

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday February 1, 2018 in B-100 at 2:00 PM

VOTING MEMBERS (14)

Chair – Industrial Technology – Gabriel Marquez
X Vice-Chair – David DeGroot X Academic/Student Affairs – Kathy Headtke
X Applied Behavioral Sciences – C. Bisson X Languages & Communication – Andrea Sanders
X Business – Brent Darwin X Life and Physical Sciences – Rob Lennihan
X Counseling – Lydia Maxwell X Mathematics Sciences – Derek Mitchem
X English – Kate Adams Public Safety – Kristy Treur
X Fine Arts – Tim Webb Social & Behavioral Sciences – T. VanderMolen
X Kinesiology, Rec & Athletics – Sheri Bates Student Representative – Vacant
X Health Sciences – M. Nelson/L. Manalo Jr

NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres
VP, Academic Affairs – Melinda Nish
Admissions & Records – J. Hooghuis and
Betsy Wilcox
Articulation – David DeGroot
Community Education – S. Ramirez-Gelpi

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 – Bob Curry Associate Dean/Athletic Director – Kim Ensing
Dean, Student Services – Robert Parisi Associate Dean/PCPA Director – Mark Booher
Dean, Academic Affairs – Sofia Ramirez Gelpi

GUESTS

Thesa Roepke

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 30, 2017

A motion was made to approve the minutes of the November 30, 2017 meeting. (M/S/P R. Lennihan/ D. Mitchem) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, T. Webb, S. Bates, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem. Noes: 0, Abstain: 0.

Approval of the Agenda:

A motion was made to approve the agenda with an amendment to change the order of topics to accommodate the guest. (M/S/P R. Lennihan/ L. Maxwell) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, T. Webb, S. Bates, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem. Noes: 0, Abstain: 0.

Chair Comments:

- TOP code and SAM Code
The importance of faculty expertise in the assignment of course coding was discussed.
- Programs: Noncredit Career Development and College Preparation
A review of CCDP program definition.
- AP&P Spring 2018 calendar
The AP&P calendar was distributed to all faculty via email.

Information Items:

- Goals and Achievements 2018: Work in Progress
A report on the committee's goals and achievements is being compiled and will be presented to the committee.

- Package Proposals
Package Proposals in CNET can be created and launched together as a package.

Action Item:

- 2017-18 AP Equivalency List
A motion was made to approve the changes to the 2017-18 AP Equivalency List. (M/S/P R. Lennihan / D. Mitchem) Yes: C. Bisson, L. Maxwell, T. Webb, S. Bates, A. Sanders, R. Lennihan, D. Mitchem. Noes: 0, Abstain: B. Darwin, K. Headtke, and K. Adams.

Consent Agenda

Proposal Type	Course Prefix & Number	Title	Rationale / Recommendations
Course Review	CEL/ET 139	Electrical Power, Motors, and Controls (Lec 2/Lab 1) Prerequisites: EL 122 and EL 125	Rationale: the course is being reviewed as part of course review. Modifications include grading option from P/NP to Letter Grade Only, methods of Instruction, and text and materials. The course is cross-listed with EL 139 and ET 139 Recommendations: Align with the cross-listed course EL 139 reviewed fall 2016.
Course Review Textbook Change	GRPH 117	Typography (Lec 2.5/Lab 0.5) Advisories: GRPH 108, GRPH 110	Rationale: the course is being reviewed as part of course review. Recommendations: consider identifying lab and lecture content.
Course review No Changes	PHTO 380	Black and White Photo Lab 1 (Lab 0.5) Co-requisites: PHTO 110 or PHTO 120 or PHTO 130 or PHTO 150 or any 179, 189, Or 199 as related to black and white processes only. LOE: Students may not be concurrently enrolled in PHTO 380 and PHTO 381.	Rationale: the course is being reviewed as part of course review
Textbook Change	SOC 155	Media and Society (Lec 3)	Rationale: the course is being reviewed as part of course review Recommendations: none
Textbook Change	SOC 160	Cities and Urban Life (Lec 3)	Rationale: the course is being reviewed as part of course review. Recommendations: none
COMMITTEE ACTIONS	A motion was made to recommend consent agenda items for adoption. equivalency t. (M/S/P A. Sanders/ R. Lennihan) Yes: C. Bisson, B. Darwin, L. Maxwell, M. Nelson, K. Adams, T. Webb, S. Bates, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem. Noes: 0, Abstain: 0		

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Rationale / Recommendations
Major Modification	ANTH 105 ENGL 105	Language and Culture (Lec 3) DL: Yes .	Rationale: the course is being modified to align with C-ID course descriptor. Modifications were made to course objectives and content. Recommendations: Clarify the reading materials listed in textbooks and reading materials. DL: Remove any references to Blackboard and use learning management system (LMS).
Course Review	ECS 125	Curriculum for School-Age Children (Lec 3) Advisories: ENGL 513, ECS 100, and ECS 101. .	Modifications: Methods of Instruction are more detailed. Methods of Evaluation. Texts and Other Materials. .
GE Request AHCGE, CSUGE, and IGETC	FILM 109	Contemporary Asian Cinema (Lec 2.5/Lab 0.5) Advisory: ENGL 101 .	Rationale: The request for general education categories: AHC GE Cat 3 Humanities CSU GE Area C Arts and Humanities IGETC Area 3 Arts and Humanities : Recommendations: Remove the film titles in course content and place in instructional materials, align assignments with evaluation methods. .
NEW Course Proposal	FILM 129	Documentary Production Advisory: FILM 110 .	Rationale: This course has been offered successfully twice as FILM 179A, an experimental course and will be proposed for the film studies degree.
Major Modification	FSN 132	Introduction to Culinary Professions (Lec 1) Advisory: ENGL 512	Rationale: Course review. Modifications: MOI, OA, and Text and materials. Impact Report. AA Culinary, Culinary Arts and Management: Restaurant Management
Major Modification	GEOL 199D	Topics in Geology: CA (Transect) (Lab 2)	Rationale: Course review for program review Modifications: SLO, MOI, Text and Other Materials. Recommendations: List the topics to be covered in class and correct grammar usage in the catalog description.
Course Review	GRPH 110	Introduction to Graphic Design Offering: Fall and Spring .	Rationale: the course has been reviewed as part of course review. Modifications have been made to requisites, course objectives, outside assignments, and MOE. Recommendations: none

Course Review	GRPH 115	Digital Design and Publishing (Lec 2.5/Lab 0.5) Advisories: GRPH 110 or GRPH 112 or GRPH 113	Rationale: This course is being modified as part of course review. The modifications reflect current practices in the industry in publishing and enhanced capabilities of the software about digital publishing and ebooks. Also, the lab portion is being moved into a new proposed stand-alone course so that students have more lab time to learn and complete projects. Modifications include increased lecture hours from 2 to 2.5 hours, decreased lab hours from 3 to 1.5 hours, MOI, Textbook and other materials.
New Program	GRPH	Applied Design/Media: Graphics Certificate of Achievement Total major units: 35 Core: 26 Selected units: 9	<p>Justification: In consultation with the Advisory Committee and conversations with dean, the need is clear that a Certificate of Achievement would serve students who are interested in employment in the field of graphic design.</p> <p>This Certificate includes all of the Graphic Design specific coursework required for the AS degree. New and evolving technology has created a skills gap as it develops more quickly than the industry can keep up. Proficiency in current 2D and 3D design software and hardware are critical, creating a need for graphic designers with state-of-the-art skills.</p> <p>This Certificate aligns with the mission statement "Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural and economic vitality of our diverse community."</p> <p>This Certificate of Achievement will enable students to be workforce ready if they are not able or interested in completing the degree program or transferring to a CSU.</p> <p>Recommendations: No feasibility study.</p>
Major Modification DL Review	LBRY 170	Library Research Methods (Lec 2) DL: Yes. Previously approved. Advisory: ENGL 513 Modifications: Course objectives, MOE, Text and other materials,	Justification: The course is being modified for two reasons. 1. To reflect a new textbook and 2. To add an additional option on the final capstone project that gives students more flexibility to demonstrate knowledge of learning objectives.
Major Modification	NURS 101	Foundations for Caring (Lec 2) LOE: Admittance to the RN Program	Modifications: MOI, Text, MOE, OA,
Textbook Change	SOC 102	Social Problems (Lec 3) DL: Yes. Previously approved.	Rationale: The course is being reviewed as part of course review

Textbook Change	SOC 120	Race and Ethnic Relations (Lec 3) DL: Yes. Previously approved.	Recommendations: update DL language.
Course Review	WFTL 321	Personnel Time Recorder J-261 (Lec 1) Advisory: WFTL 310	Rationale: Cal Fire SLO County Fire Department indicated, "prerequisites are no longer required", other modifications: Letter Grade or P/NP to P/NP only.
COMMITTEE ACTION:	A motion was made to recommend 1st readings for consideration. (M/S/P D. Mitchem / R. Lennihan) Yes: C. Bisson, B. Darwin, L. Maxwell, M. Nelson, K. Adams, M. Nelson, T. Webb, S. Bates, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem. Noes: 0, Abstain: 0		

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	ARCH 321	International Building Code (NEW) (Lec 3)	Rationale: The International Building Code (IBC) has replaced the Uniform Building Code as the official building code in California. We therefore are revising the content to reflect this change. (Summary Report Spring 2008). Modifications include course title from Uniform Building Code to International Building Code, grading method from P/NP to letter grade or P/NP, course objectives, SLO, evaluation, and text.
Dental Assisting Rationale: The dental assisting courses were reviewed as part of a regularly scheduled course review cycle. Specific modifications are noted below.			
Course Review	DA 314	Introduction to Bio-Dental Science (Lec 3). LOE: Admittance to Dental Assistance Program Advisory: ENGL 100 or ENGL 101	Modifications include SLO, methods of instruction, evaluation, and text
Course Review Major Modification	DA 318	Basic Dental Assisting Skills (Lab 3) LOE: Admittance to Dental Assistance Program Advisory: ENGL 100 or ENGL 101	Modifications include content and SLO.
Course Review Major Modification	DA 319	DA Administrative Skills (Lec 3) LOE: Admittance to Dental Assistance Program Advisory: ENGL 100 or ENGL 101	Modifications include catalog description, content, SLO, course objectives, outside assignments, and evaluation.
Major Modification	DA 329	Dental Assisting Practicum	Modification includes unit change from 5 units to 4 units.
Program Modification	DA	Certificate of Achievement Total: 32.5 units	Modifications include adding DA 320 – new course 1 unit, the unit change in DA 329.
Program Modification	DA	Associate in Science Total: 32.5 units	Modifications include adding DA 320 – new course 1 unit, the unit change in DA 329

New Noncredit Courses Rationale: These courses serve to accelerate student transition to credit level classes in Early Childhood Studies. A recommendation from the Children's Resource and Referral agency requested the college create these types of courses to meet the demand for more licensed day care centers. The need for vocational training courses was ranked high on student surveys during the AB 86 Adult Planning Grant.			
New Noncredit Course	VESL 7301	Basic Health, Safety, and Nutrition Credit Hours: 18-30 Hours	Recommendations: none
New Noncredit Course	VESL 7302	Developmental Needs of Children Credit Hours: 20-102 Hours	Recommendations: none
New Noncredit Course	VOCE 7304	Ethics and Business Contracts Credit Hours: 48-54 Hours and/or 15-25 Hours	Recommendations: none
NEW Noncredit Course	VOCE 7300	Family Childcare Business Credit Hour: 9-15	This course will provide students with basic skills to obtain immediate employment upon completion. Students who complete the program will be eligible to receive a family childcare license to operate their own business. Student will further be able to continue to take classes that will prepare them to transfer into the credit ECS program. The course will be part of the Certificate of Completion: Operating a Childcare Business.
NEW Noncredit Course	VOCE 7310	History of Child Development Credit Hours: 36-48	This course will provide students with basic skills and contextual knowledge to bridge into the credit Early Childhood Studies program. Recommendations: the proposal will need to be transferred to the correct proposal type (noncredit course proposal)
New Noncredit Course	VOCE 7311	Guidance and Interaction Credit Hours: 48-54 and/or 18-30 Hours	Recommendations: Description could end with "...for childcare providers". Units need to be removed.
New Noncredit Course	VOCE 7312	The Importance of Play Credit Hours: 32-36 Hours	Recommendations: Should not have units
New Noncredit Course	VOCE 7313	Observation Made Easy Credit Hours: 48-54 Hours and/or 36-48 Hours	Recommendations: Should not show units. The catalog description does not seem like a summary for the class. Maybe it's boiler plate in the discipline? I don't know, but I'm not sure it's an easy read for students.
New Noncredit Course	VOCE 7314	Assessment and Delivery Systems Credit Hours: 48-54 Hours and/or 15-25 Hours	Recommendations: Should not have units.
Noncredit Course Modifications Rationale: These courses were reviewed and brought up-to-date with current technology levels. The modifications include changes in semester offerings, hours, course objectives student learning outcomes, catalog description, methods of evaluation.			
Modification Noncredit Course	VOCE 7101	Computers and You: Level 2 Credit Hour: 32-36 LOE: TEEN Y	Recommendations: Clarify text and materials. Are these materials to be provided by the student? If not, they need to be removed. This course will be part of the program for the Beginning Computer Skills Career Development Certificate of Completion

Modification Noncredit Course	VOCE 7105	Intro to Microsoft Word Credit Hour: 32-36 LOE: TEEN Y	Recommendations: Clarify text and materials. Are these materials to be provided by the student? If not, they need to be removed. This course will be part of the Microsoft Office Basics Career Development Certificate of Completion.
Modification Noncredit Course	VOCE 7107	Intro to Microsoft Excel Credit Hour: 32-36 LOE: TEEN Y	Recommendations: Clarify text and materials. Are these materials to be provided by the student? If not, they need to be removed. Recommendations: none
Modification Noncredit Course	VOCE 7108	Computer Skills Lab Credit Hours: 48	Program: Certificate of Completion Beginning Computer Skills Career Development and Certificate of Completion Microsoft Office Basics Career Development

Wildland Fire Technology Rationale: These courses were reviewed to align with current agency mandated curriculum. The modifications include grading method change from letter grade or P/NP to P/NP. Prerequisites have been removed and assigned as advisories per agency mandate.

WFTL 311	Check-in Recorder/Status Recorder J-248 (Lec 0.5) Advisory: WFT 302
WFTL 312	Ordering Manager J-252 (Lec 0.5) Advisory: WFTO 329
WFTL 313	Receiving and Distribution Manager J-253 (Lec 0.5) Advisory: WFTO 329
WFTL 314	Base/Camp Manager J-254 (Lec 2) Advisory: WFTO 329
WFTL 315	Equipment Manager J-255 (Lec 1.5) Advisory: WFTO 329
WFTL 316	Tool and Equipment Specialist J-256 (Lec 0.5) Advisory: WFTO 310
WFTL 317	Incident Communications manager J-257 (Lec 1.5) Advisory: WFTO 329
WFTL 318	Communications Equipment/ Procedures S-258 (Lec 2) Advisory: WFTL 317
WFTL 319	Security Manager J-259 (Lec 0.5) Advisory: WFTO 329
WFTL 322	Equipment Time Recorder J-262 (Lec 1) Advisory: WFTO 329
WFTL 323	Claims Manager J-263 (Lec 1) Advisory: WFTO 329
WFTL 324	Compensation for Injury Manager J-264 (Lec 1) Advisory: WFTO 329
WFTL 325	Commissary Manager J-266 (Lec 1) Advisory: WFTO 329
WFTL 326	Documentation Unit Leader J-342 (Lec 1) Advisory: WFTO 329
WFTL 327	Situation Unit Leader J-346 (Lec 1) Advisory: WFTO 315 and WFTO 329
WFTL 328	Demobilization Unit Leader J-347 (Lec 1) Advisory: WFTO 329
WFTL 329	Resources Unit Leader J-348 (Lec 1.5) Advisory: WFTO 329 and WFTO 334
WFTL 330	Facilities Unit Leader J-354 (Lec 2) Advisory: WFTO 329 and WFTO 334
WFTL 331	Ground Support Unit Leader J-355 (Lec 0.5) Advisory: WFTO 329 and WFTO 334
WFTL 332	Supply Unit Leader J-356 (Lec 2) Advisory: WFTO 329 and WFTO 334

WFTL 333	Food Unit Leader J-357 (Lec 1.5) Advisory: WFTO 329 and WFTO 334
WFTL 334	Communications Unit Leader J-358 (Lec 4) Advisory: WFTO 329 and WFTO 334 and WFTL 318
WFTL 335	Medical Unit Leader J-359 (Lec 1.5) Advisory: WFTO 329 and WFTO 334
WFTL 336	Cost Unit Leader J-362 (Lec 0.5) Advisory: WFTO 329 and WFTO 334
WFTL 337	Compensation/Claims Unit Leader J-263 (Lec 1) Advisory: WFTO 329 and WFTO 334
WFTL 338	Time Unit Leader J-365 (Lec 0.5) Advisory: WFTO 329 and WFTO 334
WFTL 339	Procurement Unit Leader J-368 (Lec 0.5) Advisory: WFTO 329 and WFTO 334
WFTL 340	Planning Section Chief J-440 (Lec 1.5) Advisory: WFT 304 and WFTO 329 and WFTO 334
WFTL 341	Logistics Section Chief J-450 (Lec 2) Advisory: WFT 304 and WFTO 329 and WFTO 334
WFTL 342	Finance Section Chief S-460 (Lec 2) Advisory: WFT 304 and WFTO 329 and WFTO 334
WFTL 321	Personnel Time Recorder J-261 (Lec 1) Advisory: WFTL 310 Modifications: Grading Method (Letter Grade or P/NP to P/NP).
COMMITTEE ACTION:	A motion was made to recommend 2 nd readings for adoption. (M/S/P D. Mitchem / L. Maxwell Yes: C. Bisson, B. Darwin, L. Maxwell, M. Nelson, K. Adams, T. Webb, S. Bates, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem. Noes: 0, Abstain: 0

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.

Reports - none

Call for Future Agenda Items

Curriculum Development Handbook
AP&P Evaluation Recommendations and Follow-up

Call to Adjourn – the meeting was adjourned at 4:05 p.m.

2017-2018 Allan Hancock College AP Equivalency List

AP Examination	AP Score	AHC Associate Degree Subject Credit	AHC Unit Credit	AHC GE	CSU GE	IGETC
Art History	3 4,5	ART 103 ART 103+104	3 6	Category 3	3 sem units toward Area C1 or C2	3 sem units toward Area 3A or 3B
Biology	3,4,5	BIOL 100	4	Category 1	4 sem units in Area B2 & B3	4 sem units toward Area 5B & 5C
Calculus AB	3,4,5	MATH 181	4	Category 4B	3 sem units toward Area B4	3 sem units toward Area 2A
Calculus BC	3,4,5	MATH 181+182	8	Category 4B	3 sem units toward Area B4	3 sem units toward Area 2A
Calculus BC//AB Subscore	3,4,5	MATH 181+182	8	Category 4B	3 sem units toward Area B4	3 sem units toward Area 2A
Chemistry	3 4,5	CHEM 120 CHEM 150	4 5	Category 1	4 sem units toward Area B1 & B3	4 sem units toward Area 5A & 5C
Chinese Language and Culture	3,4,5	No Equivalent Course	3	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Comparative Government & Politics	3,4,5	POLS 105	3	Category 2A	3 sem units toward Area D8	3 sem units toward Area 4H
Computer Science A	3 4,5	N/A CS 111	3 (Elective) 4	N/A Category 4B w/ 4 or 5 score	N/A	N/A
Computer Science Principle	3 4,5	N/A CS 111+112	3 (Elective) 8	N/A Category 4B w/ 4 or 5 score	N/A	N/A
English Language and Composition	3,4,5	ENGL 101	4	Category 4A	3 sem units toward Area A2	3 sem units toward Area 1A
<u>English Literature and Composition</u>	<u>3,4,5</u>	<u>ENGL 101</u>	<u>4</u>	<u>Category 4A</u>	<u>6 sem units toward Area A2 & C2</u>	<u>3 sem units toward Area 1A or 3B</u>
<u>English Language and Composition</u> and English Literature and Composition	<u>3, 4, 5</u> And <u>3, 4, 5</u>	<u>ENGL 101</u> And <u>ENGL 102</u>	<u>4</u> And <u>3</u>	<u>Category 4A</u> And <u>Category 4B</u>	6 sem units toward Area A2 & C2	3 sem units toward Area 1A or 3B
Environmental Science	3,4,5	BIOL 120	3	Category 1	4 sem units toward Area B1 & B3	3 sem units toward Area 5A and 5C
European History	3,4,5	No Equivalent Course	3	Category 3	3 sem units toward Area C2 or D6	3 sem units toward Area 3B or 4F
French Language and Culture	3,4,5	FRCH 102	5	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
German Language and Culture	3,4,5	No Equivalent Course	3	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Human Geography	3,4,5	GEOG 102	3	Category 2A	3 sem units toward Area D5	3 sem units toward Area 4E
Italian Language and Culture	3,4,5	ITAL 103	5	Category 3	N/A (F10)	3 sem units each toward Area 3B and 6A
Japanese Language and Culture	3,4,5	No Equivalent Course	3	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Latin	3,4,5	No Equivalent Course	3	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Macroeconomics	3,4,5	ECON 101	3	Category 2A	3 sem units toward Area D2	3 sem units toward Area 4B
Microeconomics	3,4,5	ECON 102	3	Category 2A	3 sem units toward Area D2	3 sem units toward Area 4B
Music Theory	3,4,5	MUS 111	4	Category 3	N/A (F09)	N/A
Physics 1	3,4,5	N/A	4 (Elective)	Category 1	4 sem units toward Area B1 & B3	N/A
Physics 2	3,4,5	N/A	4 (Elective)	Category 1	4 sem units toward Area B1 & B3	N/A
Physics B	3,4,5	N/A	4 (Elective)	Category 1	N/A (F13)	4 sem units toward Area 5A & 5C
Physics C: Electricity and Magnetism	3,4,5	PHYS 141	4	Category 1	4 sem units toward Area B1 & B3	3 sem units toward Area 5A & 5C
Physics C: Mechanics	3,4,5	PHYS 141	4	Category 1	4 sem units toward Area B1 & B3	3 sem units toward Area 5A & 5C
Psychology	3,4,5	PSY 101	3	Category 2A	3 sem units toward Area D9	3 sem units toward Area 4I
Spanish Language and Culture	3,4,5	SPAN 103	5	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Spanish Literature and Culture	3,4,5	N/A	3 (Elective)	Category 3	3 sem units toward Area C2	3 sem units each toward Area 3B and 6A
Statistics	3,4,5	MATH 123	4	Category 4B	3 sem units toward Area B4	3 sem units toward Area 2A

Studio Art: 2D Design	3,4,5	N/A	3 (Elective)	N/A	N/A	N/A
Studio Art: 3D Design	3,4,5	N/A	3 (Elective)	N/A	N/A	N/A
Studio Art: Drawing	3,4,5	N/A	3 (Elective)	N/A	N/A	N/A
U.S. Government & Politics	3,4,5	N/A	3 (Elective)	Category 2B	3 sem units toward Area D8 + US-2	3 sem units toward Area 4H and US2
U. S. History	3 4,5	HIST 118 HIST 107+108	3 6	Category 2B	3 sem units toward Area C2 or D6 + US-1	3 sem units toward Area 3B or 4F and US1
World History	3 4,5	HIST 101 HIST 101+102	3 6	Category 3	3 sem units toward Area C2 or D6	3 sem units toward Area 3B or 4F

New Program Proposal

Title: Applied Design/Media: Graphics

Award Type: Certificate of Achievement

The Applied Design/Media: Graphics Program is designed to prepare students for entry-level employment, entrepreneurship, and transfer to a four-year university graphics program. A variety of design career options are available including illustration, graphic design, design for print and digital publishing, web design and 3D modeling. Introductory courses will provide individuals with hands on experience using a number of visual mechanics techniques and software applications. Core courses will teach students an understanding of visual communications and provide a strong foundation of digital imagery concepts and skills. Capstone courses offer a unique opportunity to create a collective portfolio of student work.

The graduate of the Certificate of Achievement in Applied Design/Media: Graphics will:

- Apply methods of critical thinking through research, analysis, conceptualization and prototyping in the development of effective design solutions for a selection of visual communication problems.
- Create and develop visual form in response to graphic communication problems using the principles of visual organization and composition, information hierarchy, symbolic representation, typography, aesthetics, and the construction of meaningful images.
- Demonstrate proficiency in specific technologies to digitally create, capture and manipulate imagery and design components in the development of professional quality graphics for print and/or digital publishing.
- Integrate artistic expression, professional attitudes and effective working habits as individuals or as members of a team.
- Produce a digital portfolio that showcases individual graphic design competencies.

Program Requirements

For the certificate, 35 units are required.

Required Core Courses (26 units)

		Units: 26
GRPH108	Design 1 On The Computer	3
or		
ART110	Design 1	3
GRPH110	Introduction to Graphic Design	3
GRPH111	Digital Imagery Lab	1
GRPH112	Digital Imagery	3
GRPH113	Digital Illustration	3
GRPH114	Digital Illustration Lab	1
GRPH115	Digital Design and Publishing	3
GRPH116	Digital Portfolio	3
GRPH117	Typography	3
MMAC101	Introduction to Multimedia Processes	2
MMAC102	Introduction to Multimedia Lab	1

Plus a minimum of 9 units selected from the following

		Units: 9
ART106	Art of the 20th Century	3
ART112	Design Color Theory	3

ART120	Drawing 1	3
GRPH118	Introduction to Web Graphics	3
FILM101	Film as Art and Communication	3
GRPH127	History of Graphic Design	3
GRPH120	Advanced Design for Publishing	3
GRPH130	3D Modeling For Production	3
GRPH189	Independent Projects	1 - 3
MMAC114	Dynamic Internet Design	3
MMAC126	Introduction to Motion Graphics	3
Total Program Units		35