

Academic Policy & Planning Committee Minutes

Meeting: Thursday March 16, 2017 in B-100 at 2:00 PM

VOTING MEMBERS (14)

X Chair – Larry Manalo Jr.
 X Vice-Chair – David DeGroot
 Applied Behavioral Sciences – Christine Bisson
 X Business – Brent Darwin
 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 – Janet Hooghuis and x Betsy Wilcox
 X Articulation – David DeGroot
 Community Education – Vacant

OTHER

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

STANDING INVITEES

Dean, Academic Affairs – Margaret Lau
 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: Mar 2, 2017

Committee action: A motion was made to approve the minutes of the March 2, 2017 meeting. (M/S/P: Headtke/ Shea).
 Ayes: B. Darwin, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: L. Maxwell.

Approval of the Agenda:

Committee action: A motion was made to approve the agenda. (M/S/P: Lennihan/Mitchem).
 The agenda was modified to correct the future meeting dates for the committees as follow:

TRC Meeting: Thursday, Mar 30, 2017, B-100, 2:00 – 4:00 PM

AP&P Committee Meeting: Thursday, Apr 6, 2017, B-100, 2:00 – 4:00 PM (Summary Report)

Ayes: B. Darwin, L. Maxwell, D. Cain, C. Hite, S. Bates, M.P. Nelson, G. Marquez, K. Headtke, R. Lennihan, D. Mitchem, K. Treur, T. VanderMolen, and A. Shea. Noes: 0. Abstain: 0.

Consent Agenda: None

First Reading: None

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Major Modification	DANC 126	Clinic in Ballet Barre (Lab 0.5) Repeats: 0 GE: AHC Health and Wellness: Physical Activity	I: Diane McMahon R: C Hite

Major Modification	DANC 133	Hip Hop Dance Repeats: 0 A: ENGL 514 GE: AHC Health and Wellness: Physical Activity	I: Diane McMahon R: C Hite
Major Modification Update DL	FILM 105	Film and Television Writing 1 (Lec 2.5/Lab 0.5)	I: Christopher Hite R: C Hite
Major Modification	OLDR 7212A	Watercolor Painting Contact Hours: 45-51 Repeat: 99	I: Elaine Healy Comment: Larry M. found that the current form for the noncredit courses do not include "Outside Assignments". However, the Program and Course Approval Handbook (5 th edition) includes "examples of Assignments and/or Activities. Out-of-class work is optional." The draft PCAH (6 th edition) recommends inclusion of the "Assignments and/or Other Activities". Recommend: In accordance with the new edition of PCAH (6 th edition), recommend addition of Outside Assignments or Activities.
New Course	REC 109	Outdoor & Adventure Recreation (Lec 3)	I: Sheri Bates R: S. Bates
Committee actions	<p>A motion was made to table OLDR 7212A in light of the recommended addition of Outside Assignments/ Activities". (M/S/P: Mitchem/ Lennihan). Ayes: B. Darwin, 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.</p> <p>A motion was made to adopt the above courses. (M/S/P: Sanders/ Lennihan). Ayes: B. Darwin, 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.</p> <p>A motion was made to approve the prerequisites, corequisites, and advisories. (M/S/P: Lennihan/ Maxwell). Ayes: B. Darwin, 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.</p> <p>A motion was made to approve the distance learning update for FILM 105. (M/S/P: Lennihan/ Mitchem). Ayes: B. Darwin, 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.</p>		

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.

Information Item: Implementation of META, new version of CNET.

The chair and vice chair were not able to check the contract with the Vice President of Academic Affairs.

Tentative Launch Date: March 23, 2017. The tentative date was based on the timing of data migration from one version to another.

Reactivation of the SUBMIT button

META access: <https://hancockcollege.sandbox.curricunet.com>.
User name: your Allan Hancock College email
Password: **fast**

Discussion:

- There was continued discussions regarding the inadequate service and weak and slow response to support the current CNET.
- There was consensus regarding moving forward with the META proposed launch date on March 23, 2017. The committee would document the conduct of the launch and would make appropriate referrals to the Governet.
- There was continued discussion regarding the review of the contract with the curriculum management system.

Information Item: Update Credit by Exam List

- ADD: SPAN 102
- REVIEW: Counselling. L. Maxwell reported that the counselling department was able to review the document and did not have any questions.

Agenda Item: Approval Process: Integration of the Technical Review Committee

Discussion:

- There were no questions regarding the placement of the Technical Review Committee in the course and program approval process.
- There were modifications on the types of proposals that need to be on the consent agenda.

Committee Action: There was no committee action at this time.

Information Item: Senate Update: BP/AP 4900 Transfer of Credit. A separate BP/AP.

Information Item: Disciplines List (Rough CNET Report)

Discussion:

- The document regarding the annual report on the disciplines list was reviewed.

Information Item: Evaluation of the Committee and its Processes.

- The document regarding the implementation of committee evaluation work group was presented.

Information Item: BP/AP 4025 Philosophy and Criteria for Associate Degree and General Education

Information Item: Technical Review Team: Roles and Responsibilities

Information Item: Curriculum Development Handbook: Annual Review

ATTACH: Program and Course Approval Handbook 5th Edition

ATTACH: Program and Course Approval Handbook 6th Edition Draft

ATTACH: ASCC COR Reference Guide 2008

Information Item: Curriculum Goals and Achievements

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

Call to Adjourn. The meeting was adjourned at 4:00 PM.

Next Meetings:

TRC Meeting: Thursday, Mar 30, 2017, B-100, 2:00 – 4:00 PM

AP&P Committee Meeting: Thursday, Apr 6, 2017, B-100, 2:00 – 4:00 PM (Summary Report)

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