



**Academic Policy and Planning (AP&P)
Fall 2018 Calendar**

AP&P Fall Retreat: Wednesday, August 15, 2018, Building M, Room 115

Scheduled Course Reviews	Technical Review Committee Meetings (TRC)	AP&P Committee Meetings	AP&P Approval Curriculum Summary Report	Academic Senate Approval	Board of Trustees Approval
<u>2019</u> Physics/Astronomy Business · Fire Tech Geology/Physical Science Leadership · Library · LVN Personal Dev · PSY Reading · Vet Tech	August 23	August 30	August 30	September 18	October 9
Due date: spring 2018 +Music · +Physical Ed +Kinesiology +Intercollegiate Athletics +Recreation	September 6 September 20	September 13 September 27	September 27	October 16	November 13, 2018
Due date: spring 2017 Engineering Graphics Multimedia	October 4 October 18 November 1	October 11 October 25 November 8	November 8	November 20	December 11, 2018
	November 15 December 6	November 29	November 29	February 19	March 12, 2019
2019 Spring Retreat: January 16, 2019, 9 am – 4 pm					

+course review verification forms have not been received

AP&P AGENDA AND CATALOG DEADLINES

Agenda Deadline*	APP Meeting	Curriculum Summary Report Review**	Senate Approval	Board Approval	Catalog Year	1 st Offering
Fri 8/24/18	Thu 5/10/18 Thu 8/30/18	Thu 8/30/18	Tue 9/18/18	Tue 10/9/18	2019-2020	Summer/Fall 2019
Fri 9/7/18	Thu 9/13/18	Thu 9/27/18	Tue 10/16/18	Tue 11/13/18		
Fri 9/21/18	Thu 9/27/18					
Fri 10/5/18	Thu 10/11/18					
Fri 10/19/18	Thu 10/25/18	Thu 11/8/18	Tue 11/20/18	Tue 12/11/18		
Fri 11/2/18	Thu 11/8/18				2020-2021	Summer/Fall 2020
Tue 11/21/18	Thu 11/29/18	Thu 2/7/19	Spring 2019	Spring 2019		
Fri 1/31/19	Thu 2/7/19					

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- *In order for curriculum proposals to be placed on the AP&P **agenda**, proposals must be *at* the committee level in CurriQunet on the Friday before the Thursday meeting date. Proposals not yet at the committee level by the Friday deadline date may be placed on the next agenda for another Thursday meeting but must be at the committee level the Friday before the meeting.
- ** In order for proposals to be included in the **Curriculum Summary Report** for senate and board approval, the proposal's 1st and 2nd reading has taken place, and/or a "recommendation to adopt" has been made by the Curriculum Summary Report Review date.

Proposal Tips to Avoid Delays

Prior to Launch - Attend training!

Review all resource materials found on the college website, including *AP&P Curriculum Development Handbook*, *CurriQunet Users Manual*, *Chancellor's Office Program and Course Approval Handbook*, 6th edition, and *The Course Outline of Record: A Curriculum Reference Guide*, ASCCC 2008 (an excellent resource!). <http://www.hancockcollege.edu/app/curricunet.php>

Review curriculum proposal types and review process prior to creating a proposal in CurriQunet. Selecting the wrong proposal type may prevent certain areas from being modified. Some proposal types are specific to noncredit: new noncredit course, modify noncredit course, etc.

Review AP&P Calendar and deadlines and notify department chair that a department vote will be needed. Department chairs will need to record the results in CurriQunet including the number of yes votes, no votes, and abstentions. Proposals without properly recorded voting results will not move forward.

Creating a Proposal

Provide justification statements. State the specific areas being modified and why they are being modified. This is needed for *all* proposal types. This information is very helpful to the committee and is included in the report to the board.

Launch proposals only when they are *complete*. A technical review of all proposals will be completed and incomplete proposals will be returned to originators.

After the Launch

Track proposals in CurriQunet and respond to email notifications from noreply@governet.net when received. These emails are notifications regarding action needed and a proposal may not go forward in the workflow until such action is taken. Originators should make every effort to be present at the first reading of their proposal. The committee relies on the discipline experts to answer any questions that may come up.

Technical Review Committee (TRC)

Contact your TRC member or AP&P department representative or academic affairs office for assistance with proposals.



Technical Review Committee Assignments
Fall 2018

Department	Assigned TRC Member	TRC Member Contact Info
Counselling Athletics/PE	Dave DeGroot, Articulation	Ext. 3717 ddgroot@hancockcollege.edu
Industrial Technology Health Sciences	Larry Manalo, Health Sciences	Ext. 3560 lmanalo@hancockcollege.edu
Public Safety	Kristy Treur, Public Safety	Ext. 5243 ktreur@hancockcollege.edu
Life and Physical Sciences Mathematical Sciences English	Derek Mitchem, Mathematical Sciences	Ext. 3563 dmitchem@hancockcollege.edu
Fine Arts Social and Behavioral Sciences Business	Tom VanderMolen, Social and Behavioral	Ext. 3871 tvandermolen@hancockcollege.edu
Applied Behavioral Sciences Community Education Languages and Communication	Rebecca Andres, Academic Affairs	Ext. 3246 randres@hancockcollege.edu