

Academic Policy & Planning Committee Agenda

Meeting: Thursday February 21, 2019 in Board Room at 2:00 PM

VOTING MEMBERS (14)

Chair – Larry Manalo Jr.	Industrial Technology – Patrick McGuire
Vice-Chair – David DeGroot	Academic/Student Affairs – Kellye Cohn
Applied Behavioral Sciences – Christine Bisson	Languages & Communication – Andrea Sanders
Business – Brent Darwin	Life and Physical Sciences – Wendy Hadley
Counseling – Lydia Maxwell	Mathematics Sciences – Derek Mitchem
English – Kate Adams	Public Safety – Kristy Treur
Fine Arts – Adrienne Allebe	Social & Behavioral Sciences – Tom VanderMolen
Kinesiology, Rec & Athletics – Sheri Bates	Student Representative – None
Health Sciences – Mary Pat Nelson	

NON-VOTING MEMBERS

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

OTHER

Past Chair – David DeGroot & Sofia Ramirez-Gelpi

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 – Mary Patrick	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: Feb 7, 2019

Approval of the Agenda:

Chair Comments:

- Next Meeting: TRC Committee – 02/28/2019
- Next Meeting: AP&P Committee – 03/07/2019
- Summary Report: The current agenda items may be included in the summary report.
- AB 705 – “based on college placement process”
 - “MATH 311 prerequisite or advisory to: MATH 311 Algebra 1 OR MATH 309 OR higher based on the college placement process.”
 - Ripple effects of bundled requests for PCA adjustments.
 BP/AP 4260 Prerequisites, Corequisites, Advisories
 “Prerequisites, co-requisites, advisories, and enrollment limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, corequisites, advisories, and enrollment limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the

Education Code requires that prerequisites, corequisites, advisories, and enrollment limitations be established based solely on content review or content review with statistical validation.”

Agenda Item 1: BP/AP 4020 Program, Curriculum, and Course Development.

“Discipline faculty may adjust the ratio of in-class to outside of class hours if such a variation maintains a minimum of 3 hours per week and the rationale for such a variation is deemed appropriate by the Academic Policy & Planning committee.”

Agenda Item 2: CollegeNow

Information Item 1: AP 4022 Course Approval

Information Item 2: BP/AP 4400 Community Education Programs

Information Item 3: AB 705 Update: Counseling Presentation

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	MUS 117	Electronic Music MIDI Recording (3) Justification: The title change is intended to clarify the course content for prospective students.	
Course Review	PE 106	Sports Officiating (3) Justification: Update and clarify CollegeNow status.	
Course Review	PE 120	Beginning and Intermediate Swimming (1) Justification: Update and clarify College Now, program selection, SLOs, MOE, other materials ILOs, and H&W graduation requirement.	

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
NEW Course	GEOG 115	Physical Geography Laboratory (1) Justification: Adding lab to meet C-ID GEOG 111 descriptor and will be included in the AA-T Geography degree.	Attachment: C-ID Descriptors GEOG 111 AHC GE Cat 1 Natural Sciences CSU GE Area B1 and/or B3 UC IGETC Area 5A Physical Sciences
NEW Course	PD LGBTQ 101	Introduction to LGBTQ Studies in the Family, Education, and Community (3)	AHC GE Cat 2 AHC MCGS CSU GE Area D UC IGETC Area 4D
NEW Course	PD LGBTQ 102	LGBTQ Communities, Family, and Education in the 21 st Century	AHC GE Cat 2 AHC MCGS CSU GE Area D UC IGETC Area 4D

Justification: Students of all sexual orientations and gender identities have found the offerings in LGBT studies to be important for their future careers as they strive to become more open within incredibly diverse populations.

Demand: Faculty recognize the interdisciplinary nature of the intersection of sexuality, gender-identity, gender, race, class, ability, and age in understanding the Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQQI) community. We believe interdisciplinary approaches to education are critical. Based on other community

colleges who offer such courses, even as enrollments into CC's decline, courses like this one have been filled. See CC of SF as one example for enrollment rationale.			
Course Review	COS 302	Beginning Cosmetology (9) Prerequisite: COS 301	
Course Review	COS 303	Intermediate Cosmetology (9) Prerequisite: COS 302	
Course Review	COS 304	Advanced Cosmetology (9) Prerequisite: COS 303	
Major Modification	DANC 148	Folklorico Concert Production (3) Repeat: 3 Advisory: ENGL 514 LOE: Audition Justification: Repeatability rules.	Attachment: Credit Course repetition Guidelines Nov 2013.
Major Modification NEW DL	GEOG 110	Introduction to Weather and Climate (3) Advisory: GEOG 101 and MATH 311 Justification: Modify title, content, and objectives to meet C-ID GEOG 130 and will be included in AA-T Geography.	Attachment: C-ID Descriptor GEOG 130 AHC GE Cat 1 Natural Sciences CSU GE Area B1 Physical Science UC IGETC Area 5A Physical Sciences
Major Modification (Course Review)	GRPH 116	Digital Portfolio for Web & Social Media (3) Justification: Course review and recommendations from faculty, dean, and advisory committee.	
Major Modification	GRPH 118	User Interface Design (3) Advisory: GRPH 112 or GRPH 113 Justification. Course title and content are updated to align with industry and similar courses at other California community colleges.	
Major Modification NEW DL Request	SPCH 101	Public Speaking (3) Justification: Updating the course to include a request for Distance Learning and correct typographical errors in the course outline. Distance Learning offering would increase enrollment and accommodate students who are not able to come to campus to fulfill their general education requirements.	

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:

The committee may consider these proposals for second reading as deemed appropriate for adoption, acceptance of prerequisites, corequisites, and advisories, and appropriateness for Distance Learning Offering.

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NEW Course	GEOG 115	Physical Geography Laboratory (1)	

NEW Course	PD LGBTQ 101	Introduction to LGBTQ Studies in the Family, Education, and Community (3)	
NEW Course	PD LGBTQ 102	LGBTQ Communities, Family, and Education in the 21 st Century (3)	
Course Review	COS 302	Beginning Cosmetology (9) Prerequisite: COS 301	
Course Review	COS 303	Intermediate Cosmetology (9) Prerequisite: COS 302	
Course Review	COS 304	Advanced Cosmetology (9) Prerequisite: COS 303	
Major Modification	DANC 148	Folklorico Concert Production (3) Repeat: 3 Advisory: ENGL 514 LOE: Audition	
Major Modification NEW DL	GEOG 110	Introduction to Weather and Climate (3) Advisory: GEOG 101 and MATH 311	
Major Modification (Course Review)	GRPH 116	Digital Portfolio for Web & Social Media (3)	
Major Modification	GRPH 118	User Interface Design (3) Advisory: GRPH 112 or GRPH 113	
Major Modification NEW DL Request	SPCH 101	Public Speaking (3)	

Reports

- AP&P Representatives
- AP&P Vice Chair / TRC Chair
- AP&P Chair
- Administration
- Admissions and Records
- Counseling/Matriculation
- Articulation
- CurriQunet & Support

Call for Future Agenda Items

Call to Adjourn.

Content Review Form

CONTENT REVIEW	
Within the same discipline OR across disciplines	
Course Prefix and Number _____	_____
Department _____	Responsible Instructor _____
PCA being reviewed _____	Type _____
<small>Use the form for non-credit/non-continuing education courses for credit courses.</small>	
Review Team (Recommended): Four instructors, preferably two of whom teach the course being reviewed, one who teaches the preceding course, and one who teaches the subsequent course, as appropriate.	

Recommended Materials:	
1. Course outline for course being reviewed preceding course and subsequent course	
2. For each course: course text, typical tests, sample projects, syllabi, and any other relevant evaluation tools as used within the courses and endorsed by the course outline, written grading standards (possibly from syllabi).	
3. ECV report from Computer Services reflecting student success based on completion and noncompletion of prerequisite course.	
Process:	
1. Examine objectives of courses being reviewed. Are objectives current? _____	2. Examine the evaluation tools used within the course. Do the tests, exams, projects, assignments reflect skills which the student would have acquired in the preceding course? _____
3. Will student successfully completing this course have a measurable change of business in subsequent course? _____	4. Examine the text used in the course. Does the textbook require a base of knowledge the student would have acquired in the preceding course? _____
5. Examine objectives of parallel courses. Are the objectives equivalent of the entrance skills necessary to succeed in the course being reviewed? _____	6. Examine the text used in the course. Does the textbook require a base of knowledge the student would have acquired in the preceding course? _____
Based on the attached documentation, it is the recommendation of the faculty that:	
____ The prerequisite/corequisite/advisory is appropriate.	
____ The prerequisite/corequisite/advisory should be deleted.	
____ The prerequisite/corequisite/advisory should be modified.	
____ The course outline should be modified to reflect outcomes of content review, and to include enhanced skills.	
Initiator _____ Date _____	Department Chair _____ Date _____
Approved _____	Academic Dean _____ Date _____
<small>Completed form and all supporting documentation should be returned to the Department. Transfer additional information to the Program Evaluation and Services Report.</small>	