

# Academic Policy & Planning Committee Agenda

## Meeting: Thursday January 31, 2019 in Board Room at 2:00 PM

### VOTING MEMBERS (44<sup>15</sup>)

Chair – Larry Manalo Jr.  
~~Vice Chair – David DeGroot~~  
 Applied Behavioral Sciences – Christine Bisson  
 Business – Brent Darwin  
 Counseling – Lydia Maxwell  
 English – Kate Adams  
 Fine Arts – Adrienne Allebe  
 Kinesiology, Rec & Athletics – Sheri Bates  
 Health Sciences – Mary Pat Nelson

Industrial Technology – Patrick McGuire  
 Academic/Student Affairs – Kellye Cohn  
 Languages & Communication – Andrea Sanders  
 Life and Physical Sciences – Wendy Hadley  
 Mathematics Sciences – Derek Mitchem  
 Public Safety – Kristy Treur  
 Social & Behavioral Sciences – Tom VanderMolen  
 Student Representative – ~~Yolanda Alishahi~~ vacant

### NON-VOTING MEMBERS

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

### OTHER

Past Chair – David DeGroot & Sofia Ramirez-Gelpi

### STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
 Dean, Academic Affairs – Richard Mahon  
 Dean, Academic Affairs – ~~David Humphreys~~ Mary Patrick  
 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

### 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:** Nov 29, 2018

**Approval of the Agenda:**

**Chair Comments:**

- AP&P 2020-2021 Catalog Development Calendar
- Next Meeting: AP&P Committee – 02/07/2019
- Next Meeting: TRC Committee – 02/14/2019

**Information Item 1:** BP/AP 4020 Program, Curriculum, and Course Development. The revision accurately defines the threshold for incremental award.

**Information Item 2:** 2018-19 Catalog Addendum.

**Agenda Item 1:** 2019-20 CollegeNow List. Review draft and indicate whether it reflects the departments' decisions.

**Agenda Item 2:** 2019 Spring and Fall (AP&P) Catalog Development Calendar.

**Agenda Item 3:** Cross-listed Courses

Course Review	MMAC 115	Introduction to Animation (3)	Cross-list: ART 115 and FILM 115
Modifications: Content, SLO, methods of instruction, evaluation, and text (1994 – with rationale).			
<ul style="list-style-type: none"> <li>• MMAC 115 was approved by the committee on 11/29/2018.</li> </ul>			

- It is cross-listed to FILM 115 and ART 115.
- FILM 115 is currently under review by TRC,
- ART 115 is not in the queue for committee review and approval.

**Consent Agenda:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	MUS 111	Music Theory 1 (4) Justification: Brings the course in alignment with the state C-ID so that it can be used as part of TMC. Modifications: SLO, instruction, and text.	
Course Review	MUS 112	Music Theory 2 (4) Justification: C-ID certification. Modifications: Text, SLO, instructions, and evaluation.	
Course Review	MUS 113	Music Theory 3 (4) Justification: Preparation for TMC. Prerequisite: MUS 112 Modifications: SLO, text, instruction, and evaluation.	
Course Review	MUS 114	Music Theory 4 (4) Justification: Preparation for TMC. Modifications: SLO, text, instruction, and evaluation.	
Minor Modification	NURS 416	Certified Home Health Aide (2) Prerequisite: NURS 400 or NURS 300 or proof of current CNA certificate Advisory: MA 305 LOE: Completion of course admission packet. Modifications: Textbook	
Course Review Drop Request	PHYS 121	Project & Design Lab 1 (1) Justification: Sunset this course. this course was developed during a time when we had grant funding to cover required student resources that amounted to \$3000 between all students in PHYS 121-124. We no longer have this funding.	Impact: Prerequisite: PHYS 122
Course Review Drop Request	PHYS 122	Project & Design Lab 2 (1)	Impact: Prerequisite: PHYS 123
Course Review Drop Request	PHYS 123	Project & Design Lab 3 (1)	Impact: Prerequisite: PHYS 124
Course Review Drop Request	PHYS 124	Project & Design Lab 4 (1)	Impact: None

**First Reading:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
NEW Course Proposal	GRPH 121	Advanced Design for Publishing Lab (1) Prerequisite: GRPH 115 Corequisite: GRPH 120	Carve out GRPH 120.
Justification: This lab is being proposed as a co-requisite course to GRPH 120. The lab portion of the class is being split out to accommodate the fact that students need more time to adequately learn the complexities of the current publishing processes and new features of the software. When this course was originally proposed in the 1980's, digital publishing and ebooks did not exist. By splitting out the lab from the lecture, we are in line with our other Graphics courses GRPH 112 and lab GRPH 111, GRPH 113 and lab GRPH 114.			
NEW Course Proposal	GRPH 125	Digital Design & Publishing Lab (1) Corequisite: GRPH 115 Advisory: CBIS 381	CBIS 381 – deactivated? Carve out GRPH 115.

Justification: This lab is being proposed as a co-requisite course to GRPH 115. The lab portion of the class is being split out to accommodate the fact that students need more time to adequately learn the complexities of the current publishing processes and new features of the software. When this course was originally proposed in the 1980's, digital publishing and ebooks did not exist. By splitting out the lab from the lecture, we are in line with our other Graphics courses GRPH 112 and lab GRPH 111, GRPH 113 and lab GRPH 114.			
NEW Course Proposal Review	PE 149	Cooperative Work Experience: Occupational (1-8) Justification: Update and clarify Banner, CollegeNow, program selection, grading, and evaluation.	NEW Course Proposal
Course Review	ASTR 100	Elementary Astronomy (3) Modifications: Content, assignments, text, and SLO.	
Course Review	HED 100	Health and Wellness (3) Modifications: Content, program selection, objectives, GE criteria, GE criteria, H&W Graduation requirement, ILO, and text. CollegeNow should exclude DL sections.	
Major Modification DL Update	ENGL 100	Writing in Career/Tech Fields (4 units) Modification: Prerequisite removal, catalog description, textbook, and DL.	Justification: Compliance with AB 705.
Major Modification DL Update	ENGL 110	Grammar for College and Career (3 units) Modifications: Prerequisite removal, text, and DL.	Justification: The prerequisite needs to be updated to reflect new guidelines.
NEW Program		Agribusiness Agricultural Business Associate in Science for Transfer Total Units: 26-28	Are resources adequate?
Justification: This new A.S. for transfer curriculum already approved by CCCCCO will allow students for direct transfer to CSU. This program will serve the many students seeking a higher degree in agriculture business.			
NEW CREDIT Program		Two-Dimensional Art Certificate of Achievement Total: 18	
Justification: The two-dimensional art certificate will provide foundation level courses that can be used to gain entry-level work in the fields of art and design. Students will acquire the core skills necessary for the two-dimensional arts, and they will be focused towards entering the workforce and joining artistic communities. Hands-on experience, technical skill-building, and creative problem-solving are emphasized. Additionally, the certificate will provide an important milestone towards a degree or transfer for the degree-seeking student.			
NEW Credit Program		Culinary Arts and Management Associate in Science Total Units: 27	Justification: This degree will give the student the option of an Associate's degree in addition to the Certificate of Achievement. Is the program a TMC?
Major Program Modification		Digital Media – Web Design Total Units: 19	
Justification: In preparation for program review, consultation with advisory committee, and conversations with Margaret Lau, the need is clear that a certificate of achievement would serve the students who are interested in employment in the field of web design.			

### 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 Proposal	GRPH 125	Digital Design & Publishing Lab (1) Corequisite: GRPH 115 Advisory: CBIS 381	CBIS 381 – deactivated? Carve out GRPH 115.
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NEW Program		Agribusiness Associate in Science for Transfer Total Units: 26-28	
NEW CREDIT Program		Two-Dimensional Art Certificate of Achievement Total: 18	
NEW Credit Program		Culinary Arts and Management Associate in Science Total Units: 27	
Major Program Modification		Digital Media – Web Design Total Units: 19	

**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

**Call for Future Agenda Items**

**Call to Adjourn.**

**Next Meetings:**

**Title:** Agricultural Business

**Award Type:** Associate in Science for Transfer

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The Associate in Science in Agricultural Business for Transfer provides an educational foundation for persons aspiring to careers in agribusiness. The Associate in Science in Agricultural Business for Transfer will prepare students for further studies toward a California State University (CSU) baccalaureate degree in Agriculture Business, Agriculture Studies, AgriBusiness, Ag Business and Food Industry Management.

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**The graduate of the Associate in Science for Transfer in Agricultural Business will:**

- Explain how economic principles relate to commodity marketing and sales in agriculture. Analyze agricultural production, food processing and retailing; and their influence on food marketing, considering factors that influence consumer choice.
- Recognize and describe agricultural business organizational structures, functions of management and how they relate to the agribusiness organization. Identify the role of the agricultural manager and recognize various styles of leadership.
- Develop an awareness of the basic laws, regulations, and regulatory agencies that interact with the agriculture community. Explain the process and rationality for government regulations impacting businesses and the effect of regulations on market decisions.
- Understand theoretical concepts and principles of economics applied to agricultural sciences, including how markets work, characteristics of divergent market structures, and the major determinants of supply and demand interaction. Demonstrate the ability to apply the appropriate monetary and fiscal policies to different phases of the business cycle.
- Demonstrate comprehension of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully raise horticultural crops.

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**Program Requirements**

**MAJOR CORE COURSES: A major of 26-28 units is required for the associate in science transfer degree.**

**Required core courses (17 units):**

		<b>Units: 17</b>
AG125	Soils and Plant Nutrition	4
AG150	Introduction to Agribusiness	3
AG158	Agricultural Economics	3
MATH123	Elementary Statistics	4
ECON101	Principles of Macro-Economics	3

**List A - select 2 courses from the following (6-7 units):**

		<b>Units: 6 - 7</b>
AG152	Introduction to Animal Science	3
AG157	Agricultural Sales, Communication & Leadership	3
AG161	Introduction to Plant Science	4

**List B - select any course not selected above or 1 course from the following (3-4 units):**

**Units: 3 - 4**

BUS110	Business Law	3
MATH135	Calculus with Applications	4

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**Total Program Units** 26.00 - 28.00

**Title:** Two-Dimensional Studio Art

**Award Type:** Certificate of Achievement

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The Two-Dimensional Art Certificate serves the goal of providing a certificate of achievement for competitive placement in entry-level work in areas such as museums, galleries, graphic design, set design, newspapers, etc.

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**The graduate of the Certificate of Achievement in Two-Dimensional Studio Art will:**

- Utilize the concepts, materials, and processes involved in the creation of visual art throughout history by participation in discussions, gaining knowledge of terminology, and successful completion of projects and assignments.
- Participate in a variety of visual arts, demonstrating accomplishment of skills, techniques, and processes involved in their creation, through a portfolio of work.

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**Program Requirements**

**A total of 18 units is required to earn the Two-Dimensional Art Certificate.**

**Units: 18**

*Required Core Courses (18 units)*

ART110	Design 1	3
ART120	Drawing 1	3
ART121	Drawing 2	3
ART122	Life Drawing 1	3
ART124	Mixed Media 1	3
ART151	Painting 1	3

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**Total Program Units** 18

**Title:** CULINARY ARTS AND MANAGEMENT

**Award Type:** Associate in Science

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The Culinary Arts & Management Program at Allan Hancock College will prepare students to obtain employment in the restaurant or hotel industry as unit managers, multi-unit managers, operation managers, staff trainers, catering & event managers, or baking & pastry managers. Career opportunities for successful graduates include all aspects of the hospitality, recreation and tourism industry.

Students completing 27 units of program related courses, **plus** the Allan Hancock College Associate Degree Graduation Requirements (60 total units, including 21 semester units of general education) will be awarded an Associate's Degree (A.S.) in Culinary Arts & Management.

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**The graduate of the Associate in Science in CULINARY ARTS AND MANAGEMENT will:**

- Denote the variety of services and business structures existing in the food and beverage sector of the hospitality Industry.
- Demonstrate competency in safe, sanitary and efficient production and service operations.
- Analyze and respond to differing business climates based on best accounting and forecasting practices.
- Demonstrate competency in oral, written and electronic communications.
- Supervise and train a diverse employee pool in best industry practices.
- Follow all the governmental laws and regulations pertaining to food and beverage operations.
- Demonstrate basic baking and cooking skills using current industry tools and equipment.

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**Program Requirements**

**A total of 27 units minimum is required for the Associate in Science Degree, Culinary Arts & Management**

**Units: 27**

**Required core courses (18 units)**

CA119	Introduction to the Hospitality Industry	2
CA120	Principles of Foods 1	4
CA121	Basic Baking and Pastry	3
CA124	Sanitation, Safety, and Equipment	3
CA125	Supervision and Training Techniques	3
CA126	Food Production Cost, Control and Management	3

**Select a minimum of 9 additional units from the following courses in addition to the core requirements**

BUS101	Introduction to Business	3
CBIS101	Computer Concepts & Applications	3
CA122	Advanced Baking and Pastry	3
CA123	Principles of Foods 2	2
CA129	Catering and Events Management	3
CA323	Specialty and Wedding Cakes	1
CA324	Cake Decorating and Decorative Work	1
FSN109	Basic Nutrition for Health	3
FSN110	Nutrition Science	3
FSN132	Introduction to Culinology Profession	1
FSN134	Food, Nutrition Customs and Culture	4
SPAN101	Elementary Spanish I	5

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**Total Program Units 27**

**Title:** Digital Media - Web Design  
**Award Type:** Certificate of Achievement

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The Certificate Achievement in Website Design provides a specific coursework enabling the creation of visually rich websites with dynamic interfaces for a wide range of purposes. The certificate is ideal for students wishing to bring additional competencies to their workplace; to enhance their employability; or to seek entrepreneurial opportunities.

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**The graduate of the Certificate of Achievement in Digital Media - Web Design will:**

- Analyze and explain diverse approaches to website design in terms of purpose, audience and interactivity.
  - Demonstrate effective techniques to create and manipulate textual and visual content.
  - Design, build, test and implement websites that work on a variety of devices.
  - Work alone or on a team to create, develop and present storyboards, written proposals and sophisticated websites for clients/organizations
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**Program Requirements**

**A total of 19 core units are required for the certificate.**

**Required core courses (16 units):**

		<b>Units: 16</b>
CS102	Introduction to Computing with HTML	3
GRPH118	Introduction to Web Graphics	3
GRPH111	Digital Imagery Lab	1
GRPH112	Digital Imagery	3
MMAC112	Web Page Design	3
MMAC114	Dynamic Internet Design	3

**Plus a minimum of 3 units selected from the following:**

		<b>Units: 3</b>
ART107	Computer Fine Art	3
ART108	Design 1 on the Computer	3
or		
GRPH108	Design 1 On the Computer	3
GRPH129	Digital Tools for Visual Media	3
GRPH189	Independent Projects in Graphics	1 - 3
PHTO170	Digital Photography	3
and		
PHTO171	Digital Photography Lab	1
MMAC125	Computer Video Editing	3
MMAC126	Introduction to Motion Graphics	3

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**Total Program Units 19**