

# Academic Policy & Planning Committee Agenda

## Meeting: Thursday March 7, 2019 in M-116 at 2:00 PM

### VOTING MEMBERS (14)

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 – None

### NON-VOTING MEMBERS

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

### OTHER

Past Chair – David DeGroot & Sofia Ramirez-Gelpi

### STANDING INVITEES

Dean, Academic Affairs – Margaret Lau  
 Dean, Academic Affairs – Richard Mahon  
 Dean, Academic Affairs – 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:** Feb 21, 2019

**Approval of the Agenda:**

**Chair Comments:**

- Next Meeting: TRC Committee – 03/14/2019
- Next Meeting: AP&P Committee – 03/28/2019 – Summary Report
- AB 705 Implementation

**Agenda Item 1:** CollegeNow

**Second Reading:**

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

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
NEW Course	GEOG 115	Physical Geography Laboratory (1)	Attachment: C-ID Descriptors GEOG 111

		Justification: Adding lab to meet C-ID GEOG 111 descriptor and will be included in the AA-T Geography degree.	AHC GE Cat 1 Natural Sciences CSU GE Area B1 and/or B3 UC IGETC Area 5A Physical Sciences
Major Modification NEW DL	GEOG 110	Introduction to Weather and Climate (3) Advisory: GEOG 101 and MATH 311	Attachment: C-ID Descriptor GEOG 130 AHC GE Cat 1 Natural Sciences CSU GE Area B1 Physical Science UC IGETC Area 5A Physical Sciences
Major Modification (Course Review)	GRPH 116	Digital Portfolio for Web & Social Media (3)	
Major Modification	GRPH 118	User Interface Design (3) Advisory: GRPH 112 or GRPH 113	
Major Modification NEW DL Request	SPCH 101	Public Speaking (3)	

**Consent Agenda:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Textbook Change	ART 101	Art Appreciation (3) Advisory: Eligibility for ENGL 101 or successful completion of either ENGL 514 or READ 110	Need to update DL but based on the proposal type, the course cannot be modified.
Justification: An inability to read and comprehend the textbook, and/or to write college level essays is the most common reason for students to fail in this course. Analysis of the textbook and sample essays from this course by Karin Kappen and Julie Knight of the English department, indicates that readiness for college level English is necessary for success in this course. The levels that they have recommended are stated in the advisory. Julie Knight's assessment is attached.			
Course Review	ART 115	Introduction to Animation (3)	Aligns with MMAC 115.
Course Review	MMAC 115	Introduction to Animation	
Course Drop	FT 120	Fire Command 2A (2.5) Advisory: WFT 303 and FT 320	
Course Drop	FT 131	Fire Management 2A: Organizational Leadership (2.5)	
Course Drop	FT 323	Fire Prevention 1B (2)	Program Impact: AS Fire Technology CofA Fire Technology
Course Drop	FT 328	Fire Investigation 1B (2) Advisory: FT 327	Course Impact: Prerequisite: FT 329
Course Drop	FT 329	Fire Prevention 1C (2) Prerequisite: FT 328	
Course Drop	FT 330	Fire Investigation 2A (2)	
NEW Topic	THEA 199N	Exploration of Gent's Guide and Adams Family (3)	See COR below

**First Reading:**

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	COS 301	Intro to Cosmetology (5) Prerequisite: MATH 521 or MATH 531 or higher based on college placement process Prerequisite: ENGL	

		READ	
Course Review	COS 302	Beginning Cosmetology (9) Prerequisite: COS 301	
Course Review	COS 303	Intermediate Cosmetology (9) Prerequisite: COS 302	
Course Review	COS 304	Advanced Cosmetology (9) Prerequisite: COS 303	
Major Modification	COS 310	Manicuring (9) Prerequisites ENGL placement Prerequisite: READ placement Prerequisite: MATH 531 or higher based on placement process. Justification: The course is being modified to address AB 705.	
Major Modification	DANC 148	Folklorico Concert Production (3) Repeat: 3 Advisory: ENGL 514 LOE: Audition Justification: Repeatability rules.	

**Information Item 1:** AP 4022 Course Approval

**Information Item 2:** BP/AP 4400 Community Education Programs

**Information Item 3:** AB 705 Update: Antonio Ramirez 3:30-4:00 PM

**Information Item 4:** Funding Formula: Richard Mahon

**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**

- 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
- h. CurriQunet & Support

**Call for Future Agenda Items**

**Call to Adjourn.**

Discipline Placement: Stagecraft  
 Department: Performing Arts  
 Prefix and Number: THEA 199N  
 Catalog Course Title: Exploration of Gent's Guide and Adams Family  
 Banner Course Title: Exploration of Gent's Guide and Adams Fam

#### Units and Hours

	Hours per Week	Total Hours per Term (Based on 16-18 Weeks)	Total Units
Lecture			
Lab	3.000	48.0 - 54.0	1.0
Outside-of-Class Hours			
Total Student Learning Hours	3.0	48.0 - 54.0	1.0
Total Contact Hours	3.0	48.0 - 54.0	

Number of Times Course may be Repeated

0

Grading Method  
 Letter Grade Only

Limitations on Enrollment  
 Audition/Interview and/or Portfolio Review

#### Catalog Description

This course provides an opportunity to explore particular aspects of the technical disciplines which are not covered in detail in the existing program. The course includes public performances; therefore, there is a limitation on enrollment based on audition/interview and/or portfolio review. This is a lab course with offered units based on unit formula.

#### Course Content

##### Lab

1. Introduction and the Sequence of Production
  - A. Determination of procedure and methods utilized
  - B. Determination of design/style departure
2. Preparation of Production Within the Touring Repertory Framework
  - A. Integration of rehearsal/technical processes with multiple production demands
  - B. Development of techniques which enhance touring production
  - C. Development of skills which enhance repertory production
3. Performance Within the Repertory Framework
  - A. Sequential openings of productions in different locations, stabilization and adaptation of skills to meet rigid multiple production deadlines
  - B. Necessities and procedures for repertory theatre

Hours, rather than weeks are indicated as this course is to be scheduled as an open-entry/open exit course.

#### Course Objectives

At the end of the course, the student will be able to:

1. apply learned skills in a production situation.
2. use the various tools employed in wide variety of production stagecraft.
3. exhibit an understanding of the importance of the ensemble in production.
4. complete project assignments within the deadlines imposed by the mounting of the theatrical season.

#### Methods of Instruction

##### Lab

Demonstration Experimentation  
 Collaborative participation

Repetitive drill  
Directed artistic expression

Assignments  
Other Assignments

There are no outside assignments as this is a lab only course.

Methods of Evaluation

Lab Activities

Other

The following will be considered in the students' evaluation

1. Performance of craft technique.

2. Collaboration

3. Professionalism: Professionalism as defined by the PCPA Student Handbook:

"Our shared goal is the success of PCPA, both as a theatre and a conservatory. The pursuit of this goal requires an awareness of the whole, an appreciation of the importance of everyone and their contributions to the total effort, and an earnest desire to do all one can to contribute to that success. From this awareness, appreciation, and desire flow all other specific professional attitudes and behaviors. Professionalism produces a desire for the theatre's smooth operation, which requires one to treat others with courtesy and respect. This includes the public, who are vital contributors to the theatre's success. Professionalism infers a desire to fully understand and faithfully execute the commitments we undertake, while striving to adhere to the highest standards of ethics and conduct. Our desire for success and excellence comes with the knowledge that a theatre does not run smoothly or successfully if abuses are neglected and problems go unsolved. A professional knows when to make a complaint, how, and to whom, so that complaints can do the most good, with the least harm. Conversely, fruitless complaining, malicious or frivolous gossip, and favoritism all undermine morale, which is vital to the success of the theatre, and to that extent are unprofessional. Professionals are those who have determined to be among the few who consistently produce at the highest possible level, who strive to adhere to the highest standards of excellence."

Texts and Other Instructional Materials

Adopted Textbook

None

Supplemental Texts

Text is drawn from scripts produced in repertory season.

Instructional Materials

None

Student Learning Outcomes

THEA 199N SLO 1 - Apply learned skills in a production situation.

THEA 199N SLO 2 - Use the various tools employed in wide variety of production stagecraft.

THEA 199N SLO 3 - Exhibit an understanding of the importance of the ensemble in production.

THEA 199N SLO 4 - Complete project assignments within the deadlines imposed by the mounting of the theatrical season.

## COSMETOLOGY

**Award Type:** Associate in Science

The associate degree and certificate curriculum in cosmetology is designed to prepare men and women for careers as licensed cosmetologists. Upon satisfactory completion of all cosmetology courses, students may qualify to take the California State Board of Cosmetology licensure examination. Licensed cosmetologists are qualified to work as beauticians in beauty salons and to own and operate their own salons.

Admittance to the cosmetology program requires the student to make an appointment with the manager of the private beauty college with which the college has a training contract for an orientation. Contact the program coordinator for specific

information. In addition to regular Allan Hancock College fees, students will also be required to purchase a training kit and appropriate uniforms.

**The graduate of the Associate in Science in COSMETOLOGY will:**

- Qualify for the California State Board of Cosmetology examination for licensure.
- Contribute to the management and operational procedures of a beauty salon.
- Use cosmetology products, tools, and equipment in a safe, healthy, and effective manner.
- Render styles and applications that are fashionable, artistic, and technical in nature.

**Program Requirements**

**A major of 32 units are required for the associate in science degree.**

**Units: 32**

COS301	Intro to Cosmetology	5
COS302	Beginning Cosmetology	9
COS303	Intermediate Cosmetology	9
COS304	Advanced Cosmetology	9

**Total Program Units 32**

COSMETOLOGY  
**Award Type:** Certificate of Achievement

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The associate degree and certificate curriculum in cosmetology is designed to prepare men and women for careers as licensed cosmetologists. Upon satisfactory completion of all cosmetology courses, students may qualify to take the California State Board of Cosmetology licensure examination. Licensed cosmetologists are qualified to work as beauticians in beauty salons, and to own and operate their own salons.

Admittance to the cosmetology program requires the student to make an appointment with the manager of one of the private beauty college, with which the college has a training contract, for an orientation. Contact the program coordinator for specific information. In addition to regular Allan Hancock College fees, students will also be required to purchase a training kit and appropriate uniforms.

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**The graduate of the Certificate of Achievement in COSMETOLOGY will:**

- Qualify for the California State Board of Cosmetology examination for licensure.
- Contribute to the management and operational procedures of a beauty salon.
- Use cosmetology products, tools and equipment in a safe, healthy and effective manner.
- Render styles and applications that are fashionable, artistic and technical in nature.

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**Program Requirements**

**A major of 24 units is required for the certificate including three completions of COS 302.**

**Units: 32**

COS301	Intro to Cosmetology	5
COS302	Beginning Cosmetology	9
COS303	Intermediate Cosmetology	9
COS304	Advanced Cosmetology	9

**Total Program Units 32**