

Academic Policy & Planning Committee Agenda

Meeting: Thursday April 11, 2019 in M-116 at 2:00 PM

VOTING MEMBERS (15)

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 – vacant

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: Mar 28, 2019

Approval of the Agenda:

Chair Comments:

- Next Meeting: TRC Committee – 04/18/2019
- Next Meeting: AP&P Committee – 04/25/2019
- Program Modifications and 16-unit certificates

Agenda Item 1: Math Graduation Requirement. The Mathematical Sciences department proposes the removal of "OPTION B" because Accuplacer test is no longer used for math placement.

Consent Agenda:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Corrections DL	EMS 130	Principles of Emergency Management (3) Modifications: Change to Letter Grade only.	Program: EMS Certificate and Associate degree

Second 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	
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.	

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
New Course New DL	ACCT 105	Introduction to Accounting (3)	
New Course New DL	ACCT 131	Financial Accounting 1 (3) Catalog Description: "The course is not open to students who have received credit for ACCT 130."	
New Course New DL	ACCT 132	Financial Accounting 2 (3) Prerequisite: ACCT 131	
Major Modification Course	MMAC 112	Responsive Web Design (3) Advisory: GRPH 108 or ART 108, GRPH 111, GRPH 112 Modification: <ul style="list-style-type: none"> • Catalog Description • Content • SLO • Objectives • Text and materials 	

Second Reading: These **program modifications** are contingent on the considerations for two courses, ACCT 105, ACCT 131, and ACCT 132.

Proposal Type	Prefix	Program	Other Information:
New	ACCT	Certificate of Achievement Units: 21	OLD: 15 units.

Program (Certificate of Achievement)		<p>Modifications:</p> <ul style="list-style-type: none"> • Modify Program description. • Add Program Learning Outcomes. • Change total units from 15 to 18. • Divide ACCT 130 into ACCT 131 & ACCT 132, each 3 units. • Add CBIS141 (EXCEL) as a requirement. 	Conversion of C of Accomplishment to C of Achievement.
Major Modification Program	ACCT	<p>Accounting Associate in Science Units: 30</p> <p>Modifications:</p> <ul style="list-style-type: none"> • Divide ACCT 130 into ACCT 131 and ACCT 132. Each 3 units. ACCT 131 and ACCT 132 have been submitted to AP&P for approval in spring 2019. • Replace CBIS 101 with CBIS141 Excel. Excel is a mandatory skill for all accountants. • Remove the Recommended Elective of "Special Topics". • Change total core units from 21 to 24. 	
New Program (Certificate of Achievement)	ACCT	<p>Accounting: Bookkeeping Certificate of Achievement Units: 18</p> <p>Modifications:</p> <ul style="list-style-type: none"> • Add program learning outcomes. • Change total units from 12 to 18. • Add ACCT105 Introduction to Accounting (New Course Pending approval). • Add CBIS141, Excel, as a requirement. 	NOTE: Increase in number of units to change from C of Accomplishment to C of Achievement.
Major Modification Program	BUS	<p>Business Administration Associate in Arts Units: 28</p> <p>Modification:</p> <ul style="list-style-type: none"> • Replace ACCT 130 with ACCT 131 and ACCT 132 	
Major Modification Program	BUS	<p>Business Administration Associate in Science for Transfer GE: 37-39 Core: 18 Selected: 10-11</p> <p>Modification:</p> <ul style="list-style-type: none"> • Increase total core units from 15 to 18. • ACCT 130 being replaced by ACCT 131 Financial Accounting 1 and ACCT 132 Financial Accounting 2. Each new course is 3 units. 	
Major Modification Program	BUS	<p>Business: Marketing Associate in Science Units: 36</p> <p>Modifications:</p> <ul style="list-style-type: none"> • Drop ACCT 100 Entrepreneurial Accounting and ACCT 130 Financial Accounting. 	

		<ul style="list-style-type: none"> ACCT 130 being replaced by ACCT 131 Financial Accounting 1 and ACCT 132 Financial Accounting 2. Each new course is 3 units. 	
Major Modification Program	BUS	<p>Business: Management Associate in Science Units: 36</p> <p>Modifications:</p> <ul style="list-style-type: none"> Replace ACCT 130 with ACCT 131 and ACCT 132. Remove ACCT 100 Add: BUS 102 to core. Remove: BUS/ECON 121 or ECON 102 Add: ENTR 101 and ENTR 102 	
Major Modification Program	CBIS	<p>Computer Business Information Systems Certificate of Achievement Units: 27</p> <p>Modification:</p> <ul style="list-style-type: none"> ACCT 130 being replaced with ACCT 105 (new course launched fall 2018). 	
Major Modification Program	CBIS	<p>Information Technology Fundamentals Certificate of Accomplishment Units: 3</p> <p>Modification:</p> <ul style="list-style-type: none"> Due to updates to courses over the years, in particular CBIS 101 with the C-ID, CBIS 301 and CBIS 321 course content is already covered. I am seeking to remove CBIS 301 and CBIS 321 from the certificate which would only have CBIS 101 as the course to take to obtain it. 	
Major Modification Program	CBOT	<p>Computer Applications and Office Management Certificate of Achievement Units: 29</p> <p>Modification:</p> <ul style="list-style-type: none"> Name change to reflect current industry terminology. Selected units removed BUS 107 (3) added to core. 	
Major Modification Program	CBOT	<p>Computer Applications and Office Management Associate in Science Units: 29</p> <p>Modification:</p> <ul style="list-style-type: none"> 	
Major Modification Program	CBOT	<p>Computer Business Office Technology: Legal Secretarial Certificate of Achievement Units: 27</p> <p>Modification:</p> <ul style="list-style-type: none"> Increase core units 21 to 27. 	

		<ul style="list-style-type: none"> • Add: PLGL 105 and BUS 107 • Remove all selected units. 	
Major Modification Program	CBOT	Computer Business Office Technology: Legal Secretarial Associate in Science Units: 27 Modification: <ul style="list-style-type: none"> • Add: PLGL 105 and BUS 107 • Delete all selected units. 	
Major Modification Program	CBOT	CBOT: Word/Information Processing Certificate of Achievement Units: 24 Modification: <ul style="list-style-type: none"> • Replace ACCT 100, ACCT130, and ACCT 150 with new course ACCT 105. 	
Major Modification Program	CBOT	CBOT: Word/Information Processing Associate in Science Units: 24 Modification: <ul style="list-style-type: none"> • Replace ACCT 100, ACCT 130, and ACCT150 in selected courses with new course ACCT 105. 	

Information Item 1: DL Addendum – New Language

Information Item 2: Content Review – Prerequisites, Corequisites, Advisories, and Limitations on Enrollment

- Content Review Form
- Content Review in CurriQunet

Information Item 3: AB 705

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

- AP&P Representatives
- AP&P Vice Chair / TRC Chair
- AP&P Chair
- Administration
- Admissions and Records
- Counseling/Matriculation
- Articulation
- CurriQunet & Support

Call for Future Agenda Items

Call to Adjourn.