Academic Policy & Planning Committee Meeting Minutes
Meeting: Thursday April 11, 2019 in M-116 at 2:00 PM

VOTING MEMBERS (15)		NON-VOTING MEMBERS
X Chair – Larry Manalo Jr.	Industrial Technology – Patrick McGuire	X Curriculum Specialist – Rebecca Andres
X Applied Behavioral Sciences – C. Bisson	X Academic/Student Affairs – Kellye Cohn	VP, Academic Affairs – Robert Curry
X Business – Brent Darwin	X Languages & Communication – Andrea Sanders	Admissions & Records – J. Cabanas and
X Counseling – Lydia Maxwell	X Life and Physical Sciences – Wendy Hadley	X Stephen Bernardo
X English – Kate Adams	X Mathematics Sciences – Derek Mitchem	Vice-Chair /Articulation – David DeGroot
Fine Arts – Adrienne Allebe	Public Safety – Kristy Treur	X Community Education – K. Beckelhymer
X Kinesiology, Rec & Athletics – Sheri Bates	X Social & Behavioral Sciences – Tom VanderMolen	Part-Time Faculty Union – Jim Houlis
X Health Sciences – Mary Pat Nelson	Student Representative – None	
STANDING INVITEES		GUESTS
Dean, Academic Affairs – Margaret Lau	Dean, Matriculation/Counseling – Y. Teniente	
X Dean, Academic Affairs – Richard Mahon	Dean, Extended Campus – Rick Rantz	
Dean, Academic Affairs – Mary Patrick	Associate Dean/Athletic Director – Kim Ensing	
Dean, Student Services – Robert Parisi	Associate Dean/PCPA Director – Mark Booher	
Dean, Academic Affairs – S. Ramirez Gelpi		

Approval of Minutes: Mar 28, 2019
No action taken.

Approval of the Agenda
COMMITTEE ACTION: A motion was made to approve the agenda as distributed. (M/S/P: D. Mitchem/ L. Maxwell) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, T. VanderMolen, No: 0. Abstentions: 0.

Chair Comments
- Program Modifications and 16-unit certificates
  - A reminder to reps that proposals for existing 16 unit certificates of accomplishment will need to be submitted to AP&P as "new program proposals". These programs currently do not exist in the state inventory because state approval was not required for programs less than 18 units.

    55070. Credit Certificates
    (a) Any sequence of courses consisting of ~~18~~ 16 or more semester units or ~~27~~ 24 or more quarter units of degree applicable credit coursework shall constitute an educational program subject to approval by the Chancellor pursuant to section 55130……
    (b) Shorter credit programs leading to a certificate may be established without review and approval by the Chancellor after approval by the college curriculum committee and the district governing board. Such a certificate may be given any name or designation deemed appropriate by the district governing board, except that such a certificate may not be referred to as a certificate of achievement, a certificate of completion, or a certificate of competency, unless approved by the Chancellor pursuant to subdivision (c). Such a certificate may not be listed on a student's transcript, unless approved by the Chancellor pursuant to subdivision (c). ·
    (c) A district may submit any sequence of courses consisting ~~12~~ 8 more semester units or ~~18~~ 12 or more quarter units of degree applicable credit coursework to the Chancellor and request that it be approved as a program leading to a certificate of achievement. The Chancellor may approve such a program if he or she determines that it satisfies the requirements of subdivision (a) despite requiring fewer than ~~18~~ 16 semester or ~~27~~ 24 quarter units of degree-applicable credit coursework.

- New program proposals will be needed for the following programs:

Program Title	Current Program Award	Proposed Program Award	Total Major Units
Accounting	Certificate of Accomplishment	Certificate of Achievement	21
Accounting: Bookkeeping	Certificate of Accomplishment	Certificate of Achievement	18
CBIS: Information Architecture	Certificate of Accomplishment	Certificate of Achievement	16.5
Environmental Health and Safety Technician	Certificate of Accomplishment	Certificate of Achievement	16
Fashion Merchandising	Certificate of Accomplishment	Certificate of Achievement	16
Medical Billing and Coding	Certificate of Accomplishment	Certificate of Achievement	16
Notes:	*Not transcripted*	*Transcripted*	*Programs lower than 16 units (8-15.5 units) may propose the "Certificate of Achievement" designation but must comply with regulations 55130 and submit a new program proposal to be reviewed..*

- For assistance in creating a new program proposal faculty should contact their academic dean, AP&P Chair, TRC Chair, or curriculum specialist. New program proposal materials and instructions will be distributed.

Agenda Item 1: Math Graduation Requirement

The Mathematical Sciences department proposes the following changes to the competency graduation requirement:

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6. COMPETENCY IN READING, IN WRITTEN EXPRESSION, AND IN MATHEMATICS has been demonstrated.

Students will demonstrate competence in reading by completing the general education requirements (below).

Students will demonstrate competence in written expression by completing English 100 (grade C or higher) or English 101 (grade C or higher).

NOTE: Students who plan to transfer to a four-year institution should demonstrate competence in written expression by completing English 101 rather than English 100.

Students will demonstrate competence in mathematics by meeting any one of the following standards:

   A. Pass one of the following courses with a C or better: Math 309, Math 321, Math 331, Math 333/334 or any 100-level math course of at least three units.

   B. ~~Receive a math placement recommendation for any 100 level math course based on the current Allan Hancock Accuplacer test~~.

NOTE: Students should consult a counselor to see if Math 309 is best for them. STEM majors and others who intend to take Math 121 or higher, should take Math 331

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Rationale: "OPTION B" (above) no longer applies because Accuplacer test will no longer be used for math placement.

AP&P representatives were asked to get feedback from their department in preparation for discussion at an upcoming AP&P meeting.

Consent Agenda

Proposal Type	Prefix & Number	Course/Program Title (units)	Comments
Corrections	EMS 130	Principles of Emergency Management (3) Modifications: Correction of grading option from P/NP to Letter Grade only. Letter grade needs to be an option in some EMS program courses in order that students may be eligible for the degree.	Effective 2020-21 catalog
COMMITTEE ACTION:	A motion was made to recommend consent agenda items for adoption. (M/S/P: D. Mitchem / A. Sanders). Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, T. VanderMolen, No: 0. Abstentions: 0.		

Second Reading:

Proposal Type	Prefix & Number	Course/Program Title (units)	Effective Date
Course Review	COS 301	Intro to Cosmetology (5) Prerequisite: MATH 521 or MATH 531 or higher	
Major Modification	COS 310	Manicuring (9) Prerequisite: MATH 521 or MATH 531 or higher math class	
Major Modification	DANC 148	Folklorico Concert Production (3) Repeat: 3 – The course can be designated repeatable because it is a competition course. Advisory: ENGL 514 LOE: Audition	2020-21 catalog (summer or fall term)
New Course Proposal	ACCT 105	Introduction to Accounting (3)	
Request for DL	ACCT 105	Introduction to Accounting (3)	
New Course Proposal	ACCT 131	Financial Accounting 1 (3) Catalog Description: "The course is not open to students who have received credit for ACCT 130."	

Proposal Type	Prefix	Program	Effective Date for New and Modified Programs
Request for DL	ACCT 131	Financial Accounting 1 (3)	
New Course Proposal	ACCT 132	Financial Accounting 2 (3) Prerequisite: ACCT 131	
Request for 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 Modifications: • Catalog Description • Content • SLO • Objectives • Text and materials •	
COMMITTEE ACTIONS:	A motion was made to recommend 2nd readings for adoption. (M/S/P: D. Mitchem / K. Adams) Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, T. VanderMolen, No: 0. Abstentions: 0 A motion was made to recommend prerequisites and advisories for adoption. (M/S/P: D. Mitchem / A. Sanders). Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, T. VanderMolen, No: 0. Abstentions: 0. A motion was made to recommend ACCT 105, 131, and 132 for distance learning modality. (M/S/P: D. Mitchem / A. Sanders). Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, T. VanderMolen, No: 0. Abstentions: 0.		

Proposal Type	Prefix	Program	Effective Date for New and Modified Programs
New Programs Certificate of Achievement	Accounting	Accounting Certificate of Achievement (21)	
	Accounting	Accounting: Bookkeeping Certificate of Achievement (18) Modifications: • Add program learning outcomes. • Change to total units from 12 to 18. • Add ACCT 105 Introduction to Accounting • Add CBIS 141, Excel, as a requirement.	2020-21 catalog
Major Program Modifications	Accounting	Accounting AS (30) Modifications:	

		- 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.	
	Business	Business Administration AA (28) Modifications: - Replacing ACCT 130 with ACCT 131 and ACCT 132 - Total major units from 25 to 28 units	
	Business	Business Administration AST (28-29) GE: 37-39 Core: 18 Selected: 10-11 Modifications: - Removing ACCT 130 - Adding ACCT 131 (3) and ACCT 132 (3). - Increase total core units from 15 to 18 - Total major units changing from 25-26 to 28-29	
	Business	Business: Marketing AS (36) Modifications: - Removing "ACCT 100 or ACCT 130". - Adding ACCT 131 and ACCT 132 - Core units changing from 27 to 30 units - Total major units changing from 33 to 36 units.	
	Business	Business: Management AS (36) Modifications: - Removing "ACCT 100 or ACCT 130" - Removing "BUS/ECON 101 or ECON 102" - Add: BUS 102 (3) to core. - Adding ACCT 131 (3) to core - Adding ACCT 132 (3) to core - Remove: BUS/ECON 121 or ECON 102 - Add: ENTR 101 and ENTR 102 to list of selected courses	
	Computer Business Information Systems	CBIS Certificate of Achievement (27) Modifications: ACCT 130 being replaced with ACCT 105	
		CBIS: Information Technology Fundamentals Certificate of Accomplishment (3)	

		Modifications: • **removing** CBIS 301 and CBIS 321 • Total core units from 9 to 3 units	
	Computer Business Office Technology	CBOT: Computer Applications and Office Management Certificate of Achievement (29) Modifications: • Program title change from Administrative Assistant/Secretarial • Modified catalog description • Modified program outcomes • Adding BUS 107(3) to core courses • Total core units from 23 to 29 • Removing list of selected units	
	Computer Business Office Technology	CBOT: Computer Applications and Office Management Associate in Science (29) Modifications: • 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 courses	
	Computer Business Office Technology	CBOT: Legal Secretarial Certificate of Achievement (27) Modifications: • Required core units from 21 to 27.units • Total major units from 30 to 27 units • Adding: PLGL 105 (3) and BUS 107 (3) to required core courses • Removing list of selected courses	
	Computer Business Office Technology	CBOT: Legal Secretarial AS (27) Modifications: • Required core units from 21 to 27.units • Total major units from 30 to 27 units • Adding: PLGL 105 (3) and BUS 107 (3) to required core courses • Removing list of selected courses	
	Computer Business Office Technology	CBOT: Word/Information Processing Certificate of Achievement (24) Modifications:	

		• Removing ACCT 100, ACCT130, and ACCT 150 from selected units • Adding ACCT 105 to list of selected courses	
	Computer Business Office Technology	CBOT: Word/Information Processing AS (24) Modifications: • Removing ACCT 100, ACCT130, and ACCT 150 from selected units • Adding ACCT 105 to list of selected courses	
COMMITTEE ACTIONS:	A motion was made to recommend 2nd reading program proposals for adoption. (M/S/P: D. Mitchem / K. Adams). Yes: C. Bisson, B. Darwin, L. Maxwell, K. Adams, S. Bates, M. Nelson, K. Cohn, A. Sanders, W. Hadley, D. Mitchem, T. VanderMolen, No: 0. Abstentions: 0		

Information Item 1: DL Addendum – New Language to California Code of Regulations Regarding Distance Learning

The committee reviewed changes to distance learning regulations:

> **55206. Separate Course Approval**
> If any portion of the instruction in a <u>new</u> ~~proposed~~ or existing course ~~or course section is designed~~ to be provided through distance education ~~in lieu of face to face interaction between instructor and student~~, <u>an addendum to the official course outline of record shall be required. In addition to addressing how course outcomes will be achieved in a distance education mode, the addendum shall at a minimum specify how the portion of instruction delivered via distance education meets:</u>
> > (a) <u>Regular and effective contact between instructors and students and among students as referenced in title 5, section 55204(a), and</u>
> > (b) <u>Requirements of the Americans with Disabilities Act (42 U.S.C. 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S. C. 749d)</u>
> >
> > <u>The addendum</u> ~~the course~~ shall be separately ~~reviewed and~~ approved according to the district's adopted ~~course~~ <u>curriculum</u> approval procedures<u>.</u>

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 - 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

Support: A new "public site" to access CurriQunet was shared. The new site will enable part-time faculty and staff to view and/or download AHC course and program outlines without a username or password.

Call for Future Agenda Items

Call to Adjourn - The meeting was adjourned at 4:00 pm