

Academic Policy & Planning Committee Meeting Minutes

Meeting: Thursday March 28, 2019 in M-116 at 2:00 PM

VOTING MEMBERS (15)

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| <ul style="list-style-type: none"> X Chair – Larry Manalo Jr. X Applied Behavioral Sciences – C. Bisson X Business – Brent Darwin X Counseling – Lydia Maxwell <ul style="list-style-type: none"> English – Kate Adams Fine Arts – Adrienne Allebe X Kinesiology, Rec & Athletics – Sheri Bates X Health Sciences – Mary Pat Nelson | <ul style="list-style-type: none"> Industrial Technology – Patrick McGuire X Academic/Student Affairs – Kellye Cohn X Languages & Communication – Andrea Sanders <ul style="list-style-type: none"> Life and Physical Sciences – Wendy Hadley X Mathematics Sciences – Derek Mitchem X Public Safety – Kristy Treur X Social & Behavioral Sciences – T. VanderMolen Student Representative – vacant |
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NON-VOTING MEMBERS

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

STANDING INVITEES

- | | |
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| <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Dean, Matriculation/Counseling – Y. Teniente Dean, Extended Campus – Rick Rantz Associate Dean/Athletic Director – Kim Ensing Associate Dean/PCPA Director – Mark Booher |
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Guests

- Jody Derry, CBOT
- Carmen Montanez, CBIS

Approval of Minutes: Mar 7, 2019

A motion was made to approve the minutes of the March 7, 2019 meeting. (M/S/P D. Mitchem/ A. Sanders) Yes: C. Bisson, B. Darwin, S. Bates, M. Nelson, K. Cohn, A. Sanders, D. Mitchem, K. Treur, T. VanderMolen, No: 0. Abstentions: Maxwell.

Approval of the Agenda:

A motion was made to approve the agenda with correction. (M/S/P K. Cohn / M.Nelson) Yes: C. Bisson, B. Darwin, L. Maxwell, S. Bates, M. Nelson, K. Cohn, A. Sanders, D. Mitchem, K. Treur, T. VanderMolen, No: 0. Abstentions:0

Chair Comments:

- Next Meeting: TRC Committee – 04/18/2019
- Next Meeting: AP&P Committee – 04/11/2019
- Summary Report
- Program Modifications and 16-unit certificates
 - Increase of units to certificate of achievement (16).
 - Splitting a program into two or more stackable certificates.

Information Item: AB 705 Update

A discussion took place regarding AB 705 implementation (provide students the ability to complete transfer level math and English in one year) and multiple measures. The counseling department would like to use a student's previous coursework including AP test scores when considering placement.

Second Readings:

Proposal Type	Course Prefix & Number	Title (units)	Recommendations
Course Review	COS 301	Intro to Cosmetology (5) Prerequisite: MATH 521 or MATH 531 or higher based on college placement process Prerequisite: ENGL READ	Tabled pending confirmation of proposed prerequisites.
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.	Tabled pending confirmation of proposed prerequisites.

Designation for course repeatability	DANC 148	Folklorico Concert Production (3) Repeat: 3 Advisory: ENGL 514 LOE: Audition Justification: Repeatability rules.	Tabled pending confirmation of lab hours and course content.
COMMITTEE ACTION:	A motion was made to table COS 301, 310, and DANC 148. (M/S/P: L. Maxwell / T. VanderMolen). Yes: C. Bisson, B. Darwin, L. Maxwell, S. Bates, M. Nelson, K. Cohn, A. Sanders, D. Mitchem, K. Treur, T. VanderMolen, No: 0. Abstentions: 0.		

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	
COMMITTEE ACTIONS	<p>A motion was made to recommend 2nd readings for adoption. (M/S/P T. VanderMolen / A. Sanders) Yes: C. Bisson, B. Darwin, L. Maxwell, S. Bates, M. Nelson, K. Cohn, A. Sanders, D. Mitchem, T. VanderMolen, No: 0. Abstentions: K. Treur.</p> <p>A motion was made to approved course requisites for COS 302, 303, and 304. (M/S/P D. Mitchem / A. Sanders) Yes: C. Bisson, B. Darwin, L. Maxwell, S. Bates, M. Nelson, K. Cohn, A. Sanders, D. Mitchem, T. VanderMolen, No: 0. Abstentions: K. Treur.</p>		

Information Item: Curriculum Summary Report

A review of curriculum recommendations for the period February 21 – March 28, 2019 being sent to the Board of Trustees at their May 14, 2019 meeting

First Readings

Proposal Type	Course Prefix & Number	Title (units)	Rationale / Recommendations
New Course Request for DL	ACCT 105	Introduction to Accounting (3)	<p>Justification: We do not have an accounting course which provides an overall understanding of the field of accounting. The current ACCT 100 course, Accounting for Entrepreneurs, builds on financial concepts that students have not been taught. It is not suitable as introductory class into the world of accounting. Discussion at the Accounting Advisory Committee Meeting.</p> <p>This course should increase enrollment in other accounting courses by providing a foundational knowledge from which students can continue to development in other courses. It will encourage students by provide understandable, foundational knowledge, instead of discouraging them with advanced topics for which there has not be any preparation.</p>
New Course Request for DL	ACCT 131	Financial Accounting 1 (3)	Justification: In the previous decade, our Financial Accounting course, the core course in the Accounting

		"not open to students who have received credit for ACCT 130."	Program was taught in two, 3-unit sections. When Hancock joined forces with CSU Bakersfield to offer a bachelor's degree in business administration, this course was changed to a single, 3-unit course. This prompted a significant reduction to the topics taught and the level of detail presented in the course. In recent discussions with our part-time accounting faculty and students, there has been the strong opinion expressed that the learning would be greatly increased if we would return to two 3-unit sections. An SGID in an Accounting 130 class was conducted last year and the overwhelming opinion was there was too much material presented too fast. This opinion was true of successful students as well as struggling students. This is the consequence of combining two, 3-unit classes into one, 3-unit class. In reviewing Financial Accounting from six other community colleges, half of them offer Financial Accounting as a five- or six-unit course. The others offer it as a four-unit course. Offering Financial Accounting at AHC in two 3-unit sections would improve our success rates and provide a better foundation for our students. Also, it is consistent with our current daily schedules for daytime and evening courses. Demand: Being the core course in the Accounting Program, we offered 10 sections during the last years. Those sections are full at 35 to 40 students, most with waiting lists. An attrition rate was applied.
New Course Request for DL	ACCT 132	Financial Accounting 2 (3) Prerequisite: ACCT 131	
Major Course Modification	MMAC 112	Responsive Web Design (3) Advisory: GRPH 108 or ART 108, GRPH 111, GRPH 112 Modifications: <ul style="list-style-type: none"> • Catalog Description • Content • SLO • Objectives • Text and materials 	Justification: The course title is being modified and additional changes are being made to the content to align with current practices in the industry.
Major Program Modification	ACCT	Certificate of Achievement (21) Modifications: <ul style="list-style-type: none"> • Modify Program description. • Add Program Learning Outcomes. • Removing ACCT 130 (3) • Adding ACCT 131 (3), ACCT 132 (3), and CBIS141 (3) to required core courses • .total units from 15 to 21. 	Rationale: Changes to accounting courses necessitate this program modification from certificate of accomplishment to certificate of achievement. Recommendations: complete the Chancellor's Office narrative for new program proposal.

Major Program Modification	ACCT	Accounting AS (30) Modifications: <ul style="list-style-type: none"> • Replace CBIS 101 with CBIS 141. Excel is a mandatory skill for all accountants. • Remove the Recommended Elective of "Special Topics". • Core units from 21 to 24 • Total major units from 27 to 30 units. 	Rationale: Changes to accounting courses necessitate this program modification
Major Program Modification	ACCT	Bookkeeping, Certificate of Achievement (18) Modifications: <ul style="list-style-type: none"> • Addition of program learning outcomes. • Adding: ACCT105 and CBIS141 to required core courses. • Total units from 12 to 18 	Rationale: A new accounting course is being introduced to the program, ACCT 105. Recommendations: complete the Chancellor's Office narrative for new program proposal.
Major Program Modification	BUS	Business Administration AA (28) Modification: <ul style="list-style-type: none"> • Removing ACCT 130 • Adding ACCT 131 (3) and ACCT 132 (3). • Total core and major units from 25 to 28 	Rationale: Changes to accounting courses necessitate this program modification.
Major Program Modification	BUS	Business Administration, AST (28-29) Modification: <ul style="list-style-type: none"> • Removing ACCT 130 • Adding ACCT 131 (3) and ACCT 132 (3). • Total core units from 15 to 18 • Total major units from 25-26 to 28-29 	Rationale: Changes to accounting courses necessitate this program modification
Major Modification Program	BUS	Business: Marketing, AS (36) Modifications: <ul style="list-style-type: none"> • Removing "ACCT 100 or ACCT 130" from core courses • Adding ACCT 131 (3) and ACCT 132 (3) Total core units from 27 to 30 units	Rationale: Changes to accounting courses necessitate this program modification

		total major units from 33 to 36 units	
Major Modification Program	BUS	<p>Business: Management,AS (36)</p> <p>Modifications:</p> <ul style="list-style-type: none"> • Removing “ACCT 100 or ACCT 130” and “BUS/ECON 101 or ECON 102” from core courses • Adding ACCT 131 (3), ACCT 132 (3), and BUS 102 (3) to core courses. • Adding ENTR 101 and ENTR 102 to list of selected courses. • Total core units from 24 to 27 units • Total major units from 33 to 36 	Rationale: Changes to accounting courses necessitate this program modification
Major Modification Program	CBIS	<p>CBIS Certificate of Achievement (27)</p> <p>Modification:</p> <ul style="list-style-type: none"> • ACCT 130 being replaced with ACCT 105 (new course launched fall 2018). 	Rationale: Changes to accounting courses necessitate this program modification
Major Modification Program	CBIS	<p>Information Technology Fundamentals Certificate of Accomplishment (3)</p> <p>Modification:</p> <ul style="list-style-type: none"> • remove CBIS 301 and CBIS 321 as content is already covered in CBIS 101. • Total core units from 9 to 3 units 	Rationale: updates to CBIS courses over the years necessitate this program modification.
Major Modification Program	CBOT	<p>Computer Applications and Office Management AS (29)</p> <p>Modification:</p> <ul style="list-style-type: none"> • Program title change from Administrative Assistant/Secretarial • Modified catalog description • Modified program outcomes • Adding BUS 107(3) to core courses 	Rationale: Changes are being made to reflect current industry standards

		<ul style="list-style-type: none"> • Total core units from 23 to 29 • Removing list of selected units 	
Major Modification Program	CBOT	<p>Computer Applications and Office Management Certificate of Achievement (29)</p> <p>Modification:</p> <ul style="list-style-type: none"> • Program title change from Administrative Assistant/Secretarial • Modified catalog description • Modified program outcomes • Adding BUS 107 (3) and BUS 302 (3) to core courses • Total core units from 23 to 29 • Removing list of selected units 	Rationale: Changes are being made to reflect current industry standards
Major Modification Program	CBOT	<p>CBOT: Legal Secretarial, Certificate of Achievement (27)</p> <p>Modification:</p> <ul style="list-style-type: none"> • Add: PLGL 105 (3) and BUS 107 (3) • Increase core units 21 to 27. • Remove list of selected units from total major • Total major units from 30 to 27 units 	Rationale: Changes are being made to reflect current industry standards
Major Modification Program	CBOT	<p>CBOT: Legal Secretarial, AS (27)</p> <p>Modification:</p> <ul style="list-style-type: none"> • Add: PLGL 105 (3) and BUS 107 (3) • core units from 21 to 27. • Remove list of selected units from total major • Total major units from 30 to 27 units 	Rationale: Changes are being made to reflect current industry standards
Major Modification Program	CBOT	<p>CBOT: Word/Information Processing Certificate of Achievement (24)</p>	Rationale: Changes to accounting courses necessitate this program modification

		Modification: <ul style="list-style-type: none"> • Removing ACCT 100, ACCT130, and ACCT 150 from selected units • Adding ACCT 105 to selected units 	
Major Modification Program	CBOT	CBOT: Word/Information Processing AS (24) Modification: <ul style="list-style-type: none"> • Removing ACCT 100, 130, and 150 from list of selected courses • Adding ACCT 105 to list of selected courses. 	Rationale: Changes to accounting courses necessitate this program modification
COMMITTEE ACTIONS:	A motion was made to recommend 1 st readings for consideration. (M/S/P D. Mitchem / K. Treur) Yes: C. Bisson, B. Darwin, L. Maxwell, S. Bates, M. Nelson, K. Cohn, A. Sanders, D. Mitchem, T. VanderMolen, K. Treur. No: 0. Abstentions:0.		

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.

Reports

None

Call for Future Agenda Items

Math graduation requirements

Call to Adjourn

The meeting was adjourned at 4:00 pm.

ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT
for the period February 21, 2018 – March 28, 2019

May 14, 2019

Larry Manalo, Committee Chair

Dave DeGroot, Vice Chair, TRC Chair

Christine Bisson, Applied Behavioral Sciences

Brent Darwin, Business

Lydia V. Maxwell, Counseling

Kate Adams, English

Adrienne Allebe, Fine Arts

Sheri Bates, Kinesiology, Recreation and Athletics

Mary Pat Nelson, Health Sciences

Patrick McGuire, Industrial Technology

Andrea Sanders, Languages & Communication

Kellye Cohn, Academic/Student Services

Wendy Hadley, Life and Physical Sciences

Derek Mitchem, Mathematical Sciences

Kristy Treur, Public Safety

Thomas VanderMolen, Social & Behavioral Sciences

Associated Student Body Government (vacant)

Stephen Bernardo and Josie Cabanas, Admissions & Records Representative (non-voting)

Kathy Beckelhymer, Non-Credit Education (non-voting)

Dave DeGroot, Articulation Officer (non-voting)

Robert Curry, Vice President, Academic Affairs (non-voting)

Rebecca Andres, Curriculum Specialist (non-voting)

Approved by Academic Senate: _____

President, Academic Senate
Allan Hancock College

Date

Adopted by Board of Trustees: _____

President, Board of Trustees
Allan Hancock Joint Community College District

Date

NEW COURSES RECOMMENDED FOR ADOPTION

This section lists all new courses including credit, noncredit, experimental, and special topics.

NEW Credit Courses: Effective summer/fall 2020 and pending Chancellor's Office approval and publication of course details. Catalog year 2020-21.

Course Prefix	Course Title	Units
GEOG 115	Physical Geography This new lab course is being created in preparation of a proposal for a new transfer degree program in geography.	1

NEW TOPIC: Effective summer 2019

Course Prefix	Course Title	Units
THEA 199N	Exploration of Gent's Guide and Adams Family	1

COURSE REVIEW

To meet accreditation standards, one year prior to a scheduled program review, discipline faculty review all course outlines in the discipline for currency of course content and materials, appropriate prerequisites and learning outcomes, general education status, and articulation status.

Modifications may include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are identified below.

COURSE MODIFICATIONS: Effective 2020-21 and pending publication of course details.

Course Prefix	Course Title	Units
ART/MMAC 115	Introduction to Animation Minor language revisions and updated textbook.	3
COS 302	Beginning Cosmetology Prerequisite: COS 301	9
COS 303	Intermediate Cosmetology Prerequisite: COS 302	9
COS 304	Advanced Cosmetology Prerequisite: COS 303	9
GRPH 116	Digital Portfolio for Web and Social Media Formerly Digital Portfolio. Based on recommendations from the program advisory committee the course content, description and course title have been updated to current industry standards.	3
GRPH 118	User Interface Design Advisories: GRPH 112 or GRPH 113 Formerly Introduction to Web Graphics. The course title, description, and some content is being update to align with industry standards and similar courses at other community colleges.	3

MUS 117	Electronic Music MIDI Recording The course outcomes, evaluation methods, and textbook have been updated.	3
PE 106	Sports Officiating	3
PE 120	Beginning and Intermediate Swimming	1

MAJOR COURSE MODIFICATIONS not resulting from Course Review. Modifications include but are not limited to course units, hours, prerequisites, co-requisites, advisories, and enrollment limitations. Specific modifications are listed below.

Course Prefix & No.	Course Title	Units
GEOG 110	Introduction to Weather and Climate Advisory: GEOG 101 and MATH 311 Formerly Introduction to Meteorology. The course has been modified in preparation of new program proposal in geography.	3

MISCELLANEOUS MODIFICATIONS (effective 2019-2020)

Modification Type	Course Prefix and No.	Course Title	Units
Request for DL	GEOG 110	Introduction to Weather and Climate	3
	SPCH 101	Public Speaking	3
Textbook Changes	ART 101	Art Appreciation	3

COURSE DROPS (effective 2020-21 catalog)

Effective	Course	Course Title	Units
2020-21	FT 120	Fire Command 2A	2.5
	FT 131	Fire Management 2A: Organizational Leadership	2.5
	FT 323	Fire Prevention 1B	2
	FT 328	Fire Investigation 1B	2
	FT 329	Fire Prevention 1C	2
	FT 330	Fire Investigation 2A	2