Academic Policy & Planning Committee Agenda
Meeting: Thursday March 8, 2018 in B-100 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 – Tim Webb

Kinesiology, Rec & Athletics – Sheri Bates
Health Sciences – Mary Pat Nelson

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

Student Representative – Vacant

NON-VOTING MEMBERS

Curriculum Specialist – Rebecca Andres
VP, Academic Affairs – Melinda Nish
Admissions & Records – Janet Hooghuis and Betsy Wilcox
Articulation – David DeGroot
Community Education – Sofia Ramirez-Gelpi
Part-Time Faculty Union –

OTHER

Past Chair – David DeGroot & Sofia Ramirez-Gelpi

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
Dean, Academic Affairs – Richard Mahon
Dean, Academic Affairs – Bob Curry
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 8, 2018 and Feb 22, 2018

Approval of the Agenda:

Chair Comments:
- o Ad Hoc Committee on Graduation Requirements (GE, MCGS, H&W, CSU GE, and IGETC)
- o Ad Hoc Committee on PCA
- o Evaluation of AP&P Committee

Action Item: Second Reading: Academic Senate on Academic Policy and Planning Committee

Information Item: College Now Update. Due: March 8, 2018.
- AP 5011 Admission and Concurrent Enrollment of High School Students and Other Young Students

Action Item: Updating a College Now
- Current practice on updating the College Now list: Discipline faculty reviews the list and determines accuracy and currency of the College Now course offerings. These are then included in the updated list for immediate implementation and inclusion in the college catalog.
- Currently, CurricUNET has a field for "College Now" that is completed at the time a course is proposed or modified. There is no mechanism to make changes to College Now status.
- Proposal: For new "College Now" courses, the discipline faculty with department and dean consultation should send a memo to the AP&P Chair to update the "College Now" status. The AP&P Chair will modify the College Now status in CurricUNET. It is however, the responsibility of discipline faculty and departments to review and update the College Now list for catalog production.

Action Item: Textbook Adoption
- Current Policy: BP/AP 4220 Textbook Selection with references to
- Background: **Academic Senate Policy on Textbooks** (Approved at AS meeting 11/26/2013). The Academic Senate reaffirms that the official course outline of record determines the textbook options for a course. It is the responsibility of the departments to choose textbooks, consider whether to allow alternatives, decide whether a text is required, and ensure these options are reflected in the official course outline of record (COR).
- Proposal:
  The "Textbook Change" proposal type provides an opportunity to ensure that the COR indicates currently used text materials in course offerings. In an effort to expedite text and other materials adoption, textbook change proposal type is **only used** if the course outline of record review date is within two years for CTE and noncredit and 5 years for non-CTE. Thus, text adoption is upon **AP&P approval**.

  For "Textbook Change" proposal on CORs that have review dates **not** within two years for CTE and noncredit or five (5) years for non-CTE, the "Textbook Change" would be implemented immediately but the review date would not be changed. The discipline faculty should launch a new proposal that addresses the committee recommendations.

Action Item: A Review of Sunset Policy
- **First Appearance** – a course that has not been taught for a period of two calendar years.
- **Second Appearance** – a course remaining in the sunset list for one year and has not been successfully taught ever since
- **Proposal:** Request for Drop Form should be completed and attached to the COURSE DROP/DEACTIVATE COURSE proposal type. The proposal should be launched. The initiator is responsible for informing the faculty, AP&P representatives, and respective departments whose courses and/or programs are listed in the course/program impact report.
- The **AP&P Committee** should address the impact on courses and programs and would make appropriate recommendations.
- Courses in the areas of Emergency Medical Services, Environmental Health and Safety, Fire Technology, Wildland Firefighting, and Law Enforcement, as well as Special Topics x99 (ex. 199, 399, 499, 599) courses that are not core to any degree/certificate program are exempt from the Sunset Policy. The program coordinators in these disciplines will review their list of courses annually and drop curriculum that is no longer in use by the program.

Action Item: Sunset Policy
- Proposal: Change the name to "Course Sunset Policy"

Information Item: Sunset Report Update. Due: March 8, 2018.

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Course Review	ECS 114	Parent/Child Relationships (Lec 3) Advisory: ENGL 513 Modifications: Semester offering to Fall.	Thesa Roepke AHC GE: Category 5 – Living Skills
~~Course Review~~	~~FILM 123~~	~~Directing for the Camera~~	~~Removal of the ABCD component.~~
Major Modification	MUS 129	Voice 1	The committee previously approved these courses. However, the initiator requested course title changes.
Major Modification	MUS 123	Voice 2	
Major Modification	MUS 124	Voice 3	
Major Modification	MUS 127	Voice 4	

First Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments

Major Modification	BIOL 128	Microbiology (Lec 3/Lab 1.5) Prerequisites: (BIOL 100 or BIOL 124 or BIOL 125 or BIOL 150) and (CHEM 120 or CHEM 150) Justification: The course needs to be updated for currency and to better match CID descriptors. The units for the laboratory part of the course need to be decreased to 1.5 units (from 2 units) to reflect the 5 lab hours per week. This will bring the course total down from 5 to 4.5 units. There are also changes made to advisories and prerequisites to improve student success. The course content will separate laboratory activities from lecture topics. The text and laboratory manual editions will be updated. Modifications: Catalog Description, units, PCA, content, text and materials, and materials fee.	Rob Lennihan Comments: Field Trips – remove or provide details
Major Modification	ECS 105	Observation and Assessment (Lec 3) Prerequisites: ECS 100 Advisories: ENGL 513 LOE: All students enrolled in ECS 105, ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to the ECS program in order to meet the provisions of SB792. Rationale: This course is an approved CAP course and is included in the AS-T in Early Childhood Education. Modification: Catalog Description. PCA. SLO. Course Objectives. Outside Assignments. Methods of Evaluation. Text.	Multiple Programs Comments: Inclusion of the course requirements – provisions of AB 792 in Catalog Description.
Course Review	ECS 106	Introduction to Early Childhood Curriculum (Lec 3) Prerequisite: ECS 105. Advisories: ENGL 513. LOE: All students enrolled in ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to meet the provisions of AB792. Modifications: Catalog Description. Prerequisites to advisories. New prerequisite. New LOE. Content. SLO. Course Objectives. Outside Assignments. Text. Other Materials.	Thesa Roepke Clarify: Instructional materials in various curriculum areas.
Major Modification DL Update	ECS 116	Teaching in a Diverse Society (Lec 3) Advisories: ECS 101 and ENGL 513 Rationale: The course modification serves the purpose of implementing the required revisions to the California Colleges ECE	Thesa Roepke MCGS – due to the changes in course objectives, it is important to update the MCGS worksheet. Is this a TBA class?

| | | Curriculum Alignment Project (CAP, 2015) and as part of course review.

Modifications: Catalog Description. SLO. Course Objectives. Outside Assignments. Methods of Evaluation. Text. DL addendum. | Review text and materials for relevance and currency. |
|---|---|---|---|
| Major Modification | ECS 118 | Practicum: Preschool (Lec 1.5/Lab 1.5)

Prerequisite: ECS 106
Advisory: ENGL 513
LOE: All students enrolled in ECS 105, 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to the ECS program to meet the provisions of SB 792.

Modifications: Catalog Description. New LOE. SLO. Course Objectives. Methods of Instruction. Methods of Evaluation. Text. | Thesa Roepke |
| Course Review | ECS 119 | Practicum: Infant/Toddler (Lec 1.5/Lab 1.5)
Prerequisites: ECS 106, ENGL 513, ECS 115, ECS 151

LOE: All students enrolled in ECS 106, ECS 118 or ECS 119 must show proof of their current tuberculosis (TB) clearance and immunization against influenza, pertussis and measles to meet the provisions of AB792. Students must be on the waitlist and provide required documentation on the first day of class in order to receive an add code to add the class.

Modifications: Catalog Description. Semester offering to Fall and Spring. New advisory and LOE. Course Objectives. | **LINKED:** ECS 118 (Not Cross-listed)

Review: Catalog Description. Indicate what is specific to the course. |
| Course Review
DL Update | ECS 132
EDUC 132 | Child Identity and Learning (Lec 2/Lab 1)
Advisories: ECS 100 and ENGL 513

Modifications: Textbook. DL addendum. The course status: Program-applicable. | Thesa Roepke

Verify: Advisories are different. The COR must be identical.

Dean Comments:
When is the course offered (F, S, U)? Two typos noted in course content screen. CB24 code appeared as stand-alone but the course is part of several programs so it should be program-applicable. All else is good. |
| Course Review | ECS 310 | Art for Young Children (Lec 0.5)
Advisory: ENGL 513 | Text: Lasky, L. and Mukerji *Art: Basic for Young Children. N.A.E.Y.C., Washington, DC,* 1980 |
| Course Review | ECS 311 | Creating Learning Materials (Lec 0.5)
Advisory: ENGL 513

Modifications: Text. Methods of Evaluation | Comments:
Align Assignments with MOE. Text within 5 years- Text is a workforce standard. |
| Course Review | ECS 312 | Music For Early Childhood Educators (Lec 0.5) | Thesa Roepke
Text is workforce standard. |

		Advisory: ENGL 513	
		Modifications: Course Objectives.Outside Assignments. Methods of Evaluation.	

Online Education Initiative (OEI) is a collaborative effort among California Community Colleges (CCCs) to ensure that significantly more students are able to complete their educational goals by increasing both access to and success in high-quality online courses.

The OEI is sponsored by the Foothill-De Anza Community College District, in partnership with the Butte-Glenn Community College District and its CCC Technology Center at Butte College as recipients of a $56.9 million five-year grant disbursed by the California Community College Chancellor's Office (CCCCO). The Online Education Initiative represents a comprehensive and collaborative program that leverages best practices and technology to significantly increase the opportunity for higher education degree attainment in California. http://ccconlineed.org/about-the-oei/

Major Modification	MUS 128	Piano 1 Rationale: MUS 128 lays the foundation for the beginning pianist	Course title change so students understand the piano course sequence.
NEW Noncredit	VOCE 7109	Microsoft Windows Contact Hours: 16-18 hours Rationale: Many jobs require computer skills, and the demand is growing. In the local job market, 25% of job listings required some form of computer skills (indeed.com, as of July 25, 2017). Demand: Microsoft Windows is the most widely used operating system for desktop and laptop computers. This course provides a general introduction to Microsoft Windows operating system from a user's point of view and is a starting point for developing other computer skills.	Comments: Instructional Materials – These should list what the student needs to have to be successful in the course. SLO needs to be written as LOs.
NEW Noncredit	VOCE 7110	Social Media Contact Hours: 16-18 hours Rationale: Social media is used for communication on many levels, including a path to employment opportunities. Knowing how to present oneself on social media in a positive and professional manner is a valuable career skill. Demand: According to the Society for Human Resource Management (SHRM), the world's largest HR professional society, a study released in January of 2017 showed that 84% of organizations used social medial to recruit employees. CareerBuilder.com surveyed employers in 2016 and found that 60% of employers use social media to research job candidates.	Comment: Interesting that it lists Facebook and Instagram specifically, and lists "other social media" later. I'm guessing that will change rapidly. Will a modification need to be done every time social media has a big "new thing'? Instructional Materials: Are these required of students?

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	CS 111	Fundamentals of Programming 1 (Lec 4)	Michael Wagner

DL		Prerequisites: MATH 331 Advisory: CS 102 Justification: Updated wording. Updated prerequisites (similar to Cal Poly). Changing textbooks. Modifications: Catalog Description, PCA, sample questions in Sample Assignments, Text, DL addendum	
Course Review	ECS 303	Introduction to Early Childhood (Lec 2) Advisory: ENGL 513 Modifications: Course objectives. MOE. Updates on text and other materials.	Thesa Roepke Comment: Update text: 2011. The initiator commented that the textbook is an industry standard.
Agency Mandate	LE 320	Basic Law Enforcement Academy (Lec 12/Lab 12) Prerequisite: 310 or equivalent course or training as determined by the Director of Law Enforcement Training Advisory: ENGL 306 and PE 141 . Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure for employment purposes LOE: Prior to enrollment, students must also complete an academy application packet and submit Livescan fingerprints to the California Department of Justice to verify that they can legally be issued and possess a firearm. Students must score 42 or higher on the POST PELLETB Test. Students must submit a completed California POST approved Medical History/Clearance form signed by their physician after medical examination. Approval of equivalent enrollment eligibility is not a guarantee that state regulatory and licensing authorities will also grant equivalencies for licensure for employment purposes. Justification: Meets changes mandated by POST and by state legislature. Senate Bill 11 and Senate 29 mandate **8 hours of mental health training** (CIT). Modifications: Methods of Instruction, and Text and Materials. Units: Lec: 11 hours to 12 hours (12 units) + Lab 35.7 hours to 36 hours (12 units). **(NET INCREASE in units: 1.5 units. NET INCREASE in hours: 16-18 lecture/semester and 4.8-5.4 lab/semester).**	Ken George Program: Law Enforcement: Basic Law Enforcement Academy **Unit Calculations:** 1 lecture unit = 1-hour class time + 2 hours outside of class time. 1 lab unit = 3-hour class 12 units lecture = 12 hours of class time + 24 hours of outside of class time 12 units laboratory = 36 hours of class time
Course Review	LE 424	PC 832 Arrest (Lec 1.5) LOE: Freedom from illness or disability that would prevent the student from safely performing the required arrest and control physical skills.	David Whitman

		Modifications: Units and Hours. (Units: 2.5 to 1.5 units. Lec: 2.5 hours to 1.875 hours. Lab: 0 to 0.625 hours).	
Course Review	LE 425	PC 832 Firearms (Lec 0.5) LOE: Freedom from illness or disability that would prevent the student from safely participating in live fire shooting activities. Students not employed (as peace officer) or sponsored by a California law enforcement agency are required to obtain a CA DOJ Firearms Clearance (PC13511.5). Justification: Updated COR for course review. Modification: Units and Hours: 1.5 units to 0.5 units. Lecture hours: 1.5 hours to 0.5 hours. Lab hours (added) 0 to 1 hour.	David Whitman
NEW Noncredit Course	NESL 7040	Conversation for Beginning ESL (32-48 Hours) Justification: This course serves a need identified in AEBG 104, then AB86, student surveys. Students want and need more conversation and pronunciation-based courses in noncredit in order to increase their confidence and oral skills in speaking English in the community.	Andria Keiser Comments: Supporting documentation. Sample assignment number three-- I'm not sure what "reflect on it" means. Also, just curious about levels A, B, C, and D. According the two classes, Level A/B is lower experience speaking English, but is there a connotation about A being high and D being low in native Spanish speakers? Supporting documentation is needed to support justification statement.

Curriculum Duplication:
All NESL faculty were given the opportunity to provide input. Adrienne Lomp also reviewed and gave feedback on this COR. Faculty are supportive of this course.

Note: There are noncredit offerings that use **A, B, C, and D** designations.
NESL 7000 U Intro to English: Pre-A
NESL 7001 U Intro to English A1 - Intro to English A1 is a beginning level English course. Students develop basic speaking and listening skills in English. Reading and writing skills are gradually introduced.
NESL 7002 U Intro to English A2 – This course is designed for students who have completed Intro to English A1 or fulfilled entry requirements by taking a placement test. Students continue developing basic speaking and listening skills in English. Emphasis is placed on reading and writing.
NESL 7003 U Intro to English B1 - This course is designed for students who have completed level A or fulfilled entry requirements by taking a placement test. Students practice reading and writing tasks related to listening exercises and continue to gain fluency in communication.
NESL 7004 U Intro to English B2 - This course is a continuation of Intro to English B1 and is designed for students who have completed B1 or fulfilled entry requirements by taking a placement test. Emphasis is placed on oral and written language communication and on developing reading skills.
NESL 7005 U Intro to English C1 - This course is designed for students who have completed Intro to English B2 or fulfilled entry requirements by taking a placement test. Emphasis is placed on intermediate fluency and mastery of communication and reading and writing tasks to expand oral language skills.
NESL 7006 U Intro to English C2
NESL 7007 U Intro to English D1
NESL 7008 U Intro to English D2

NEW Noncredit Course	NESL 7041	Conversation for Intermediate ESL (32-48 hours) Justification: as above.	Andria Keiser Comments: same as above.

Action Item: Summary Report for Feb 22 and Mar 8, 2018.

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. CurricUnet & Support

Call for Future Agenda Items
Curriculum Development Handbook
AP&P Evaluation Recommendations and Follow-up

Call to Adjourn.

Next Meetings:
AP&P: Mar 24, 2018 (2-4 PM)
TRC: Mar 15, 2018 (2-4 PM)

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

Academic Senate
Academic Policy & Planning (AP&P) Committee

Functions:

1. ~~1.~~ Provide recommendations, through the Academic Senate, to the Superintendent/President and District Board of Trustees regarding courses and instructional programs. Th<u>ese</u> ~~is~~ include~~s~~:

   a. New curriculum and programs.
   b. Proposed changes and revisions to existing curriculum and programs.
   c. Discontinuance of existing programs.
   d. General Education criteria.
   e. Board policies ~~on PCAs, curriculum development, and program discontinuance~~ pertaining to curricular matters.

2. ~~2.~~ Provide recommendations to the Academic Senate on policies which define <u>AP&P Committee</u> processes for creating and modifying curriculum and programs. These policies are housed in the ~~Academic Senate~~ AP&P Curriculum Development Handbook.

3. ~~3.~~ Submit recommendations (from 1 and 2 above) in the Curriculum Summary report to Academic Senate <u>at least</u> once per semester.

4. ~~4.~~ Annually prepare and deliver a report of accomplishments, challenges, and recommendations for improvement to Academic Senate at its <u>first</u> meeting in May.

Membership:

- Voting Members - There shall be a member from each instructional department; one member from counseling or a counselor; one member representing faculty from the Academic/Student Services Department, and one student member, who shall be from the ASBG ~~Commissioner of Curriculum~~.

- Non-Voting Members - The vice president, academic affairs, shall be ex-officio without vote; the articulation officer shall be ex-officio without a vote (unless such member sits as the department representative from the counseling department); one member from the admissions and records office; one member from non-credit community education and programs~~;~~ and the curriculum specialist~~.; and the Banner specialist.~~

- Eligibility - Faculty voting members shall be duly elected or appointed by the departments according to each department's procedures. All full-time faculty members of departments and counseling are eligible.

Length of Membership:
The term of office for faculty shall be for <u>two years</u> except where the incumbent is elected chairperson when it will then be extended to cover his/her tenure. The tenure of office for the student member shall be one year.

The purpose of a two-year term is to have only one-half of the membership change each year, having no more than one-half of the members in their first term. There is no limit on the number of times a member or chair may be reelected.

ODD YEARS~~:~~   EVEN YEARS~~:~~
Applied Behavioral Sciences   -   Business

Counseling/Counselor   Fine Arts
English   Kinesiology, Recreation, & Athletics
Health Sciences   Industrial Technology
Life and Physical Sciences   Languages and Communication
Mathematical Sciences   Academic/Student Service Department*
Public Safety   Social & Behavioral Sciences

*The Academic/Student Service Department includes the college nurse and the library faculty.

Chair:

The election of the chair for the committee shall be in accordance with the Academic Senate Elections Code. The chairperson shall be elected on or before April 1 for the following term. Any presently serving voting member shall be eligible.

Nominations shall be from the floor and voting shall be by secret ballot. In the event that no current faculty member of the committee is willing to chair, the current chairperson of the committee shall so advise the Senate Executive Committee.

The Senate Executive Committee shall then direct the Senate Elections Committee to obtain nominations and conduct the election of the chair in accordance the Academic Senate Elections Code. The term of office shall be two years. Only presently or previously serving voting member of the AP&P committee or other community college curriculum committee shall be eligible.

In addition to developing the agendas and presiding over meetings, the chair may appoint ad hoc committees to study, investigate, and report on any subject within the committee's purview.

Meetings:

Meetings are held as needed as mutually agreed by the committee. Past practice is that Meetings are typically held on every other Thursday afternoon from 2 – 4 pm unless the curriculum review load requires back to back Thursday meetings. The Technical Review Committee meets the alternating Thursday afternoons, from 2 – 4 pm.

Agenda:

The chair, in collaboration with the curriculum specialist, is responsible for preparing, distributing, and posting the agenda.

Minutes:

The curriculum specialists is responsible for preparing the minutes. The chair is responsible for preparing, distributing, and posting the minutes.

Chair and Member Duties:

A description The roles and responsibilities of the chair and committee members areis listed in the Curriculum Development Guide Handbook.

BP 4220 TEXTBOOK SELECTION
The selection and discontinuance of textbooks are the responsibility of the instructor, with the approval of the department chair and the academic dean. **Adopted: 12/17/96**
Revised: 3/11/04
Revised:
(Replaces Board Policy 7100)

AP 4220 TEXTBOOK SELECTION
An adopted textbook should be used for at least a three-year period. Instructors may petition the department chair and the academic dean to change a text before the three-year period expires if valid reasons exist, and there is no stock on hand of the current text or the stock on hand can be returned to the publisher. Approval by the department chair and the academic dean is required fora change of an adopted textbook.
Textbooks and supplies are ordered on a form provided by the bookstore. Text orders and changes should be submitted according to the following schedule:

> For spring semester - by November 1
> For summer school - by April 15
> For fall semester - by May 1

Approved: 12/17/96
Revised: 3/11/04
Revised:
(Replaces Administrative Procedure 7100.01)