

# Academic Policy & Planning Committee Minutes

## Meeting: Thursday February 2, 2017 in B-100 at 2:00 PM

### VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.  
 X Vice-Chair – David DeGroot  
 X Applied Behavioral Sciences – Christine Bisson  
 Business – vacant  
 X Counseling – Lydia Maxwell  
 X English – Denize Cain  
 X Fine Arts – Christopher Hite  
 X Kinesiology, Rec & Athletics – Sheri Bates  
 X Health Sciences – Mary Pat Nelson

X Industrial Technology – Gabriel Marquez  
 X Academic/Student Affairs – Kathy Headtke  
 X Languages & Communication – Andrea Sanders  
 X Life and Physical Sciences – Rob Lennihan  
 X Mathematics Sciences – Derek Mitchem  
 X Public Safety – Kristy Treur  
 X Social & Behavioral Sciences – Tom VanderMolen  
 X Student Representative – Allie Shea

### NON-VOTING MEMBERS

X Curriculum Specialist – Rebecca Andres  
 VP, Academic Affairs – George Railey  
 Admissions & Records – X Janet Hooghuis and X Betsy Wilcox  
 Articulation – X David DeGroot  
 Community Education – Vacant

### OTHER

Past Chair –  
 X Part-Time Faculty Union – Danielle Blanchard

### STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
 X Dean, Academic Affairs – Richard Mahon  
 Dean, Academic Affairs – David Humphreys  
 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 17, 2016.

Committee Action: A motion was made to approve the minutes as posted. (M/S/P: K. Headtke/D. Mitchem) Ayes: C. Bisson, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0

**Approval of the Agenda:**

Agenda amendment: Remove: FT 341. The course was already approved and is in the December 2016 Summary Report. (M/S/P: R. Lennihan/A. Sanders). Ayes: C. Bisson, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0

**Consent Items:**

Proposal Type	Prefix & Number	Course Title (Units)	Comments
Course Review	EMS 130	Principles of Emergency Management (Lec 3) Rationale: Update course outline via course review for accreditation list.	I: Michael Messina R: K Treur
Course Review	FILM 111	Intermediate Motion Picture and Video Production (Lec 3/ Lab 1) P: FILM 110 Rationale: Textbook addition	I: Christopher Hite R: C Hite  Comment: Chris H. confirmed that the course is not repeatable.
Corrections	GRPH 108	Design 1 On the Computer (Lec 2/Lab 1) Rationale: There are 3 corrections and 1 modification. The modification is specific to	I: Mary Jo Ward R: C Hite

		the types computer applications actually used in this course.	Textbook: 1996 Harvey – no later edition available. Label as classic.
Textbook Change	NURS 416	Certified Home Health Aide (Lec 1.5/Lab 0.5) P: NURS 400 or NURS 300 or proof of current CNA certificate A: MA 305 LOE: Completion of admission packet	I: M P Nelson R: N P Nelson  Comment: L. Maxwell suggested that CEU language should be added in the Catalog Description.
Committee action	A motion was made to adopt the above courses. (M/S/P: D. DeGroot/A. Sanders) Ayes: C. Bisson, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0		

**First Reading:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	AG 105	Wine Marketing and Sales (Lec 3) Rationale: Enter Student Learning Outcomes and introduce text.	I: Alfredo Koch R: R Lennihan  Comments: <ul style="list-style-type: none"> <li>• Revise OA sample assignment to read as: "Visit three wine retailers in your area to find out which brands and types of wine have the greatest sales volume(s). Determine possible reasons for the popularity of the wines based on your discussions with retail staff."</li> <li>• Clarify: Field trip as a Method of Evaluation.</li> <li>• Review: OA and MOE. Align them. There are too many evaluative measures that do not align with the assignments.</li> <li>• Suggest: Make SLOs measurable.</li> </ul>
Course Review Major Modification	AG 106	Winery and Vineyard Financial Management (Lec 3) A: ACCT 130 Rationale: Title, contents, objectives, outside assignments modified.	I: Alfredo Koch R: R Lennihan  Comments: <ul style="list-style-type: none"> <li>• Align the OA with the MOE (and vice versa). Include: Group Presentation / Oral Presentation.</li> <li>• Revise Course Objective # 4. Unclear about the "use of ..."</li> <li>• Consider: CIS 371 (Intro to Excel) as an advisory.</li> </ul>
Major Modification	AG 114	Wine Business (Lec 3) Rationale: Updating course outline per course review; advisory. Add text and update distance learning information.	I: Alfredo Koch R: R Lennihan  Comments: <ul style="list-style-type: none"> <li>• Align the OA with the MOE (and vice versa).</li> </ul>

			<ul style="list-style-type: none"> <li>• Consider: ENGL 514 as an advisory.</li> </ul>
Major Modification	AG 303	<p>European Wine and Food (Lec 0.5)  LOE: Must be 21 years or older  Rationale: Modify inappropriate prerequisites and update title.</p>	<p>I: Alfredo Koch  R: R Lennihan</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• Content: Clean-up the topic on comparing California and European wines. There seems to be no need for the sub-topic.</li> <li>• Add: LOE in the Catalog Description</li> <li>• Use: Laboratory activity in referring to MOE, OA, or MOE.</li> <li>• Add: Laboratory activities or topics in the course content. "Laboratory activities align with the theory discussions."</li> <li>• Check Other Materials and materials fee.</li> </ul>
Course Review Major Modification	FILM 101	Film as Art and Communication (Lec 2.5/Lab 0.5)	<p>I: Tim Webb  R: C Hite</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• Address DL accommodations for Disabled Students and other components of the DL information.</li> <li>• Consider: Letter grade. The course is a 100-level transferrable course.</li> <li>• Clarify: are videotapes still available for use?</li> <li>• Include: Laboratory topics in the course content. It may allude to "alignment with the theory aspect of the course."</li> </ul>
Course Review Major Modification	FILM 103	Contemporary Latin American Film (Lec 2.5/Lab 0.5)	<p>I: Tim Webb  R: C Hite</p> <p>Comments:</p> <ul style="list-style-type: none"> <li>• Address DL accommodations for Disabled Students and other components of the DL information.</li> <li>• Consider: Letter grade. The course is a 100-level transferrable course.</li> <li>• Clarify: are videotapes still available for use?</li> <li>• Include: Laboratory topics in the course content. It may allude to "alignment with the theory aspect of the course."</li> </ul>

Major Modification	GEOL 189	Independent Projects in Geology (Lab 1) Rationale: As part of GEOL/PHSC Program	I: Robert Meyer R: R Lennihan  Comments: <ul style="list-style-type: none"> <li>• Opt for changing the units to a range.</li> <li>• Refer to similar courses regarding the course units and hours.</li> </ul>
New Course Non-credit	VOCE 7204B	Phonetography Contact Hours: 24-32 hours Repeatable 99 Rationale: This course meets student request for a short-term class teaching students how to take photos with their phones and use the appropriate apps to edit the photos. This course will become part of a noncredit vocational photography certificate. Demand: Students made this request in Community Education's program review surveys.	I: Elaine Healy  Comments: <ul style="list-style-type: none"> <li>• Reformat the course topics.</li> </ul>
New Program	Fine Arts	Theatre Arts Associate in Arts for Transfer  AA in Theatre Arts for Transfer: 18 Total Major Units: 60  Rationale: In the fall of 2015 surveying students enrolled in DRMA 103; Introduction to Theatre and DRMA 104; Introduction to Acting, 15 students declared a Drama Arts or Theatre major. These 15 students were not part of the vocational academe programs offered by AHC. Allan Hancock College is one of the few community colleges in the state not offering an Associate in Theatre Arts degree. Acceptance and participation in Allan Hancock Colleges two vocational certificate programs in Theatre is not guaranteed to all applicants and neither are degree granting programs.	I: Michael Dempsey R: C Hite  Comments: <ul style="list-style-type: none"> <li>• Reconsider: Selected units list as part of the core. The program would need to be resubmitted when adding new courses.</li> <li>• Add: LRC quote for the resources needed for the program.</li> <li>• Collaborate with the dean to enhance the program offering.</li> </ul>
Committee action	A motion was made to accept the above courses and program for first readings. (M/S/P: R. Lennihan/L. Maxwell) Ayes: C. Bisson, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.		

**Second Reading:** None

### 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.

**Action Item:** Implementation of META, new version of CNET.

The new version of CNET was discussed.

- C. Bisson reported that there are concerns regarding the lack of summer technical support in the event of a late spring semester implementation. The faculty would most likely work on new proposals during summer.
- The Committee was given the following information:  
Site: <https://hancockcollege.sandbox.curricunet.com>

Username: AHC email address – complete with “...hancockcollege.edu”

Password: fast

Answer these questions:

- Are the changes in the new version significant to warrant intense training?
- Is it realistic to implement the new version during the current spring semester?
- How would you propose to implement the new version?
- Current suggested strategies for implementation include:
  - Staff training for super users
  - Limited launch to volunteer users of the newer version

**Reports: Pending**

- a. AP&P Representatives
- b. AP&P Vice Chair / TRC Chair
- c. AP&P Chair
  - Information Materials – Posted on the AP&P Groups
  - CDH Update
- d. Administration
- e. Admissions and Records
- f. Counseling/Matriculation
- g. Articulation
- h. CurricUNET & Support

**Call for Future Agenda Items**

**Call to Adjourn.**

**Committee Action:** A motion was made to adjourn. (M/S/P: L. Maxwell/A. Sanders) Ayes: C. Bisson, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, A. Sanders, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.

**Next Meetings:**

TRC Meeting: Thursday, Feb 9, 2017, B-100, 2:00 – 4:00 PM

AP&P Committee Meeting: Thursday, Feb 16, 2017, B-100, 2:00 – 4:00 PM

AP&P Agendas and Minutes can be found in “quick links” on the college website: <http://www.hancockcollege.edu/app/meetings.php>