

# Academic Policy & Planning Committee Training Retreat Agenda

Meeting Time: Wednesday, January 20, 2016

Morning Location: 9:00-12:00pm in Board Room

Afternoon Location: 1:00-4:00 in Board Room

PD Credits: 7 hours

The training retreat is open to all interested faculty

|  |   |                  |
|--|---|------------------|
| <b>Welcome</b>   |   | <b>9:00 a.m.</b> |
| <b>General Information</b>   |   |                  |
| <ul style="list-style-type: none"> <li>• General Proposal Review Plan for Spring 2016 <span style="float: right;">Dave D</span> <ul style="list-style-type: none"> <li>1. "What is in our CNET queue?"</li> <li>2. Spring Calendar: extend to 4:30 pm for the first three meetings?"</li> </ul> </li> <li>• Curriculum Information and Updates <span style="float: right;">Rebecca A</span> <ul style="list-style-type: none"> <li>1. Course Unit Calculation Override List</li> </ul> </li> </ul> |   |                  |
| <b>Policy Development Training</b>   |   | <b>10:00 am</b>  |
| <ul style="list-style-type: none"> <li>• Preparation for AP&amp;P Work Group Activities <span style="float: right;">Rebecca A</span></li> </ul>  |   |                  |
| <b>AP&amp;P Work Groups</b>  |   | <b>11:00 am</b>  |
| <ul style="list-style-type: none"> <li>• Group Membership <span style="float: right;">Dave D</span></li> <li>• Work Group Reporting Dates <span style="float: right;">Larry M</span></li> <li>• Work Group Breakouts</li> </ul>  |   |                  |
| <b>Lunch and Snacks Provided<br/>12:00-1:00 p.m.</b>   |   |                  |
| <b>Curriculum Development Handbook (CDH) Review</b>  |   | <b>1:00 pm</b>   |
| <ul style="list-style-type: none"> <li>• Current status of the CDH <span style="float: right;">Rebecca A</span></li> <li>• Finalize CDH Sections <span style="float: right;">Rebecca A</span></li> </ul>   |   |                  |
| <b>Non-Credit Curriculum</b>   | <span style="float: right;">Sofia RG</span> | <b>2:00 pm</b>   |
| <ul style="list-style-type: none"> <li>• Overview of the mission of noncredit</li> <li>• Workforce Prep/Development and Non Credit</li> <li>• Reviewing non-credit curriculum</li> <li>• Q&amp;A</li> </ul>  |   |                  |
| <b>Call to Adjourn</b>   |   | <b>4:00 p.m.</b> |

1<sup>st</sup> AP&P meeting: Thursday, February 4, 2016, from 2-:30 pm in the Board Room (B-100)

# Academic Policy & Planning Committee Agenda

## Meeting: Thursday February 4, 2015 – B-100 – 2:00 PM

### VOTING MEMBERS

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

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

### NON-VOTING MEMBERS

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

### STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko  
 Dean, Academic Affairs – Dominic Dal Bello  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez  
 Gelpi

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 – N/A  
 Part-Time Faculty Union – Danielle Blanchard

## Approval of Minutes

## Approval of the Agenda

## Curriculum Review – Consent Items

### Consent Items - 2<sup>nd</sup> Reading

| Proposal Type      | Prefix & Number | Course title (units)                              | Action |
|--------------------|-----------------|---|--------|
| After 1st Reading: |                 |   |        |
| Textbook Only      | CA 123          | Principles of Foods 2 (2)                         |        |
|                    | CA 124          | Sanitation, Safety, and Equipment (3)             |        |
|                    | CA 125          | Supervision and Training Techniques (3)           |        |
|                    | CA 126          | Food Production Costs, Control and Management (3) |        |
|                    | CA 129          | Catering and Events Managements (3)               |        |
|                    | CA 323          | Specialty and Wedding Cakes (1)                   |        |
|                    | CA 324          | Cake Decorating and Decorative Work (1)           |        |
| Major Mod          | MATH 123        | Elementary Statistics (4)                         |        |
| Major Mod          | MATH 321        | First Year Geometry (3)                           |        |
| Major Mod          | MATH 331        | Algebra 2 (4)                                     |        |
| Major Mod          | MATH 333        | Algebra 2: Part 1 (3)                             |        |

### Consent Items – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)                              | Action |
|---------------|-----------------|---|--------|
| Textbook Only | CA 123          | Principles of Foods 2 (2)                         |        |
|               | CA 124          | Sanitation, Safety, and Equipment (3)             |        |
|               | CA 125          | Supervision and Training Techniques (3)           |        |
|               | CA 126          | Food Production Costs, Control and Management (3) |        |
|               | CA 129          | Catering and Events Managements (3)               |        |
|               | CA 323          | Specialty and Wedding Cakes (1)                   |        |
|               | CA 324          | Cake Decorating and Decorative Work (1)           |        |
| Major Mod     | MATH 123        | Elementary Statistics (4)                         |        |
| Major Mod     | MATH 321        | First Year Geometry (3)                           |        |
| Major Mod     | MATH 331        | Algebra 2 (4)                                     |        |
| Major Mod     | MATH 333        | Algebra 2: Part 1 (3)                             |        |

## Curriculum Review – Action Items

### Course Proposals - 2<sup>nd</sup> Reading

| Proposal Type                 | Prefix & Number | Course title (units)                       | Action |
|-------------------------------|-----------------|--|--------|
| After 1 <sup>st</sup> Reading |                 |  |        |
| New Course                    | AG 160          | Plant Propagation/Production (3)           |        |
| Major Mod                     | ART 380         | Art Lab (Ceramics) 1 (.5)                  |        |
|                               | ART 381         | Art Lab (Ceramics) 2 (.5)                  |        |
| New Course                    | BASK 7009A      | GED Test Prep: Social Studies (0)          |        |
|                               | BASK 7012A      | Pre-GED Reading and Writing (0)            |        |
|                               | BASK 7013       | GED Prep: Computer Skills (0)              |        |
| Minor Mod                     | BIOL 189        | Independent Projects (1-3)                 |        |
| Major Mod/C-ID                | CA 120          | Principles of Foods 1                      |        |
| Major Mod/DL                  | CBIS 334        | Database Security and Auditing (3)         |        |
|                               | CBIS 336        | Web DB Programming – PHP/ASP (3)           |        |
| Minor Mod                     | CHEM 120        | Introductory Chemistry (4)                 |        |
| New Course                    | ECS 151         | Infant and Toddler Development (3)         |        |
| Major Mod                     | EL 109          | Networking Essentials 4 (2)                |        |
| New Course                    | FILM 108        | Film and Television (3)                    |        |
| New Course                    | FILM 109        | Contemporary Asian Cinema (3)              |        |
| Major Mod                     | ITAL 103        | Intermediate Italian I (5)                 |        |
|                               | ITAL 104        | Intermediate Italian II (5)                |        |
| New Course                    | MA 379          | Success in MA Practice (1.5)               |        |
| Major Mod                     | NESL 7000       | Introduction to English: Pre-A (0)         |        |
|                               | NESL 7001       | Introduction to English A1 (0)             |        |
|                               | NESL 7002       | Introduction to English A2 (0)             |        |
|                               | NESL 7003       | Introduction to English B1 (0)             |        |
|                               | NESL 7004       | Introduction to English B2 (0)             |        |
|                               | NESL 7005       | Introduction to English C1 (0)             |        |
|                               | NESL 7006       | Introduction to English C2 (0)             |        |
|                               | NESL 7007       | Introduction to English D1 (0)             |        |
|                               | NESL 7008       | Introduction to English D2 (0)             |        |
|                               | NESL 7020A      | Spanish Literacy (0)                       |        |
| Major Mod                     | PLGL 110        | Intellectual Property (3)                  |        |
|                               | PLGL 111        | Tort Law for Paralegals (3)                |        |
|                               | PLGL 112        | Corporations, Partnerships, LLC (3)        |        |
| New Course                    | POLS 199A       | Special Topics: Presidential Elections (1) |        |

### Course Proposals – 1st Reading

| Proposal Type  | Prefix & Number | Course title (units)               | Action |
|----------------|-----------------|------------------------------------|--------|
| New Course     | AG 160          | Plant Propagation/Production (3)   |        |
| Major Mod      | ART 380         | Art Lab (Ceramics) 1 (.5)          |        |
|                | ART 381         | Art Lab (Ceramics) 2 (.5)          |        |
| New Course     | BASK 7009A      | GED Test Prep: Social Studies (0)  |        |
|                | BASK 7012A      | Pre-GED Reading and Writing (0)    |        |
|                | BASK 7013       | GED Prep: Computer Skills (0)      |        |
| Minor Mod      | BIOL 189        | Independent Projects (1-3)         |        |
| Major Mod/C-ID | CA 120          | Principles of Foods 1              |        |
| Major Mod/DL   | CBIS 334        | Database Security and Auditing (3) |        |
|                | CBIS 336        | Web DB Programming – PHP/ASP (3)   |        |
| Minor Mod      | CHEM 120        | Introductory Chemistry (4)         |        |
| New Course     | ECS 151         | Infant and Toddler Development (3) |        |
| Major Mod      | EL 109          | Networking Essentials 4 (2)        |        |
| New Course     | FILM 108        | Film and Television (3)            |        |
| New Course     | FILM 109        | Contemporary Asian Cinema (3)      |        |
| Major Mod      | ITAL 103        | Intermediate Italian I (5)         |        |
|                | ITAL 104        | Intermediate Italian II (5)        |        |
| New Course     | MA 379          | Success in MA Practice (1.5)       |        |

|            |            |  |  |
|------------|------------|--|--|
| Major Mod  | NESL 7000  | Introduction to English: Pre-A (0)         |  |
|            | NESL 7001  | Introduction to English A1 (0)             |  |
|            | NESL 7002  | Introduction to English A2 (0)             |  |
|            | NESL 7003  | Introduction to English B1 (0)             |  |
|            | NESL 7004  | Introduction to English B2 (0)             |  |
|            | NESL 7005  | Introduction to English C1 (0)             |  |
|            | NESL 7006  | Introduction to English C2 (0)             |  |
|            | NESL 7007  | Introduction to English D1 (0)             |  |
|            | NESL 7008  | Introduction to English D2 (0)             |  |
|            | NESL 7020A | Spanish Literacy (0)                       |  |
| Major Mod  | PLGL 110   | Intellectual Property (3)                  |  |
|            | PLGL 111   | Tort Law for Paralegals (3)                |  |
|            | PLGL 112   | Corporations, Partnerships, LLC (3)        |  |
| New Course | POLS 199A  | Special Topics: Presidential Elections (1) |  |

### Program Proposals – 2<sup>nd</sup> Reading

| Proposal Type                  | Prefix & Number | Course title (units)   | Action |
|--------------------------------|-----------------|--|--------|
| After 1 <sup>st</sup> Reading: |                 |  |        |
| New Program                    | BIOL            | Biology (38)<br>Associate in Science in Biology for Transfer     |        |
| New Program                    | HUSV            | Addiction Studies Basic (12)<br>Certificate of Accomplishment    |        |
|                                | HUSV            | Addiction Studies Advanced (12)<br>Certificate of Accomplishment |        |
| Minor Mod                      | RVT             | Veterinary Technology (20)<br>Certificate of Achievement         |        |

### Program Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)   | Action |
|---------------|-----------------|--|--------|
| New Program   | BIOL            | Biology (38)<br>Associate in Science in Biology for Transfer     |        |
| New Program   | HUSV            | Addiction Studies Basic (12)<br>Certificate of Accomplishment    |        |
|               | HUSV            | Addiction Studies Advanced (12)<br>Certificate of Accomplishment |        |
| Minor Mod     | RVT             | Veterinary Technology (20)<br>Certificate of Achievement         |        |

### Curriculum – Other (Action Items)

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

### Curriculum – Other (Information Items)

### Public Remarks

The section of the agenda is intended for members of the public to address the committee on items involving curriculum development and approval. Time limits and procedures to address the committee apply to this part of the agenda. Public comment not pertaining to specific agenda items is welcome under this section as well. When public remarks are completed regarding a specific agenda item, discussion is then confined to committee members only. This practice is in accordance with the Brown Act.

### Reports

- AP&P Representatives
- AP&P Vice Chair
- AP&P Chair
- Administration
- Admissions and Records
- Counseling/Matriculation

- g. Articulation
- h. Curriculum & Support

**Call for Future Agenda Items**

**Call to Adjourn**

**Next meeting:** Thursday, Feb. 11, 2016, in B-100, starting at 2:00 p.m.

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

# Academic Policy & Planning Committee Agenda

Meeting: Thursday February 11, 2015 in B-100 at 2:00 PM

## VOTING MEMBERS

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

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 Student Representative – Joanna Davis

## NON-VOTING MEMBERS

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

## STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko  
 Dean, Academic Affairs – Dominic Dal Bello  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez  
 Gelpi

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 – N/A  
 Part-Time Faculty Union – Danielle  
 Blanchard

**Approval of Minutes - December 3, 2015 and February 4, 2016**

**Approval of the Agenda - Prefix # are proposals from Feb 4<sup>th</sup>**

**Curriculum Review – Consent Items**

## Consent Items – 1st Reading

| Proposal Type | Prefix & Number | Course title (units)                              | Action |
|---------------|-----------------|---|--------|
| Textbook Only | CA 123          | Principles of Foods 2 (2)                         |        |
|               | CA 124          | Sanitation, Safety, and Equipment (3)             |        |
|               | CA 125          | Supervision and Training Techniques (3)           |        |
|               | CA 126          | Food Production Costs, Control and Management (3) |        |
|               | CA 129          | Catering and Events Managements (3)               |        |
|               | CA 323          | Specialty and Wedding Cakes (1)                   |        |
|               | CA 324          | Cake Decorating and Decorative Work (1)           |        |
| Minor Mod     | ART 382         | Art Lab 1 (Sculpture) (0.5)                       |        |
| Major Mod     | ART 382         | Art Lab 2 (Sculpture) (0.5)                       |        |
| Textbook Only | GRPH 111        | Digital Imagery Lab (1)                           |        |
|               | GRPH 112        | Digital Imagery (3)                               |        |
|               | GRPH 113        | Digital Illustration (3)                          |        |
|               | GRPH 114        | Digital Illustration Lab (1)                      |        |
|               | GRPH 115        | Digital Design and Publishing (3)                 |        |
|               | GRPH 130        | 3D Modeling for Production (3)                    |        |
| Major Mod     | MATH 123        | Elementary Statistics (4)                         |        |
| Major Mod     | MATH 321        | First Year Geometry (3)                           |        |
| Major Mod     | MATH 331        | Algebra 2 (4)                                     |        |
| Major Mod     | MATH 333        | Algebra 2: Part 1 (3)                             |        |

## Public Remarks

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### Consent Items – 2<sup>nd</sup> Reading

| Proposal Type       | Prefix & Number | Course title (units)                              | Action                              |
|---------------------|-----------------|---|-------------------------------------|
| Textbook Only       | CA 123          | Principles of Foods 2 (2)                         |                                     |
|                     | CA 124          | Sanitation, Safety, and Equipment (3)             |                                     |
|                     | CA 125          | Supervision and Training Techniques (3)           |                                     |
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|                     | CA 323          | Specialty and Wedding Cakes (1)                   |                                     |
|                     | CA 324          | Cake Decorating and Decorative Work (1)           |                                     |
| Minor Mod           | ART 382         | Art Lab 1 (Sculpture) (0.5)                       |                                     |
| Major Mod           | ART 382         | Art Lab 2 (Sculpture) (0.5)                       |                                     |
| Textbook Only       | GRPH 111        | Digital Imagery Lab (1)                           |                                     |
|                     | GRPH 112        | Digital Imagery (3)                               |                                     |
|                     | GRPH 113        | Digital Illustration (3)                          |                                     |
|                     | GRPH 114        | Digital Illustration Lab (1)                      |                                     |
|                     | GRPH 115        | Digital Design and Publishing (3)                 |                                     |
|                     | GRPH 130        | 3D Modeling for Production (3)                    |                                     |
| Major Mod           | FRCH 101        | Elementary French 1 (5)                           | 2 <sup>nd</sup> Reading only (10/1) |
| Agency Mandated Mod | LE 320          | Basic Law Enforcement Academy (22.5)              | 2 <sup>nd</sup> Reading only (11/5) |
| Major Mod           | MATH 123        | Elementary Statistics (4)                         |                                     |
| Major Mod           | MATH 321        | First Year Geometry (3)                           |                                     |
| Major Mod           | MATH 331        | Algebra 2 (4)                                     |                                     |
| Major Mod           | MATH 333        | Algebra 2: Part 1 (3)                             |                                     |

### Curriculum Review – Action Items

### Course Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)                          | Action |
|---------------|-----------------|---|--------|
| New Course    | AG 160          | Plant Propagation/Production (3)              |        |
| Minor Mod     | ART 112         | Design Color Theory (3)                       |        |
| Minor Mod     | ART 150         | Painting in Oils 3 (3)                        |        |
| Major Mod     | ART 380         | Art Lab (Ceramics) 1 (.5)                     |        |
|               | ART 381         | Art Lab (Ceramics) 2 (.5)                     |        |
| New Course    | ASTR 121        | Elementary Astronomy Laboratory (1)           |        |
| New Course    | AT 354          | Selected Projects in Automotive Machining (1) |        |
| Minor Mod     | BIOL 189        | Independent Projects (1-3)                    |        |
| Major Mod/DL  | CBIS 334        | Database Security and Auditing (3)            |        |
|               | CBIS 336        | Web DB Programming – PHP/ASP (3)              |        |
| Minor Mod     | CHEM 120        | Introductory Chemistry (4)                    |        |
| Major Mod     | CHEM 140        | Introductory Organic Chemistry (4)            |        |
| Major Mod/DL  | DRMA 110        | History of World Theatre (3)                  |        |
| New Course    | ECS 151         | Infant and Toddler Development (3)            |        |
| Major Mod     | EL 109          | Networking Essentials 4 (2)                   |        |
| Major Mod     | ITAL 103        | Intermediate Italian I (5)                    |        |
|               | ITAL 104        | Intermediate Italian II (5)                   |        |
| New Course    | MA 379          | Success in MA Practice (1.5)                  |        |
| Major Mod     | PLGL 110        | Intellectual Property (3)                     |        |
|               | PLGL 111        | Tort Law for Paralegals (3)                   |        |
|               | PLGL 112        | Corporations, Partnerships, LLC (3)           |        |
| New Course    | POLS 199A       | Special Topics: Presidential Elections (1)    |        |
| New Course    | WLDT 320        | Pipe Welding (3)                              |        |

### Public Remarks

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### Course Proposals – 2<sup>nd</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)                          | Action |
|---------------|-----------------|---|--------|
| New Course    | AG 160          | Plant Propagation/Production (3)              |        |
| Minor Mod     | ART 112         | Design Color Theory (3)                       |        |
| Minor Mod     | ART 150         | Painting in Oils 3 (3)                        |        |
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|               | ART 381         | Art Lab (Ceramics) 2 (.5)                     |        |
| New Course    | ASTR 121        | Elementary Astronomy Laboratory (1)           |        |
| New Course    | AT 354          | Selected Projects in Automotive Machining (1) |        |
| Minor Mod     | BIOL 189        | Independent Projects (1-3)                    |        |
| Major Mod/DL  | CBIS 334        | Database Security and Auditing (3)            |        |
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| Minor Mod     | CHEM 120        | Introductory Chemistry (4)                    |        |
| Major Mod     | CHEM 140        | Introductory Organic Chemistry (4)            |        |
| Major Mod/DL  | DRMA 110        | History of World Theatre (3)                  |        |
| New Course    | ECS 151         | Infant and Toddler Development (3)            |        |
| Major Mod     | EL 109          | Networking Essentials 4 (2)                   |        |
| Major Mod     | ITAL 103        | Intermediate Italian I (5)                    |        |
|               | ITAL 104        | Intermediate Italian II (5)                   |        |
| New Course    | MA 379          | Success in MA Practice (1.5)                  |        |
| Major Mod     | PLGL 110        | Intellectual Property (3)                     |        |
|               | PLGL 111        | Tort Law for Paralegals (3)                   |        |
|               | PLGL 112        | Corporations, Partnerships, LLC (3)           |        |
| New Course    | POLS 199A       | Special Topics: Presidential Elections (1)    |        |
| New Course    | WLDT 320        | Pipe Welding (3)                              |        |

### Program Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)   | Action |
|---------------|-----------------|--|--------|
| New Program   | BIOL            | Biology (38)<br>Associate in Science in Biology for Transfer |        |
| Minor Mod     | RVT             | Veterinary Technology (20)<br>Certificate of Achievement     |        |

### 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.

### Program Proposals – 2<sup>nd</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)   | Action |
|---------------|-----------------|--|--------|
| New Program   | <b>BIOL</b>     | Biology (38)<br>Associate in Science in Biology for Transfer |        |
| Minor Mod     | <b>RVT</b>      | Veterinary Technology (20)<br>Certificate of Achievement     |        |



**Curriculum – Other (Action Items)**

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

**Curriculum – Other (Information Items)**

**Reports**

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

**Call for Future Agenda Items**

**Call to Adjourn**

**Next meeting:** Thursday, Feb. 18, 2016, in B-100, starting at 2:00 p.m.

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# Academic Policy & Planning Committee Agenda

## Meeting: Thursday February 18, 2016 in B-100 at 2:00 PM

### VOTING MEMBERS (14)

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

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

### NON-VOTING MEMBERS

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

### STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko  
 Dean, Academic Affairs – Dominic Dal Bello  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez  
 Gelpi

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 – N/A  
 Part-Time Faculty Union – Danielle Blanchard

### Approval of Minutes - December 3, 2015, February 4, 2016 and February 11, 2016

### Approval of the Agenda -

### Curriculum Review – Consent Items

#### Consent Items

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

### Curriculum Review – Action Items

#### Course Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)              | Action |
|---------------|-----------------|-----------------------------------|--------|
| Major Mod     | MATH 181        | Calculus 1 (4)                    |        |
|               | MATH 182        | Calculus 2 (4)                    |        |
|               | MATH 183        | Multivariable Calculus (4)        |        |
| Major Mod     | SPAN 112        | Advanced Spanish Conversation (3) |        |

#### Program Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
| Minor Mod     | GRPH            | Graphics AS (35)     |        |

### 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.

### Course Proposals – 2<sup>nd</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)              | Action |
|---------------|-----------------|-----------------------------------|--------|
| Major Mod     | MATH 181        | Calculus 1 (4)                    |        |
|               | MATH 182        | Calculus 2 (4)                    |        |
|               | MATH 183        | Multivariable Calculus (4)        |        |
| Major Mod     | SPAN 112        | Advanced Spanish Conversation (3) |        |

**Program Proposals – 2<sup>nd</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
| Minor Mod     | GRPH            | Graphics AS (35)     |        |

**Curriculum – Other (Action Items)**

- College Now List
- Draft AP&P Curriculum Summary Report for February 3 – 18, 2016
- Pass & Non-Pass for AHC Graduation and Major requirements

**Curriculum – Other (Information Items)**

**Reports**

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

**Call for Future Agenda Items**

**Call to Adjourn**

**Next meeting:** Thursday, Feb. 25, 2016, in B-100, starting at 2:00 p.m.

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

# Academic Policy & Planning Committee Agenda

Meeting: Thursday February 25, 2016 in B-100 at 2:00 PM

[Revised Wednesday Feb, 24, 2016]

## VOTING MEMBERS (14)

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

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

## NON-VOTING MEMBERS

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

## STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko  
 Dean, Academic Affairs – Dominic Dal Bello  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez  
 Gelpi

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 – N/A  
 Part-Time Faculty Union – Danielle  
 Blanchard

## Approval of Minutes – Feb. 18, 2016

## Approval of the Agenda –

## Curriculum Review – Consent Items

### Consent Items

| Proposal Type   | Prefix & Number | Course title (units)       | Action |
|-----------------|-----------------|----------------------------|--------|
| Textbook Change | ECS 100         | Growth and Development (3) |        |

## Curriculum Review – Action Items

### Course Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)                         | Action |
|---------------|-----------------|--|--------|
| Major Mod     | LS 101          | Career and Life Planning (3)                 |        |
|               | PD 101          | Career and Life Planning (3)                 |        |
| Major Mod     | DRMA 106        | Acting II (3)                                |        |
| New Course    | PROD 301        | Introduction to Life and Career Planning (3) |        |

### Program Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |

## 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.

## Course Proposals – 2<sup>nd</sup> Reading

| Proposal Type                   | Prefix & Number | Course title (units)                         | Action |
|---------------------------------|-----------------|--|--------|
| Major Mod                       | LS 101          | Career and Life Planning (3)                 |        |
|                                 | PD 101          | Career and Life Planning (3)                 |        |
| Major Mod                       | DRMA 106        | Acting II (3)                                |        |
| New Course                      | PROD 301        | Introduction to Life and Career Planning (3) |        |
| <b>From Feb 4<sup>th</sup>:</b> |                 |  |        |
| NC New Course                   | BASK 7009A      | GED Test Prep: Social Studies (0)            |        |
|                                 | BASK 7012A      | Pre-GED Reading and Writing (0)              |        |
|                                 | BASK 7013       | GED Prep: Computer Skills (0)                |        |
| Major Mod/C-ID                  | CA 120          | Principles of Food (1)                       |        |
| NC Major Mods                   | NESL 7008       | Introduction to English D2 (0)               |        |
|                                 | NESL 7020A      | Spanish Literacy (0)                         |        |
|                                 | NESL 7000       | Introduction to English: Pre-A (0)           |        |
|                                 | NESL 7001       | Introduction to English A1 (0)               |        |
|                                 | NESL 7002       | Introduction to English A2 (0)               |        |
|                                 | NESL 7003       | Introduction to English B1 (0)               |        |
|                                 | NESL 7004       | Introduction to English B2 (0)               |        |
|                                 | NESL 7005       | Introduction to English C1 (0)               |        |
|                                 | NESL 7006       | Introduction to English C2 (0)               |        |
|                                 | NESL 7007       | Introduction to English D1 (0)               |        |
|                                 | NESL 7008       | Introduction to English D2 (0)               |        |
|                                 | NESL 7020A      | Spanish Literacy (0)                         |        |

## Program Proposals – 2<sup>nd</sup> Reading

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |

### Curriculum – Other (Action Items)

- Final AP&P Curriculum Summary for February 3 - 25, 2016
- Draft – Drop Policy
- Draft – Distance Learning Policy
- Pass & Non-Pass for AHC Graduation and Major requirements

### Curriculum – Other (Information Items)

### Reports

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

### Call for Future Agenda Items

### Call to Adjourn

**Next meeting:** Thursday, March 3, 2016, in B-100, starting at 2:00 p.m.

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

# Academic Policy & Planning Committee Agenda

## Meeting: Thursday March 3, 2016 in B-100 at 2:00 PM

### VOTING MEMBERS (14)

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

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

### NON-VOTING MEMBERS

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

### STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko  
 Dean, Academic Affairs – Dominic Dal Bello  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez  
 Gelpi

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 – N/A  
 Part-Time Faculty Union – Danielle Blanchard

### Approval of Minutes – February 25, 2016

### Approval of the Agenda -

### Curriculum Review – Consent Items

#### Consent Items

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

### Curriculum Review – Action Items

#### Course Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)                                     | Action |
|---------------|-----------------|--|--------|
|               |                 |  |        |
| New Course    | ENGL 179B       | Transfer Accelerated Reading and Writing Academic Skills |        |
| Minor Mod     | GRPH 118        | Introduction to Web Graphics (3)                         |        |
|               | GRPH 120        | Advanced Design for Publishing (3)                       |        |

#### Course Proposals – 2<sup>nd</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)                          | Action |
|---------------|-----------------|---|--------|
|               |                 |   |        |
| New Course    | AT 354          | Selected Projects in Automotive Machining (1) |        |

#### Program Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)              | Action |
|---------------|-----------------|-----------------------------------|--------|
|               |                 |                                   |        |
| New Program   | HUSV            | Addiction Studies Foundation (12) |        |

#### Program Proposals – 2<sup>nd</sup> Reading

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |

|                   |     |                            |  |
|-------------------|-----|----------------------------|--|
| Minor Program Mod | RVT | Veterinary Technology (20) |  |
|-------------------|-----|----------------------------|--|

### 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.

### Curriculum – Other (Action Items)

- Discussion – Drop Policy comments by Bob Nichols
- Draft – Distance Learning Proposal
- ~~Draft – BP/AP 4025 Philosophy/Criteria for Associate Degree and –BP/AP 4100 Minimum Requirements for Associate Degree~~

### Curriculum – Other (Information Items)

### Reports

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

### Call for Future Agenda Items

### Call to Adjourn

**Next meeting:** Thursday, March 10, 2016, in B-100, starting at 2:00 p.m.

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

# Academic Policy & Planning Committee Agenda

**Meeting: Thursday March 10, 2016 in B-100 at 2:00 PM**

**VOTING MEMBERS (14)**

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

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

**NON-VOTING MEMBERS**

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

**STANDING INVITEES**

Dean, Academic Affairs – Larissa Nazarenko  
 Dean, Academic Affairs – Dominic Dal Bello  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez  
 Gelpi

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 – N/A  
 Part-Time Faculty Union – Danielle  
 Blanchard

**Approval of Minutes – February 25, 2016 and March 3, 2016**

**Approval of the Agenda –**

**Curriculum Review – Consent Items**

**Consent Items**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

**Curriculum Review – Action Items**

**Course Proposals – 1<sup>st</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

**Course Proposals – 2<sup>nd</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

**Program Proposals – 1<sup>st</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

**Program Proposals – 2<sup>nd</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |



## 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.

## Curriculum – Other (Action Items)

- 

## Curriculum – Other (Information Items)

- Work in our task groups on policy issues

## Reports

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

## Call for Future Agenda Items

## Call to Adjourn

**Next meeting:** Thursday, March 17, 2016, in B-100, starting at 2:00 p.m.

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

# Academic Policy & Planning Committee Agenda

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

### VOTING MEMBERS (14)

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

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

### NON-VOTING MEMBERS

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

### STANDING INVITEES

Dean, Academic Affairs – Larissa Nazarenko  
 Dean, Academic Affairs – Dominic Dal Bello  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez  
 Gelpi

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 – N/A  
 Part-Time Faculty Union – Danielle Blanchard

### Approval of Minutes – March 10, 2016

### Approval of the Agenda -

### Curriculum Review – Consent Items

#### Consent Items

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

### Curriculum Review – Action Items

#### Course Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)            | Action   |
|---------------|-----------------|---------------------------------|--|
| Major Mod     | RVT 302         | Veterinary Office Procedure (2) | <b>Manalo/Maxwell motion to recommend adoption</b> |

#### Course Proposals – 2<sup>nd</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)   | Action   |
|---------------|-----------------|------------------------|--|
| New Course    | AG 330          | Harvest Boot Camp (.5) | <b>Objectives need to be re-written and entered individual; same as objectives; there are no handouts as mentioned; include in "other materials" lennihan/derek to table</b> |
| Major Mod     | COS 310         | Manicuring (9)         | <b>Rationale: I</b>  |

|            |           |  |   |
|------------|-----------|--|---|
|            |           |  |   |
| New Course | ENGL 179B | Transfer Accelerated Reading and Writing Academic Skills (2) | Rationale: an experimental course to accelerate students who are capable of advancing in English levels with ENGL 101 corequisite |
|            |           | Lennihan/mitchem   |   |

**Program Proposals – 1<sup>st</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

**Program Proposals – 2<sup>nd</sup> Reading**

| Proposal Type     | Prefix & Number | Course title (units)       | Action  |
|-------------------|-----------------|----------------------------|---|
|                   |                 |                            |   |
| Major Program Mod | RVT             | Veterinary Technology (20) | The modifications are major and the proposal will be need to be submitted for re-approval |
|                   |                 | Lennihan/Maxwell           |   |

**Public Remarks**

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**Curriculum – Other (Action Items)**

- Final – Sunset Policy

Various references were researched  
 Challenge to determine local policy where details are not explicit in co or title 5 language  
 We know we need something in place  
 1<sup>st</sup> and 2<sup>nd</sup> appearance are the same  
 2<sup>nd</sup> appearance or 4<sup>th</sup> year there are still two options  
 Dropped means it is removed from the catalog, becomes inactive at the state level – for 3 years will be inactive  
 2+2+4 plus inactive at the co for 3 years, if within the 3 years to re-activate, course review  
 After 3 years will be archived forever  
 Difference of drop policy versus department initiated drop policy – add info about the two separate processes  
 Form to include when the course was last offered? Last time successfully taught  
 Request evidence to support – program review? Enrollment issues? Attach evidence that retaining the course is needed – evidence based processes, supporting evidence

- Draft - AP&P Evaluation Proposal

Evaluation methods address continuing improvement, constantly moving forward. Recommend sgid.  
 Pros and cons about sgid  
 Difficulty to get faculty to show up  
 Survey the faculty to see who is willing to participate in an sgid  
 Get feedback from all and filter out those who have not dealt with committee  
 Start with the survey initially  
 Communication out about what the intent is about the survey  
 The committee is challenged with policy, change, and timeline  
 Campus wide survey for some, sgid for others

Value in an sgid  
Survey out to all  
Sgid out to department meetings explain that we are trying to improve processes (explain those issues that cause delay, and what app does – also, some things we cannot do.  
Departmental sgid with nondepartment facilitator – some dept members are past app reps (explain how the roles have changed and efforts to explain how app has changed  
2 surveys – one survey for two different paths  
There is a perception of app that is not helpful  
Presentation – simulation on how to do “batch” processing Robert Mabry

- Draft – BP/AP 4235, Credit by Examination

### **Curriculum – Other (Information Items)**

- **BP Standards of Scholarship**

### **Reports**

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

### **Call for Future Agenda Items**

### **Call to Adjourn**

**Next meeting:** Thursday, March 31, 2016, in B-100, starting at 2:00 p.m.

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

# Academic Policy & Planning Committee Agenda

**Meeting: Thursday March 31, 2016 in B-100 at 2:00 PM**

## VOTING MEMBERS (14)

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

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

## NON-VOTING MEMBERS

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

## STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
 Dean, Academic Affairs – Dominic Dal Bello  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez  
 Gelpi

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 – N/A  
 Part-Time Faculty Union – Danielle  
 Blanchard

## Approval of Minutes – March 17, 2016

## Approval of the Agenda -

## Curriculum Review – Consent Items

### Consent Items

| Proposal Type | Prefix & Number | Course title (units)          | Action |
|---------------|-----------------|-------------------------------|--------|
| Corrections   | MATH 141        | Precalculus (6)               |        |
| Course Drop   | MT 179B         | Machining Fundamentals 2 (2)  |        |
|               | MT 179C         | Survey of Machining & CWE (2) |        |

## Curriculum Review – Action Items

### Course Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)     | Action |
|---------------|-----------------|--------------------------|--------|
| Major Mod     | CA 118          | Beverage Management (1)  |        |
| Major Mod     | CHEM 180        | Organic Chemistry I (5)  |        |
|               | CHEM 181        | Organic Chemistry II (5) |        |
| New Course    | LE 427          | Bicycle Patrol (1.5)     |        |
| Major Mod     | MT 110          | CNC G Code (4)           |        |

### Course Proposals – 2<sup>nd</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)            | Action |
|---------------|-----------------|---------------------------------|--------|
| Major Mod     | RVT 302         | Veterinary Office Procedure (2) |        |

### Program Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

## Program Proposals – 2<sup>nd</sup> Reading

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

### 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.

### Curriculum – Other (Action Items)

- Units and Hours Document
- Draft - Repeatability BP/AP 4227
- Draft – Distance Learning
- Draft – BP/AP 4025 Philosophy/Criteria for Associate Degree and BP/AP 4100 Minimum Requirements for Associate Degree

### Curriculum – Other (Information Items)

- BP Standards of Scholarship

### Reports

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

### Call for Future Agenda Items

### Call to Adjourn

**Next meeting:** Thursday, April 7, 2016, in B-100, starting at 2:00 p.m.

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

# Academic Policy & Planning Committee Agenda

Meeting: Thursday April 7, 2016 in B-100 at 2:00 PM

**VOTING MEMBERS (14)**

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

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

**NON-VOTING MEMBERS**

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

**STANDING INVITEES**

Dean, Academic Affairs – Margaret Lau  
 Dean, Academic Affairs – Dominic Dal Bello  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez  
 Gelpi

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 – N/A  
 Part-Time Faculty Union – Danielle  
 Blanchard

**Approval of Minutes – March 31, 2016**

**Approval of the Agenda –**

**Curriculum Review – Consent Items**

**Consent Items**

| Proposal Type | Prefix & Number | Course title (units)    | Action |
|---------------|-----------------|-------------------------|--------|
| Major Mod     | EL 109          | Networking Essentials 4 |        |
|               |                 |                         |        |

**Curriculum Review – Action Items**

**Course Proposals – 1<sup>st</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

**Course Proposals – 2<sup>nd</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

**Program Proposals – 1<sup>st</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

**Program Proposals – 2<sup>nd</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

## 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.

## Curriculum – Other (Action Items)

- Draft – BP/AP 4235, Credit by Examination (CBE)
- Draft – Technical Review Committee (TRC) Proposal
- Final – Curriculum Committee Evaluation
- Final – AP 4227, Repeatability Policy

## Curriculum – Other (Information Items)

## Reports

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

## Call for Future Agenda Items

## Call to Adjourn

**Next meeting:** Thursday, April 14, 2016, in B-100, starting at 2:00 p.m.

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



# Academic Policy & Planning Committee Agenda

## Meeting: Thursday April 14, 2016 in B-100 at 2:00 PM

### VOTING MEMBERS (14)

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

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

### NON-VOTING MEMBERS

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

### STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
 Dean, Academic Affairs – Dominic Dal Bello  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez  
 Gelpi

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 – N/A  
 Part-Time Faculty Union – Danielle Blanchard

### Approval of Minutes – March 31, 2016 and April 7, 2016

### Approval of the Agenda –

### Curriculum Review – Consent Items

#### Consent Items

| Proposal Type   | Prefix & Number | Course title (units)                       | Action |
|-----------------|-----------------|--|--------|
| Major Mod       | EL 109          | Network Essentials 4 (2)                   |        |
| Textbook Change | HUSV 126        | Meditation, Mindfulness and Relaxation (3) |        |
| Textbook Change | NURS 422        | EKG/Monitor (1.5)                          |        |

### Curriculum Review – Action Items

#### Course Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number                  | Course title (units)                           | Action |
|---------------|----------------------------------|--|--------|
| Major Mods    | BUS 367                          | Management: Listening (.5)                     |        |
|               | BUS 360                          | Introduction to Supervision (.5)               |        |
|               | BUS 361                          | Your Leadership Style (.5)                     |        |
|               | BUS 363                          | Management: Conflict (.5)                      |        |
|               | BUS 364                          | Winning Business Plans (.5)                    |        |
|               | BUS 367                          | Managing Change (.5)                           |        |
|               | BUS 369                          | Employment Law (.5)                            |        |
|               | BUS 370                          | Ethics and Integrity (.5)                      |        |
|               | BUS 371                          | Sexual Harassment Prevention (.5)              |        |
|               | BUS 372                          | Workplace Diversity (.5)                       |        |
|               | BUS 373                          | Forming a Small Business (.5)                  |        |
|               | BUS 374                          | Business Incorporation (.5)                    |        |
|               | BUS 375                          | Patents and Copyrights (.5)                    |        |
|               | BUS 376                          | Strategic Planning (.5)                        |        |
|               | BUS 377                          | Managing Service Quality (.5)                  |        |
|               | BUS 378                          | Effective Sales Methods (.5)                   |        |
|               | BUS 380                          | Marketing Strategies (.5)                      |        |
|               | BUS 381                          | Entering Global Markets (.5)                   |        |
|               | BUS 382                          | Advertising & Public Relations Strategies (.5) |        |
|               | BUS 386                          | Business Resume Writing (1)                    |        |
| BUS 387       | Executive Leadership: Series (3) |  |        |

|  |         |  |  |
|--|---------|--|--|
|  | BUS 389 | Customer Service: Series (3)           |  |
|  | BUS 391 | Human Resources Management: Series (3) |  |
|  | BUS 394 | Managing Verbal Communication (.5)     |  |
|  | BUS 397 | Executive Leadership (.5)              |  |
|  | BUS 398 | EFFICIENT Meetings (.5)                |  |

### Course Proposals – 2<sup>nd</sup> Reading

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

### Program Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

### Program Proposals – 2<sup>nd</sup> Reading

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

### 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.

### Curriculum – Other (Action Items)

- AP&P Internal Elections
- Finalize Technical Review Proposal
- Finalize Credit by Examination

### Curriculum – Other (Information Items)

- Public Safety Required Language

### Reports

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

### Call for Future Agenda Items

### Call to Adjourn

**Next meeting:** Thursday, April 21, 2016, in B-100, starting at 2:00 p.m.

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

# Academic Policy & Planning Committee Agenda

Meeting: Thursday April 21, 2016 in B-100 at 2:00 PM

## VOTING MEMBERS (14)

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

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

## NON-VOTING MEMBERS

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

## OTHER:

Past Chair – N/A  
 Part-Time Faculty Union – Danielle Blanchard

## STANDING INVITEES

Dean, Academic Affairs – Margaret Lau

Dean, Academic Affairs – Dominic Dal Bello  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez  
 Gelpi

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

## Approval of Minutes – March 31, 2016 and April 14, 2016

## Approval of the Agenda –

## Curriculum Review – Consent Items

### Consent Items

| Proposal Type | Prefix & Number | Course title (units)     | Action |
|---------------|-----------------|--------------------------|--------|
| Major Mod     | EL 109          | Network Essentials 4 (2) |        |
|               |                 |                          |        |

## Curriculum Review – Action Items

### Course Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)                       | Action |
|---------------|-----------------|--|--------|
| New Course    | DANC 379B       | Dance Improvisation (3)                    |        |
| Major Mod     | ENGL 101        | Freshman Composition: Exposition (4)       |        |
| Major Mod     | MT 111          | CNC CAD-CAM (4)                            |        |
|               | MT 112          | CNC MULTI-AXIS (4)                         |        |
|               | MT 113          | SolidWorks 1 (3)                           |        |
|               | MT 114          | SolidWorks 2 (3)                           |        |
|               | MT 303          | Manufacturing Processes and Production (2) |        |
|               | MT 304          | Maintenance Awareness (2)                  |        |
|               |                 |  |        |

### Course Proposals – 2<sup>nd</sup> Reading

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
| Major Mod     | MT 110          | CNC G Code (4)       |        |
|               |                 |                      |        |

## Program Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)  | Action |
|---------------|-----------------|---|--------|
| Major Mod     | CBOT            | Computer Business Office Skills (Certificate of Accomplishment) (5)                 |        |
|               | CBOT            | Administration Assistant/Secretarial AS (29)  |        |
|               | CBOT            | Administration Assistant/Secretarial (Certificate Of Achievement) (29)              |        |
|               | CBOT            | Legal Secretarial (AS) (30)   |        |
|               | CBOT            | Legal Secretarial (Certificate Of Achievement) (30)                                 |        |
|               | CBOT            | Word/Information Processing (AS) (24)   |        |
|               | CBOT            | Word/Information Processing (Certificate Of Achievement) (24)                       |        |
|               | CBOT            | Computer Business Presentation and Publishing (Certificate of Accomplishment) (5.5) |        |
|               |                 |   |        |

## Program Proposals – 2<sup>nd</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)  | Action |
|---------------|-----------------|---|--------|
| New Program   | HUSV            | Addiction Studies Foundation (Certificate of Accomplishment) (12) |        |
|               | HUSV            | Addiction Studies Basic (Certificate of Accomplishment) (12)      |        |
|               | HUSV            | Addiction Studies Advanced (Certificate of Accomplishment) (12)   |        |
|               |                 |   |        |

### 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.

### Curriculum – Other (Action Items)

- **Vote for AP&P Chair and AP&P Vice-chair**
- **Final – AP 4235, Credit by Examination**
- **Final – Technical Review Committee Proposal**

### Curriculum – Other (Information Items)

### Reports

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation

h. Curricunet & Support

**Call for Future Agenda Items**

**Call to Adjourn**

**Next meeting:** Thursday, April 28, 2016, in B-100, starting at 2:00 p.m.

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

## Academic Policy & Planning Committee Agenda

Meeting: Thursday April 28, 2016 in B-100 at 2:00 PM

### VOTING MEMBERS (14)

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

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

### NON-VOTING MEMBERS

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

### STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
 Dean, Academic Affairs – Dominic Dal Bello  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez  
 Gelpi

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 – N/A  
 Part-Time Faculty Union – Danielle Blanchard

### Approval of Minutes – April 21, 2016

### Approval of the Agenda –

### Curriculum Review – Consent Items

#### Consent Items

| Proposal Type                          | Prefix & Number          | Course title (units)  | Action  |
|--|--------------------------|---|---|
| Major Mod Program                      | CBOT                     | Computer Business Office Skills (Certificate of Accomplishment) (5)                 |   |
|  | CBOT                     | Administration Assistant/Secretarial AS (29)  |   |
|  | CBOT                     | Administration Assistant/Secretarial (Certificate Of Achievement) (29)              |   |
|  | CBOT                     | Legal Secretarial (AS) (30)   |   |
|  | CBOT                     | Legal Secretarial (Certificate Of Achievement) (30)                                 |   |
|  | CBOT                     | Word/Information Processing (AS) (24)   |   |
|  | CBOT                     | Word/Information Processing (Certificate Of Achievement) (24)                       |   |
|  | CBOT                     | Computer Business Presentation and Publishing (Certificate of Accomplishment) (5.5) |   |
| Major Mod Course                       | EL 109                   | Network Essentials 4 (2)  |   |
| Major Mod Course                       | FT 308                   | Firefighter Academy 1B (11)   |   |
| New Program                            | HUSV                     | Addiction Studies Foundation (Certificate of Accomplishment) (12)                   |   |
|  | HUSV                     | Addiction Studies Basic (Certificate of Accomplishment) (12)                        |   |
|  | HUSV                     | Addiction Studies Advanced (Certificate of Accomplishment) (12)                     |   |
| <a href="#">Course Outcome Changes</a> | <a href="#">MATH 521</a> | <a href="#">Foundations of Mathematics</a>  |   |
|  | <a href="#">ENGL 513</a> | <a href="#">Writing Skills 3</a>  |   |
| <a href="#">Corrections</a>            | <a href="#">DRMA 124</a> | <a href="#">Stagecraft</a>  | <a href="#">The approval for 3 units in spring 2014 was incorrectly calculated. The lec/lab hours</a> |

|  |                        |                              |                              |
|--|------------------------|------------------------------|------------------------------|
|  |                        |                              | are being corrected.         |
|  | <a href="#">LE 426</a> | <a href="#">Rifle Course</a> | Per CO request for revisions |

**Curriculum Review – Action Items**

**Course Proposals – 1<sup>st</sup> Reading**

| Proposal Type  | Prefix & Number | Course title (units)                       | Action |
|----------------|-----------------|--|--------|
| From 4-21-2016 |                 |  |        |
| Major Mod      | MT 112          | CNC MULTI-AXIS (4)                         |        |
|                | MT 113          | SolidWorks 1 (3)                           |        |
|                | MT 114          | SolidWorks 2 (3)                           |        |
|                | MT 303          | Manufacturing Processes and Production (2) |        |
|                | MT 304          | Maintenance Awareness (2)                  |        |
| Major Mod      | DA 326          | Dental Radiography (4)                     |        |
|                | DA 327          | Dental Screening (.5)                      |        |
| Major Mod/C-ID | FSN 110         | Nutrition Science (3)                      |        |
| Minor Mod      | NURS 323        | Respiratory System (2)                     |        |
|                | NURS 329        | Endocrine and Reproductive Systems (2.5)   |        |
|                | NURS 332        | Neurosensory System (2)                    |        |
| Major Mod      | PHYS 161        | Engineering Physics 1 (4)                  |        |
|                | PHYS 162        | Engineering Physics 2 (4)                  |        |
|                | PHYS 163        | Engineering Physics 3 (4)                  |        |

**Course Proposals – 2<sup>nd</sup> Reading**

| Proposal Type                  | Prefix & Number                                      | Course title (units)  | Action  |
|--------------------------------|--|---|---|
| Major Mod                      | MT 110   | CNC G Code (4)  |   |
| <a href="#">New Course</a>     | <a href="#">LE 427</a>                               | <a href="#">Bicycle Patrol</a>  | <a href="#">The APP recommendation from 1<sup>st</sup> reading to add content review worksheet is not needed since the prerequisite is legally required by P.O.S.T.</a> |
| <a href="#">CID Course Mod</a> | <a href="#">CHEM 180</a><br><a href="#">CHEM 181</a> | <a href="#">Organic Chemistry I</a><br><a href="#">Organic Chemistry II</a> | <a href="#">1<sup>st</sup> reading was done 3/31</a><br><a href="#">1<sup>st</sup> reading was done 3/31, app chair approval 3/16?</a>                                  |

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**Program Proposals – 1<sup>st</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units)       | Action |
|---------------|-----------------|----------------------------|--------|
| New Program   | CHEM            | Chemistry AS-T (36)        |        |
| New Program   | CS              | Computer Science AS-T (30) |        |

**Program Proposals – 2<sup>nd</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |

**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.

**Curriculum – Other (Action Items)**

- AP&P MOU And TRC Proposal

**Curriculum – Other (Information Items)**

- 

**Reports**

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

**Call for Future Agenda Items**

**Call to Adjourn**

**Next meeting:** Thursday, May 5, 2016, in B-100, starting at 2:00 p.m.

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



# Academic Policy & Planning Committee Agenda

## Meeting: Thursday May 5, 2016 in B-100 at 2:00 PM

### VOTING MEMBERS (14)

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

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

### NON-VOTING MEMBERS

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

### STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
 Dean, Academic Affairs – Dominic Dal Bello  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez  
 Gelpi

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 – N/A  
 Part-Time Faculty Union – Danielle Blanchard

### Approval of Minutes – April 28, 2016

### Approval of the Agenda –

### Curriculum Review – Consent Items

#### Consent Items

| Proposal Type | Prefix & Number | Course title (units)                 | Action |
|---------------|-----------------|--------------------------------------|--------|
| New Course    | DANC 379B       | Dance Improvisation (3)              |        |
| Major Mod     | ENGL 101        | Freshman Composition: Exposition (4) |        |
| Major Mod     | FSN 110         | Nutrition Science (3)                |        |
|               |                 |                                      |        |

### Curriculum Review – Action Items

#### Course Proposals – 1<sup>st</sup> Reading

| Proposal Type         | Prefix & Number | Course title (units)                       | Action |
|-----------------------|-----------------|--|--------|
| <b>From 4-21-2016</b> |                 |  |        |
| Major Mod             | MT 112          | CNC MULTI-AXIS (4)                         |        |
|                       | MT 113          | SolidWorks 1 (3)                           |        |
|                       | MT 114          | SolidWorks 2 (3)                           |        |
|                       | MT 303          | Manufacturing Processes and Production (2) |        |
|                       | MT 304          | Maintenance Awareness (2)                  |        |
| <b>From 4-28-2016</b> |                 |  |        |
| Major Mod             | DA 326          | Dental Radiography (4)                     |        |
|                       | DA 327          | Dental Screening (.5)                      |        |
| Major Mod/C-ID        | FSN 110         | Nutrition Science (3)                      |        |
| Minor Mod             | NURS 323        | Respiratory System (2)                     |        |
| Major Mod             | NURS 329        | Endocrine and Reproductive Systems (2.5)   |        |
|                       | NURS 332        | Neurosensory System (2)                    |        |
| Major Mod             | PHYS 161        | Engineering Physics 1 (4)                  |        |
|                       | PHYS 162        | Engineering Physics 2 (4)                  |        |
|                       | PHYS 163        | Engineering Physics 3 (4)                  |        |
|                       |                 |  |        |

### Course Proposals – 2<sup>nd</sup> Reading

| Proposal Type  | Prefix & Number | Course title (units) | Action |
|----------------|-----------------|----------------------|--------|
| From 4-28-2016 |                 |                      |        |
| Major Mod      | MT 110          | CNC G Code (4)       |        |
|                | MT 111          | CNC CAD-CAM (4)      |        |

### Program Proposals – 1<sup>st</sup> Reading

| Proposal Type | Prefix & Number | Course title (units)            | Action |
|---------------|-----------------|---------------------------------|--------|
| New Program   | CHEM            | Chemistry AS-T (36)             |        |
|               |                 |                                 |        |
| New Program   | CS              | Computer Science AS-T (30)      |        |
|               |                 |                                 |        |
| New Program   | FSN             | Nutrition and Dietetics (28-30) |        |

### Program Proposals – 2<sup>nd</sup> Reading

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

### 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.

### Curriculum – Other (Action Items)

- TRC and AP&P Proposal to AS & FA
- AP&P Summary Report Draft

### Curriculum – Other (Information Items)

- 

### Reports

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

### Call for Future Agenda Items

### Call to Adjourn

**Next meeting:** Thursday, May 12, 2016, in B-100, starting at 2:00 p.m.

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

# Academic Policy & Planning Committee Agenda

**Meeting: Thursday May 12, 2016 in B-100 at 2:00 PM**

## VOTING MEMBERS (14)

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

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

## NON-VOTING MEMBERS

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

## STANDING INVITEES

Dean, Academic Affairs – Margaret Lau

Dean, Academic Affairs – Dominic Dal Bello  
 Dean, Academic Affairs – Nancy Meddings  
 Dean, Student Services – Robert Parisi  
 Dean, Academic Affairs – Sofia Ramirez  
 Gelpi

Dean, Matriculation/Counseling – Yvonne Teniente  
 Dean, Extended Campus – Rick Rantz  
 Associate Dean/Athletic Director – Kim Ensing  
 Associate Dean/PCPA Director – Mark Booher

## OTHER:

Past Chair – N/A  
 Part-Time Faculty Union – Danielle  
 Blanchard

## Approval of Minutes – April 28, 2016 and May 5, 2016

## Approval of the Agenda –

## Curriculum Review – Consent Items

### Consent Items

| Proposal Type  | Prefix & Number | Course title (units)                        | Action |
|----------------|-----------------|---|--------|
| Major Mod      | DA 326          | Dental Radiography (4)                      |        |
|                | DA 327          | Dental Screening (.5)                       |        |
|                |                 |   |        |
| New Course     | LE 427          | Bicycle Patrol (1.5)                        |        |
|                |                 |   |        |
| Major Mod      | MT 110          | CNC G Code (4)                              |        |
|                | MT 111          | CNC CAD-CAM (4)                             |        |
|                | MT 112          | CNC MULTI-AXIS (4)                          |        |
|                | MT 113          | SolidWorks 1 (3)                            |        |
|                | MT 114          | SolidWorks 2 (3)                            |        |
|                | MT 303          | Manufacturing Processes and Production (2)  |        |
|                | MT 304          | Maintenance Awareness (2)                   |        |
|                |                 |   |        |
| Minor Mod      | NURS 323        | Respiratory System (2)                      |        |
| Major Mod      | NURS 329        | Endocrine and Reproductive Systems (2.5)    |        |
|                | NURS 332        | Neurosensory System (2)                     |        |
|                |                 |   |        |
| Major Mod      | PHYS 161        | Engineering Physics 1 (4)                   |        |
|                | PHYS 162        | Engineering Physics 2 (4)                   |        |
|                | PHYS 163        | Engineering Physics 3 (4)                   |        |
|                |                 |   |        |
| Dropped Course | CEL 103         | Cabling & Fiber Optics (2)                  |        |
|                | EL 111          | Fundamentals of DC Circuit Analysis (1.5)   |        |
|                | EL 112          | Fundamentals of DC Circuit Analysis Lab (1) |        |
|                | EL 113          | Fundamentals of AC Circuit Analysis (1.5)   |        |
|                | EL 114          | Fundamentals of AC Circuit Analysis Lab (1) |        |
|                | ENVT 338        | Land Navigation (1.5)                       |        |
|                | MT 179B         | Machining Fundamentals 2 (2)                |        |

|                                   |          |   |  |
|-----------------------------------|----------|---|--|
|                                   | MT 179C  | Surveying of Machining (2)                    |  |
| Sunset 1 <sup>st</sup> Appearance | CEL 128  | Renewable Energy (3)                          |  |
|                                   | CEL 131  | PLCs & Industrial Control Design (3)          |  |
|                                   | CEL 162  | Fluid Power and Control (2)                   |  |
|                                   | EL 122   | Electronic Devices & Circuits (3)             |  |
|                                   | EL 123   | Electronic Devices & Circuits Lab (2)         |  |
|                                   | EL 125   | Digital Devices & Circuits (3)                |  |
|                                   | EL 126   | Digital Devices & Circuits Lab (2)            |  |
|                                   | EL 128   | Renewable Energy (3)                          |  |
|                                   | EL 131   | PLCs & Industrial Control Design (3)          |  |
|                                   | EL 135   | Electronic Measurement and Instrument (3)     |  |
|                                   | EL 136   | Electronic Measurement and Instrument Lab (2) |  |
|                                   | EL 139   | Electrical Power, Motors & Controls (3)       |  |
|                                   | EL 146   | Electronic Product Design/Fabrication (2)     |  |
|                                   | EL 162   | Fluid Power and Control (2)                   |  |
|                                   | EL 332   | Wireless Network Administrator (3)            |  |
|                                   | EL 333   | Intro to Network Security (2)                 |  |
|                                   | ENVT 151 | HazMat – Site Supervisor (1)                  |  |
| Textbook Change Only              | NURS 422 | EKG/Monitor (1.5)                             |  |

**Curriculum Review – Action Items**

**Course Proposals – 1<sup>st</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

**Course Proposals – 2<sup>nd</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

**Program Proposals – 1<sup>st</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units) | Action |
|---------------|-----------------|----------------------|--------|
|               |                 |                      |        |
|               |                 |                      |        |

**Program Proposals – 2<sup>nd</sup> Reading**

| Proposal Type | Prefix & Number | Course title (units)            | Action |
|---------------|-----------------|---------------------------------|--------|
| New Program   | CHEM            | Chemistry AS-T (36)             |        |
| New Program   | CS              | Computer Science AS-T (30)      |        |
| New Program   | FSN             | Nutrition and Dietetics (28-30) |        |

**Public Remarks**

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**Curriculum – Other (Action Items)**

- Final AP&P Summary Report Review and Vote

**Curriculum – Other (Information Items)**

- 

**Reports**

- a. AP&P Representatives
- b. AP&P Vice Chair
- c. AP&P Chair
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. Curricunet & Support

**Call for Future Agenda Items**

**Call to Adjourn**

**Next meeting:** Thursday, Sept, 1, 2016, in B-100, starting at 2:00 p.m.

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