENDATIONS: testing is recommended for ENGL and reading placement; work with the scheduling staff to ensure appropriate language is placed in Banner.
			A motion was made to recommend 1 st readings for consideration. (M/S/P Manalo/Mitchem). Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierdniski, R. Lennihan, D. Mitchem, R. Mabry, K. Treur, T. Vander Molen. Noes: 0. Abstentions: 0

Minor Course Modification	ITAL 103	Intermediate Italian (5)	Not reviewed due to time
	Read 310	Reading for College 3	Not reviewed due to time
	SPAN 101	Elementary Spanish I (5)	Not reviewed due to time
	SPAN 102	Elementary Spanish II (5)	Not reviewed due to time
	SPAN 103	Intermediate Spanish I (5)	Not reviewed due to time
	SPAN 104	Intermediate Spanish II (5)	Not reviewed due to time
	NURS 189	Independent Projects (1)	Not reviewed due to time
	DA 331	Infection Control in Dentistry (.5)	Not reviewed due to time

1 st Appearance per Sunset Policy	ECS 133	Technology for Educators (3)	Not reviewed due to time
	ENGL 100	Writing in Careers & Technical Fields (4)	Not reviewed due to time
	ENGL 107	Literary Arts Journal 1 (3)	Not reviewed due to time
	ENGL 108	Literary Arts Journal 2 (3)	Not reviewed due to time
	ENGL 109	Applied Composition (1.5)	Not reviewed due to time
	ENGL 116	Writing Poetry (3)	Not reviewed due to time
	ENGL 132	Literature & Film (3)	Not reviewed due to time
	ENGL 137	Children's Literature (3)	Not reviewed due to time
	ENGL 139	Ideas of Difference in Literature (3)	Not reviewed due to time
	ENGL 144	Ancient Literature (3)	Not reviewed due to time
	ENGL 148	Hispanic Literature in Translation (3)	Not reviewed due to time
	GEOG 110	Introduction to Geography (3)	Not reviewed due to time
	SOC 122	Sociology of the Hispanic Culture (3)	Not reviewed due to time
	SOC 166	Cities and Urban Life (3)	Not reviewed due to time

V. Curriculum – Other Action Items

- DL Review on all submissions & Guidelines
- Calendar Revision
- Units & Hours, Part 2 (Non Action)

A handout showing the formula calculating hours to units was distributed. The Chancellor's Office Hours to Units conversion chart was also distributed. The following was presented:

 - Chancellor's Office instructions state that the course outline of record is to include a single term length multiplier used for calculating units (currently, the term length used on the course outline of record is a range of 16-18 weeks).
 - The Chancellor's Office recommends that college's use the 18 week term to calculate units (Program and Course Approval Handbook, 2013, pages 80-83).
 - The academic affairs office is currently reviewing and comparing how using a 17 or 18 week term to calculate units/hours will impact scheduling hours and current unit calculations.
 - Preliminary reports from CurricUnet have identified some errors in the current calculations where "calculations overridden" have been used. In most of these cases, the errors are a result of entering incorrect weekly hours for courses that are less than, or more than 16 weeks. These are being corrected by entering the correct number of weekly hours based on 16-weeks and the overridden option is being changed to allow the system (CurricUnet) to calculate the correct number of units.
 - A second report will be more accurate and a specific term length multiplier (16, 17, or 18 week) can then be considered. Depending on the term to be used, a proposal to modify course hours or course units *may* be needed where corrections cannot be made (unit changes, total contact hours, total lecture or total lab hours).
- Curriculum Summary Report

A second draft of the summary of curriculum additions and modifications for the period August 27 – September 24, 2015 was reviewed.

COMMITTEE ACTION: A motion was made to approve the summary report of curriculum additions and modifications for the period August 27 – September 24, 2015. (M/S/P Manalo/Warrick). Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, S. Bierdniski, R. Lennihan, D. Mitchem, R. Mabry, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0

VI. Public Remarks - NONE

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.

VII. Reports – No reports were given due to time

VIII. Call for Future Agenda Items: mandated committee work

IX. Call to Adjourn – The meeting was adjourned at 4:08 p.m.

Next meeting: Thursday, Oct 8, 2015, in B-100, starting at 2:00 p.m.

Standard Formula for Calculating Units

To Calculate Units :

$$\frac{\text{Lecture Hours} + \text{Lab Hours} + \text{Homework Hours}}{54}$$

**54 is used for this example based on the recommendation from the Chancellor's Office that local districts use an 18 week semester as the basis for calculating hour to unit ratios on Course Outlines of Record. Likewise, . .*

Sample Calculation

Imagine that a course requires 72 hours of lecture, 54 hours of laboratory, and 144 hours of homework. Then the total number of units would be:

$$\frac{72 + 54 + 144}{54} = \frac{270}{54} = 5 \text{ units}$$



To: Board of Trustees		Date: October 13, 2015
From: Superintendent/President		
Subject: Academic Policy and Planning Committee Curriculum Summary		
Reason for Board Consideration: ACTION	Item Number:	Enclosures: Page 1 of 6

BACKGROUND:

The curriculum report for the period August 27 - September 24, 2015 is attached for consideration of the board of trustees. This report includes a summary of new and modified courses and programs being recommended for adoption.

FISCAL IMPACT:

New courses will be supported based on current budget allowances within the disciplines/departments either by reallocation of existing funds or cycling existing offerings to allow for the offering of new curriculum. Additionally, full-time faculty receives a stipend of \$250 per new course developed and \$150 per major course modification.

RECOMMENDATION:

Staff recommends that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee for the period.

Administrator Initiating Item: George Railey	Final Disposition:
---	--------------------

ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT

October 13, 2015

David DeGroot, Articulation Officer / Committee Chairperson

Sofía Ramírez-Gelpí, Vice-Chair

Judith Dal Porto, Applied Behavioral Sciences

Margaret Warrick, Business

Lydia Maxwell, Counseling

Denize Cain, English

David Passage, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Larry Manalo, Health Sciences

Robert Mabry, Industrial Technology

Andrea Sanders, Languages & Communication

Sandra Bierdzinski, Academic/Student Services

Robert Lennihan, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Kristy Treur, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Joanna Davis, ASBG Student Representative

Janet Hooghuis & Betsy Wilcox, Admissions & Records Representative (ex officio)

Non-Credit Education (vacant)

George Railey, Vice President, Academic Affairs (ex officio)

Rebecca Andres, Curriculum Specialist

Adopted by Board of Trustees: _____

President, Board of Trustees

Date

Allan Hancock Joint Community College District

NEW CREDIT COURSES RECOMMENDED FOR ADOPTION
Effective Pending Chancellor's Office approval

NEW: Special Topics

Course Prefix	Course Title	Units
THEA 198E	Glass Menagerie/Shrek	3
THEA 198F	Repertory of Sense & Sensibility & In the Heights	3
THEA 198G	Exploration of Sense and Sensibility and Trying	1
THEA 198H	Repertory of Sense and Sensibility and Trying	0.5-3
THEA 199E	Repertory of Glass Menagerie & Shrek	3
THEA 199 F	Repertory of Sense and Sensibility and In the Heights	3
THEA 199 G	Exploration of Sense and Sensibility and Trying	1
THEA 199 H	Repertory of Trying and Gidions Knot	1

MODIFICATIONS TO COURSES/PROGRAMS RECOMMENDED FOR ADOPTION
Effective 2016-17 (*and pending Chancellor's Office approval)

Major modifications to course content, course outline of record, or program listings are included in this section. Modifications include but are not limited to course/program units, hours, prerequisites, co-requisites, advisories, and enrollment limitations.

MODIFCATIONS MAJOR: Courses

Course prefix	Course Title	Units
AG 130	Integrated Pest Management for Grapes Prerequisite: AG 102 The course is being updated as part of program review.	4
AG 304	Dessert Wine and Food Pairing Limitation on enrollment: must be 21 years of age or older The course is being updated as part of program review; the prerequisite course, AG 303 is being removed.	0.5
AB/ ARCH/ AT/ EL/ ET/ MT/ WLDT 370	*Skills USA The course is being modified to clarify language in catalog description and course content; the lab element is being removed. The course is cross-listed with other industrial technology disciplines.	3
ANTH 102	Introduction to Cultural Anthropology The course is being modified to align with the CI-D course descriptor transfer model curriculum - modifications are being made to course objectives and professional ethics is being added to course topics.	3
ANTH 110	Biological Anthropology Corequisites: ANTH 101 or completion of ANTH 101	1

The course is being modified to align with transfer model curriculum - modifications are being made to the course content, objectives, evaluation methods, and textbook sections.

ART 121	Drawing 2 Prerequisite: ART 120 The course is being modified to align with CI-D course descriptor; course objectives and textbook section have been modified.	3
BIOL 154	General Botany Prerequisites: BIOL 100 or 150 and MATH 309 or 331 The course is being modified to align with the CI-D course descriptor; the prerequisite is being modified to include MATH 309; modifications are being made to course content, objectives, instruction and evaluation methods, textbook, and learning outcomes sections.	5
BIOL 155	General Zoology Prerequisite: MATH 331 and BIOL 150 The course is being modified to align with the CI-D course descriptor.	5
CBIS 330	Database Management Concepts Advisories: CBIS 101, CBIS 142 The course is being reviewed as part of course and program review. CBIS 142 is being added as an advisory course; addition of computer science to discipline placement; modifying course to offer as distance learning. Offering the course as a distance learning course will reach a wider group of students currently working in business information systems.	3
CS 161	Discrete Structures Prerequisite: MATH 181 and CS 111 The discipline placement is being modified to include mathematics in addition to computer science.	3
ENGL 108	Literary Arts Journal 2 Prerequisite: ENGL 101 The course is being updated to maintain currency; the lab hours are being removed; lecture hours are increasing from 2 weekly to 3 weekly lecture hours.	3
HIST/HUM 101	World Civilizations to 1600 The course is being modified to align with transfer model curriculum; modifications are being made to course content, objectives, and instruction and evaluation methods, and textbook section.	3
HIST/HUM 102	World Civilizations Since 1500 The course is being modified to align with transfer model curriculum	3

MATH 141	Precalculus Prerequisites: MATH 321 and MATH 331 or MATH 321 and MATH 333/334 The course is being modified to align with the CI-D course descriptor; modifications are being made to the course description, content and objectives; updating the textbook information and modifying the learning outcomes; the course units are changing from 5 units to 6 units.	6
POLS 103	American Government The course is being modified to align with transfer model curriculum.	3
PSY 121	Social Psychology Prerequisite: PSY 101 and ENGL 101 The course is being modified to align with transfer model curriculum; MATH 123 is also being removed as a prerequisite course.	3
SOC 104	Social Science Research Methods Prerequisite: SOC 101 This course is being modified per CID recommendations: SOC 101 is being added as a prerequisite course; modifications to course content, objectives, and textbook section are being made; psychology discipline placement is being removed.	3

COURSES RECOMMENDED FOR DISTANCE LEARNING

Effective: Spring 2016

Course Prefix	Course Title
SOC 104	Social Science Research Methods
MATH 141	Precalculus
ENGL 108	Literary Arts Journal 2
CBIS 330	Database Management Concepts

CONSENT AGENDA ITEMS

Effective Spring 2016

CONSENT AGENDA: Course SLO Changes

Course Prefix	Course Title
ACCT 150	Introduction to Accounting Information Systems (3)

CONSENT AGENDA: Textbook Changes

Course Prefix	Course Title
ACCT 100	Accounting for Entrepreneurs (3)

ACCT 130	Financial Accounting (3)
ACCT 160	Introduction Financial Statement Analysis (3)
ACCT 150	Introduction to Accounting Information Systems (3)
ACCT 170	Introduction to Tax Accounting (3)
ACCT 327	Payroll Accounting (3)
BIOL 132	Marine Biology (4)
BIOL 150	Cellular Biology (5)
CBIS 101	Computer Concepts % Apps (3)
CBIS 108	Networking and Administration (3)
CBIS 141	Microsoft Excel-Comprehensive (3)
CBIS 142	Microsoft Access-Comprehensive (3)
CBIS 301	Computer Fundamentals 1 (3)
CBIS 321	Internet Business Applications (3)
CBIS 371	Introduction to Excel (1)
CBIS 372	Introduction to Access (1)
CBIS 373	Introduction to Windows (1)
ECS 100	Child Growth and Development (3)
MA 305	Body Systems and Disease (3)
MA 350	MA Fundamentals (2)
MA 351	MA Clinical Procedures 1 (3)
MA 352	MA Administrative Procedures (4)
MATH 123	Elementary Statistics (4)
MATH 131	College Algebra (3)
MATH 182	Calculus 2 (5)
NURS 300	CNA/Acute Care Aide (16)

MISCELLANEOUS

Effective: 2016-17

The committee Academic Policy and Planning Committee encourages the creation of innovative and alternative courses to meet the needs of students and is committed to ensuring quality and compliant courses. The content of Math 309, Algebra and Math Literacy, already incorporates the required prerequisite of Elementary Algebra. Therefore, the committee recommends that the graduation requirements for competency in mathematics be amended to include Math 309:

6. COMPETENCY IN READING, IN WRITTEN EXPRESSION, AND IN MATHEMATICS has been demonstrated.

- Students will demonstrate competence in reading by completing the general education requirements (below).
- Students will demonstrate competence in written expression by completing English 100 (grade C or higher) or English 101 (grade C or higher).

NOTE: Students who plan to transfer to a four-year institution should demonstrate competence in written expression by completing English 101 rather than English 100.

- Students will demonstrate competence in mathematics by meeting any one of the following standards:
 - a) Pass one of the following courses with a C or better: Math 309, Math 321, Math 331, Math 333/334, or any 100-level math course of at least three units.
 - b) Receive a math placement recommendation for any 100-level math course based on the current Allan Hancock START process.

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday October 8, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

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

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematical Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 X Student Representative – Joanna Davis

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 X VP, Academic Affairs – G. Railey
 Admissions & Records – B. Wilcox
 X Admissions & Records - J. Hooghuis
 Articulation D. DeGroot
 Community Education – vacant
 Part-Time Faculty Union – vacant

STANDING INVITEES

X Dean, Academic Affairs – L. Nazarenko
 Dean, Academic Affairs – D. Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs –

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

GUESTS

Christine Reed
 Julie Knight
 Danielle Blanchard

I. Approval of Minutes

A motion was made to approve the minutes of the October 1, 2015 meeting with amendments. (M/S/P Manalo/Mitchem) Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, Noes: 0. Abstentions: 0. (J. Davis absent from vote)

II. Approval of the Agenda

A motion was made to approve the agenda as amended: change the order of the agenda items to accommodate initiators in attendance for 1st readings. (M/S/P Mitchem/Maxwell) Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, J. Davis. Noes: 0. Abstentions: 0

III. Curriculum Review – Consent Items

Consent Items - 2nd Reading

Proposal Type	Course Prefix	Course Title & Units	Rationale
Course Drop	LATN 101	Elementary Latin (3)	Not offered for the past few years.
Sunset	PE 161	Body-Ball Workout (1)	The department is no longer offering this course.
	PE 165	Advanced Baseball (1)	The department is no longer offering this course.
	PE 168	Touch Football (1)	The department is no longer offering this course.
	PE 179	Circuit Weight Training Lab (1)	The department is no longer offering this course.
	PEIA 160	Intercollegiate Tennis, Men (3)	The department is no longer offering this course.
	PEIA 165	Intercollegiate Tennis, Women (3)	The department is no longer offering this course.
	PEIA 175	Intercollegiate Golf, Women (3)	The department is no longer offering this course.
Textbook Change	CA 124	Sanitation, Safety, and Equipment (3)	The course is being reviewed as part of a regularly scheduled course review process.

COMMITTEE ACTION

A motion was made to recommend 2nd reading consent items to be sunsetted. (M/S/P Manalo/Warrick). Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, J. Davis. Noes: 0. Abstentions: 0

Consent Items – 1st Reading

Proposal Type	Course Prefix	Course Title & Units	Rationale
New Topic	ART 399C	Ceramic Spectrum (2)	Rationale: New topics are introduced which provide students the opportunity to pursue a particular topic or content not thoroughly covered in the regular curriculum.
	ART 399D	Airbrush for Ceramics (2)	

COMMITTEE RECOMMENDATIONS: Suggestion for the initiator to contact scheduling office to include a Banner schedule description more specific to the topic instead of the generic catalog description that is used for all special topic courses. In the past, the course outline of record included both a catalog description and a schedule

description. The student representative agreed that more information on course offerings is beneficial to students - feedback from ASBG regarding special topic schedule descriptions will be brought back to the committee.

COMMITTEE ACTION

A motion was made to recommend 1st reading proposals for consideration. (M/S/P Mitchem/Warrick).
 Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, J. Davis. Noes: 0. Abstentions: 0.

IV. Curriculum Review – Action Items

Course Proposals - 2nd Reading

Proposal Type	Course Prefix	Course Title & Units	Rationale
Major Mod	STEM 140	Math and Science Teaching Careers (1) Advisory: ENGL 514 and MATH 311	Rationale: Formerly EDUC 140, housed in the applied behavioral department, the course is being updated and will live in mathematical sciences with a STEM prefix. The course is taught by faculty in the mathematical sciences department and the applied behavioral sciences department also recommends the course live with mathematical sciences. Modifications to the course include changing the advisory courses from transfer level to one level below transfer: ENGL 101 and MATH 331 to ENGL 514 and MATH 311. COMMITTEE RECOMMENDATIONS: none
New Course	STEM 100	Success Strategies in Science, Technology, Engineering and Mathematics (STEM) (1)	Rationale: This new course is being proposed to serve the needs of STEM and MESA students which address academic success strategies specific to STEM majors and which is not provided in any other course. COMMITTEE RECOMMENDATIONS: none

COMMITTEE ACTION

A motion was made to recommend 2nd reading proposals for adoption. (M/S/P Manalo/Mitchem)
 Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, J. Davis. Noes: 0. Abstentions: 0.

Course Proposals – 1st Reading

Proposal Type	Course Prefix	Course Title & Units	Rationale
1 st Appearance per Sunset Policy	DA 331	Infection Control in Dentistry (.5)	The department wishes to retain the course because it is needed for DA licensure.
	ECS 133	Technology for Educators (3)	The department wishes to retain this course because it is part of the ECS degree programs.
	ENGL 100	Writing in Careers & Technical Fields (4)	The department wishes to retain this course because non English discipline faculty suggest that it is needed. The course was offered fall 2015 but cancelled too soon with 14 students. COMMITTEE RECOMMENDATIONS: there is concern that this course is a prerequisite course for PLGL 104. A recommendation for the business department to include an alternative requisite course for PLGL 104 was made in case ENGL 100 is not able to be successfully offered.
	ENGL 107	Literary Arts Journal 1 (3) Advisory: Eligibility for ENGL 514	The department wishes to retain this course and was modified and approved by AP&P in fall 2014.

ENGL 108	Literary Arts Journal 2 (3) Advisory: Eligibility for ENGL 514	The department wishes to retain this course and is currently being reviewed by AP&P as a distance learning offering.
ENGL 109	Applied Composition (1.5) Prerequisite: ENGL 101	The department wishes to retain this course with a plan to offer at LVC because tutors are not receiving sufficient training. COMMITTEE RECOMMENDATION: schedule the course and if no enrollment recommend dropping.
ENGL 116	Writing Poetry (3) Prerequisite: ENGL 101	Waiting on status of linked courses.
ENGL 132	Literature & Film (3) Prerequisite: ENGL 101	Currently undergoing major modification as part of course review to update and better align with English degree.
ENGL 137	Children's Literature (3) Prerequisite: Eligibility for ENGL 514	Will be offered winter and/or spring 2015-2016.
ENGL 139	Ideas of Difference in Literature (3) Prerequisite: ENGL 101	Plans for modification to better align with transfer degree.
ENGL 144	Ancient Literature (3) Prerequisite: ENGL 101	This course will be offered winter 2015-16 and if not successful will be offered again in fall.
ENGL 148	Hispanic Literature in Translation (3) Prerequisite: ENGL 101	Modified and approved by AP&P in spring 2015.
GEOG 110	Introduction to Geography (3) Advisory: Successful completion of MATH 311	Pursuing a full-time geography instructor for offering this course on a regular basis.
SOC 122	Sociology of the Hispanic Culture (3)	Plans to make this a required course or elective, for a Latino Studies program.
SOC 166	Cities and Urban Life (3)	Plans to make this a required course or elective, for a Latino Studies program.

COMMITTEE ACTION

A motion was made to accept the rationale for retaining courses on the sunset list for one more year (M/S/P Mitchem/Lenniham) Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lenniham, D. Mitchem, K. Treur, T. VanderMolen, J. Davis. Noes: 0. Abstentions: 0

(1st readings continued)

Proposal Type	Course Prefix	Course Title & Units	Rationale
Agency Mandated Modification	EMS 307	Wilderness EMS – First Responder and Survival (2.5)	<p>Rationale: EMS 307 was previously taught under the National Safety Council curriculum. The National Safety Council agency no longer maintains any courses under Wilderness EMS. Allan Hancock College recently became a training center for the American Safety & Health Institute (ASHI), who provides a national standard curriculum for Wilderness EMS. The mandate from ASHI is to increase this comparable course by 20 hours to accommodate skill/scenario based performance evaluations required for successful completion and certification.</p> <p>COMMITTEE RECOMMENDATIONS: A faculty member is needed to complete the proposal process as the original initiator is no longer with the college; include the number of CEU's available for this course since it is mentioned, pursue the idea of creating a second course to accommodate students who will need to repeat this course every 3 years in order for them to maintain certification</p>

Request for DL	MATH 181	Calculus I (5) Prerequisites: MATH 141 or MATH 121 and MATH 131	Rationale: Requesting distance learning modality as an option for students. The proposal includes modifications to assignments and instructional materials. COMMITTEE RECOMMENDATIONS: Suggestion to include electronic documents in "Other Materials" in Text and Other Instructional Materials section of the COR for students to access workbooks in the event the course is offered as concurrent enrollment; on the DL section for Adjustments to Evaluation Tools remove the reference to "by a computer" and/or include information that exams are onsite.
Major Modifications	READ 310	Reading for College 3 (3) Prerequisite: A recommended placement based on the START process or READ 510 or ENGL 512.	Rationale: Student success. It is a recommendation from program review. The recommendation suggests adding a directed lab hour to assist students in completing assignments and to practice reading fluency. Program review committee examined the success rates as well as the new Reading to English 101 sequence to make this recommendation. A directed lab hour is being added and will be held immediately after the class in the same classroom with the same instructor. COMMITTEE RECOMMENDATIONS: Suggestion to add ESL and/or English to the discipline placement field in Curricunet "Cover Screen".
	SPAN 101	Elementary Spanish I (5)	Rationale: The modification aims to remove the TBA lab component. Modifications include removal references to lab in the catalog description, content, instruction and evaluation methods. COMMITTEE RECOMMENDATIONS: none
	SPAN 102	Elementary Spanish II (5) Prerequisite: SPAN 101 or SPAN 121 or 2 years of high school Spanish.	Rationale: The modification aims to remove the TBA lab component. Modifications include removal references to lab in the catalog description, content, instruction and evaluation methods. COMMITTEE RECOMMENDATIONS: none
	SPAN 103	Intermediate Spanish I (5) Prerequisite: SPAN 102 or 3 years of high school Spanish.	Rationale: The modification aims to remove the TBA lab component. Modifications include removal references to lab in the catalog description, content, instruction and evaluation methods COMMITTEE RECOMMENDATIONS: none
	SPAN 104	Intermediate Spanish II (5) Prerequisite: SPAN 103 or 4 years of high school Spanish.	Rationale: The modification aims to remove the TBA lab component. Modifications include removal references to lab in the catalog description, content, instruction and evaluation methods COMMITTEE RECOMMENDATIONS: remove reference to "lab" from the catalog description.
	SPAN 105	Advanced Composition and Grammar (5) Prerequisite: SPAN 103 or SPAN 104. Corequisite: or concurrent enrollment in SPAN 104.	Rationale: The modification aims to remove the TBA lab component. Modifications include removal references to lab in the catalog description, content, instruction and evaluation methods. COMMITTEE RECOMMENDATIONS: none
New Course	NURS 189	Independent Projects (1)	Course provides additional study beyond the regular curriculum. Enrollment allows student to pursue activities

such as directed field experience, develop skills or demonstrate previously acquired skills under faculty advisement and supervision.

Unique situations where students need to further provide evidence of clinical expertise in patient care where regular class availability does not match the need.

COMMITTEE RECOMMENDATIONS: remove reference to lecture in COR methods of instruction; change the unit value from 1 unit to 1-3 variable units to align with Independent Projects standard unit value.

C-ID Modifications	DRMA 104	Acting 1 (3) Advisory: ENGL 514 or READ 110	TABLED
	MUS 111	Music Theory 1 (4)	TABLED
	MUS 112	Music Theory 2 (4) Prerequisite: MUS 111	TABLED
	MUS 113	Music Theory 3 (4) Prerequisite: MUS 112	TABLED
	MUS 114	Music Theory 4 (4) Prerequisite: MUS 113	TABLED
	POLS 104	Introduction to International Relations (3) Advisory: Eligibility for ENGL 101 and POLS 103	TABLED
Major Modifications	FT 308	Firefighter Academy IB (6) Prerequisite: FT 307	TABLED
	LE 320	Basic Law Enforcement Academy (20) Advisories: ENGL 306, PE 141	TABLED

COMMITTEE ACTION
A motion was made to table 1st readings as indicated above, due to time. (M/S/P Maxwell /Passage). M/S/P Manalo/Mitchem) Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0 (J. Davis absent from vote).

A motion was made to recommend 1st readings (as indicated by committee recommendations) for consideration. (M/S/P Maxwell /Warrick). M/S/P Manalo/Mitchem) Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0. Abstentions: 0 (J. Davis absent from vote).

V. Curriculum – Other

TBA – Dr. Railey, Vice President, Academic Affairs addressed TBA scheduling and required record keeping for audit purposes.

- Courses that include TBA hours will automatically be audited for compliance. Auditors have been mandated by the Chancellor's Office to audit any course that includes TBA hours.
- Auditors are to verify that students are completing the hours that are designated as TBA. Completion of TBA hours are very hard to verify when there are no specific times scheduled and when there are no sign-in sheets or instructor records of attendance for the TBA hours. A regularly scheduled time for TBA activities is preferred.
- Courses will be allowed to include TBA hours but must use the positive attendance accounting method and instructors must keep regular attendance records. The records must verify that all students enrolled have completed the TBA hours.
- Attendance records must be forwarded to the dean's office at the conclusion of the semester for audit purposes.
- Audit findings from the last audit will be available soon.

Participation on AP&P Work Groups – not discussed due to time

DL Review on all submissions & Guidelines – not discussed due to time

Calendar Revision – not discussed due to time

VI. Public Remarks - none

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.

VII. Reports – none given due to time

VIII. Call for Future Agenda Items: special topics, Math 309,

IX. Call to Adjourn – the meeting was adjourned at 4:05 p.m.

Next meeting: Thursday, Oct 15, 2015, in B-100, starting at 2:00 p.m.

AP&P agendas and meeting minutes can be found on the college Website <http://www.hancockcollege.edu/app/meetings.php>

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number DA 331 Course Name Injection Control in Dentistry

The calendar for review of courses affected by the sunset rule is the same as that for submission of new course proposals. Please complete this form and return it to the AP&P secretary at the same time your course proposals are due.

1. This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. The department concurs that the course should be dropped from the curriculum.
3. The department wishes to retain the course for the following specific reasons:
The course would be needed for students for DA licensure.
4. The course outline is attached with no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes)
Checking new edition of text
5. The department wishes to change the course to an Institutes 159 or Institutes 359 or a Topics-In 199 or Topics-In 399 (circle one).
6. The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

PREPARED BY:

David Masals Jr
Signature of Initiator

DEPARTMENT ACTION:

YES 11 # NO 0
ABSTENTIONS 0

REVIEWED BY:

David Masals Jr
AP&P Representative

Date: 8-12-2015

Susan Reed
Department Chair

Date: 8-24-15

[Signature]
Academic Dean*

Date: 9/2/15

*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number ECS 133 Course Name Technology for Educators

The calendar for review of courses affected by the sunset rule is the same as that for submission of new course proposals. Please complete this form and return it to the AP&P secretary at the same time your course proposals are due.

1. This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. The department concurs that the course should be dropped from the curriculum.
3. The department wishes to retain the course for the following specific reasons: It is still listed as a requirement for the Elementary Teacher degree and Elementary Ed. with Bilingual/Bicultural Emphasis
4. The course outline is attached with _____ no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes)
5. _____ The department wishes to change the course to an Institutes 159 or Institutes 359 or a Topics-In 199 or Topics-In 399 (circle one).
6. _____ The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

PREPARED BY:

Judith Dal Porto
Signature of Initiator

DEPARTMENT ACTION:

YES 6 # NO 0
ABSTENTIONS 0

REVIEWED BY:

Judith Dal Porto
AP&P Representative

Date: 4-6-15

Ac [Signature]
Department Chair

Date: 4/8/15

A Neuber
Academic Dean*

Date: 4/9/15

*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number ENGLISH 100 Course Title WRITING IN CAREER & TECHNICAL FIELDS

Please complete this form and return it to Academic Affairs by: _____

1. _____ This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. _____ The department concurs that the course should be dropped from the curriculum.
3. The department wishes to retain the course for the following specific reasons:
DISCIPLINES OUTSIDE OF ENGLISH HAVE SUGGESTED A NEED FOR THE COURSE.
Course would have made this semester but we cancelled too soon 1/4 student
4. _____ The course outline is attached with _____ no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes) 8/12
5. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one).
6. _____ The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

PREPARED BY:

DEPARTMENT ACTION:

Julie Adams
Signature of Initiator

YES 12 # NO _____ # ABSTENTIONS _____

REVIEWED BY:

Denise Cain per email
AP&P Representative

Date: 8/26/15

Julie Adams
Department Chair

Date: 8/18/15

K. Meddings
Academic Dean*

Date: 8/28/15

*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number ENGL 107 Course Title Literary Arts Journal 1

Please complete this form and return it to Academic Affairs by: _____

1. _____ This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. _____ The department concurs that the course should be dropped from the curriculum.
3. The department wishes to retain the course for the following specific reasons:
ENGL 107 was modified and approved by AP+P in Fall 2014.
4. _____ The course outline is attached with _____ no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes)
5. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one).
6. _____ The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

PREPARED BY:

DEPARTMENT ACTION:

Jina Nuñez
Signature of Initiator

YES 12 # NO _____ # ABSTENTIONS _____

REVIEWED BY:

Denise Cain Per email
AP&P Representative

Date: 8/26/15

Julie Orsini
Department Chair

Date: 8/18/15

N. Meddings
Academic Dean*

Date: 8/28/15

*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number ENGL 108 Course Title Literary Arts Journal 2

Please complete this form and return it to Academic Affairs by: _____

1. _____ This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. _____ The department concurs that the course should be dropped from the curriculum.
3. X The department wishes to retain the course for the following specific reasons:
English 108 is currently going through a major modification in AP+P
4. _____ The course outline is attached with _____ no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes)
5. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one).
6. _____ The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

PREPARED BY:

DEPARTMENT ACTION:

Jina Nunez
Signature of Initiator

YES 12 # NO _____ # ABSTENTIONS _____

REVIEWED BY:

Denise Cain per email
AP&P Representative

Date: 8/26/15

[Signature]
Department Chair

Date: 8/18/15

K. Meddings
Academic Dean*

Date: 8/28/15

*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number Engl 109 Course Title Applied Composition

Please complete this form and return it to Academic Affairs by: _____

1. _____ This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. _____ The department concurs that the course should be dropped from the curriculum.
3. The department wishes to retain the course for the following specific reasons:
We need/plan to offer this course at LVC, as the tutors are not getting sufficient tutoring training.
4. _____ The course outline is attached with _____ no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes)
5. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one).
6. _____ The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

PREPARED BY:

DEPARTMENT ACTION:

Julie D. Meyer
Signature of Initiator

YES 12 # NO _____ # ABSTENTIONS _____

REVIEWED BY:

Denise Cain per email
AP&P Representative

Date: 8/28/15

Julie D. Meyer
Department Chair

Date: 8/28/15

J. Meddings
Academic Dean*

Date: 8/28/15

*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number Engl 116 Course Title Poetry Writing

Please complete this form and return it to Academic Affairs by: _____

1. _____ This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. _____ The department concurs that the course should be dropped from the curriculum.
3. X The department wishes to retain the course for the following specific reasons:
waiting on status of linked courses, i.e.,
4. _____ The course outline is attached with _____ no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes) linking
5. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one). 115 to 116.
6. _____ The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester. FA Board is looking into it.

PREPARED BY:

Michael B. Hunt
Signature of Initiator

DEPARTMENT ACTION:

YES 12 # NO _____ # ABSTENTIONS _____

REVIEWED BY:

Denise Cain per email
AP&P Representative

Date: 8/20/15

Julie D. King
Department Chair

Date: 8/18/15

N. Medding
Academic Dean*

Date: 8/28/15

*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number ENG. 132 Course Title Film + Literature

Please complete this form and return it to Academic Affairs by: _____

1. _____ This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. _____ The department concurs that the course should be dropped from the curriculum.
3. The department wishes to retain the course for the following specific reasons:
Currently undergoing major modification as part of course review to update + better align with degree.
4. _____ The course outline is attached with _____ no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes)
5. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one).
6. _____ The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

PREPARED BY:

M. Hoque
Signature of Initiator

DEPARTMENT ACTION:

YES 12 # NO _____ # ABSTENTIONS _____

REVIEWED BY:

Denise Cain per email
AP&P Representative

Date: 8/26/15

Julie S. Bry
Department Chair

Date: 8/18/15

K. Meddings
Academic Dean*

Date: 8/28/15

*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number English 137 Course Title Children's Literature

Please complete this form and return it to Academic Affairs by: _____

1. _____ This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. _____ The department concurs that the course should be dropped from the curriculum.
3. The department wishes to retain the course for the following specific reasons:
This course will be offered Winter and/or Spring ²⁰¹⁵⁻ 2016
4. _____ The course outline is attached with _____ no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes)
5. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one).
6. _____ The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

PREPARED BY:

DEPARTMENT ACTION:

Julie A. Kruse # YES 12 # NO _____ # ABSTENTIONS _____
Signature of Initiator

REVIEWED BY:

Denise Cain per email Date: 8/20/15
AP&P Representative

Julie A. Kruse Date: 8/28/15
Department Chair

K. Meddings Date: 8/28/15
Academic Dean*

*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number ENGLISH 139 Course Title IDEAS OF DIFFERENCE IN MULTICULTURAL AMERICAN LITERATURE

Please complete this form and return it to Academic Affairs by: _____

1. _____ This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. _____ The department concurs that the course should be dropped from the curriculum.
3. X The department wishes to retain the course for the following specific reasons:
DEPARTMENT WILL TAKE THIS COURSE THROUGH MAJOR MOD + PROGRAM REVIEW TO BETTER ALIGN COURSE W/ TRANSFER ENGLISH DEGREE
4. _____ The course outline is attached with _____ no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes)
5. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one).
6. _____ The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

PREPARED BY:

DEPARTMENT ACTION:

[Signature]
Signature of Initiator

YES 12 # NO _____ # ABSTENTIONS _____

REVIEWED BY:

[Signature]
AP&P Representative

Date: 8/20/15

[Signature]
Department Chair

Date: 8/18/15

[Signature]
Academic Dean*

Date: 8/28/15

*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number Engl. 144 Course Title Ancient Literature

Please complete this form and return it to Academic Affairs by: _____

1. _____ This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. _____ The department concurs that the course should be dropped from the curriculum.
3. X The department wishes to retain the course for the following specific reasons:
This course will be offered this Winter Session 2015-16. If not successful it will be offered again in fall.
4. _____ The course outline is attached with _____ no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes)
5. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one).
6. _____ The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

PREPARED BY:

DEPARTMENT ACTION:

Julie D. Meyer
Signature of Initiator

YES 12 # NO _____ # ABSTENTIONS _____

REVIEWED BY:

Denise Cain per email
AP&P Representative

Date: 8/26/15

Julie D. Meyer
Department Chair

Date: 8/28/15

K. Meddings
Academic Dean*

Date: 8/28/15

*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number ENGL 148 Course Title Hispanic Literature in Translation

Please complete this form and return it to Academic Affairs by: _____

1. _____ This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. _____ The department concurs that the course should be dropped from the curriculum.
3. X The department wishes to retain the course for the following specific reasons:
English 148 was modified and approved by AP&P in Spring 2015
4. _____ The course outline is attached with _____ no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes)
5. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one).
6. _____ The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

PREPARED BY:

Lina Núñez
Signature of Initiator

DEPARTMENT ACTION:

YES 12 # NO _____ # ABSTENTIONS _____

REVIEWED BY:

Denny Cain per email
AP&P Representative

Date: 8/26/15

Julie B. Krug
Department Chair

Date: 8/18/15

T. Medders
Academic Dean*

Date: 8/28/15

*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number Geog 110 Course Title Introduction to Meteorology

Please complete this form and return it to Academic Affairs by: _____

1. _____ This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. _____ The department concurs that the course should be dropped from the curriculum.
3. X The department wishes to retain the course for the following specific reasons:
We hope to hire a geography teacher and offer the course on a regular basis.
4. _____ The course outline is attached with _____ no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes)
5. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one).
6. _____ The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

PREPARED BY:

DEPARTMENT ACTION:

JB
Signature of Initiator

YES 9 # NO 0 # ABSTENTIONS 0

REVIEWED BY:

[Signature]
AP&P Representative

Date: 8/31/15

J. Bierly
Department Chair

Date: 8/19/15

[Signature]
Academic Dean*

Date: 8/31/15

*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number SOC 122 Course Title Sociology of the Spanish Culture

Please complete this form and return it to Academic Affairs by: _____

1. This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. The department concurs that the course should be dropped from the curriculum.
3. The department wishes to retain the course for the following specific reasons:
This course will be either an elective or required course for an eventual Latino Studies degree.
4. The course outline is attached with _____ no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes)
5. The department wishes to change the course to a Special Topic 199 or 399 (circle one).
6. The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

PREPARED BY: [Signature] **DEPARTMENT ACTION:**
 Signature of Initiator # YES 9 # NO 0 # ABSTENTIONS 0

REVIEWED BY:
[Signature] Date: 8/31/15
 AP&P Representative
[Signature] Date: 8/19/15
 Department Chair
[Signature] Date: 8/31/15
 Academic Dean*

*Indicates ability of district to financially support course offering within the next two semesters.

**ACADEMIC POLICY AND PLANNING COMMITTEE
SUNSET RULE
First Appearance Report**

The following course has been identified as that is subject to the college's sunset rule because it has not been successfully offered for at least two years.

Course Prefix & Number Soc 160 Course Title Cities and Urban Life

Please complete this form and return it to Academic Affairs by: _____

1. _____ This course should not be on the Sunset List because it was offered successfully _____ (please give semester and year) or it is a new course approved by the Academic Policy and Planning Committee _____ (please give semester and year).
2. _____ The department concurs that the course should be dropped from the curriculum.
3. The department wishes to retain the course for the following specific reasons:
This course will be either an elective or required course for an eventual Latino Studies degree.
4. _____ The course outline is attached with _____ no revisions to the outline _____ revisions to the course outline (attach revised outline indicating changes)
5. _____ The department wishes to change the course to a Special Topic 199 or 399 (circle one).
6. _____ The department concurs that the course should be dropped after one additional attempt to offer in next spring or fall semester.

PREPARED BY:

[Signature]
Signature of Initiator

DEPARTMENT ACTION:

YES 9 # NO 0 # ABSTENTIONS 0

REVIEWED BY:

[Signature]
AP&P Representative

Date: 8/31/15

[Signature]
Department Chair

Date: 8/19/15

[Signature]
Academic Dean*

Date: 8/15/15

*Indicates ability of district to financially support course offering within the next two semesters.

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday October 15, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

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

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 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 Vander Molen
 X Student Representative – Joanna Davis

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 X VP, Academic Affairs – George Railey
 Admissions & Records – Betsy Wilcox
 X Admissions & Records - J. Hooghuis
 Articulation – David DeGroot
 Community Education – Vacant

STANDING INVITEES

X 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 – N/ 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
 PT Faculty Union – D. Blanchard

I. Approval of Minutes

A motion was made to approve the minutes of the October 8, 2015 meeting as distributed. (M/S/P Mitchem/Manalo) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen, J. Davis. Noes: 0. Abstentions: 0.

II. Approval of the Agenda

A motion was made to approve the agenda with a correction. (M/S/P Mitchem/Lennihan) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen, J. Davis. Noes: 0. Abstentions: 0.

III. Curriculum Review

Consent Items - 2nd Reading

Proposal Type	Course Prefix	Course Title (Units)
New Course	ENGL 595	Accelerated Reading and Writing Skills (4.5)
New Special Topic	ART 399C	Ceramic Spectrum (2)
Major Course Mods	ART 399D	Airbrush for Ceramics (2)
	CBOT 305	Legal Office Procedures (3)
	FRCH 101	Elementary French I (5)
	FRCH 404 102	Elementary French II (5)
	CBOT 312	Keyboarding Speed and Development (3)
	CWE 302	Cooperative Experience: General (1-6)

COMMITTEE ACTION: A motion was made to recommend consent items 2ND readings for adoption. (M/S/P Mitchem/Davis) Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen, J. Davis. Noes: 0. Abstentions: 0

Major Course Mods	ECS 112 ECS 113	Introduction to Young Children with Special Needs (3) Curriculum and Strategies for Children with Special Needs (3)
-------------------	--------------------	--

COMMITTEE ACTION: A motion was made to table ECS 112 and 113 to the October 22, 2015 meeting. (M/S/P Dal Porto /Mitchem) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen, J. Davis. Noes: 0. Abstentions: 0.

Consent Items – 1st Reading

Proposal Type	Course Prefix	Course Title (Units)	Rationale
College Now Addition	EL 108	Network Essentials 3 (2)	A correction is being made to add EL 108 back on the CollegeNow
Textbook Changes Only	ECS 105	Observation and Assessments (3)	The textbook is being updated.
SLO Change Only	SPAN 112	Advanced Spanish Conversation (3)	

COMMITTEE ACTION: A motion was made to recommend 1st reading consent items for consideration. (M/S/P Mitchem/Lennihan) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen, J. Davis. Noes: 0. Abstentions: 0

IV. Curriculum Review – Action Items

Course Proposals - 2nd Reading

Proposal Type	Course Prefix	Course Title (Units)	Rationale / Committee Recommendation(s)
Agency Mandated Course Modification	ECS 115	Infant and Toddler Care and Education (3)	The proposal type will be changed from an agency mandate modification to a major mod.

COMMITTEE ACTION: A motion was made to recommend ECS 115 for adoption. (M/S/P Mltchem/Lennihan) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, D. Cain, K. Treur, T. Vander Molen, J. Davis. Noes: 0. Abstentions: 0

Course Proposals – 1st Reading (Courses not reviewed on Oct 8, 2015)

Proposal Type	Course Prefix	Course Title (Units)	Rationale / Committee Recommendation(s)
C-ID Major Mod	DRMA 104	Acting 1 (3) Advisory: ENGL 514 or READ 110	Rationale: Aligning with C-ID descriptor, and although the proposed textbook is eight years old it is considered a classic text and is listed on the C-ID course descriptor, addition of learning outcomes. Modifications include: changing course title from Introduction to Acting; 2, lecture hours added, letter grade option, modified advisory courses including removal of ENGL 101, 301/300, and add READ 110, and ENGL 514. COMMITTEE RECOMMENDATIONS: request that the initiator be available to answer questions from the committee: clarify lecture/lab hours; remove the advisory language from the catalog description, consider AHC GE humanities proposal; consider including “A Practical Handbook for the Actor”, by Melissa Bruder and/or the texts that are listed in the C-ID descriptor, as additional reading text/material, consider the new edition textbook in adopted text.
Major Course Modification	FT 308	Firefighter Academy IB (6)	Rationale: required curriculum changes per the State Fire Marshall’s office.

			COMMITTEE RECOMMENDATIONS: correct the units/hours; include lecture and lab content in course content.
Minor Course Modification	ITAL 103	Intermediate Italian (5)	RATIONALE: the textbook section is being updated. COMMITTEE RECOMMENDATION: update the DL section of the course; integration of objectives, assignments, and evaluation methods is needed. NOTE: the department chair is requesting that the proposal be removed from the que and relaunched in order to complete major modifications necessary; consider IGETC area 3B, CSU area C2 and AHC GE proposals.
Agency Mandated Mod	LE 320	Basic Law Enforcement Academy (20) Advisories: ENGL 306, PE 141	Rationale: A change is being made to limitation on enrollment replacing START testing with a POST agency test in reading and writing, catalog description is being modified. COMMITTEE RECOMMENDATIONS: confirm units/hours; attach current agency mandated documentation.
C-ID Major Mods	MUS 111	Music Theory 1 (4)	Rationale: Alignment with the state CID descriptor in preparation of a music transfer degree program proposal. Proposed changes include: modified language in limitation on enrollment; course content, course objectives, evaluation, and instructional materials. COMMITTEE RECOMMENDATIONS: attach GE criteria forms since proposing for GE; remove the number of weeks in course content, include a sample assignment; ensure alignment of objectives and methods of evaluation; consider removal of this course from the CollegeNow course list.
	MUS 112	Music Theory 2 (4) Prerequisite: MUS 111	Rationale: Alignment with the state CID descriptor in preparation of a music transfer degree program proposal. Proposed changes include modifications to catalog description, content, evaluation, and instructional materials. COMMITTEE RECOMMENDATIONS: include a sample assignment in outside assignments; remove the number of weeks in course content; ensure alignment of objectives and methods of evaluation; consider removal of this course from the CollegeNow course list.
	MUS 113	Music Theory 3 (4) Prerequisite: MUS 112	Rationale: Alignment with the state CID descriptor in preparation for a music transfer degree program proposal. Proposed changes include modifications to content, evaluation, and instructional materials. COMMITTEE RECOMMENDATIONS: include a sample assignment in outside assignments; ensure alignment of objectives and methods of evaluation; consider removal of this course from the CollegeNow course list due to the rigor of the course.

MUS 114	Music Theory 4 (4) Prerequisite: MUS 113	Rationale: Alignment with the state CID descriptor in preparation of a music transfer degree program proposal. Proposed changes include: catalog description, content, evaluation, and instructional materials. COMMITTEE RECOMMENDATIONS: include a sample assignment in outside assignments to demonstrate course rigor and critical thinking; ensure alignment of objectives and methods of evaluation; consider removal of this course from the CollegeNow course list.
POLS 104	Introduction to International Relations (3) Advisory: Eligibility for ENGL 101 and POLS 103	Rationale: Alignment with CID course descriptor. Proposed changes include modified advisory statement to remove “eligibility for”, content, objectives, assignments, evaluation, and instructional materials. COMMITTEE RECOMMENDATIONS: the course description appears to be for POLS 103; re-enter the Banner course title so that relevant wording is not truncated; ensure GE criteria still applies; ensure CID recommendations have been made; update DL page.

COMMITTEE ACTION: A motion was made to recommend 1st reading action items for consideration. (M/S/P Maxwell/Lennihan) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Passage, D. Cain, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen.. Noes: 0. Abstentions: 0. (J. Davis absent from vote)

V. Curriculum – Other (Action Items) – not discussed due to time

- AP&P Work Groups – finalization of participants and timeline
- Calendar Revision

VI. Curriculum Other, Informational Item: Instructional Materials Fees - Dr. George Railey, Vice President Academic Affairs

- A review of instructional materials regulations, Chapter 2.5, was presented via the Chancellor’s Office “legal” page at www.cccco.edu/divisions/legal.
- The Student Fee Handbook is also available on the link provided.
- Materials fees need to be connected to the course objectives: the fees must be necessary in order for the objectives to be met; the materials fees must be included in the course outline of record.

VII. 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.

VIII. Reports – none given due to time

IX. Call for Future Agenda Items –

X. Call to Adjourn – the meeting was adjourned at 4:10 p.m.

Next meeting: Thursday, Oct 22, 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 Meeting Minutes

Meeting: Thursday October 22, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

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

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 X Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom Vander Molen
 X Student Representative – Joanna Davis

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – George Railey
 X Admissions & Records – Betsy Wilcox
 X Admissions & Records - J. Hooghuis
 Articulation – David DeGroot
 Community Education – Vacant

STANDING INVITEES

X Dean, Academic Affairs – Larissa Nazarenko
 X 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 – N. 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
 PT Faculty Union – D. Blanchard

I. Approval of Minutes

A motion was made to approve the minutes of the October 15, 2015 with corrections. (M/S/P Manalo/Davis) Ayes: P. Warrick, L. Maxwell, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, J. Davis. Noes: 0. Abstentions: J. DalPorto, D. Cain.

II. Approval of the Agenda

A motion was made to approve the agenda with a change to order off review. (M/S/P Davis/Lennihan) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, J. Davis. Noes: 0. Abstentions: 0.

Curriculum Review

Consent Items 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale
College Now Addition	EL 108	Network Essentials 3 (2)	Rationale: This course was removed from the College Now list error.
Textbook Change	ECS 105	Observation and Assessments (3)	Rationale: A new textbook is being adopted
DL	MATH 181	Calculus 1 (5) Prerequisite: MATH 141 or MATH 121 and MATH 131	Rationale: An online version of this course will provide students additional options.
Major Course Mods	READ 310	Reading for College 3 (3) Prerequisite: recommended placement based on the START process or READ 510 or ENGL 512	Rationale: Student success. It is a recommendation from program review. The recommendation suggests adding a directed lab hour to assist students in completing assignments and to practice reading fluency. Program review committee examined the success rates as well as the new Reading to English 101 sequence to make this recommendation.
	SPAN 101	Elementary Spanish I (5)	Rationale: The modification aims to remove the TBA lab component for this course. Modifications have also been in the catalog description, instruction methods, learning outcomes, and a new textbook is being adopted.

	SPAN 102	Elementary Spanish II (5) Prerequisite: SPAN 101 or SPAN 121 or 2 years of High School Spanish	Rationale: The modification aims to remove the TBA lab component for this course. Modifications have also been made in the catalog description, instruction methods, methods of evaluation, and an updated text addition.
	SPAN 103	Intermediate Spanish I (5) Prerequisite: SPAN 102 or 3 years of high school Spanish	Rationale: The modification aims to remove the TBA lab component for this course. Modifications have also been made in the catalog description, instruction methods, methods of evaluation, new textbook edition and an additional textbook is being added; a sixth learning outcome is being added.
	SPAN 104	Intermediate Spanish II (5) Prerequisite: SPAN 103 or 4 years of high school Spanish	Rationale: The modification aims to remove the TBA lab component for this course. Modifications have also been made in the catalog description, instruction methods, new textbook edition, and the distance learning section is being updated.
	SPAN 105	Advanced Composition and Grammar (5) Prerequisite: SPAN 103 or SPAN 104 or concurrent enrollment in SPAN 104	Rationale: The modification aims to remove the TBA lab component for this course. The prerequisite is being modified to include SPAN 104 or concurrent enrollment in SPAN 104. modifications have also been made in the catalog description, course objectives, instruction methods, assignments, methods of evaluation, new textbook edition, and the distance learning section is being updated..
SLO Change	SPAN 112	Advanced Spanish Conversation (3)	Rationale: Addition of learning outcome to the course outline.

COMMITTEE ACTION

A motion was made to recommend 2nd reading consent items for adoption. (M/S/P Mitchem/Warrick) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierzinski, R. Lennihan, D. Mitchem, K. Treur, J. Davis. Noes: 0. Abstentions: 0.

Consent Items – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale
Minor Course Mod	CBIS 318	Programming for the Web (3) Prerequisite: CBIS 327 Advisory: CS 102	Rationale: The course is being updated as part of course and program review cycle. Student learning outcomes are being added and the textbook edition has changed; other materials is also modified.
Textbook Changes	ECS 105	Observation and Assessment (3) Prerequisite: ECS 100 Advisory: ENGL 513	Rationale: A new textbook is being adopted.
	NURS 330	Pediatrics (1.5) Prerequisite: See Catalog: Nursing (Vocational Nursing Program-Nursing 310 through Nursing 338)	Rationale: A new edition of the current textbook.

COMMITTEE ACTION

A motion was made to recommend 1st reading consent items for consideration. (M/S/P Maxwell/ Lennihan) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, J. Davis. Noes: 0. Abstentions: 0.

Curriculum Review – Action Items

Course Proposals - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale
Agency Mandated Course Modification	EMS 307	Wilderness EMS – First Responder and Survival (2.5)	Rationale: EMS 307 was previously taught under the National Safety Council curriculum. The National Safety Council agency no longer maintains any courses under Wilderness EMS. Allan Hancock College recently became a training center for the American Safety & Health Institute (ASHI), who provides a national standard curriculum for Wilderness EMS. ASHI has mandated the college to increase this comparable course by 20 hours to accommodate skill/scenario based performance evaluations required for successful completion and certification.
Major Course Mods	ITAL 101	Elementary Italian I (5)	Rationale: Course is undergoing modification as part of its course review cycle, and to remove the TBA hour. All areas of the course outline are being updated.
	ITAL 102	Elementary Italian II (5) Prerequisite: ITAL 101 or two years of high school Italian.	Rationale: Course is undergoing modification as part the course and program review cycle; the TBA hours is being removed.
New Course	NURS 189	Independent Projects (1)	Course provides additional study beyond the regular curriculum. Enrollment allows student to pursue activities such as directed field experience, develop skills or demonstrate previously acquired skills under faculty advisement and supervision. Unique situations where students need to further provide evidence of clinical expertise in patient care where regular class availability does not match the need.

COMMITTEE ACTION

A motion was made to recommend 2nd reading action items for adoption. (M/S/P Mitchem/Warrick) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, J. Davis. Noes: 0. Abstentions: 0.

A motion was made to recommend prerequisites, corequisites, advisories, and limitation on enrolment for adoption. (MSP Manalo/Lennihan). Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, J. Davis. Noes: 0. Abstentions: 0.

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Action
Major Course Mods	COS 301	Introduction to Cosmetology (5)	<p>Rationale: The cosmetology program requires completion of 1600 hours. The existing 3 courses (COS 301, 302, and 310) were divided into 4 separate courses due to the course no longer being repeatable. The program currently includes a testing requirement due to students in the program having difficulties in reading and writing. The units for this course are decreasing from 6 to 5 units, hours from 240 total contact hours to 270; from lecture to lab only.</p> <p>RECOMMENDATIONS: The prerequisite skills do not match the intent of the prerequisite statement; consider Math 521, or higher as a prerequisite course, consider P/NP grading option; include information in the catalog that a kit is required to be purchased.</p>
	COS 302	Beginning Cosmetology (9) Prerequisite: COS 301 with grade C or higher.	<p>Rationale: This course is being modified and split into two separate courses due to the loss of repeatability status. The units are increasing from 6 units</p> <p>RECOMMENDATIONS: remove objective no. 12 as it is identical to objective no. 11, consider Math 521 prerequisite and P/NP grading option; reword objectives and SLO's so that they align with beginning level skills.</p>
New Course	COS 303	Intermediate Cosmetology (9) Prerequisite: COS 302	<p>Rationale: This course is being proposed because the original course is no longer repeatable.</p> <p>RECOMMENDATIONS: consider Math 521 prerequisite and P/NP grading option, reword objectives and SLO's so that they align with intermediate level skills.</p>
New Course	COS 304	Advanced Cosmetology (9) Prerequisite: COS 303	<p>Rationale: This course is being proposed because the original course is no longer repeatable.</p> <p>RECOMMENDATIONS: consider Math 521 prerequisite and P/NP grading option, reword objectives and SLO's so that they align with advanced level skills.</p>
C-ID Course Mod	ENGL 105	Language and Culture (3)	<p>Rationale: The course modification is due to C-ID requirements for transfer. Modifications include additional wording to existing course topics, and new edition textbook.</p> <p>COMMITTEE RECOMMENDATIONS: Update the DL page from the 2008 proposal, check with internet access specialist, re-review AHC GE eligibility as a result of the modifications, submit a proposal for cross listed course ANTH 105</p>
Major Course Mods	FT 307	Fire Fighter I Academy IA (11.5)	<p>Rationale: the course is being modified to align with the state curriculum</p> <p>COMMITTEE RECOMMENDATION: correct the typos.</p>
	IDST 300 (Currently EDTC 300)	Being A Successful Online Student (1)	<p>Rationale: This proposal is meant to achieve two things: 1) review IDST 300 and update content, objectives, learning outcomes, and catalog description and 2) revisit course discipline placement. This modification will update the course to reflect its original goal and also meet Student Success initiatives.</p>

COMMITTEE RECOMMENDATION: IDST is the proposed course prefix; discussion included: duplication with personal development and /or education disciplines? Which department does this course fall under? Counseling? Cross list the course with other departments so more instructors can teach this course; instructional design – cross list this course with disciplines offering online courses; include information behind the CRN in Banner.

COMMITTEE ACTION: a motion was made to table IDST 300 until initiator is present to address questions. (M/S/P Sanders / /Mabry)

Sunset – 1 st Appearance	BUS 111	Internet Marketing (3)	Currently offered and will be offered again in S16.
	BUS 355	Issues in Internet Law (?)	Not offered because enrollment management, Dept will offer.
	BUS 356	Managing Organizations (.5)	Not offered because enrollment management, Dept will offer.
	BUS 357	Management: Listening (.5)	Not offered because enrollment management, Dept will offer.
	BUS 358	Managing Individuals (.5)	Not offered because enrollment management, Dept will offer.
	BUS 368	Online Auctions (.5)	Not offered because enrollment management, Dept will offer.
	BUS 374	Business Incorporation (.5)	Not offered because enrollment management, Dept will offer.
	BUS 376	Strategic Planning (.5)	Not offered because enrollment management, Dept will offer.
	BUS 381	Entering Global Markets (.5)	Not offered because enrollment management, Dept will offer.
	BUS 387	Executive Leadership: Series (3)	Not offered because enrollment management, Dept will offer.
	BUS 389	Customer Service Series (3)	Will schedule as part of Entre. Program as schedule allows.
	BUS 390	Business Entrepreneurship (3)	Will schedule as part of Entre. Program as schedule allows
	BUS 391	Human Resources Management: Series (3)	Will schedule as schedule allows
	BUS 392	Performance Evaluation (.5)	Not offered because enrollment management, Dept will offer.
	BUS 393	Business Report Writing (.5)	Not offered because enrollment management, Dept will offer.
	BUS 395	Business Incorporation (.5)	Not offered because enrollment management, Dept will offer.
	BUS 396	Performance Measurement (.5)	Not offered because enrollment management, Dept will offer.
	BUS 397	Executive Leadership (.5)	Not offered because enrollment management, Dept will offer.
	BUS 398	Efficient Meetings (.5)	Not offered because enrollment management, Dept will offer.
	CBIS 318	Programming for the Web (3)	F15 Minor Course Mod
CBIS 330	Database Management Concepts (3)	F15 Major Course Mod	
CBIS 334	Database Security and Auditing (3)	F15 Major Course Mod	
CBIS 336	Web Database Programming – PHP/ASP (3)	F15 Major Course Mod	

CBIS 343	Applied Project Management (1.5)	F15 Minor Course Mod
CBIS 381	Introduction to Mac OS (1)	Will be offered S16
CBIS 382	Office Applications for the MAC (2)	Will be offered S16
CBIS 391 RE 300	Real Estate Examination Preparation (3)	Goes with interest in real estate – expected rise in student interest
RE 303	Real Estate Practices (3)	Should not be on Sunset List - offered successfully in F16
RE 306	Property Management (3)	Goes with interest in real estate – expected rise in student interest

COMMITTEE ACTION A motion was made to recommend 1st reading action items for consideration. (M/S/P Lennihan/Mitchem) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, J. Davis. Noes: 0. Abstentions: 0.

Major Course Mods	PLGL 108	Wills and Trusts (3)	<i>Not reviewed due to time.</i>
	PLGL 109	Family Law (3)	<i>Not reviewed due to time.</i>
Minor Course Mods	PLGL 101	Introduction to Paralegal Studies (3)	<i>Not reviewed due to time.</i>
	PLGL 102	Criminal Law and Procedure (3)	<i>Not reviewed due to time.</i>
	PLGL 104	Legal Research& Writing (3)	<i>Not reviewed due to time.</i>

Program Proposals – 1st Reading

Proposal Type	Discipline	Course title (units)	Action
Major Program Mod	Medical Assisting	Medical Billing and Coding – Certificate of Accomplishment (16)	<i>Not reviewed due to time.</i>

Curriculum – Other (Action Items) *Not discussed due to time.*

- Participation on AP&P Work Groups – Which Reps on which groups and time frame
- Calendar Revision – Next Summary Report – December and meeting through December 3rd.

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

CurricUnet & Support – report on the Chancellor’s Office memo regarding units and hours.

Call for Future Agenda Items major minor proposal types and accessible fields, all proposals and course outlines are subject to review and recommendation for corrections, general education review and tech review committee

Call to Adjourn

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

Academic Policy & Planning Committee Minutes

Meeting: Thursday October 29, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

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

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 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 Vander Molen
 X Student Representative – Joanna Davis

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – George Railey
 X Admissions & Records – Betsy Wilcox
 X Admissions & Records - J. Hooghuis
 Articulation Officer
 Community Education – Vacant

STANDING INVITEES

X 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 – N/ Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER

X PT Faculty Union – D. Blanchard

I. Approval of Minutes

A motion was made to approve the minutes of the October 22, 2015 meeting as distributed. (M/S/P Mitchem/Lennihan)
 Ayes: P. Warrick, L. Maxwell, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen, J. Davis. Noes: 0. Abstentions: D. Cain, J. Dal Porto.

II. Approval of the Agenda

A motion was made to approve the agenda with a correction. (M/S/P Mitchem /Lennihan) Ayes: J. Dal Porto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen, J. Davis. Noes: 0. Abstentions: 0.

III. Curriculum Review Consent Items

a) Consent Items 2nd Reading

Proposal Type	Course Prefix	Course Title & Units	Rationale
Minor Course Modification	CBIS 318	Programming for the Web (3) Prerequisite: CBIS 327 Advisory: CS 102	A new edition textbook is being adopted, the materials list is being updated and learning outcomes are being added.
Textbook/Materials Change	ECS 105	Observation and Assessment (3) Advisories: ECS 100 and ENGL 513	A new textbook is being adopted.
Major Course Modifications	ECS 112	Introduction to Young Children with Special Needs (3) Prerequisite: ECS 100 Advisory: ENGL 513	Rationale: To meet requirements for participation in the Curriculum Alignment Project (CAP) and to update to current practices and language in the industry. The course title is changing from The Preschool Child with Special Needs; modifications are being made to course content, objectives, evaluation and instruction methods, and learning outcomes.
	ECS 113	Curriculum and Strategies for Children with Special Needs (3) Prerequisite: ECS 100 and ECS 112 Advisory: ECS 115 and ENGL 513	Rationale: To meet requirements for the Curriculum Alignment Project (CAP) and to provide instructional continuity and current information in the Early Childhood intervention and special needs courses. The title of the course is changing from Early Intervention: Infants and Toddlers; ECS 112 is being added as a prerequisite

Agency Mandated
Course Modifications

ECS 115

Infant and Toddler Care and
Education

course; special education is being removed from discipline placement
Rationale: The course outline is being updated to meet the standards for the Curriculum Alignment Project (CAP). The title of the course is being changed from Caring for Infants and Toddlers; modifications are being made to course content, objectives, and learning outcomes.

EMS 307

Wilderness EMS – First
Responder and Survival (2.5)

Rationale: EMS 307 was previously taught under the National Safety Council curriculum. The National Safety Council agency no longer maintains any courses under Wilderness EMS. Allan Hancock College recently became a training center for the American Safety & Health Institute (ASHI), who provides a national standard curriculum for Wilderness EMS. The mandate from ASHI is to increase this comparable course by 20 hours to accommodate skill/scenario based performance evaluations required for successful completion and certification.

Textbook Change

NURS 330

Pediatrics (1.5)

A new edition textbook is being adopted.

i. COMMITTEE ACTION

A motion was made to recommend consent items 2ND readings for adoption. (M/S/P Lennihan/Dal Porto) Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen, J. Davis. Noes: 0. Abstentions: 0

b) Consent Items – 1st Reading

Proposal Type	Prefix & Number	Course Title & Units	Action
Textbook Change only	EL 106	Networking Essentials 1 (3) Advisory: EL 105 and EL 125	A new textbook is being adopted.
Textbook Change only	EL 107	Networking Essentials 2 (3) Prerequisite: EL 107 or CS 107	A new textbook is being adopted.

i. COMMITTEE ACTION

A motion was made to recommend consent items 1st readings for consideration. (M/S/P Mitchem /Sanders) Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen, J. Davis. Noes: 0. Abstentions: 0

V. Curriculum Review Action Items

a) Course Proposals - 2nd Reading

Proposal Type	Course Prefix	Course Title & Units	Action
C-ID Major Mods	DRMA 104	Acting 1 (3) Advisory: ENGL 514 or READ 110	Rationale: Modifications are being to align the course outline with C-ID descriptor. The lecture and lab hours are changing from 3 to 2.5 weekly lecture hours and 1.5 lab weekly lab hours is being added; the letter grading option is being

added; the advisory courses are being updated to align with the current English and reading courses; the title of the course is changing from Introduction to Acting; all sections of the course outline are being updated.

i. COMMITTEE ACTION

A motion was made to recommend consent items DRMA 104 for adoption. (M/S/P Lennihan/ Mitchem) Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen, J. Davis. Noes: 0. Abstentions: 0

b) Course Proposals 1st Readings

Proposal Type	Course Prefix	Course Title & Units	Action
Minor Course Modification	PLGL 101	Introduction to Paralegal Studies (3) Advisory: eligibility for ENGL 514	Rationale: A textbook is being adopted and materials list is being updated. RECOMMENDATIONS: Consider English 513 as an advisory and the entrance skills (“eligibility” for ENGL 514 would be equal to listing ENGL 513 as the advisory course and then the entrance skills section of the course outline would automatically be completed - see PLGL 102). Such a modification would require re-submission as a major mod. Consider a more recent textbook edition since 2011 will be outdated soon; include a sample assignment.
	PLGL 102	Criminal Law and Procedure (3) Advisory: ENGL 514	Rationale: A textbook for the course is being adopted. RECOMMENDATIONS: Re-evaluate the prerequisite course based on the content and volume of writing in the course outline and consider adding ENGL 101 instead of ENGL 514 as an advisory course.
	PLGL 104	Legal Research& Writing (3) Prerequisite: ENGL 100	Rationale: A new edition textbook is being adopted. RECOMMENDATION: Re-evaluate the prerequisite course based on the content and volume of writing in the course outline such as removing ENGL 100 prerequisite and considering adding ENGL 101 as an advisory course (ENGL 100 is on the sunset list); correction of typos in methods of evaluation no. 2.
Major Course Modifications	PLGL 108	Wills and Trusts (3) Prerequisite: PLGL 101	Rationale: The prerequisite course is being assigned as an advisory course and instructional materials section is being updated. RECOMMENDATION: Re-evaluate the prerequisite course based on the content and volume of writing in the course outline and consider adding ENGL 101 instead of ENGL 514 as an advisory course; consider elaborating on methods of instructions (see Course Outline of Record Handbook, Methods of Instruction, for examples); textbook needs to be placed in the correct field.

PLGL 109 Family Law (3)
Prerequisite: PLGL 101

Rationale: The prerequisite course is being assigned as an advisory course and instructional materials section is being updated.

RECOMMENDATIONS: ~~evaluate an appropriate English-level advisory course~~, Re-evaluate the prerequisite course based on the content and volume of writing in the course outline and consider adding ENGL 101 instead of ENGL 514 as an advisory course; place the textbook in the correct field.

1st Appearance on Sunset List

Course Prefix Course Title & Units

Rationale for Retaining Course

- BUS 111 Internet Marketing (3)
- BUS 355 Issues in Internet Law (.5)
- BUS 356 Managing Organizations (.5)
- BUS 357 Management: Listening (.5)
- BUS 358 Managing Individuals (.5)
- BUS 368 Online Auctions (.5)
- BUS 374 Business Incorporation (.5)
- BUS 376 Strategic Planning (.5)
- BUS 381 Entering Global Markets (.5)
- BUS 387 Executive Leadership: Series (3)
- BUS 389 Customer Service Series (3)
- BUS 390 Business Entrepreneurship (3)
- BUS 391 Human Resources Management: Series (3)
- BUS 392 Performance Evaluation (.5)
- BUS 393 Business Report Writing (.5)
- BUS395 See BUS 374
- BUS 396 Performance Measurement (.5)
- BUS 397 Executive Leadership (.5)
- BUS 398 Efficient Meetings (.5)
- CBIS 318 Programming for the Web (3)
- CBIS 330 Database Management Concepts (3)
- CBIS 334 Database Security and Auditing (3)
- CBIS 336 Web Database Programming – PHP/ASP (3)
- CBIS 343 Applied Project Management (1.5)
- CBIS 381 Introduction to Mac OS (1)
- CBIS 382 Office Applications for the MAC (2)

Currently offered and will be offered again in spring 2016.
The business courses are part of the fast track program - a program that provides students an opportunity to develop and maintain those skills that employers seek. Courses can be completed in one weekend and students are awarded certificates of accomplishment upon completion of taking a series of courses in the fast track program.

The department is planning to offer CBIS courses and have reviewed and updated these courses in preparation.

- RE 300 Real Estate Examination Preparation (3)
- RE 306 Property Management (3)
- RE 303 Real Estate Practices (3)

Goes with interest in real estate – expected rise in student interest

This course has been offered successfully.

Major Course Modification (DL)

- MATH 521 Foundations of Mathematics (5)
Limitation on enrollment: not open to students who have passed MATH 511.

Rationale: Many students who are placed at this level of math are facing financial difficulties as well as transportation problems. Offering this course

as a DL will give them a chance to start their education at AHC.

RECOMMENDATIONS: student learning outcomes need to be added to the course outline; some concerns for offering a remedial course online.

Major Course Modification PE 106 Sports Officiating (3)

Rationale: Modifying the contact hours will better serve our students and enrollment. Lab hours are being removed and the course will be strictly lecture

RECOMMENDATIONS: remove reference to lab in methods of instruction; the textbook is dated 2011 and is the latest edition.

- i. COMMITTEE ACTION** A motion was made to recommend 1st readings for consideration. (M/S/P Lennihan/ Mitchem) Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen, J. Davis. Noes: 0. Abstentions: 0

c) Program Proposal 1st Reading

Proposal Type	Discipline	Program Title & Units	Rationale / Recommendations
Major Program Modification	Medical Assisting	Certificate of Accomplishment Medical Billing and Coding (16)	Rationale: The program is being updated as part of program review. RECOMMENDATIONS: removal of the first sentence in the catalog description is needed for clarity; the program information in the catalog and the program information on the website need to be consistent, page 194 of current catalog lists program prerequisites: CBIS 101, MATH 531, and ENGL 514 - no program prerequisites listed in the program listing, are the prerequisites being removed? The Chancellor's Office (CO) requires all program requirements be listed in the catalog description.

- i. COMMITTEE ACTION** A motion was made to recommend the modifications to Medical Billing and Coding for consideration. (M/S/P Lennihan/ Mitchem) Ayes: J. DalPorto, P. Warrick, L. Maxwell, D. Cain, D. Passage, S. Bates, R. Mabry, S. Bierdzinski, R. Lennihan, D. Mitchem, K. Treur, T. Vander Molen, J. Davis. Noes: 0. Abstentions: 0

VII. Curriculum Other (Action Items)

- Non-credit AP&P Position**
Committee members were asked to discuss the possibility of adding a voting Community Education position on the AP&P committee to represent curriculum proposals from that area.
- AP&P Work Groups** - finalization of participants and timeline
Not discussed due to time
- Calendar Revision** - Not discussed due to time

VIII. Curriculum Other (Information Items) - None

IX. Public Remarks - None

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.

VII. Reports - None

VIII. Call for Future Agenda Items – pass grades in the major, field trips

IX. Call to Adjourn - the meeting was adjourned at 4:00 p.m.

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday November 5, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

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

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 X Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematics Sciences – Derek Mitchem
 Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom Vander Molen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 X VP, Academic Affairs – George Railey
 X Admissions & Records – Betsy Wilcox
 X Admissions & Records - J. Hooghuis
 Articulation Officer
 Community Education – Vacant

STANDING INVITEES

X 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 – N/ Ornelas (designee)
 Dean, Extended Campus – Rick Rantz
 Associate Dean/Athletic Director – Kim Ensing
 Associate Dean/PCPA Director – Mark Booher

OTHER

X PT Faculty Union – D. Blanchard

I. Approval of Minutes

A motion was made to approve the minutes of the October 29, 2015 meeting as distributed. (M/S/P Mitchem/Lennihan)
 Ayes: P. Warrick, L. Maxwell, D. Cain, D. Passage, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstentions: 0.

II. Approval of the Agenda

A motion was made to approve the agenda with corrections. (M/S/P Mitchem /Lennihan) Ayes: P. Warrick, L. Maxwell, D. Cain, D. Passage, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstentions: 0.

III. Curriculum Review Consent Items

a) Consent Items 2nd Reading

Proposal Type	Course Prefix	Course Title (Units)	Rationale
Text/Materials Changes	EL 106	Networking Essentials 1 (3) Advisory: EL 105 and EL 125	RATIONALE: A new textbook is being adopted.
	EL 107	Networking Essentials 2 (3) Prerequisite: EL 107 or CS 107	RATIONALE: A new textbook is being adopted.
Major Courses Mods	FT 307	Firefighter I Academy (11.5)	RATIONALE: the course is being modified to align with the state curriculum
	PE 106	Sports Officiating (3)	RATIONALE: Modifying the contact hours will better serve our students and enrollment. Lab hours are being removed and the course will be strictly lecture
Request for DL	MATH 521	Foundations of Mathematics (5)	RATIONALE: Many students who are placed at this level of math are facing financial difficulties as well as transportation problems. Offering
Proposals to Retain 1 st Appearance on Sunset List Courses	BUS 111	Internet Marketing (3)	
	BUS 355	Issues in Internet Law (.5)	
	BUS 356	Managing Organizations (.5)	
	BUS 357	Management: Listening (.5)	
	BUS 358	Managing Individuals (.5)	
	BUS 368	Online Auctions (.5)	
	BUS 374	Business Incorporation (.5)	

BUS 376	Strategic Planning (.5)
BUS 381	Entering Global Markets (.5)
BUS 387	Executive Leadership: Series (3)
BUS 389	Customer Service Series (3)
BUS 390	Business Entrepreneurship (3)
BUS 391	Human Resources Management: Series (3)
BUS 392	Performance Evaluation (.5)
BUS 393	Business Report Writing (.5)
BUS395	See BUS 374
BUS 396	Performance Measurement (.5)
BUS 397	Executive Leadership (.5)
BUS 398	Efficient Meetings (.5)
CBIS 318	Programming for the Web (3)
CBIS 330	Database Management Concepts (3)
CBIS 334	Database Security and Auditing (3)
CBIS 336	Web Database Programming – PHP/ASP (3)
CBIS 343	Applied Project Management (1.5)
CBIS 381	Introduction to Mac OS (1)
CBIS 382	Office Applications for the MAC (2)
RE 300	Real Estate Examination Preparation (3)
RE 303	Real Estate Practices (3)
RE 306	Property Management (3)

COMMITTEE ACTION: A motion was made to recommend 2nd reading consent items for adoption. (M/S/P Mitchem /Lennihan) Ayes: P. Warrick, L. Maxwell, D. Cain, D. Passage, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstentions: 0.

A motion was made to recommend prerequisites for adoption. (M/S/P Maxwell/Lennihan) Ayes: P. Warrick, L. Maxwell, D. Cain, D. Passage, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstentions: 0.

b) Consent Items – 1st Reading

Proposal Type	Course Prefix	Course Title (Units)	Rationale / Action
Major Course Mod	ART 399A	Teapots Advisories: ART 160 and ART 366	RATIONALE: The prerequisite courses are being assigned as advisory courses. COMMITTEE ACTION: A motion was made to recommend 1st reading consent items for consideration. (M/S/P Mitchem /Lennihan) Ayes: P. Warrick, L. Maxwell, D. Cain, D. Passage, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstentions: 0.

IV. Curriculum Review – Action Items

a) Course Proposals - 2nd Reading

Proposal Type	Course Prefix	Course Title (Units)	Rationale / Recommendations
C-ID Course Mod	ENGL 105	Language and Culture (3)	RATIONALE: The course modification is due to C-ID requirements for transfer. Modifications include additional wording to existing course topics, and new edition textbook.
Agency Mandated Modification	LE 320	Basic Law Enforcement (20)	2 nd reading pending requested changes

COMMITTEE ACTION: A motion was made to recommend ENGL 105 and FT 307 for adoption. (M/S/P Mitchem /Lennihan). Ayes: P. Warrick, L. Maxwell, D. Cain, D. Passage, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstentions: 0.

b) Course Proposals – 1st Reading

Proposal Type	Course Prefix	Course Title (Units)	Rationale / Recommendations
New Courses	LE 426	Rifle Course Part II (.5) Prerequisite: LE 320 or firearms clearance, and free from illness	<p>RATIONALE: Meets POST 1081 Mandate and Penal Code section 33220(b). This topic was originally part of LE320 but POST states the course must be a stand-alone course and not part of the basic police academy. We are taking the patrol rifle block of instruction out of LE320 to create this new course.</p> <p>COMMITTEE RECOMMENDATIONS: In the prerequisite, move the last 2 sentences to the Imitations on Enrollment (LOE) section; verification of hours is needed - specifically if .25 lecture hours is allowed; the title is confusing as it references part 2 with no part 1 course in existence - consider modifying; reword objectives so that they can be evaluated (use verbs from Blooms Taxonomy).</p>
	FILM 104	Documentary Studies (3)	<p>RATIONALE: The creation of this course provides a home for curriculum that has previously been alluded to in other Film/Video courses. The program has identified this curriculum as important to the academic and career matriculation of our students. Course will be required units in the Film degree.</p> <p>COMMITTEE RECOMMENDATIONS: Consider ENGL 514 advisory due to the writing assignments for the course; include lecture and lab content in course content; research a CSU comparable course; if this course is to be part of a program please submit program modification; TOP and SAM code is are needed – work with your Dean.</p>
Major Course Mods	IDST 300	Being A Successful Online Student (1)	<p>RATIONALE: This proposal is meant to achieve two things: 1) review IDST 300 and update content, objectives, learning outcomes, and catalog description and 2) revisit course discipline placement. This modification will update the course to reflect its original goal and also meet Student Success initiatives.</p> <p>COMMITTEE RECOMMENDATIONS: There is a question about which department will house this course - the committee (confirmed by VPAA) recognizes the role of the dept. chair in determining placement. The committee recommends that the course be</p>

housed with the LRC; recommended discipline placement “instructional design/technology” or “computer information systems” or “office technologies” or “education” or “counseling” or “interdisciplinary studies” (due to the nature of the course); re-word objective no 1; remove extra lines in Outside Assignments; the committee recommends that the Distance Learning committee explore ways to promote this course via language in banner.

MA 353	Clinical Procedures 2 (5) Limitation on enrollment: successful completion of first semester MA courses	<p>RATIONALE: Students must successfully complete the first semester courses in the MA program in order to progress to the second semester. This is not presently stated in the catalog.</p> <p>COMMITTEE RECOMMENDATIONS: In Limitations on Enrollment (LOE) if the courses in the first semester are required to be completed prior to MA 353 then they are prerequisites and the courses should be listed under “prerequisites” and not in LOE; research a newer edition textbook (other than 2011); specify lecture and lab content in “course content”.</p>
MA 356	Job Success Externships (3.5)	<p>RATIONALE: The need to change limitation on enrollment in this course was determined via course review. Students must successfully complete the first semester courses of the MA program and the other second semester courses prior to starting the externship experience.</p> <p>COMMITTEE RECOMMENDATIONS: In Limitations on Enrollment (LOE) if the courses in the first semester are required to be completed prior to MA 353 then they are prerequisites and the courses should be listed under “prerequisites” and not in LOE; research a newer edition textbook (there is a 3rd edition, 2015 available); specify lecture and lab content in “course content”; clarify “other 2nd semester courses” in LOE.</p>
MA 361	Coding for Medical Insurance (3) Corequisite: MA 361	<p>RATIONALE: The wording for limitation on enrollment presently states successful completion of first semester MA courses. It needs to be changed to first semester billing and coding MA program option courses, for accuracy.</p> <p>COMMITTEE RECOMMENDATIONS: In Limitations on Enrollment (LOE) if the courses in the first semester are required to be completed prior to MA 353 then they are prerequisites and the courses should be listed under “prerequisites” and not in LOE research a newer textbook.</p>

	WLDT 312	Pipe Fitting & Welding (3) Prerequisite: WLDT 107	RATIONALE: This course is being updated in preparation of offering welding students an opportunity to gain advanced welding skills. COMMITTEE RECOMMENDATIONS: Identify lecture and lab content in course content; clarify the "CR C" in the prerequisite section; include textbook year and edition if available; Assign discipline placement.
C-ID Course Mod	MATH 105	Mathematics for Teachers (4) Prerequisite: Math 331 or 333/334	RATIONALE: The course objectives have been modified to match the verbiage of the CID course descriptor to ensure CID approval. COMMITTEE RECOMMENDATIONS: Update the DL section for currency of how the course is offered; research a newer edition textbook.
Minor Course Mod	MUS 117	Electronic Music MIDI (3)	RATIONALE: The title change is intended to clarify the course content for prospective students COMMITTEE RECOMMENDATIONS: Assign discipline placement; identify lecture and lab content in course content; research a newer edition textbook or provide rationale for older edition.

COMMITTEE ACTION: A motion was made to recommend 1st reading consent items for consideration. (M/S/P Mitchem /Lennihan) Ayes: P. Warrick, L. Maxwell, D. Cain, D. Passage, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstentions: 0.

V. Program Proposals – 2nd Reading

Proposal Type	Course title (units)	Action
Major Program Mod	Medical Billing and Coding – Certificate of Accomplishment (16)	No action taken: 2 nd reading pending requested changes

VI. Curriculum – Other (Action Items)

- a) Fashion Studies – Need to add to Summary Report for current catalog listing of Certificate of Accomplishment
COMMITTEE ACTION: A motion was made to approve Fashion Studies, Certificate of Accomplishment. (M/S/P Lennihan/DalPorto). Ayes: P. Warrick, L. Maxwell, D. Cain, D. Passage, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstentions: 0.
- b) Non-credit AP&P Rep position
COMMITTEE ACTION: A motion was made to recommend to Academic Senate that a voting faculty member be appointed to the AP&P Committee to represent the noncredit department. (M/S/P Lennihan/Warrick) Ayes: P. Warrick, L. Maxwell, R. Mabry, S. Bierdzinski, A. Sanders, R. Lennihan, D. Mitchem, T. Vander Molen. Noes: 0. Abstentions: 0. Abstention: D. Passage, D. Cain.
- c) Participation on AP&P Work Groups – Which Reps on which groups and time frame.
- d) Calendar Revision – Next Summary Report: December and AP&P Meetings through December 3rd.

VII. Public Remarks - None

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.

VIII. Reports - None

IX. Call for Future Agenda Items – Pass/no pass grades in the major

X. Call to Adjourn - The meeting was adjourned at 4:00 p.m.

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

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday November 19, 2015 – B-100 – 2:00 PM

VOTING MEMBERS

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

X Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierdzinski
 X Languages & Communication – Andrea Sanders
 Life and Physical Sciences – Rob Lennihan
 X Mathematical Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 VP, Academic Affairs – G. Railey
 X Admissions & Records – B. Wilcox
 Admissions & Records – J. Hooghuis
 Articulation D. DeGroot
 Community Education – vacant
 Part-Time Faculty Union – vacant

STANDING INVITEES

Dean, Academic Affairs – L. Nazarenko
 Dean, Academic Affairs – D. Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs –

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

GUESTS

Danielle Blanchard

I. Approval of Minutes

A motion was made to approve the minutes of the November 12, 2015 meeting as distributed. (M/S/P Manalo/Bierdzinski Ayes: J. Dal Porto, P. Warrick, L. Manalo, R. Mabry, S. Bierdzinski, A. Sanders, D. Mitchem, K. Treur, Noes: 0. Abstentions: D. Passage, S. Bates.

II. Approval of the Agenda

A motion was made to approve the agenda with corrections. (M/S/P Manalo) Ayes: J. Dal Porto, P. Warrick, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, D. Mitchem, A. Sanders, K. Treur. Noes: 0. Abstentions: 0

III. Curriculum Review Consent Items 1st Reading

Proposal Type	Course Prefix	Course Title (Units)	Rationale / Actions
Textbook Change	CBIS 112	Introduction to Visual Basic Program (3)	Rationale: The course is being reviewed and updated as part of course and program review cycle.
Course Drop	CS 175	Object-Oriented Programming (3)	The removal of this course from the catalog will impact the following programs: Mechatronics, Engineering, Computer Science, Electronics Technology.
COMMITTEE ACTION		A motion was made to recommend 1 st reading consent items for consideration. (M/S/P Mitchem/Sanders) Ayes: J. Dal Porto, P. Warrick, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, D. Mitchem, A. Sanders, K. Treur. Noes: 0. Abstentions: 0	

Course Proposals – 1st Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale / Actions
Major Course Modifications	EL 108	Networking Essentials 3 (2)	Rationale: There are changes in industry standards (Cisco) and a new prerequisite, EL 107, is being assigned.
	MATH 100	Nature of Modern Mathematics (3)	Rationale: The math sequence includes a newly developed math course, Math 309, which requires the updating of math prerequisites appropriately.
COMMITTEE ACTION		A motion was made to recommend 1 st readings for consideration. (M/S/P Manalo/Mitchem) Ayes: J. Dal Porto, P. Warrick, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, D. Mitchem, A. Sanders, K. Treur. Noes: 0. Abstentions: 0	

IV. 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

V. Curriculum Review Consent Items 2nd Reading

Proposal Type	Course Prefix	Course Title (Units)	Rationale / Actions
New Courses	AG 324	Small Acreage Grapegrowing (1)	Rationale: This course has been offered successfully as an experimental course and addresses small acreage viticulture.
	FILM 104	Documentary Studies (3)	Rationale: The creation of this course provides a home for curriculum that has previously been alluded to in other Film/Video courses. The program has identified this curriculum as important to the academic and career matriculation of our students. Course will be required units in the Film degree.
Agency Mandated Modification	LE 320	Basic Law Enforcement Academy (22.5) Advisories: ENGL 306, PE 141	Rationale: The course is being modified due to a P.O.S.T. mandate to offer a section of this course as a separate course rather than as part of the course (LE 426, new course proposal). <i>Recommended for adoption pending verification of unit requirements and AHC unit limitation policy.</i>
Minor Course Modification	CBIS 343	Applied Project Management 1 (1.5)	The course is being updated as part of course and program review. <i>This proposal will be removed from the workflow and re-submitted as a major modification in order to update the DL page.</i>
Correction	GEOL 114	Oceanography (3.5)	The field trip hours for this course are being entered correctly in CurricUnet. There is homework associated with the field trips and those hours are included in the conversion of hours to units appropriately.
Course Drop	CS 175	Object-Oriented Programming (3)	
Sunset List 1st appearance - RETAIN	DA 331	Infection Control in Dentistry (.5)	The committee approves the rationale to retain these courses as active (in the catalog) for another year. A new sunset list (courses which have not been offered successfully for at least two years) will be generated for AP&P review and action in fall 2016.
	DANC 138	Intermediate Hip Hop Dance (2)	
	DANC 151	Clinic in Tap (.5)	
	DANC 153	Intermediate Tap (2)	
	DANC 154	Pointe & Partnering Clinics (1)	
	DANC 162	Clinic in Jazz (.5)	
	DANC 164	Clinic in Modern Dance (.5)	

DANC 167	Clinic in Intermediate Tap (.5)
DANC 168	Clinic in Stretch (.5)
DANC 172	Beginning Ballroom Dance (.5)
DANC 174	Intermediate Ballroom (.5)
DANC 178	Choreography Filed Work (2)
DRMA 128	Makeup for Stage/TV (3)
EL/ET 104	Introduction to Robotics & Mechatronics (3)
ENGL 100	Writing in Career/Tech Fields (4)
ENGL 107	Literary Arts Journal 1 (3)
ENGL 108	Literary Arts Journal 2 (3)
ENGL 109	Applied Composition (1.5)
ENGL 116	Writing Poetry (3)
ENGL 132	Literature & Film (3)
ENGL 137	Children's Literature (3)
ENGL 139	Ideas of Differences in Literature (3)
ENGL 144	Ancient Literature (3)
ENGL 148	Hispanic Literature in Translation (3)
FILM 112	Studio Production (4)
FILM 114	Local Programming (2)
GEOG 110	Introduction to Meteorology (4)
MUS 150ABC	Instrumental Ensemble (1)
MUS 151ABC	Concert Band (1)
MUS 160	Music Business (2)
PE 106	Sports Officiating (3)
PE 123	Aerobic Swim (1)
PE 156	Beginning Golf (1)
PE 157	Golf: The Short Game (1)
SOC 122	Sociology of the Hispanic Culture (3)
SOC 160	Cities and Urban Life (3)
COMMITTEE ACTION	A motion was made to recommend 2 nd readings for adoption pending any noted action items. (M/S/P Manalo) /Mitchem) Ayes: J. Dal Porto, P. Warrick, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, D. Mitchem, A. Sanders, K. Treur. Noes: 0. Abstentions: 0.

VI. Curriculum Review – Action Items

Course Proposals – 2nd Reading

Proposal Type	Course Prefix	Course Title (Units)	Rationale / Action
Major Course Modifications	EL 108	Networking Essentials 3 (2) Prerequisite: EL 106 or EL 107	The course is being modified due to a change in industry standards. EL 106 is being added as an additional prerequisite course .
	MATH 100	Nature of Modern Mathematics (3) Prerequisites: MATH 309 or MATH 331 OR MATH 333 and 334.	The course is being modified to include MATH 309 as an optional prerequisite course for students who are non-STEM majors.
	PLGL 108	Wills and Trusts (3)	The prerequisite course is being removed and advisory courses are being assigned. Students

		Advisories: PLGL 101, ENGL 514	are successfully completing the course without taking the prerequisite course.
	PLGL 109	Family Law (3) Advisories: PLGL 101, ENGL 101	The prerequisite course is being removed and advisory courses are being assigned. Students are successfully completing the course without taking the prerequisite course.
Minor Course Modifications	PLGL 101	Introduction to Paralegal Studies (3)	The textbook and other materials have been updated.
	PLGL 102	Criminal Law and Procedure (3) Advisory: ENGL 514	The textbook has been updated and “case analysis” has been added to methods of instruction.
	PLGL 104	Legal Research& Writing (3) Prerequisite: ENGL 100	The textbook has been updated and “case analysis” has been added to methods of instruction.
COMMITTEE ACTIONS		<p>A motion was made to recommend prerequisites and advisories for adoption. (M/S/P Manalo/Mitchem) Ayes: J. Dal Porto, P. Warrick, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, D. Mitchem, A. Sanders, K. Treur. Noes: 0. Abstentions: 0</p> <p>A motion was made to recommend 2nd readings for adoption. (M/S/P Manalo/Warrick) Ayes: J. Dal Porto, P. Warrick, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, D. Mitchem, A. Sanders, K. Treur. Noes: 0. Abstentions: 0.</p>	

VII. Curriculum – Other (Action Items)

- Finalized AP&P Summary Report
Department chairs will be reminded that courses on the sunset list will be removed from the catalog unless a proposal to retain courses is submitted. The memo will include the current Sunset Policy and be cc'd to deans, reps, and VPAA. (M/S/P Manalo/Mabry) Ayes: J. Dal Porto, P. Warrick, D. Passage, S. Bates, L. Manalo, R. Mabry, S. Bierdzinski, D. Mitchem, A. Sanders, K. Treur. Noes: 0. Abstentions: 0.
- AP&P Vice-chair position for S16
An announcement was made that Sofia Ramirez-Gelpi will not serve as AP&P Vice Chair effective spring 2016 due to a recent appointment as interim dean, also effective spring 2016.
- Pass & Non-Pass for AHC graduation and major requirements
Not discussed due to time.
- Participation on AP&P Work Groups – Which Reps on which groups and time frame.
Not discussed due to time.

VIII. Reports

None

IX. Call for Future Agenda Items

X. Call to Adjourn

The meeting was adjourned at 4:00 p.m.

DRAFT

Academic Policy & Planning Committee Meeting Minutes

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

VOTING MEMBERS

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

Industrial Technology – Robert Mabry
 X Academic/Student Affairs – Sandra Bierzdzinski
 X Languages & Communication – Andrea Sanders
 X Life and Physical Sciences – Rob Lennihan
 X Mathematical Sciences – Derek Mitchem
 X Public Safety – Kristy Treur
 X Social & Behavioral Sciences – Tom VanderMolen
 Student Representative – Joanna Davis

NON-VOTING MEMBERS

X Curriculum Specialist – R. Andres
 X VP, Academic Affairs – G. Railey
 X Admissions & Records – B. Wilcox
 X Admissions & Records - J. Hooghuis
 Articulation D. DeGroot
 Community Education – vacant
 Part-Time Faculty Union – vacant

STANDING INVITEES

Dean, Academic Affairs – L. Nazarenko
 X Dean, Academic Affairs – D. Humphreys
 Dean, Academic Affairs – Nancy Meddings
 Dean, Student Services – Robert Parisi
 Dean, Academic Affairs –

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

GUESTS

Danielle Blanchard

I. Approval of Minutes

A motion was made to approve the minutes of the November 19, 2015 meeting as distributed. (M/S/P Mitchem/Sanders Ayes: J. Dal Porto, P. Warrick, L. Maxwell, S. Bierzdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, Noes: 0. Abstentions: D. Passage, S. Bates.

II. Approval of the Agenda

A motion was made to approve the agenda as distributed. (M/S/P Mitchem/Lennihan) Ayes: J. Dal Porto, P. Warrick, D. L. Maxwell, Passage, S. Bates, S. Bierzdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur. Noes: 0. Abstentions: 0

III. Curriculum Review Action Items

Course Proposals - 2nd Reading

Proposal Type	Prefix & Number	Course title (units)	Rationale / Recommendations
Major Modifications	COS 301	Introduction to Cosmetology (5)	Rationale: cosmetology courses are no longer repeatable. In order for students to complete the required hours the courses are being leveled into separate courses. The course titles and units are being modified in 301 and 302. Two new courses, 303 and 304 are being created. Recommendations: None
	COS 302	Beginning Cosmetology (9)	
New Courses	COS 303	Intermediate Cosmetology (9)	
	COS 304	Advanced Cosmetology (9)	
COMMITTEE ACTION:	A motion was made to recommend 2 nd readings for adoption. (M/S/P Sanders/DalPorto) Ayes: J. Dal Porto, P. Warrick, D. L. Maxwell, Passage, S. Bates, S. Bierzdzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur. Noes: 0. Abstentions: 0		

Program Proposals – 2nd Reading

Proposal Type	Discipline	Course title (units)	Action
Major Modification	COS	Associate in Science Cosmetology(32 units)	Rationale: The cosmetology programs are being updated to reflect changes to the courses. The program units are changing from 24 to 32 units for both the degree and certificate.
	COS	Certificate of Achievement Cosmetology (32 units)	

COMMITTEE ACTIONS:	A motion was made to recommend for adoption the modifications to the AS degree in cosmetology. (M/S/P Lennihan/Sanders) Ayes: J. Dal Porto, P. Warrick, D. L. Maxwell, Passage, S. Bates, S. Bierzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur. Noes: 0. Abstentions: 0
	A motion was made to recommend for adoption the modifications to the certificate in achievement in cosmetology. (M/S/P Lennihan/Sanders) Ayes: J. Dal Porto, P. Warrick, D. L. Maxwell, Passage, S. Bates, S. Bierzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur. Noes: 0. Abstentions: 0

IV. Curriculum – Other (Action Items)

- Remaining curriculum in the queue – First three AP&P meetings in February

Dave DeGroot will prioritize the remaining fall proposals in preparation for spring 2016 review. Proposals submitted prior to the fall 8/31/2015 deadline will be reviewed first in the spring 2016 semester.

- Solicitations & Election for AP&P Vice Chair for Spring 2016

A review of vice chair duties included the following: ensure local compliance, report from sub committees, and facilitate meetings when needed, serve as a resource, work with the chair, be knowledgeable, and represent AP&P at other committee meetings.

Nominations: Larry Manalo

COMMITTEE ACTION: A motion was made nominating Larry Manalo for the position of AP&P Vice Chair. (M/S/P M. Warrick / R. Lennihan). Ayes: J. Dal Porto, P. Warrick, D. L. Maxwell, Passage, S. Bates, S. Bierzinski, A. Sanders, R. Lennihan, D. Mitchem, K. Treur. Noes: 0. Abstentions: 0

- AP&P Work Group Updates and Groups Meet

The committee reviewed the various documents posted on myHancock for the working groups listed below. A suggestion was made to agenize the work groups during regular AP&P meeting time over the spring 2016 semester.

Working Groups

Credit by exam

Tech Review

Sunset Policy

General Education Philosophy Statement and Grad Requirements.

Evaluation of AP&P Committee

DL Conversion Process

Repeatable Courses

- Pass & Non-Pass for AHC Graduation and Major requirements

Not discussed

- AP&P Spring Retreat – Wednesday January 20, 2016, 9:00 am - 4:00 pm

Lunch will be provided.

V. 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.

VI. Reports - None

VII. Call for Future Agenda Items

VIII. Call to Adjourn: The meeting adjourned at 4:00 p.m

AP&P Sub Groups – Local Policy Development

POLICY TYPE	PURPOSE/CHARGE OF THIS POLICY	LEADER AND GROUP MEMBERS	TIMELINES
Local policy on what constitutes college-level course work	Consistent guidelines/standards on what constitutes an appropriate 100-level COR are needed (i.e. statements on rigor, intensity, Reading/writing/critical thinking requirements, degree-applicable	Group Leader: Sandra Bierdzinski Rebecca Andres	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE
Local Policy on the establishment and/or validation of PCAs.	Local policy/resource guide on how to establish/validate PCAs (i.e. when to use content review alone; when to use content review with statistical validation; analysis of the statistical data, etc.)	Group Leader: Sofia Ramirez Gelpi Armando Cortez	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with IRP</p>
Program Vitality Resource Guide	A resource guidebook with local policy that clearly articulates the parameters and procedures for review of programs under this BP/AP.	Group Leader: David Passage Sofia Ramirez Gelpi Possible: Michael Dempsey Cynthia Diaz	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE
Distance Learning Conversion Process	Local policy on the conversion of courses to DL in CNET that meets accreditation standards, evaluation of the process, and improvement of the process.	Group Leader: Derek Mitchem Larry Manalo Sherry Bates? Possible: Fred Patrick	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with the DL Committee.</p>
Learning Outcomes in the	More than policy, a discussion needs to get started on the value/weigh of	Group Leader:	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting -

COR	SLOs in course review and/or development. If SLO data could be used to modify courses and/or create new courses, then SLOs should be discussed at AP&P and used as one more review component to drive curriculum development.	Derek Mitchem Rebecca Andres Sofia Ramirez Gelpi Possible: Jennie Robertson	<ul style="list-style-type: none"> • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with LOAC-AA.</p>
Evaluation of the Curriculum Committee	Policy on how and when to evaluate the curriculum committee, including its structure and its efficiency.	Group Leader: Robert Mabry Judith Dal Porto Rebecca Andres Denize Cain	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE
Curriculum Development Handbook (CDH) Distribution	Policy on how to distribute the CDH upon update of local and/or state-related processes, including when to review the CDH for purposes of updating it.	Group Leader: Peggy Warrick Rebecca Andres	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE
Development of a Technical Review Committee	This sub-group of AP&P would be trained to critically look at specific technical components of a proposal. The policy would determine the make up of the group, roles and duties, and division of labor.	Group Leader: Larry Manalo Lydia Maxwell Dave DeGroot Rebecca Andres	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE
Sunset and Drop Policy	Definitions for course/program sunset and drop (if applicable) that align with current data (i.e. Tableau) and CMS are needed, including timelines, responsible parties, including policy guidelines on how to reactivate a course and/or program when applicable. Once policy is in place, such policy can be programmed into CNET so these take place via CNET	Group leader: Sherry Bates Andrea Sanders Rob Lennihan	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE

AP&P Committee Sub Groups – Board/Administrative Policy Review/Development

POLICY TYPE	PURPOSE/CHARGE OF THIS POLICY	LEADER AND GROUP MEMBERS	TIMELINES
BP/AP 4220. Textbook Selection	Current BP/AP doesn't align with current processes and it needs to be revised accordingly.	Group Leader: Sofia* Sandra Bierdszinski Judith Dal Porto Andrea Sanders	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with the Bookstore</p>
BP/AP 4235. Credit by Examination	Colleges that offer such services to students should have a BP/AP in place. (See p. 44 of the college catalog)	Group Leader: Sofia* Janet Hooghuis Lydia Maxwell	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with the 3SP Committee</p>
BP/AP 4227. Repeatable Courses	Colleges need to identify the processes by which courses can be designated as repeatable. BP/AP required by Title 5 §55033.	Group Leader: Rebecca Andres Larissa Nazarenko Janet Hooghuis Betsy Wilcox David Passage	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) – • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE
BP/AP 4100. Minimum Requirements for the Associate Degree	Colleges need to identify the processes for the transfer of credit and course waiver. (See catalog pp. 29, 41)	Group Leader: Rebecca Lydia Maxwell Kristy Treur	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) –

			<ul style="list-style-type: none"> • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with the 3SP Committee</p>
BP/AP 4025. Philosophy and Criteria for Associate Degree and GE	Colleges need to have in place their philosophy and criteria for courses meeting an associate degree and GE. (See catalog pp. 59)	<p>Group Leader:</p> <p>Lydia Maxwell Rebecca Andres Kristy Treur</p>	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) - • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with the 3SP Committee</p>
BP/AP ?? Grants and Curriculum Development	Development of a BP/AP looking specifically at how curriculum connected to grant funding is to be reviewed to ensure compliance before grant proposal is submitted.	<p>Group Leader: Sofia*</p> <p>Robert Mabry Judith Dal Porto</p>	<ul style="list-style-type: none"> • 1st meeting - • 2nd meeting - • 3rd meeting - • 1st draft presentation to AP&P (1st Reading) - • 2nd presentation to AP&P (2nd Reading) • Presentation to ACADEMIC SENATE <p>NOTE: Consultation with Grants Office (?)</p>

* AS Liaison - Ensures final policy version goes forward to Academic Senate.

Group Leader tasks: keep group on task, collect finalized policy version, possibly present at AP&P/Senate