

Academic Policy & Planning Committee Meeting Minutes
Meeting: Thursday January 31, 2019 in Board Room at 2:00 PM

VOTING MEMBERS (15)

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

NON-VOTING MEMBERS

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

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau	Dean, Matriculation/Counseling – Yvonne Teniente
X 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 – S. Ramirez Gelpi	

GUESTS

X Nancy Jo Ward, Fine Arts
X Erin Krier, Life & Physical Science
X Ken Cope, Fine Arts

Approval of Minutes: A motion was made to approve the minutes of the November 29, 2018 meeting. (M/S/P Mitchem / Maxwell) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, A. Allebe, S. Bates, K. Cohne, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0, Abstain: 0.

Approval of the Agenda: A motion was made to approve the agenda with corrections. (M/S/P L. Maxwell / D. Mitchem) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, A. Allebe, S. Bates, K. Cohne, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0, Abstain: 0.

Chair Comments:

- AP&P 2020-2021 Catalog Development Calendar – changed the name of the AP&P calendar to identify course and program changes with catalog production timeline.
- 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 of units. A units table has been provided.

Information Item 2: 2018-19 Catalog Addendum – the addendum will include modifications to the LVN to RN and Dental Assisting courses and programs. Also, new programs Dietetics and Nutrition and Commercial Truck Driving.

Agenda Item 1: 2019-20 CollegeNow List. Review draft and indicate whether it reflects the departments’ decisions and send revisions for AP&P review and discussion.

Agenda Item 2: 2019 Spring and Fall (AP&P) Catalog Development Calendar. The calendar has been updated to include both spring 2019 and fall 2019 meeting dates and deadlines.

Agenda Item 3: Cross-listed Courses – cross listed courses must be launched together. The top code assigned to the course designates the initiating department for course reviews and modifications. Faculty initiators may request access to modify disciplines for 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"> • MMAC 115 was approved by the committee on 11/29/2018. • 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: Course review Modifications: SLO, instruction, and text. The modifications are aligned with TMC.
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) Prerequisite: MUS 112	Justification: Course review TMC Modifications: SLO, text, instruction, and evaluation. Modifications are aligned with TMC.
Course Review	MUS 114	Music Theory 4 (4)	Justification: Course review Modifications: SLO, text, instruction, and evaluation. Modifications are aligned with TMC.
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: These lab courses were developed during a time when grant funding to cover student resources was available to offer PHYS 121-124. We no longer have this funding
Course Review Drop Request	PHYS 122	Project & Design Lab 2 (1)	
Course Review Drop Request	PHYS 123	Project & Design Lab 3 (1)	
Course Review Drop Request	PHYS 124	Project & Design Lab 4 (1)	
COMMITTEE ACTION:	A motion was made to recommend consent agenda items for adoption. (M/S/P L. Maxwell / D. Mitchem) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, A. Allebe, S. Bates, K. Cohne, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0, Abstain: 0.		

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
NEW Course	GRPH 121	Advanced Design for Publishing Lab (1) Prerequisite: GRPH 115 Corequisite: 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	GRPH 125	Digital Design & Publishing Lab (1) Corequisite: GRPH 115 Advisory: CBIS 381	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. COMMITTEE RECOMMENDATIONS: Remove advisory course CBIS 381 because it has been dropped.
Course Review	PE 149	Cooperative Work Experience: Occupational (1-8)	Justification: Update and clarify Banner, CollegeNow, program selection, grading, and evaluation
Course Review	ASTR 100	Elementary Astronomy (3)	Justification: Course review Modifications: Content, assignments, text, and SLO.
Course Review	HED 100	Health and Wellness (3)	Justification; Course review 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)	Justification: Compliance with AB 705. Modification: Prerequisite removal, catalog description, textbook, and DL update.
Major Modification DL Update	ENGL 110	Grammar for College and Career (3 units)	Justification: The prerequisite needs to be updated to reflect new guidelines. Modifications: the modifications have been made to align with cross-listed courses ESL and reading. Prerequisite removal, text, and DL update.
NEW Program	Agriculture	Agribusiness Associate in Science for Transfer Total Units: 26-28	Justification: This new A.S. for transfer curriculum already approved by CCCCO 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	ART	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.
Major Program Modification	Graphics	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. The program will retain its original program title, Applied Design/Media, Web Design.
COMMITTEE ACTIONS:	A motion was to recommend 1 st readings for consideration. (M/S/P K. Adams / A. Sanders) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, A. Allebe, S. Bates, K. Cohne, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0, Abstain: 0.		

NEW Credit Program	Culinary Arts	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. TABLED
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Public Remarks - NONE

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.

Proposal Type	Prefix & Number	Course/Program Title (units)	
NEW Course Proposal	GRPH 121	Advanced Design for Publishing Lab (1) Prerequisite: GRPH 115 Corequisite: GRPH 120	
NEW Course Proposal	GRPH 125	Digital Design & Publishing Lab (1) Corequisite: GRPH 115	

		Advisory: CBIS 381	
Course Review	PE 149	Cooperative Work Experience: Occupational (1-8)	
Course Review	ASTR 100	Elementary Astronomy (3)	
Course Review	HED 100	Health and Wellness (3)	
Major Modification DL Update	ENGL 100	Writing in Career/Tech Fields (4 units)	
Major Modification DL Update	ENGL 110	Grammar for College and Career (3 units)	
NEW Credit Program	Agriculture	Agricultural Business Associate in Science for Transfer Total Units: 26-28	
NEW Credit Program	Art	Two-Dimensional Art Certificate of Achievement Total: 18	
Major Program Modification	Graphics	Applied Design/Media – Web Design Total Units: 19	
COMMITTEE ACTIONS:	<p>A motion was to recommend 2nd readings for adoption. (M/S/P D. Mitchem / K. Adams) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, A. Allebe, S. Bates, K. Cohne, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0, Abstain: 0.</p> <p>A motion was made to recommend prerequisites, corequisites, and advisories for adoption. (M/S/P D. Mitchem / L. Maxwell) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, A. Allebe, S. Bates, K. Cohne, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0, Abstain: 0.</p> <p>A motion was made to recommend DL updates for adoption. (M/S/P D. Mitchem / L. Maxwell) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, A. Allebe, S. Bates, K. Cohne, A. Sanders, W. Hadley, D. Mitchem, K. Treur, T. VanderMolen. Noes: 0, Abstain: 0.</p>		

Reports

Counseling/Matriculation – a report that discussions are taking place regarding a new math graduation requirement.

Call for Future Agenda Items – AB705 course proposal process, AHC disciplines list

Call to Adjourn – The meeting was adjourned at 4:00 pm.

Next Meetings: Thursday, February 7, 2019

Title: Agricultural Business

Award Type: Associate in Science for Transfer

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.

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.

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):

		Units: 17
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):

		Units: 6 - 7
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

Total Program Units 26.00 - 28.00

Title: Two-Dimensional Studio Art

Award Type: Certificate of Achievement

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.

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
<i>Required Core Courses (18 units)</i>		
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

Total Program Units 18

Title: CULINARY ARTS AND MANAGEMENT

Award Type: Associate in Science

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.

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.

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

Total Program Units 27

Title: Digital Media - Web Design

Award Type: Certificate of Achievement

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.

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

Program Requirements

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

Required core courses (16 units):

		Units: 16
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:

		Units: 3
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

Total Program Units 19



Academic Policy and Planning Committee (AP&P) 2020-2021 Catalog Development Calendar

AP&P Committee Meetings are held on Thursdays, 2:00 – 4:00 pm in the Board Room.

Agenda 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 will be placed on the next agenda for another Thursday meeting but must be at the committee level the Friday before the meeting.

1st & 2nd Reading Faculty initiators (or designee) should be present when a proposal appears on the agenda for a 1st reading. Recommendations made by the committee at 1st reading must be addressed in CurriQunet by the faculty initiator. The faculty initiator is then responsible for “taking action” which will send the proposal back to the Committee level in order for the proposal to be placed on the agenda for a 2nd reading.

Curriculum Summary Report to Senate and Board of Trustees Committee action recommending adoption must be made by the meeting date that the Curriculum Summary Report is scheduled for review.* Implementation and publication of new and modified curriculum is according to the timetable below. *Last day for proposal to make 2020-2021 catalog production. *This calendar is subject to change as appropriate.*

Proposals must be at the committee level by:	AP&P Committee Meeting Dates	*Curriculum Report Recommendations	Academic Senate Report Approval	Board of Trustees Approval to Adopt	Catalog Publication	1 st Offering
Wed 11/21/2018 Fri 1/25/2019 Fri 2/1/2019	Thu 11/29/2018 Thu 1/31/ 2019 Thu 2/7/2019	Thu 2/7/2019	Tue 2/19/2019	Tue 3/12/2019	2020/2021	Summer or Fall 2020
Thu 2/14/2019 Fri 3/1/2019 Mon 3/25/2019	Thu 2/21/2019 Thu 3/7/2019 Thu 3/28/2019	Thu 3/28/2019	Tue 4/16/2019	Tue 5/14/2019		
Fri 4/5/2019 Fri 4/19/2019	Thu 4/11/2019 Thu 4/25/2019	Thu 4/25/2019	Tue 5/7/2019	Tue 6/11/2019		
Fri 5/3/2019 Fri 5/10/2019 Fri 8/23/2019	Thu 5/9/2019 Thu 8/29/2019 Thu 9/5/2019	Thu 9/5/2019	Tue 9/17/2019	Tue 10/8/2019		
Fri 9/13/2019 Fri 9/27/2019 Fri 10/11/2019 Fri 10/25/2019 Fri 11/1/2019	Thu 9/19/2019 Thu 10/3/2019 Thu 10/17/2019 Thu 10/31/2019 Thu 11/7/2019	*Thu 11/7/2019	Tue 11/19/2019	Tue 12/10/2019		

Scheduled Course Reviews

Due April 2019: business, ECS, fire tech, geology, physical science, kinesiology, leadership, LVN, intercollegiate athletics, PE, recreation, personal development, psychology, reading, vet tech

Due April 2020: administration of justice, foreign languages (including sign language), art, auto body, automotive technology. cosmetology, culinary arts, economics, ESL, noncredit ESL, vocational ESL, economics, family and consumer science, food science and nutrition, human services, engineering math, medical assisting, basic skills

Technical Review Committee

Prior to a proposal reaching the committee level, the Technical Review Committee completes a technical review of curriculum proposals to ensure that complete proposals are submitted and free of errors. Contact a TRC member for assistance in completing and launching proposals in CurriQunet.

TRC Meetings	TRC Member	TRC Assignment Area	TRC Contact Info
Thu 2/14/2019	Dave DeGroot, Academic Affairs, Articulation	Counselling Athletics/PE Health Sciences	Ext. 3717 ddgroot@hancockcollege.edu
Thu 2/28/2019			
Thu 3/14/2019	Larry Manalo, Health Sciences	Industrial Technology	Ext. 3560 lmanalo@hancockcollege.edu
Thu 4/4/2019			
Thu 4/18/2019	Kristy Treur, Public Safety	Public Safety	Ext. 5243 ktreur@hancockcollege.edu
Thu 5/2/2019			
Thu 5/16/2019	Derek Mitchem, Mathematical Sciences	Life and Physical Sciences Mathematical Sciences English	Ext. 3563 dmitchem@hancockcollege.edu
TRC meetings are held on Thursdays 2-4 pm, Captain's Room	Tom VanderMolen, Social and Behavioral Science	Fine Arts Social and Behavioral Science Business	Ext. 3871 tvandermolen@hancockcollege.edu
	Rebecca Andres, Academic Affairs	Applied Behavioral Sciences Community Education Languages and Communication	Ext. 3246 randres@hancockcollege.edu

**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The programs and curricula of the District shall be of high-quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Board of Trustees delegates to the Academic Senate through its Curriculum Committee the authority to establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development;
- consideration of job market and other related information for vocational and occupational programs.

The chief agency for the coordination of curriculum changes is the Academic Policy and Planning Committee, a standing committee of the Academic Senate. This committee involves itself in those areas where curriculum is of prime importance.

All new programs and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board.

Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a “credit hour” program or a “clock hour” program.

The District shall establish procedures which prescribe the definition of “credit hour” consistent with applicable federal regulations, as they apply to community college districts.

The District shall establish procedures to assure that curriculum at the District complies with the definition of “credit hour” or “clock hour”, where applicable. The District shall also establish procedures for using clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

References: Education Code Sections 70901(b), 70902(b), and 78016;
Title 5 Sections 51000, 51022, 55100, 55130, and 55150;
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;
Accreditation Standards II.A and II.A.9.

Adopted: 4/17/01

Revised: 5/9/17

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

The District shall provide annual certification to the California Community Colleges Chancellor's Office pertaining to the approval of credit courses and credit programs as required under Title 5 Sections 55100 and 55130

Credit Hour Definition

For purposes of federal financial aid eligibility, a "credit hour" shall be not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in the paragraph above, of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Hours Per Unit

One credit hour (one unit of credit) of community college work shall require a minimum of 48 - 54 ~~maximum~~ total student learning hours.

Student learning hours = total instructor/student contact hours plus outside-of-class hours.

Instructor/student contact hours = class hours spent with the instructor inclusive of all instructional formats (lecture, lab, activity, etc.), also referred to in-class hours

Outside of class hours = expected hours that an average student will spend on out-of-classroom assignments or homework.

Term Length

The term length used to calculate the ~~minimum~~ number of units awarded is based on a range of a 16-week to 18-week semester.

Instructional Formats

As a matter of standard practice in higher education, lecture and related course formats assume two hours of outside of class work for every one hour in-class. Other instructional formats may use a different ratio but generally follow the formats below.

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](#).

Instructional Formats	In Class Hour(s)	Expected Number of Outside Class Hours
Lecture (traditional delivery of course content)	1	2
Integrated Lecture/ Lab (includes outside of class hours but not as many as traditional lecture or lab format)	2	1
Lab (traditional lab, activity, TBA)	3	0

Credit Hour Calculations

Calculation of units are inclusive of all student learning hours including, lecture, lab, and other contact hours, plus the total number of outside-of-class hours, and/or homework hours over a 16 – 18 week semester.

Credit hour calculations are built into the college's curriculum management system to ensure consistency and compliance with established policies.

Calculation Method

Units are calculated based on a range of total student learning hours for a 16-18 week semester divided by the number of hours allowed for 1 unit of credit. For 16 weeks, the hours per unit divisor is 48. For 18 weeks the hours per unit divisor is 54.

~~Minimum number of units:~~ The total of student contact hours plus outside-of-class hours divided by 48 hours (term length divisor for 16 weeks) ~~minimum hours for 1 unit of credit~~ = the ~~minimum~~ number of units awarded:

$$\frac{[Total\ Contact\ Hours + Outside-of-class\ Hours]}{48} = \textit{Minimum No. of Units Awarded}$$

and Maximum number of units: The total of student contact hours plus outside of class hours divided by 54 hours (term length divisor for 18 weeks) ~~maximum hours for 1 unit of credit~~ = the ~~maximum~~ number of units awarded:

$$\frac{[Total\ Student\ Learning\ Hours]}{54} = \textit{Maximum No. of Units Awarded}$$

[Example: units/hours calculation table from course outline of record](#)

	Hours per Week	Total Hours per Term (Based on 16-18 Weeks)	Total Units
Lecture	2.000	32.0 - 36.0	
Lab	4.000	64.0 - 72.0	
Outside-of-Class Hours	4.000	64.0 - 72.0	
Total Student Learning Hours	10.0	160.0 - 180.0	3.0
Total Contact Hours	6.0	96.0 - 108.0	

Incremental Award of Credit

Units are awarded in increments of 0.5 units (rounded down to the nearest 0.5) when the number of total student learning hours reaches the next threshold of hours for units awarded. A course requiring at least 72-81 96-hours or more total student learning hours shall provide at least 1.5 units of credit. The next 0.5 increment is awarded 2 units of credit when the total number of student learning hours is at 96 hours.

- 24-27 or more total student learning hours = 0.5 units
- 48 -54 or more total student learning hours = 1.0 unit
- 72 -81 or more total student learning hours = 1.5 units
- 96 -108 or more total student learning hours = 2.0 units

Unit Calculations for Short and Extended Terms

The calculation methods described in this policy also apply to short term and extended term courses.

Unit Calculations for Cooperative Work Experience Courses

- Each 75 hours of paid work equals one semester credit, or 50 hours equals one quarter credit.
- Each 60 hours of non-paid work equals one semester credit, or 40 hours equals one quarter credit.

Approval Criteria

The District approves new courses and programs based on the following criteria:

1. Appropriateness to Mission: The stated goals and objectives of the proposed program, or the objectives defined in the course Outline of Record, are consistent with the mission of the community college system as established by the Legislature in the Education Code.
2. Need: There is a demonstrable need for a course or program that meets the needs of the region the college proposes to serve. The proposed new program must not cause harmful competition with any existing program at another college.
3. Quality: Course Outlines of Record for each course have been approved by AP&P according to the standards and criteria in Title 5, Section 55002. Programs are designed so that successfully completing the program requirements will enable students to fulfill the program goals and objectives. Courses and programs are integrated, with courses designed to effectively meet their objectives and the goals and objectives of the programs for which they are required.
4. Feasibility: The District has the resources to realistically maintain the program at the level of quality described in the new program application. This includes funding, faculty, and facilities and equipment.

5. Compliance: The design of the program or the course is not in conflict with any law. This includes both state and federal laws, statutes, and regulations.

Process and Timelines for Program Development and/or Modification:

1. The Academic Policy and Planning (AP&P) Committee offers regular training on the development and review of courses and programs [including, the Chancellor's Office Program and Course Approval Handbook](#). -use of templates, submission, and approval procedures.
2. The appropriate Dean works with Department Chairs and AP&P representatives to assure that new or modified curriculum is technically correct and fits within the department's program offerings and college mission.
3. All curriculum, new or modified, is submitted for review via the college's curriculum management system.
4. The review process includes faculty, administrators, and staff at various levels in the review process.
5. The Academic Policy and Planning Committee, after their review, prepares a summary of curricular recommendations.
6. Curriculum recommended by the Academic Policy and Planning Committee is reviewed by the Academic Senate and then presented to the Office of the Superintendent/President. Finally, the curriculum is sent to Board of Trustees for consideration and final approval.
7. After Board approval, all new courses and programs are submitted to the Chancellor's Office Curriculum Inventory system.
8. Modified courses and programs are submitted to the Chancellor's Office Curriculum Inventory system.
9. Implementation of approved curriculum is according to the AP&P calendar.

Reports of the AP & P Committee

If the Academic Senate does not agree with the recommendations of the AP&P Committee, the Academic Senate, in accordance with approved senate procedures, may do any of the following:

1. Request additional information and/or clarification from the committee;
2. Recommend that AP & P forward the report to the Office of the Superintendent/President with senate comment, and with or without AP & P Committee response;
3. Return the report to the committee for possible amendment and reconsideration by Academic Senate.

Approved: 4/17/01

Revised: 4/11/17

References:

ASCCC. (2017). The Course Outline of Record: A Curriculum Reference Guide Revisited.

CCCCO. (2017). Program and Course Approval Handbook. (6th Edition).

34 Code of Federal Regulations section 668.8(l).

CCR Title 5, Section [s](#) 55002, 55002.5

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Calculation Table: Lecture 2:1 Ratio

Lecture	48 = 1 unit			54 = 1 unit		
Units	Contact Hours	Homework Hours	Total Student Learning Hours	Contact Hours	Homework Hours	Total Student Learning Hours
0.50	8	16	24	9	18	27
1.00	16	32	48	18	36	54
1.50	24	48	72	27	54	81
2.00	32	64	96	36	72	108
2.50	40	80	120	45	90	135
3.00	48	96	144	54	108	162
3.50	56	112	168	63	126	189
4.00	64	128	192	72	144	216
4.50	72	144	216	81	162	243
5.00	80	160	240	90	180	270
5.50	88	176	264	99	198	297
6.00	96	192	288	108	216	324
6.50	104	208	312	117	234	351
7.00	112	224	336	126	252	378
7.50	120	240	360	135	270	405
8.00	128	256	384	144	288	432
8.50	136	272	408	153	306	459
9.00	144	288	432	162	324	486
9.50	152	304	456	171	342	513
10.00	160	320	480	180	360	540
10.50	168	336	504	189	378	567
11.00	176	352	528	198	396	594
11.50	184	368	552	207	414	621
12.00	192	384	576	216	432	648
12.50	200	400	600	225	450	675
13.00	208	416	624	234	468	702
13.50	216	432	648	243	486	729
14.00	224	448	672	252	504	756
14.50	232	464	696	261	522	783
15.00	240	480	720	270	540	810
15.50	248	496	744	279	558	837
16.00	256	512	768	288	576	864
16.50	264	528	792	297	594	891
17.00	272	544	816	306	612	918
17.50	280	560	840	315	630	945
18.00	288	576	864	324	648	972

Calculation Table Integrated Lab, or Lab with Homework 2:1 Ratio

Int Lab 1:2 Ratio	48 = 1 unit			54 = 1 unit		
Units	Contact Hours	Homework Hours	Total Student Learning Hours	Contact Hours	Homework Hours	Total Student Learning Hours
0.50	16	8	24	18	9	27
1.00	32	16	48	36	18	54
1.50	48	24	72	54	27	81
2.00	64	32	96	72	36	108
2.50	80	40	120	90	45	135
3.00	96	48	144	108	54	162
3.50	112	56	168	126	63	189
4.00	128	64	192	144	72	216
4.50	144	72	216	162	81	243
5.00	160	80	240	180	90	270
5.50	176	88	264	198	99	297
6.00	192	96	288	216	108	324
6.50	208	104	312	234	117	351
7.00	224	112	336	252	126	378
7.50	240	120	360	270	135	405
8.00	256	128	384	288	144	432
8.50	272	136	408	306	153	459
9.00	288	144	432	324	162	486
9.50	304	152	456	342	171	513
10.00	320	160	480	360	180	540
10.50	336	168	504	378	189	567
11.00	352	176	528	396	198	594
11.50	368	184	552	414	207	621
12.00	384	192	576	432	216	648
12.50	400	200	600	450	225	675
13.00	416	208	624	468	234	702
13.50	432	216	648	486	243	729
14.00	448	224	672	504	252	756
14.50	464	232	696	522	261	783
15.00	480	240	720	540	270	810
15.50	496	248	744	558	279	837
16.00	512	256	768	576	288	864
16.50	528	264	792	594	297	891
17.00	544	272	816	612	306	918
17.50	560	280	840	630	315	945
18.00	576	288	864	648	324	972

Calculation Table: Lab No Homework, Activity, TBA 3:0 Ratio

<i>Lab no HW Activity, etc. 3:0 Ratio</i>	48 = 1 unit			54 = 1 unit		
Units	Contact Hours	Homework Hours	Total Student Learning Hours	Contact Hours	Homework Hours	Total Student Learning Hours
0.50	24	0	24	27	0	27
1.00	48	0	48	54	0	54
1.50	72	0	72	81	0	81
2.00	96	0	96	108	0	108
2.50	120	0	120	135	0	135
3.00	144	0	144	162	0	162
3.50	168	0	168	189	0	189
4.00	192	0	192	216	0	216
4.50	216	0	216	243	0	243
5.00	240	0	240	270	0	270
5.50	264	0	264	297	0	297
6.00	288	0	288	324	0	324
6.50	312	0	312	351	0	351
7.00	336	0	336	378	0	378
7.50	360	0	360	405	0	405
8.00	384	0	384	432	0	432
8.50	408	0	408	459	0	459
9.00	432	0	432	486	0	486
9.50	456	0	456	513	0	513
10.00	480	0	480	540	0	540
10.50	504	0	504	567	0	567
11.00	528	0	528	594	0	594
11.50	552	0	552	621	0	621
12.00	576	0	576	648	0	648
12.50	600	0	600	675	0	675
13.00	624	0	624	702	0	702
13.50	648	0	648	729	0	729
14.00	672	0	672	756	0	756
14.50	696	0	696	783	0	783
15.00	720	0	720	810	0	810
15.50	744	0	744	837	0	837
16.00	768	0	768	864	0	864
16.50	792	0	792	891	0	891
17.00	816	0	816	918	0	918
17.50	840	0	840	945	0	945
18.00	864	0	864	972	0	972

- **Course List** - High school students **are not** eligible to take courses at AHC *if the courses are available at their high school*. *College Now!* students can only enroll in courses on this list.
- **Math and English** – Remedial math and English courses are excluded from this list. *College Now!* students are eligible to enroll into math and English courses at the 100-level only and based on Allan Hancock College's current placement process. These 100-level math and English courses are listed with a ☆.
- **Physical Education** – PE courses listed with a bulldog icon require permission of the instructor of record that may be granted the first day of the term, if enrollment in the course permits adding *College Now!* students. In addition to the instructor's permission, CN students must also meet all other criteria for the College Now! program before enrolling in a PE course and complete a PE Disclaimer form.
- **Course Requisites** – Students who wish to take CN courses must meet the stated academic prerequisites or co-requisites. Courses with pre/co-requisite are listed on this list with an asterisk *.
- **Auditions** – Courses with a ★ require an audition or limitation on enrollment, or admittance to a program.

AB 351	ART 105	AT 343	CBOT 351*	EL 109	ENVT 101
AB 356	ART 106	AT 370	CBOT 360	EL 118*	ENVT 150
AB 370	ART 107	ATH 104	CBOT 361	EL 119*	ENVT 151*
ACCT 100	ART 108	ATH 106*	CHEM 110	EL 122*	ENVT 152
ACCT 317	ART 109	BIOL 100	CHEM 120*	EL 123**	ENVT 153
AG 101	ART 110	BIOL 120	CHEM 140*	EL 125*	ENVT 154
AG 102	ART 112	BIOL 132	CHEM 150*	EL 126*	ENVT 155
AG 120	ART 113*	BIOL 135	CHEM 151*	EL 135*	ET 100
AG 121	ART 115	BIOL 145*	CS 102	EL 136*	ET 104
AG 122	ART 120	BIOL 199	CS 111*	EL 179	ET 117
AG 125	ART 121*	BUS 101	CS 112*	EL 320	ET 140*
AG 130*	ART 124	BUS 102	CS 131*	EL 332	ET 145*
AG 135	ART 125	BUS 103	CS 181*	EL 370	ET 370
AG 150	ART 126*	BUS 104	CWE 149	EMS 102	FCS 130
AG 152	ART 129	BUS 107	CWE 302	EMS 300*	FCS 131
AG 153	ART 130*	BUS 110	DANC 101	EMS 301*	FASH 101
AG 154	ART 131	BUS 111	DANC 148★	EMS 302*	FASH 102
AG 155	ART 144*	BUS 121	DANC 170★	EMS 306	FASH 103
AG 156	ART 146*	BUS 130	DANC 180★	EMS 307	FASH 110
AG 157	ART 150*	BUS 141	DANC 182★	EMS 310	FASH 104
AG 158	ART 160	BUS 160	DANC 183★	EMS 325	FCS 170
AG 179D	ART 161	BUS 189	DANC 185★	EMS 328	FCS 171
AG 307	ART 162	BUS 302	DANC 186★	EMS 401*	FCS 199
AG 312*	ART 163	BUS 303	DANC 199	EMS 416*	FILM 101
AG 314	ART 164	BUS 386	DANC,	ENGL 100*☆	FILM 102
AG 324	ART 165	CA 120	all activity	ENGL 101*☆	FILM 103
AJ 101	ART 199	CA 124	DRMA 103	ENGL 102*	FILM 104
AJ 103	ART 366	CA 125	DRMA 104	ENGL 103*	FILM 105
ANTH 101	ART 367	CA 129	DRMA 106*	ENGL 106*	FILM 106*
ANTH 102	ART 368	CA 323	DRMA 110	ENGL 107	FILM 110
ANTH 103	ART 380*	CBIS 101	DRMA 111	ENGL 108	FILM 111*
ANTH 110*	ART 381*	CBIS 112	DRMA 199N	ENGL 110*	FILM 114
ANTH 122	ART 382*	CBIS 141	ECON 101*	ENGL 130*	FILM 115
ANTH 199	ART 383*	CBIS 142	ECON 102*	ENGL 131*	FILM 116*
ARCH 111	ASL120	CBIS 350*	ECON 121	ENGL 132*	FILM 117
ARCH 121	ASL121*	CBIS 351*	ECON 130	ENGL 133*	FILM 118*
ARCH 122	ASL124*	CBIS 352*	ECON 141	ENGL 135*	FILM 120
ARCH 131	ASL130*	CBIS 371	ECS 100	ENGL 137*	FILM 121
ARCH 151*	ASTR 100	CBIS 373	ECS 101	ENGL 139*	FILM 123
ARCH 152*	AT 100	CBOT 100	ECS 303	ENGL 145*	FILM 125
ARCH 160	AT 133*	CBOT 131	EDTC 300	ENGL 146*	FILM 126
ARCH 370	AT 303*	CBOT 312	EL 104	ENGR 100	FILM 127
ART 101	AT 313*	CBOT 333	EL 105	ENGR 124*	FILM 380*
ART 103	AT 323	CBOT 337	EL 107*	ENGR 126	FILM 381*
ART 104	AT 341	CBOT 350*	EL 108*	ENTR 101	FRCH 101

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- **Auditions** – Courses with a ★ require an audition or limitation on enrollment, or admittance to a program.

FRCH 102*	HUSV 102	MT 109	PE 106	PHTO 384★	WFT 103
FSN 109	HUSV 103	MT 301	PE 120 🐾	PHTO 385★	WFT 104
FSN 110	HUSV 104	MT 302	PE 121 🐾	PHYS 100	WFT 105
FSN 112	HUSV 105	MT 303	PE 122 🐾	PHYS110*	WFT 301
FSN 132	HUSV 106	MT 307	PE 123 🐾	PHYS 141*	WFT 302
FT 101	HUSV 107	MT 370	PE 128	PHYS 142*	WLDT 106
FT 102	HUSV 110	MUS 100	PE 129 🐾	PHYS 161*	WLDT 107*
FT 103	HUSV 111	MUS 101	PE 130 🐾	PHYS 162*	WLDT 306*
FT 104	HUSV 112	MUS 102	PE 132 🐾	PHYS 163*	WLDT 307*
FT 379	HUSV 113	MUS 104	PE 133 🐾	POLS 101	WLDT 308*
FT 399	ITAL 101	MUS 106	PE 134 🐾	POLS 103	WLDT 370
GBST 141	ITAL 102*	MUS 110	PE 140 🐾	POLS 104	WLDT 399
GEOG 101	ITAL 103*	MUS 111	PE 141 🐾	POLS 106	
GEOG 102	ITAL 104*	MUS 112*	PE 142 🐾	PROD 301	
GEOG 103	LBRY 170	MUS 113*	PE 143 🐾	PSY 101	
GEOL 100	LDER 111	MUS 114*	PE 146 🐾	RE 100	
GEOL 114	LS 101	MUS 115	PE 154 🐾	REC 101	
GEOL 131	MATH 100*☆	MUS 116*	PE 160 🐾	REC 103	
GEOL 141	MATH 121*☆	MUS 117	PE 164 🐾	REC 105	
GRPH 110	MATH 123*☆	MUS 118	PE 167 🐾	REC 107	
GRPH 111*	MATH 131*☆	MUS 119*	PE 170 🐾	REC 109	
GRPH 112*	MATH 135*☆	MUS 120*	PE 172 🐾	RVT 300	
GRPH 113*	MATH 141*☆	MUS 121*	PEIA 195	SOC 101	
GRPH 114*	MATH 181*☆	MUS 123*	PHIL 101	SOC 110	
GRPH 115	MATH 182*☆	MUS 124*	PHIL 102	SOC 120	
HED 100 (no DL Section)	MATH 183*☆	MUS 125	PHIL 105	SOC 122	
	MATH 184*☆	MUS 126	PHIL 112	SOC 155	
HIST 101	MMAC 101*	MUS 128	PHIL 114*	SOC 160	
HIST 102	MMAC 102*	MUS 129	PHIL 121	SPAN 101	
HIST 103	MMAC 112	MUS 132★	PHIL 122*	SPAN 102*	
HIST 104	MMAC 114	MUS 137	PHSC 111*	SPAN 103*	
HIST 105	MMAC 115	MUS 140★	PHSC 112*	SPAN 104*	
HIST 107	MMAC 116*	MUS 143	PHTO 110	SPAN 105*	
HIST 108	MMAC 117	MUS 144	PHTO 120*	SPAN 110*	
HIST 118	MMAC 118*	MUS 145	PHTO 130*	SPAN 111*	
HIST 119	MMAC 125	MUS 146	PHTO 140*	SPAN 112*	
HIST 120	MMAC 126	MUS 151★	PHTO 150*	SPCH 101	
HUM 101	MMAC 127	MUS 179	PHTO 170	SPCH 106	
HUM 102	MMAC 128	PD 100	PHTO 199	SPCH 108	
HUM 103	MMAC 199	PD 101	PHTO 380★	SPCH 110	
HUM 104	MMAC 380*	PD 110	PHTO 381★	STEM 100	
HUM 105	MMAC 381*	PD 115	PHTO 382★	WFT 101	
HUSV 101	MMAC 382*	PE 100	PHTO 383★	WFT 102	