

Academic Policy & Planning Committee Minutes

Meeting: Thursday September 27, 2018 in Board Room at 2:00 PM

VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.	Industrial Technology – Patrick McGuire
X Vice-Chair – David DeGroot	X Academic/Student Affairs – Kellye Cohn
X Applied Behavioral Sciences – Christine Bisson	X Languages & Communication – Andrea Sanders
X Business – Brent Darwin	X Life and Physical Sciences – Wendy Hadley
X Counseling – Lydia Maxwell	X Mathematics Sciences – Derek Mitchem
X English – Kate Adams	X Public Safety – Kristy Treur
Fine Arts – Adrienne Allebe	X Social & Behavioral Sciences – Tom VanderMolen
Kinesiology, Rec & Athletics – Sheri Bates	Student Representative – Yolanda Alishahi
X Health Sciences – Mary Pat Nelson	

NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres
 X VP, Academic Affairs – Robert Curry
 Admissions & Records – X Josie Cabanas and X Stephen Bernardo
 X Articulation – David DeGroot
 X Community Education – Sofia Ramirez-Gelpi
 X Part-Time Faculty Union – Jim Houlis

OTHER

X Past Chair – David DeGroot & Sofia Ramirez-Gelpi
 X Guest: Ann Lucas

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau	Dean, Matriculation/Counseling – Yvonne Teniente
Dean, Academic Affairs – Richard Mahon	Dean, Extended Campus – Rick Rantz
Dean, Academic Affairs – David Humphreys	Associate Dean/Athletic Director – Kim Ensing
Dean, Student Services – Robert Parisi	Associate Dean/PCPA Director – Mark Booher
Dean, Academic Affairs – Sofia Ramirez Gelpi	

LEGEND

I = Initiator
 R = A&P Department Representative
 Lec = Lecture Units
 Lab = Laboratory Units
 CO = Chancellor's Office

Mission of the College: Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

Duties of the Committee: The AP&P Committee:

- guides the development of curriculum and encourages creativity, flexibility, and innovation in curriculum development. It is a multidisciplinary committee and must have the broadest of academic perspectives.
- is charged with the vigilant oversight of all of the college's curricula including the review, approval, and renewal of sound curriculum. Upon approval, the AP&P Committee shall offer its recommendations to the Academic Senate and Board of Trustees.
- certifies academic rigor, academic quality, academic integrity, and adherence to standards and regulations provided in Education Code and Title 5.
- refers curriculum matters beyond the scope of its normal business to the Academic Senate.
- examines, researches, and analyzes the issues presented for program vitality, and prepares a report with recommendations for consideration to the Academic Senate. The recommendations will be presented to the Senate Executive Committee and the Academic Senate.

Approval of Minutes: May 10, 2018 and Sep 13, 2018

Committee Action: A motion was made to approve the minutes of the May 10, 2018 meeting as distributed. (M/S/P Mitchem/Adams) Yes C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. No: 0. Abstain: 0.

Committee Action: A motion was made to approve the minutes of the September 13, 2018 meeting. (M/S/P Maxwell/Mitchem) Yes. C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. No: 0. Abstain: 0.

Approval of the Agenda:

Committee Action: A motion was made to approve the agenda as amended to accommodate guests. (M/S/P Mitchem/VanderMolen) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, A. Allebe, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. No: 0. Abstain: 0.

Chair Comments:

- The AB705 Task Force is formed and meets to discuss AB705 implementation, timelines, and support.
- Senate has approved board policy and administrative procedures 4020, Program, Course, and Curriculum Development which establishes the relationship of units to hours for determining the number of units awarded for courses.
- Course drops – A reminder: Proposal impact reports should be reviewed with course drop proposals. To ensure that CurriQunet identifies the course impact on other courses (THINK: prerequisite, corequisites, and advisories or PCAs) and/or programs, make sure that every course outline includes courses as PCA and or as part of a

program. In CNET: To link to program, the course should be assigned to the program in the "Proposal Information Screen".

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Drop	ART 125	Painting in Acrylics 1	Review impact reports. Make sure that these courses do not impact the course and/or respective programs.
	ART 126	Painting in Acrylics 2	
	ART 146	Painting in Acrylics 3	
	ART 129	Painting in Oils 1	
	ART 130	Painting in Oils 2	
	ART 150	Painting in Oils 3	
	ESL 531	Reading Skills 1	
	ESL 532	Writing Skills 1	
	ESL 534	Reading Skills 2	
	ESL 535	Writing Skills 2	
	ESL 542	Listening and Speaking Skills 1	
	ITAL 101	Elementary Italian I	
	ITAL 102	Elementary Italian II	
	ITAL 103	Intermediate Italian I	
	ITAL 104	Intermediate Italian II	
	ITAL 189	Independent Projects	
SPAN 110	Elementary Spanish		
Text Change	DRMA 103	Introduction to Theatre	
<p>Justification: As the text for this GE/Arts elective/Multicultural course has now gone over \$100.00, this change will allow the instructor to require and employ open educational resources (OER) for this course. Old language - Required Text: The Essential Theatre, 11th ed, Oscar Brockett New language - Required Text: The Essential Theatre, 11th ed, Oscar Brockett or Open Educational Resources (OER) providing equivalent rigor.</p>			

Committee Action: A motion was made to approve consent agenda items for adoption. (M/S/P Mitchem/Treur)
 Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. No: 0. Abstain: 0.

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Package Proposal			<p>This package of proposals contains new and modified math course proposals in response to AB 705. The support courses are needed because the law requires that we shorten the path to transfer level math, so many students in transfer level classes will be unprepared.</p> <p>There are 5 new support courses* for which an existing course is a corequisite:</p> <p>Math 124 (support for Math 123: Statistics) Math 132 (support for Math 131: College Algebra) Math 136 (support for Math 135: Calculus with Applications) Math 142 (support for Math 141: Precalculus) Math 332 (support for Math 331: Algebra 2)</p> <p>Three courses will be dropped as part of the process to shorten the pathway to transfer level math: MATH 531, MATH 333, and MATH 334. We checked the Course Impact report and no classes from other departments appear to be affected by the drops.</p> <p>Five courses will be modified: Math 105 (add one hour of contact) Math 135 (lower prerequisite from Math 131 or 141 to Math 331; this matches the C-ID) Math 121,131,141 (remove the Math 321 (Geometry) prerequisite; not required for C-ID, in fact many colleges do not even offer Geometry).</p>

Major Modification DL	MATH 105	Mathematics for Teachers (Lec 5) Prerequisite: MATH 331 or MATH 334	Note: MATH 334 is being dropped. Comment: Need DL update. Calculate units and hours.
Justification: This change is a response to AB705. Rather than add a corequisite support course, we have decided that adding one hour of contact time per week should be sufficient to support under prepared students.			
Major Modification	MATH 121	Trigonometry (Lec 3) Prerequisite: MATH 331 or MATH 334	Note: MATH 334 prerequisite is being dropped.
Justification: As a response to AB705, we are removing Math 321 (Geometry) as a prerequisite. Many colleges do not even offer Geometry and it is not required by C-ID. We also updated the textbook. Modifications: Remove MATH 321 and MATH 333 as prerequisites. Content review and revision. Text update.			
NEW COURSE	MATH 124	Support for MATH 123: Elementary Statistics (1) Corequisite: MATH 124	
Justification: AB 705 requires that colleges allow students to enroll in a transfer level math course regardless of their preparation in math. To that end, this course is designed to help underprepared students succeed in Math 123, Elementary Statistics.			

Statistics (123)

HSGPA \geq 3.0 OR HSGPA \geq 2.3 & C or Better in Precalculus	Register for 123
$2.3 \leq$ HSGPA $<$ 3.0	Register for 123 Strongly recommend 124
HSGPA $<$ 2.3	Register for 123 Require 124

Major Modification	MATH 131	College Algebra (1) Prerequisite: MATH 331 and MATH 334	Note: MATH 334 prerequisite is being dropped.
Justification: As a response to AB705, we are removing Math 321 (Geometry) as a prerequisite. Many colleges do not even offer Geometry and it is not required by C-ID. Modification: Content review and update. Text update.			
NEW COURSE	MATH 132	Support for MATH 131: College Algebra (1.5)	
Justification: AB705 requires that colleges allow students to enroll in a transfer level math course regardless of their preparation in math. To that end, this course is designed to help underprepared students succeed in Math 131, College Algebra.			

B-STEM (141/131/135/121)

All data assumes a student passed algebra II

HSGPA \geq 3.4 OR HSGPA \geq 2.6 & enrolled in HS Calculus	Register for 141/131/135
HSGPA \geq 2.6 OR Enrolled in HS Precalculus	Register for 141/131/135 Strongly recommend 142/132/136
HSGPA $<$ 2.6 AND No Precalculus	Register for 141/131/135 Require 142/132/136

Math 121 – passed 331, no support course so not three categories.

Major Modification	MATH 135	Calculus with Applications (1) Prerequisite: MATH 331	
Justification: As part of our AB705 curricular changes, we are removing the 100-level prerequisite for this course. The new, lower prerequisite (Algebra 2, Math 331) matches the C-ID. Modification: Removing MATH 131 and MATH 141 as prerequisites.			
NEW COURSE	MATH 136	Support for MATH 135: Calculus with Applications (1.5)	

		Corequisite: MATH 135	
Justification: AB705 requires that colleges allow students to enroll in a transfer level math course regardless of their preparation in math. To that end, this course is designed to help underprepared students succeed in Math 135, Calculus with Applications.			
Major Modification DL	MATH 141	Precalculus Prerequisite: MATH 331 or MATH 334	
Justification: As a response to AB705, we are removing Math 321 (Geometry) as a prerequisite. Many colleges do not even offer Geometry and it is not required by C-ID. Modifications: removing MATH 334 prerequisite, content, and text.			
NEW COURSE	MATH 142	Support for MATH 141: Precalculus (1.5)	
Justification: AB705 requires that colleges allow students to enroll in a transfer level math course regardless of their preparation in math. To that end, this course is designed to help underprepared students succeed in Math 141, Precalculus. Demand: Will be determined by data from Institutional Effectiveness department, based on statewide placement models.			
NEW COURSE	MATH 332	Support for MATH 331: Algebra 2 (1) Corequisite: MATH 331	
Justification: AB705 requires that colleges streamline the path for students to complete transfer level math. But for B-STEM students who have not taken Algebra 2, we still need to offer that course, while not requiring students to complete the prerequisites to Algebra 2. To that end, this course is designed to help underprepared students succeed in Math 331, Algebra 2. Demand: Will be determined by data from Institutional Effectiveness department, based on statewide placement models.			
Course Drop	MATH 333	Algebra 2: Part 1	Make sure that these courses do not impact the course and/or respective programs.
Course Drop	MATH 334	Algebra 2: Part 2	
Course Drop	MATH 531	Pre-Algebra	

Committee Action: A motion was made to accept the above course proposals for first reading. (M/S/P Mitchem/Adams) Yes. C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. No: 0. Abstain: 0.

Due to the lack of time, these agenda items are rescheduled for a future meeting.

Major Modification	ENGR 154	Dynamics (Lec 3) Prerequisite: ENGR 152 and MATH 182 Modifications: Catalog description, content, objectives, Update text.	Attached: ENGR 230 (2014)
Major Modification C-ID Alignment	ENGR 161	Materials Science (Lec 3) Prerequisite: PHY 161 and CHEM 150 Advisory: Concurrent enrollment to ENGR 162 Justification: Align COR with C-ID ENGR 140. Modification: Align catalog description, content, course objectives, textbook with the C-ID.	Format. Attached: ENGR 140 C-ID course outline.
Major Modification C-ID Alignment	ENGR 162	Materials Science Lab (Lab 1) Prerequisites: PHYS 161 and CHEM 150 Corequisite: ENGR 161 or prior completion of ENGR 161 Justification: Update COR to match C-ID. Modifications: Align catalog description, content, and objectives with the C-ID. Update text.	Comment: Textbook has a 9 th edition.
Major Modification C-ID Alignment	ENGR 170	Electric Circuit Analysis (Lec 3) Prerequisite: PHY 163 and MATH 184 Advisory: Concurrent enrollment in ENGR 171.	Attached: ENGR 260 and ENGR 170 and 171 Content Review

Major Modification C-ID Alignment	ENGR 171	Electric Circuit Lab (1) Prerequisite: PHYS 163 and MATH 184 Corequisite: ENGR 170 or prior completion of	Attached: ENGR 260 L Circuits Lab and ENGR 170 and 171 Content Review Aug 28
LVN-to-RN Program courses.			
Major Modification	NURS 101	Foundations for Caring (1.5) Modifications: Catalog description, objectives, SLO, content, title, units decreased (2 to 1.5), and text.	New Title: Transitions to Professional Practice Attached: BRN Cover Letter
Major Modification	NURS 102	Community Med Surg Nursing (3) Modifications: Catalog description, objectives, SLO, content, title, and text.	New: Med Surg Nursing 1
Major Modification	NURS 103	RN Practicum 1 (5) Modifications: Catalog description, course objectives, SLO, content, and text.	
Major Modification	NURS 104	Medical Surgical Nursing 1 (3) Modifications: Catalog description, objectives, SLO, content, title, and text.	New: Med Surg Nursing 2 The course was modified but it seemed to have been approved. See: Attached
Major Modification	NURS 106	Leadership and Management (1.5) Modifications: Catalog description, objectives, SLO, content, title, units decreased (2 to 1.5), and text.	
Major Modification	NURS 108	RN Practicum 2 (5) Modifications: Catalog description, course objectives, SLO, content, and text.	
Major Modification	NURS 109	Medical Surgical Nursing 2 (3) Modifications: Catalog description, course objectives, SLO, content, title, units increased 2.5 to 3), and text.	New: Med Surg Nursing 3 The course was modified but it seemed to have been approved. See Attached.
Major Modification	NURS 110	Mental Health Nursing (3) Modifications: Catalog description, course objectives, SLO, content, title, units increased 2.5 to 3), and text.	
Major Modification	NURS 111	Intermediate RN Skills (1) Modifications: Catalog description, course objectives, SLO, content, title, units increased, and text.	New: RN Skills 1
Major Modification	NURS 112	Advanced RN Skills (0.5) Modifications: Course objectives, SLO, content, title, and text.	New: RN Skills 2
New Experimental Course	PE 179F	Intermediate Yoga Fitness (1)	
<p>Rationale: The department would like to expand the range of activity course offerings to provide greater opportunities for students.</p> <p>Demand: Informal student surveys in a variety of physical activity courses over recent terms indicate a desire for, not only greater opportunities regarding activity courses, but more specifically an opportunity for continuing yoga skills, knowledge and expertise.</p>			
Minor Program Modification	SPAN	Spanish Associate in Arts Total Units: 18 Rationale: The program is modified to reflect recent changes in the course line-up. Modifications: REMOVE: SPAN 110 – dropped	

		REMOVE: ITAL 101, ITAL 102, ITAL 103, and ITAL 104 – dropped	
NEW Noncredit Program		Beginning Computer Skills Certificate of Completion	Edit the language in the PLO's , complete feasibility section, complete and attach CO program narrative
Justification/Need: This certificate provides students with basic computer skills needed to prepare them for entry-level office jobs or to transition into credit-level courses. The AEBG Needs Survey found that increased digital literacy skills was one of the top three needs for entry-level job seekers. (page 19 of Northern Santa Barbary County Adult Education Consortium Planning Project 3.1.15 Final Plan)			
NEW Noncredit Program		Microsoft Office Basics Certificate of Completion	edit the language in the PLO's , complete feasibility section, complete and attach CO program narrative
Justification/Need: This certificate is for students to build proficiency in the Microsoft Office suite and prepare them for office-related positions, transition them into a credit CBIS certificate or degree program, or to support them as a small business owner. The AEBG Needs Survey found that increased digital literacy skills was one of the top three needs for entry-level job seekers. (page 19 of Northern Santa Barbara County Adult Education Consortium Planning Project 3.1.15 Final Plan).			

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
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A pathway might look like this if the formatting comes out:			
Reading 510	->	Read 310	->
English 510		English 312	
ESL 510		ESL 310	
(all the same course)		(all the same course)	
			-> English 101
			English 113
			ESL 110
			(all the same course)

NOTE: These ENGL, READ, and ESL courses are compiled to ensure accuracy of cross-listing for these courses. The "new courses" are created to be able to better inform the students regarding the ESL pathway to transfer level ENGL. Added the new courses that are cross-listed for second reading.			
New Course	ENGL 113	Introduction to Critical Reading 3 (Lec 3)	
		Advisories: READ 310 or its cross-listed courses or ENGL 513 Writing Skills 3	
	READ 110	Introduction to Critical Reading	
NEW COURSE 1 st reading	ESL 110	Introduction to Critical Reading	
New Course	ENGL 312	Reading Skills and Strategies (3) (Lec 3)	
Major Modification	READ 310	Reading Skills and Strategies	
NEW COURSE 1 st reading	ESL 310	Reading Skills and Strategies	
New Course	ENGL 510	Improving Reading Comprehension (Lec 4)	
Major Modification	READ 510	Improving Reading Comprehension (Lec 4)	
NEW COURSE 1 st Reading	ESL 510	Improving Reading Comprehension (Lec 4)	

NEW Experimental COURSE	MATH 179A	Support for MATH 123: Elementary Statistics (2) (Lec 2)	
Major Modification	AG 130	Integrated Pest Management (4) Lec 3/Lab 1) Prerequisite: AG 102 or AG 161	
Major Modification	AG 157	Agricultural Sales, Communication & Leadership (Lec 3)	
Major Modification	AG 158	Agricultural Economics (3) (Lec 3)	
Major Modification	ENGL 112	Transfer Reading and Writing (2) Corequisite: ENGL: 101	
Major Modification	ENGR 152	Statics (4) Prerequisites: MATH 182 and PHYS 161 or PHYS 141 Justification: Update COR to match C-ID.	
Course Review/Major Modification	MUS 128	Piano 1 (1) Modifications: Lab content (added) and assignment.	
Course Review	FT 101	Fire Protection Organization (3)	

Discussion: Ann Lucas Presented her course proposal for MUS 128. She discussed the nature of the piano pieces as part of the required texts. As piano pieces, the currently listed text are available, there are no newer editions, or any significant changes in the materials.

Committee Action: A motion was made to accept the above course proposals for adoption and acceptance of all prerequisites, corequisites, and advisories. (M/S/P Sanders/Adams) Yes. C. Bisson, B. Darwin, L. Maxwell, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. No: 0. Abstain: K. Adams.

Public Remarks

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

Second Reading:

These proposals are approved for second reading to be included in the Summary Report.

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification DL	MATH 105	Mathematics for Teachers (Lec 5) Prerequisite: MATH 331 or MATH 334	
Major Modification	MATH 121	Trigonometry (Lec 3) Prerequisite: MATH 331 or MATH 334	
NEW COURSE	MATH 124	Support for MATH 123: Elementary Statistics (1) Corequisite: MATH 124	
Major Modification	MATH 131	College Algebra (1) Prerequisite: MATH 331 and MATH 334	
NEW COURSE	MATH 132	Support for MATH 131: College Algebra (1.5)	
Major Modification	MATH 135	Calculus with Applications (1) Prerequisite: MATH 331	
NEW COURSE	MATH 136	Support for MATH 135: Calculus with Applications (1.5) Corequisite: MATH 135	
Major Modification DL	MATH 141	Precalculus Prerequisite: MATH 331 or MATH 334	
NEW COURSE	MATH 142	Support for MATH 141: Precalculus (1.5)	
NEW COURSE	MATH 332	Support for MATH 331: Algebra 2 (1) Corequisite: MATH 331	
Course Drop	MATH 333	Algebra 2: Part 1	

Course Drop	MATH 334	Algebra 2: Part 2	
Course Drop	MATH 531	Pre-Algebra	

Committee Action: A motion was made to accept the above course proposals for adoption. (M/S/P Sanders/Adams) Yes. C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. No: 0. Abstain: 0.

Committee Action: A motion was made to approve the course prerequisites, corequisites, and advisories. (M/S/P Treur/Mitchem) Yes. C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. No: 0. Abstain: 0.

Agenda Item: Summary Report

Reports

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

Call for Future Agenda Items

Call to Adjourn.

Next Meetings: Oct. 11, 2018.